

COVID-19: outbreak management plan

John Ferneley College



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1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance](#), published by the Department for Education (DfE).

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), directors of public health (DsPH), Public Health England (PHE) health protection team or the national government.

It may be necessary to implement these measures in the following circumstances:

To help manage a COVID-19 outbreak within the school. Actions will be considered when either of the following thresholds are met:

- **There are 5 positive cases amongst students or staff who are likely to have mixed closely within a 10-day period**
- **10% of pupils or staff who are likely to have mixed closely test positive within a 10-day period**

If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission – see appendix 1 for further information from LCC Health Protection Team on stages of outbreak management.

As part of a package of measures responding to a ‘variant of concern’ (VoC).

To prevent unsustainable pressure on the NHS.

If there is a need to address more widespread issues across an area, “ministers will take decisions on an area-by-area basis.” This plan should be read alongside the latest guidance for education settings operating during COVID (this is not an exhaustive list and these documents change frequently so the reader should check they have the most up to date guidance).

Our Responsibilities

- Ensuring the protocols in your risk school Covid updated risk assessments are being followed– [click here](#)
- Each setting should keep accurate records of positive tests and isolation dates for both pupils and staff
- Put in place contingency planning for reinstatements of further measures (previous RA’s can support this)
- All reinstatements should be on the advice of Public Health (LCC or PHE) and RA’s would need to be tailored to this new advice
- Educational settings have to notify LCC of any Covid-19 cases whether for PCR or LFD test and complete DFE Daily Attendance (Early Years attendance – collected monthly by LA)
- Educational settings have to log reported cases onto the COVID Case Log Ed Effectiveness spreadsheet (where it can be viewed by Health Protection Team (LCC))

- Health Protection Team (LCC) will recommend and support which stage of outbreak management the setting should enter

2. Seeking public health advice

Indicator Triggers

The thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned (whichever of these thresholds is reached first):

- **5 students or staff**, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period;
- **OR 10% of students or staff** who are likely to have mixed closely test positive for COVID-19 within a 10-day period
- cases amongst staff mean a setting meets the threshold, described above, the setting will need to contact the Self-Isolation Service Hub on 020 3743 6715 and provide the Test and Trace Account ID of the person who tested positive, alongside the names of co-workers identified as close contacts. This allows contacts to receive the necessary public health advice, and self-isolation support.
- All settings should seek public health advice from the DfE helpline if a pupil, student, child, or staff member is admitted to hospital with COVID-19.

When one of the thresholds above is met, we will review the testing, hygiene and ventilation measures already in place.

We will also seek public health advice from a director of public health or our local health protection team, Leicestershire County Council – 0116 305 0740.

We will be responsible for seeking this advice, and will do so by telephoning the DfE helpline (0800 046 8687).

3. Home testing and reporting covid cases

If recommended, we will increase the use of home testing by pupils and staff. If it is advised that we reintroduce an asymptomatic testing site (ATS) at our school, we will consult with the director of public health (DsPH) to discuss any further support we need to do this.

Currently students and staff are testing twice weekly, with regular distribution of test kits to staff and students being ordered and managed by the school

While testing remains voluntary, we encourage as many students and staff as possible to continue with this process at home until the end of September, when this will be reviewed by the Government.

For every home test taken, students and staff must report the results via the NHS website www.gov.uk/report-covid19-result or NHS app, and we also ask that the school is notified of via phone as well as staff and student online forms. For example, student results report form
> <https://forms.office.com/Pages/ResponsePage.aspx?id=Qwncg1n5rUgcJcJ8tJg-pA4SyULUbg5Nii9hMMvzoBdUQkIVSUFaMFk4WDI1TIRQTERNQ1NOOEgyMS4u>

Should a child test positive, parents/guardians are responsible for reporting to the school immediately, or emailing our **Attendance Team** at jfcattendance@johnferneley.org, who will then mark the child absent as self-isolating.

Alongside the updated guidance, Individuals are no longer required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19. Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a [PCR test](#).

We continue to encourage all individuals to take a PCR test, if advised to do so. Alongside staff, students with home testing kits are to continue to test themselves **twice weekly (Sunday and Wednesday)**. Test kits will be ordered and distributed by the school on a three-weekly basis.

4. Face coverings

Should face coverings be recommended, due to local outbreaks or advice given to the school from PHE, the school will amend their Risk Assessment and inform the school community of any updates.

5. Shielding

We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the [shielded patient list \(SPL\)](#).

Senior Leaders will speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning, if required.

6. Other measures

Parents/guardians, pupils and staff will be kept informed promptly about the introduction of updated guidance or any new control measures. This will be done via email / letter home, once a decision has been made.

If recommended, we may have to limit:

- ❖ Residential educational visits
- ❖ Live events
- ❖ Transition or taster days
- ❖ Parents/guardians or visitors coming into school
- ❖ Live performances or practical sessions
- ❖ If recommended, we may have to reintroduce:
- ❖ Bubbles and year group areas to reduce mixing between groups

7. Attendance restrictions

If some attendance restrictions are needed or advised by PHE, all vulnerable children, children of critical workers, students in Years 10 and 11 and other students who could be due to take external exams this academic year should still be allowed to attend provision on site. If attendance is restricted further, vulnerable children and children of critical workers will be allowed to attend on site.

Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures in this section.

7.1 Eligibility to remain in school

If restrictions are recommended, we will stay open for:

Vulnerable students

Children of critical workers

7.2 Education and support for pupils at home

All other pupils will be required to stay at home and will receive remote education. All students will have access to a laptop / device to complete the necessary work required. All students will have access to the Teams platform.

We will aim to deliver remote education that meets the same quality and quantity of education that students would receive in school, as outlined in our **Remote Learning Policy** [here](#).

The school will continue to provide meals or free school meal vouchers (local authority only) for students eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines.

Free School Meal vouchers will be distributed by the school, to those eligible, with further instructions on email.

7.3 Wraparound care

We will limit access to before and after-school activities and wraparound care during term time and the summer holidays to those that need it most.

We will communicate who will be eligible to attend once any new restrictions are confirmed.

7.4 Safeguarding – remote education

- We will continue review our child protection policy to make sure it reflects the local restrictions and remains effective.
- We will always have a trained DSL or deputy DSL on site during a general school closure; if this is not possible a senior leader will take on the responsibility for coordinating safeguarding.

When vulnerable students are absent, we will:

- ❖ Speak to parents/guardians and, where appropriate, social workers and the local authority, to work out the reason for absence
 - ❖ Encourage attendance
 - ❖ Ensure vulnerable pupils can access appropriate education and support while at home
 - ❖ Maintain contact, and check regularly that the pupil is able to access remote education provision and support while they are at home
- Scheduled weekly video calls / phone calls to groups of students and families will take place, in coordination with the Safeguarding team.
 - Wellbeing video calls, phone calls and emails will be made regularly by the SEND team, Pastoral year teams and safeguarding team (in line with student risk assessments / needs) to ensure that students are safe and well at home. Part of the wellbeing calls will be to monitor access to the remote learning so that support can be provided for that child.
 - Cause for concern students will be shared with staff weekly by the arranged DSL, and necessary staff meeting agendas will be reviewed.
 - All students are briefed on the remote learning protocols as per the Trust Remote Learning Policy, such as not taking or recording images, engaging with online lessons.
 - Students and families have all been reminded of the DSL's email and encouraged to contact should they need to; support phone numbers/websites are shared with all students.
 - All students are taught through PSHE lessons about the dangers on online activity, including excessive use of IT, cyberbullying, sharing inappropriate words or images.
 - All students are guided on how to maintain good mental health and wellbeing through exercise, health social and family interactions, good routines, including sleep, healthy eating and more.
 - Regular questionnaires will continue to be sent to all staff, students and parents during any remote education. Within these surveys there are opportunities to spot potential safeguarding concerns (questions around mental health, anxieties, difficulties, concerns) which are to be then followed up.
 - Tutors will continue to hold remote morning tutor sessions to register students remotely every morning. Anyone absent by lesson 1 is followed up by an email/phone call home, to be made by the Attendance team. Parents/guardians are made aware that they need to call/email in as usual if their child is sick, has an appointment, is late etc. This is managed by the Attendance team.

Appendix 1:

Stages of Outbreak Management

The Health Protection Team (LCC) will contact the setting and assess the COVID-19 cases based on:

- Number of current positive and symptomatic cases
- Number of previous cases at the setting
- Rates and cases in the local area
- Protective measures in the setting

The table below outlines the criteria and measures that HPT LCC will consider for settings who require outbreak management. Stages outlined in this table are flexible and will be recommended after consultation between HPT LCC and the education setting. Any protective measures recommended will be subject to restrictions and exemptions (e.g. primary aged children will not take part in asymptomatic testing)

Stage	Criteria	Measures that may be introduced
Stage 0	0-4 cases, unlinked, or linked outside of setting within 10 days Setting has not had high case numbers previously Low cases in local area Setting in line with current guidance	None (if setting not in line with current guidance- LCC HPT will advise that they should be)
Stage 1	5- 10 cases within 10 days- linked in setting OR 10% of staff and pupils test positive within 10 days, and are linked OR setting has medium level of cases previously OR medium levels in local area	Emphasising and enhancing current measures – cleaning, ventilation, testing etc. Encouraging uptake of asymptomatic testing Activities taking place outdoors, including exercise, assemblies, or classes One-off enhanced cleaning focussing on touch points and any shared equipment Communications from the setting to the community about current cases.
Stage 2	11-20 cases within 10 days linked in setting OR setting has medium/high level of cases previously OR medium/high levels in local area.	Emphasising and enhancing current measures – cleaning, ventilation, testing etc. Encouraging uptake of asymptomatic testing Activities taking place outdoors, including exercise, assemblies, or classes One-off enhanced cleaning focussing on touch points and any shared equipment Communications from LCC about the cases Reintroducing face coverings in communal areas Limiting visits, performances etc. IPC/HPT LCC visit
Stage 3	21+ cases within 10 days linked in setting AND/OR setting has high level of cases previously AND/OR high levels in local area	Emphasising and enhancing current measures – cleaning, ventilation, testing etc. Activities taking place outdoors, including exercise, assemblies, or classes One-off enhanced cleaning focussing on touch

		points and any shared equipment Reintroducing ATS Surge testing Communications from LCC about the cases - specific to setting circumstances Reintroducing bubbles Reintroducing facemasks in classrooms Limiting visits, performances etc. Escalation to an OCT IPC/HPT LCC visit
Stage 4	50+ cases/30% of setting positive within 10 days	Emphasising and enhancing current measures – cleaning, ventilation, testing etc. Activities taking place outdoors, including exercise, assemblies, or classes One-off enhanced cleaning focussing on touch points and any shared equipment Limiting attendance Reintroducing ATS Surge testing Communications from LCC about the cases- specific to setting circumstances Escalation to an OCT IPC/HPT LCC visit

Escalation

Settings that enter stages 3 and 4 of outbreak management are likely to be taking part in Outbreak Control Teams (OCTs) with PHE and LCC. Settings will be supported in OCTs with the implementation of measures such as reintroducing bubbles and limiting attendance.

Enhancing Measures

If a setting is advised to enhance or emphasise their current measures, they should review their current risk assessment to ensure that this is up-to-date and in line with current guidance and consider

- reminding the settings community about the increased need for hand and respiratory hygiene
- re-introduce routines that encourage a better uptake of hand hygiene, for example checking that pupils are washing hands after breaks
- enhance cleaning, a setting should consider if there are any areas of the setting that are not cleaned frequently enough i.e. Touchpoints
- consider increasing ventilation, for example opening more windows and introducing systems to ensure windows and doors are kept open. The setting should encourage staff and pupils to bring extra layers of clothing to ensure thermal comfort whilst increasing ventilation.

- Communications about COVID-19 symptoms and testing requirements are a valuable way to enhance the setting's protective measures, including reminders on weekly lateral flow testing (Staff and secondary students)
- Settings should ensure that their contingency plans cover the possibility of enhancing protective measures.
- HPT (LCC) or LA may advise:
 - That **Face Coverings** are re-introduced (for 2 weeks initially) in communal areas and/or classrooms for staff and secondary-aged children (subject to reasonable exemptions), explaining why this has been recommended
 - That open days, parent evenings, school trips and performances in settings are limited
 - Temporarily re-introducing bubbles (this should not be taken lightly)
 - Limiting attendance (in extreme circumstances)
 - That a collaborative visit is necessary to a setting with the IPC Team to support measures and gather intel on routes of transmission
- National Govt may re-introduce shielding

Standing Down

The decision will be based on the same criteria that HPT (LCC) used to initially assess the outbreak management. This decision should be communicated unambiguously along with the rationale for the decision to all stakeholders.