

## COVID-19 Outbreak Management Plan (OMP) Worcestershire

### Webheath Academy Primary School

All education and childcare settings should already have risk assessments in place to prevent and control COVID-19. In addition, the Department of Education require all schools to have a Contingency Plan, also known as an Outbreak Management Plan, describing how the school would manage outbreaks of COVID-19 and how they would operate if they were advised to use any of the control measures that are described in the [contingency framework](#).

#### Roles and Responsibilities

Local Authorities, Directors of Public Health (DsPH), via the LORT, and PHE Health Protection Teams (HPTs) are responsible for managing localised outbreaks. They provide health protection support and advice to education and childcare settings.

It is important that this plan is reviewed regularly and kept up to date with changes in national guidance. It is the school responsibility to stay up to date with current, new and emerging national guidance.

Role	Who
Production of the plan	Janine Burton - Headteacher
Authorisation of the plan	Governors
Updating the plan in the light of new guidance and situations	Any member of SLT
Review of the plan	Janine Burton and Governors
Implementation of the plan (see table below)	

It may be necessary to implement the measures in this plan to manage a COVID-19 outbreak within the school. If an outbreak occurs, we will work with Worcestershire Local Outbreak Response team (LORT) to seek Public Health advice and manage the outbreak. The thresholds below are an indication that intervention/support/advice or guidance from the LORT maybe required.

## Thresholds.

**For non-residential settings/schools/colleges with 21+ children/pupils/students/staff (except special schools), whichever is reached first:**

**If a pupil, student, child or staff member is admitted to hospital with COVID-19.**

<p>5 children, pupils, students or staff, <b>who are likely to have mixed closely</b> test positive for COVID-19 within a 10-day period; <b>or</b></p>	<p>Mixed closely: e.g. class/subject/friendship group/sports team, see <a href="#">guidance for definitions</a></p>	<p>Example: Year group of 100: Consider consulting the LORT for 5 positive cases if they have mixed closely.</p>
<p>10% of children, pupils, students or staff <b>who are likely to have mixed closely</b> test positive for COVID-19 within a 10-day period</p>	<p>Mixed closely: e.g. class/subject/friendship group/sports team, see <a href="#">guidance for definitions</a></p>	<p>Example: Class of 30: Consider consulting the LORT for 3 positive cases.  Sports team of 11: Consider consulting the LORT for 2 positive cases.</p>

The thresholds above may be revised locally in response to high infection rates in the community or in response to a 'variant of concern' (VoC).

**Stage 1. On reaching the threshold. Implemented by school.**

<b>Outbreak Management Principle</b>	<b>How the setting would implement this requirement quickly; consider: Resources, staffing, processes, layouts, timings, communications, training</b>	<b>Constraints to be addressed in advance. Indicate when constraints have been managed - date/ colour code to differentiate.</b>	<b>Who will implement in the event of an outbreak?</b>
Increased hand and respiratory hygiene <a href="#">Actions for early years and childcare providers during the COVID-19 pandemic - GOV.UK (www.gov.uk)</a>	See setting/school/college risk assessment, we will review this if the threshold is reached.	Handwashing lessons and 1:1 monitoring took place in the first week of school. Handwashing lessons will be repeated if identification of an outbreak	SLT
<b>Routine testing</b>  Families and staff can access tests here: <a href="#">Order coronavirus (COVID-19) rapid lateral flow tests – GOV.UK (www.gov.uk)</a>	We will review the COVID-19 testing measures in place. If advised, we will increase the use of home testing by pupils (Y7+) and staff. We will remind parents about the importance of arranging a PCR test for pupils and double vaccinated people who are close contacts of positive cases. We will also remind parents of the additional precautionary steps that close contacts should take to reduce transmission. We will inform parents via Ping on how to gain access to LFT and PCR testing advice We will have a preprepared letter to communicate arrangements.	Parents have been reminded about testing, keeping children home if unwell and all staff given updated information Primary school so children do not routinely test	SBM and front office team

<p>Ventilation</p> <p><a href="#">Ventilation of indoor spaces to stop the spread of coronavirus (COVID-19) - GOV.UK (www.gov.uk)</a></p>	<p>See setting/school/college risk assessment, we will review this if the threshold is reached.</p>	<p>Ventilation guidance has been followed and RA carried out by Head, Site Manager and SBM          Only 2 rooms identified as a risk and limits on use of these rooms          Max numbers in rooms will be limited number from own year groups only          Spaces will receive full ventilation (blasting) at breaks, lunch and end of school day          Awaiting delivery of CO2 monitors</p>	<p>Site Manager</p>
<p>Cleaning</p> <p><a href="#">COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK (www.gov.uk)</a></p>	<p>See setting/school/college risk assessment we will review this if the threshold is reached.</p> <p>Cleaning will increase with ensured use of double cleaning of all touch points using disposable mop heads and cloths for each separate space.</p> <p>Equipment will not be left out to ensure effective cleaning can take place</p> <p>Any areas identified as particular ‘hot spot’ areas will be fogged</p>	<p>Cleaning routines gone over with all cleaning staff with expectations          Cleaners employed before school, after lunch and after school to ensure regular cleaning of toilets and min daily cleaning of classrooms and all touchpoints.          Double cleaning of the hall between lunches</p>	<p>Site Manager</p>
<p>Outdoor activities</p> <p>See guidance, page 22, here: <a href="#">Contingency framework: education and childcare settings (publishing.service.gov.uk)</a></p>	<p>The setting/school/college will review whether any activities can be undertaken outdoors.</p> <p>Timetables to be readdressed to ensure bubbles approach can be quickly introduced and ensure as much learning as possible can be enabled outside</p>	<p>Lessons for outside identified at start of term          Timetable for use of outdoor learning          Safety of outdoor areas to ensure safe use – RA at start of term          Tree survey          Staggered lunchtimes and playtimes kept in place</p>	<p>EC and ZP</p>

<p>Cases in staff</p> <p><a href="#">Contingency framework: education and childcare settings (publishing.service.gov.uk)</a></p> <p><a href="#">NHS Test and Trace in the workplace - GOV.UK (www.gov.uk)</a></p>	<p>We will liaise with the Self-Isolation Service Hub as soon as we are made aware of any staff who have tested positive.</p>	<p>Informed staff of lines of communication for reporting absence and the need to be vigilant. Updated on new</p>	<p>SBM</p>
<p><b>Educational Visits (including residential)</b></p> <p>Limitations may be advised by the LORT.</p>	<p>See setting/school/college risk assessment          Use Evolve and all RA to include COVID          Follow advice from LORT          If the year group travelling on the trip are the group who have reached threshold, cancel trip          If teacher who has organised trip is COVID positive, cancel trip</p>	<p>Trips limited and for year groups only          Wash hands before go and upon return          All staff aware how to use Evolve and check before trip          All RA to include COVID risks and how they will be managed          No residential until further notice</p>	<p>Head and JW</p>
<p><b>Open /taster / transition days</b></p> <p>Limitations may be recommended by the LORT.</p>	<p>See setting/school/college risk assessment          Any transition activities, contact the other setting and follow both school RA to reach a decision          Postpone taster or Open days</p>	<p>Avoiding large groups in the Autumn term – open events no more than 6 people and after school when most children and staff have left for the day</p>	<p>SLT</p>
<p><b>Parental Attendance</b></p> <p>Limitations may be recommended by the LORT.</p>	<p>See setting/school/college risk assessment.          Use of Teams or phone for meetings unless unavoidable          No large social gatherings</p>	<p>Limit parents involved in school and be as year groups only</p>	<p>SLT</p>

<p>Performances and Sport Limitations may be recommended by the LORT.</p> <p><a href="#">Events and attractions - Working safely during coronavirus (COVID-19): guidance from Step 4 - Guidance - GOV.UK (www.gov.uk)</a></p> <p><a href="#">Coronavirus (COVID-19): grassroots sports guidance for the public and sport providers - GOV.UK (www.gov.uk)</a></p>	<p>See setting/school/college risk assessment</p> <p>No performances or attendance at sporting events</p>	<p>No attendance to large indoor performances and sporting events prior to Christmas until the situation can be reassessed</p>	<p>EC and SLT</p>
<p>Work with the Local Outbreak Response Team (LORT) in the event of an outbreak</p>	<p>If the number of cases meets the threshold and there are links in time and or place between the cases, we will work with Worcestershire Local Outbreak Response Team (LORT) to identify outbreak management control measures to be implemented.</p> <p>Office staff will monitor cases and report on Arbor</p> <p>SLT will assess daily and remain in contact with LORT</p> <p>Close contacts will be contacted by the school COMMs system to raise awareness</p>	<p>All pupils and staff on PING and new COMMS element of Arbor purchased</p>	<p>SLT and office staff</p>
<p>Advice to anyone (staff or pupil) who is known be at increased risk of severe infection.</p>	<p>See setting/school/college risk assessment</p> <p>Individual RA will be carried out and implemented if reaching a threshold</p> <p>Contact with HR support</p>	<p>All staff on system who may be at increased risk and maintained in P&amp;C manner</p>	<p>SBM</p>

**Stage 2. On reaching the threshold, after consultation with the LORT. Implemented by school.**

<b>Outbreak Management Principle</b>	<b>How the setting would implement this requirement quickly; consider: Resources, staffing, processes, layouts, timings, communications, training</b>	<b>Constraints to be addressed in advance. Indicate when constraints have been managed - date/colour code to differentiate.</b>	<b>Who will implement in the event of an outbreak?</b>
<p>In school asymptomatic testing site (adults and children from Y7+)</p> <p><b>ATS is only for implementation after consultation and advice from the LORT/Public Health Consultant.</b></p>	<p>LFT does not take place on Primary school sites. We will follow advice if the community is asked to mass test via our usual communication methods</p>		<p>SLT</p>

<p><b>Face Coverings (Staff and Y7+)</b></p> <p><b>Only for implementation after consultation and advice from the LORT/Public Health Consultant.</b></p>	<p>If advised, pupils, staff and visitors who are not exempt from wearing a face covering:</p> <ul style="list-style-type: none"> <li>Will be asked to keep on or put on a face covering when arriving at school and moving around indoors in places where social distancing is difficult to maintain, such as in communal areas.</li> </ul> <p>And/or:</p> <ul style="list-style-type: none"> <li>Will be asked to wear a face covering in rooms/classrooms or during activities, unless social distancing can be maintained or a face covering would impact on the ability to take part in exercise or strenuous activity.</li> </ul> <p><b>As a school:</b></p> <ul style="list-style-type: none"> <li>Face masks will be available in the front office and in the BMA</li> <li>Our COMMs system will send a message to all staff and parents</li> <li>Inventory will have a reminder on for people coming into school</li> <li>Signage will be put back in place at the entrances to ensure everyone is aware of the changes</li> <li>Training and reminders about safe use, storage and disposal of face coverings will be made available</li> </ul>	<p>Face masks and PPE in BMA and available</p> <p>Signage printed and ready to go up</p> <p>Office staff know how to change the inventory welcome</p>	<p>Office staff</p>
<p><b><u>Restricting group mixing</u></b></p> <p><b>Only for implementation after consultation and advice from the LORT/Public Health Consultant.</b></p>	<p><b>Follow advice from LORT but restrict year groups with an outbreak to their designated areas and with their own equipment</b></p>	<p>Year groups only currently mix and we still have staggered breaktimes and timetabled use of rooms</p>	<p>SLT</p>



<p><b>Shielding</b></p> <p><b>Only for implementation after re-introduction by national government.</b></p> <p><a href="#">Actions for early years and childcare providers during the COVID-19 pandemic - GOV.UK (www.gov.uk)</a></p>	<p>We will adhere to national guidance on the reintroduction of shielding. We will speak to individuals required to shield about additional protective measures in the setting / school/ college or arrangements for home working or learning.</p> <p>Any staff advised to shield will be expected to work their hours remotely. Their main role could be to support remote learning and be able to use Teams to make contact with families and teach pupils. They may have to teach pupils who are in school, depending on the circumstances. this will be worked out individually with a member of staff as part of their RA</p>	<p>School aware of staff who had to shield last time.</p> <p>All staff have Office365 accounts and have had to use in the last year</p>	<p>Phase Leaders</p>
<p><b>Restricting attendance</b></p> <p><b>Only for implementation after consultation and advice from the LORT/Public Health Consultant.</b></p> <p><a href="#">Contingency framework: education and childcare settings - GOV.UK (www.gov.uk)</a></p>	<p>Attendance restrictions will only be advised as a last resort. If advised and agreed by the governing body, we will implement the measures in this section.</p> <p><b>In the first instance, we will stay open for:</b></p> <ul style="list-style-type: none"> <li>Vulnerable pupils/children</li> <li>Children of critical workers</li> <li>Any other pupils in end of Key Stage (Reception, Year 2 and Year 6)</li> </ul> <p><b>If further restrictions are recommended, we will stay open for:</b></p> <ul style="list-style-type: none"> <li>Vulnerable pupils/children</li> <li>Pupils/children of critical workers</li> </ul> <p><i>This will be communicated via Ping and supported in the same way as lockdown 2.</i></p> <p><i>Children and young people who require remote education and test positive for COVID-19 but are well enough to learn from home will receive a remote learning package as outlined on our school policy for remote learning. Where available, IT support will be provided.</i></p> <p><i>School will ensure at least one DSL is available every day and as many First aiders as we can have in school. Those pupils on Free School meals will be provided with access to food or vouchers to ensure the children can access a daily meal.</i></p>	<p>Office to update critical workers list          FSM list is updated          Vulnerable children list updated on Arbor</p>	<p>Governors and Headteacher</p>

<p>Report all positive COVID-19 cases to OFSTED</p> <p>See detailed guidance here:  <a href="#">Actions for early years and childcare providers during the COVID-19 pandemic - GOV.UK (www.gov.uk)</a></p>	<p>Applies to EY settings only. See local setting processes.</p>		
<p>Maintaining quantity and quality of education and care</p> <p><a href="#">Contingency framework: education and childcare settings (publishing.service.gov.uk)</a></p>	<p>All pupils/children required to stay at home if they have tested positive for COVID-19 and are well enough to learn or if attendance at the setting/school/college is temporarily restricted, will receive remote education.</p> <p>We will aim to deliver remote education that meets the same quality and quantity of education/care that pupils/children would receive in school/the setting, as outlined in our remote learning policy on our website.</p> <p>The school will continue to provide meals, lunch parcels or vouchers for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 restrictions.</p> <p>Arrangements for collection of these meals or delivery will be arranged case by case and based on circumstances for the families at the time.</p> <p>When a child is off, school will arrange welfare calls and checks at least once a week.</p>		<p>SLT and Phase leaders</p>

## Notes and links to guidance

### Restricting Mixing

You will have the local knowledge of your setting to decide how reduce mixing between groups. The underlying principles being:

- Each group to be consistent with the same staff and children, so no crossing of staff or children between groups.

- Groups to be small enough to contain an outbreak to as few staff and children as possible but large enough for activities to be managed.
- Groups to be kept separate from each other.

Consider in advance:

- How you would split children and staff into groups that can remain consistent and small enough to contain an outbreak but also allow your setting/school/college to operate. Options include:
  - Keeping children from the same household in the same group
  - Children of similar ages in the same group
  - Children undertaking the same activities regularly in the same group
  - Children attending on the same days in the same group

### **Out of school settings**

[COVID-19: Actions for out-of-school settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/covid-19-actions-for-out-of-school-settings)