



RCSAT Outbreak Management Plan Guidance

Bunbury – September 2021



All education and childcare settings should have outbreak management plans. The Outbreak management Plan should sit alongside the school's COVID Risk Assessment.

The [Education Contingency Framework](#) identifies what measures may need to be in place where an outbreak occurs.

The Operational Guidance sets out the measures that all education settings should have in place to manage transmission of COVID-19 day to day. For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting. The **thresholds***, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned. 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

Area of Concern	Issues for schools to consider	School Response Plans
Outbreak Control Meeting	<ul style="list-style-type: none"> • Does the school have a process to collect all the information required in relation to an outbreak, including a list of staff / pupils who have tested positive in the last 14 days, with isolation dates etc.? • Form used by admin to record cases in appendices below 	<p>Anyone displaying symptoms of Covid 19 or testing positive should not attend the setting</p> <p>All visitors into school will be recorded in our Covid Track and Trace log book. This will contain information as to who has been in the building and whom they have mixed with. Date/ time / location to be recorded.</p> <p>Admin to keep a record of all pupils who undertake PCR tests. This will include dates of test/ outcome of test isolation dates if needed and class. This can then be</p>

		<p>cross referenced with the Track and Trace log book if necessary.</p> <p>Office keeps central list of absences and any COVID related ones and records this via SIMs.</p> <p>Any isolations will now be made by Track and Trace. Those in close contact will be advised to take a PCR test and limit social contact although isolation is not necessary and they can remain in work/school.</p> <p>Siblings of a positive case who are under 18 can continue to attend school</p> <p>All letters to inform parents will be held on teachers 2 parents system so that information can be shared with parents should there be a positive case.</p> <p>School will seek PHE advise should any pupils or staff member be admitted to hospital with Covid 19</p>
Remote Learning	<ul style="list-style-type: none"> • What capacity and plans does the school have for remote learning? • What measures need to be put into place to 'switch on' the remote learning offer? • How will decisions be made about how to limit the workforce onsite and who are the appropriate staff to work remotely? 	<p>Google classrooms remains active. Staff and pupils are able to switch to the remote learning package quickly.</p> <p>On return in September pupils will be reminded of the process for logging on and the remote learning procedure will be shared once again with parents. Staff will be encouraged to refresh their skills.</p>
Staffing	<ul style="list-style-type: none"> • What plans are in place if staff test positive and are required to isolate including: <ul style="list-style-type: none"> – Classroom staff – Site staff – Office staff – The Senior Leadership Team • How will lessons be covered and prioritised? • How will the site be safety checked? • Who will manage a critical incident? 	<p>Class bubbles on the whole cover class if staff have to isolate – most classes have TA support. If required staff from other bubbles LFT and if clear move to other bubble.</p> <p>Site staff duties can be covered by admin and SLT. Site safety to be checked by Principal in SMO's absence.</p> <p>Office staff are able to work remotely - phones would be manned by SLT</p>

	<ul style="list-style-type: none"> • What is the minimum number of staff required on site to ensure the site is safe? (bearing in mind that large groups of pupils will not be routinely sent home.) 	<p>SLT are able to work remotely – C Hickson could deputise in the event of N Badger not being able to be onsite.</p> <p>Critical incidents to be managed by either N Badger or C Hickson</p> <p>School could operate with 7 teacher/TA combination present on site.</p> <p>Double jabbed staff do not need to self isolate on close contact of a positive case. List to be held of those in school who are double jabbed.</p> <p>All staff to be encouraged to get vaccinated. None vaccinated staff will still need to self isolate.</p> <p>Twice weekly testing will continue to be encouraged.</p>
<p>Prioritising pupil attendance</p>	<ul style="list-style-type: none"> • Which year groups will be given priority if the school is required to limit attendance onsite? • Are registers available of priority groups i.e. vulnerable children, parents of critical workers? • Special Schools / Alternative Provision: How will you seek to resume as close as possible to full-time provision? 	<p>Priority will be given to – Reception, year 1 and year 6</p> <p>Registers of priority groups – vulnerable, key workers are held by the Principal N Badger</p>
<p>On-site testing (secondary schools/colleges)</p>	<ul style="list-style-type: none"> • If cases increase what needs to be in place to be able to re-introduce an on-site ATS? • Will a scaled down version remain operational for pupils who are unable to test at home? • Will the 'Cheshire East Swab Squad' be called on to support with on-site testing, if required? 	<p>NA</p>
<p>Face Coverings</p>	<ul style="list-style-type: none"> • What will trigger the requirement for face coverings to be worn by staff / pupils in Y 7 and above? <ul style="list-style-type: none"> – In communal areas – In classrooms 	<p>Face coverings will continue to be worn by staff in communal areas until September 30th and then reviewed.</p> <p>Face coverings will be worn in staff meetings</p> <p>Face coverings will be worn when holding meetings with any outside personnel although all meetings will be</p>

	<ul style="list-style-type: none"> • How will face covering requirements be communicated to pupils / parents / staff? • What plans are there to 'warn' pupils and staff that this may be a requirement? 	<p>encouraged to be held virtually at least until October half term.</p> <p>Any visitors to school will be required to wear a face covering when entering the building.</p> <p>Mixing between the 3 schools within the trust will be kept to a minimum – LFD Tests will be taken prior to any meeting and face coverings will be worn</p>
Shielding	<ul style="list-style-type: none"> • How many staff/pupils are classed as clinically extremely vulnerable in the school? • How will school accommodate staff/pupils if the clinically extremely vulnerable are required to shield? 	<p>1 pregnant member of staff in school 0 staff CEV. 0 pupils CEV.</p>
Trips and Performances	<ul style="list-style-type: none"> • Has the school included COVID safe measures and a risk assessment where school visits are planned? • Is consideration for school and local case rates included in planning for school trips? • Is any financial outlay insured against the possibility of having to cancel a school trip due to a local / school outbreak? • What plans are in place to monitor local and school case rates before agreeing a performance can go ahead? • What COVID safety measures are in place for the performance? 	<p>All Risk assessments for visits will include COVID safe measures. These will be checked by N Badger and K Charlesworth</p> <p>Local PHE figures will guide any attendance on school trips</p>
Communication	<ul style="list-style-type: none"> • If an outbreak occurs in the school, what plans are in place to inform parents quickly? • How will press enquiries be dealt with? • Does Cheshire East Communication Team need to be involved? • Are there other organisations that need to be involved in communication 	<p>Letters are uploaded onto Teachers 2 parents ready to send. N Badger to co-ordinate any communication.</p> <p>Warn and inform letters have been updated to reflect latest guidance.</p> <p>COVID Education LA Team to be contacted using online form should there be a positive case.</p> <p>In the event of an outbreak (see threshold* above) N Badger will:</p> <ul style="list-style-type: none"> - Make contact with covid education team

		<ul style="list-style-type: none"> - Gather details on the cases, classes, out of school clubs etc - Discuss with the Covid team/PHE any necessary plans - Update with any further ases
Safeguarding	<ul style="list-style-type: none"> • If there are concerns about a child during an outbreak, what school measures are in place to keep in touch with them? • How will safeguarding be assured during periods of remote learning for vulnerable pupils? • Who will contact social workers / family support workers if a vulnerable child is isolating? 	<p>Regular contact will be made to any child the school has concerns about during any absence or closer – call content will be recorded on CPOMS</p> <p>N Badger/ K Charlesworth to be point of contact with any safeguarding concerns.</p>

Useful Contacts	
LA Education COVID response team	COVID19@cheshireeast.gov.uk 01270 371323
Cheshire East Public Health	PHBusinessTeam@cheshireeast.gov.uk
Public Health England Northwest Health Protection team	0344 225 0562 / 0151 4344819
DfE Helpline	0800 046 8687 8am to 6pm Mon-Fri and 10am to 4pm Sat-Sun
Cheshire East Communication Team	communications@cheshireeast.gov.uk 01270 686577
ChECS	0300 123 5012 (opt3), Out of Hours 0300123 5022
Early Years Team	earlyyearsandchildcareteam@cheshireeast.gov.uk 01625 374182
School Meals Service	cheshireeastcatering@cheshireeast.gov.uk

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