



# Covid-19 Outbreak Management Plan

Committee with oversight for this policy	Health & Safety and Attendance
Policy to be approved by the Health & Safety and Attendance Committee	
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Policy / Document due for review	In line with LA and Public Health Updates

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## Introduction

The Government has made it a national priority that education and childcare settings should continue to operate as normally as possible during the COVID-19 pandemic.

Measures affecting education and childcare may be necessary in some circumstances, for example:

- to help manage a COVID-19 outbreak within a setting
- as part of a package of measures responding to a Variant of Concern (VoC) or to extremely high prevalence of COVID-19 in the community
- to prevent unsustainable pressure on the NHS

This Outbreak Management Plan describes how we would operate if we were advised to reintroduce any measures described in the Contingency Framework: education and childcare settings.

The Outbreak Management Plan will be regularly reviewed to reflect current guidance.

## Roles and Responsibilities

Local authorities, Director of Public Health and Health Protection Teams are responsible for managing localised outbreaks. They play an important role in providing support and advice to education and childcare settings.

Local authorities, Director of Public Health and Health Protection Teams can work with their regional partnership teams (RPTs) to escalate issues from the local level into the central Local Action Committee command structure. RPTs support local areas in managing outbreaks and provide advice and insights from across the country to the Chief Medical Officer and the Secretary of State for Health and Social Care to inform decision making.

Through the Local Action Committee command structure, ministers consider and take decisions on measures on an area-by-area basis in light of all available evidence, public health advice and the local and national context.

In rare circumstances, it may be necessary to escalate issues to ministers through other central government committees (for example incident management teams), but this should be by exception only.

Liverpool schools should have in place a Covid-19 lead who oversees a response team in the case of an outbreak. At Barlows Primary School, the Covid-19 lead is the Headteacher, David Robinson. The deputy lead is the Deputy Headteacher, Stacey

Feenan. In addition, other staff may be involved in different elements of the outbreak management plan. Covid-19 policy updates are a standing agenda item at Senior Leadership Team meetings.

## Risk Assessment

Our school risk assessment can be found here:

<https://barlowsprimary.co.uk/school-information/risk-assessment-september-2020/>

Our risk assessment has been developed in line with national guidance and local advice. We have consulted with staff, unions and our governing body in order to apply national guidance and local advice to our setting.

Our risk assessment will be reviewed fortnightly in the first instance and earlier if there are any incidents, near misses or changes to procedure.

In the case of any outbreak, schools should revisit their risk assessment to ensure that controls are being followed effectively, particularly

- Ensuring good hygiene for everyone
- Maintaining appropriate cleaning regimes
- Ventilation
- Following public health advice on testing, self-isolation and managing confirmed cases of covid-19

## When Settings Should Consider Extra Action

**If extra action is needed, this will be advised by the Director of Public Health or the Local Health Protection Team.**

**The Director of Public Health or Health Protection Team may give schools advice reflecting the local situation. In areas where rates are high, this may include advice that local circumstances mean that the thresholds for extra action can be higher than set out above.**

For most education and childcare settings, whichever of these thresholds is reached first:

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or

- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

Liverpool Public Health will regularly review local data including number of positive cases, testing uptake, testing positivity and local hospital admissions. This data will influence threshold levels for additional action.

For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:

- 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period

**All positive cases will continue to be reported to the local authority via the online MDS form <https://www.smartsurvey.co.uk/s/covid-19-schools/>**

Public Health and School Improvement Liverpool will liaise with schools when there are concerns about an outbreak in a school setting.

## Close mixing

Identifying a group that is likely to have mixed closely will be different for each setting. Below are some examples.

For schools, this could include:

- a form group or subject class
- a friendship group mixing at breaktimes
- a sports team
- a group in an after-school activity

## Contingency planning

### Reintroducing bubbles / reduce mixing between groups

<b>Lead Person:</b>	<b>Key contacts:</b>
<b>David Robinson</b>	<i>Redacted for website publication</i>
<b>Communications:</b>	
Reintroduction of bubbles would be communicated to parents and carers via Parent Mail at the earliest opportunity. Information to be published regarding:	

- staggered start / finish times of different year groups
- reduction in capacity of breakfast after-school provision and Children’s University clubs
- potential end to intervention groups where they cross bubbles
- implementation of one-way system entering and leaving the site
- pupils in different year groups not mixing on the playground before and after school
- lunchtimes to be held in class for years 3-6

**Additional Information:**

Any additional measures that need to be brought in on the advice of public health.

**Considerations:**

<b>Organisation</b>	<p>Operational changes required:</p> <ul style="list-style-type: none"> <li>• staggered lunch arrangements</li> <li>• staggered playtimes</li> <li>• no support staff and teachers to cross between bubbles</li> <li>• setting up socially distanced markers for drop-off and collection</li> <li>• deployment of staff to oversee staggered drop-off and collection times</li> <li>• different entry and exit points for each year group</li> <li>• reduction of external visitors to the school</li> <li>• Staggered break and lunch times for staff that utilise different rooms for each year group team</li> <li>• no face-to-face parental meetings – all by phone or Zoom</li> <li>• meetings between staff in other bubbles to be held over Zoom</li> </ul>
<b>Resources</b>	<p>Ensure:</p> <ul style="list-style-type: none"> <li>• Zoom subscription is active</li> <li>• Parent Mail has sufficient text message credits</li> </ul>

## Re-Introduction of Shielding

<b>Lead Person:</b>		<b>Key contacts:</b>
David Robinson		School HR team for advice
<b>Communications:</b>		
Individuals who are advised to shield should be contacted directly by government, local authority or GP.		
<b>Additional Information:</b>		
Member of staff affected must provide the Headteacher with the letter/email instructing them to shield.		
<b>Considerations:</b>		
<b>Business continuity:</b>	Based on the previous period of shielding, the business would be in a position to continue to operate.	
<b>Staff impacted</b>	Based on the previous period of shielding, shielding would affect two members of staff at the time of writing.	
<b>Cover</b>	Use of internal cover where possible, before employing agency staff.	

## Attendance Restrictions – Pupils Not Allowed to Attend School

<b>Lead Person:</b>		<b>Key contacts:</b>
David Robinson		Remote Education – <i>Redacted for website publication</i>
<b>Communications:</b>		
<p>Reintroduction of home-schooling would be communicated to parents and carers in line with the Home Education Policy at the earliest opportunity. Information to be published regarding:</p> <ul style="list-style-type: none"> <li>• accessing on-line learning from home</li> <li>• survey sent out to ascertain those who require a device and/or internet connection</li> <li>• delivery/collection of device</li> <li>• process for emailing out free school meal vouchers</li> <li>• reminder regarding online safety sent to parents and carers</li> <li>• welfare calls to families and shielding staff to recommence</li> </ul>		
<b>Additional Information:</b>		
<p><a href="https://get-help-with-remote-education.education.gov.uk/statutory-obligations.html">https://get-help-with-remote-education.education.gov.uk/statutory-obligations.html</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools">https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools</a></p>		
<b>Considerations:</b>		
<b>Key Worker and Vulnerable Children:</b>	School to set up a staff rota system in line with of the number of pupils eligible to access school as key worker/vulnerable pupils.	
<b>Safeguarding provision:</b>	<p>Vulnerable list maintained by DSL. Welfare calls to commence twice a week and weekly socially distanced visits for pupils we have significant concerns for that are not attending school.</p> <p>Communication and coordination between DSL and respective social workers to take place.</p>	



## Reporting a Confirmed Case

**For COVID-19 queries related to educational settings – Single Point of Contact (SPOC)**

**School Improvement Liverpool**

*Redacted for website publication*

**Notifying a confirmed case**

**All confirmed cases should be notified via the online MDS form below:**

***Redacted for website publication***

DfE helpline

Telephone: 0370 000 2288

Monday to Friday, 9am to 5pm