

# Outbreak Management Plan



Ellesmere Park  
High School

*Enriching Lives, Inspiring Ambitions*

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## **Outbreak Management Plan**

### **Plan Statement**

This plan is designed to work in conjunction with the school ***Pandemic and Infection Control Policy*** and ***Business Continuity Plan*** for dealing with outbreaks of an infection, epidemic or pandemic.

### **The Aims of the Plan**

The aim of this plan is to advise staff about the precautions needed when dealing with an infectious outbreak.

Human infections/epidemics/pandemics may have significant implications for the school, so this plan also considers the guidance from the World Health Organisation, Government, Department of Education (DfE), Public Health England (PHE), Local Educational Authority and Compliance Education. (All of the above, from now on, are collectively referred to as Authority Advisors).

As of the 19<sup>th</sup> of July 2021, the country moved to Step 4 of the roadmap. This marks a new phase in the government response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others.

As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education.

The Department of Education has handed power back to the Local Authority and Public Health England to manage outbreaks within our school(s) and the local community.

This may happen to help manage outbreaks in schools, or if there is an "extremely high prevalence" of Covid-19 in the community and other measures have failed to reduce transmission, or as part of a package of measures "responding to a variant of concern".

Therefore, The MAT and Head Teacher together with his Senior Leadership Team will work closely with all our authority advisors to ensure all future preventive measures are implemented.

Where there is conflicting advice The MAT and The Head Teacher will err on the side of caution and reserves the right to implement any further measures that are deemed to be in the best interest of our school(s), our staff, and the children within our care.

COVID-19 has and is a rapidly evolving situation for which, has and does, result in guidance and plans having to be developed or changed at a fast pace and is subject to change with little notice. The MAT and The Head Teacher together with the Senior Leadership Team and Compliance Education have devised a traffic light style plan which will be kept under review.

**Green** Singular positive coronavirus case reported.

**Amber** More positive coronavirus cases reported within 14 days or there is a moderate prevalence of COVID-19 in the community.

**Red** Even further positive coronavirus cases reported with the last 14 days or there is an extremely high prevalence of COVID-19 in the community.

## **How we will reduce the chances of an outbreak within our school**

Ellesmere Park has and will continue to follow our existing COVID-19 control measures by ensuring good hygiene for everyone, maintaining appropriate cleaning regimes, keeping occupied spaces well ventilated and following Public Health advice on testing, self-isolation and managing confirmed cases of COVID-19.

### **Ensuring good hygiene for everyone:**

- **Hand hygiene**  
We will continue to encourage all our staff and students to regularly practice frequent and thorough hand cleaning with soap and water or hand sanitiser
- **Respiratory hygiene**  
We will continue to encourage the 'catch it, bin it, kill it' approach as it still remains very important.

### **Personal Protective Equipment (PPE)**

The school will ensure adequate and appropriate stock levels of PPE is provided for all staff:

- Suitable PPE for cleaners as per MSDS and/or COSHH Risk Assessments.
- Suitable PPE for cleaners when completing a Deep Clean
- Suitable PPE for cleaning up bodily waste
- Suitable PPE for Nappy/Pad Changing
- Suitable PPE for First Aiders.

#### Types of PPE

- **Gloves** – Are to be worn to protect your hands
- **Face Masks/Coverings** – Are worn to protect/prevent the spread of a respiratory virus when close contact with another person cannot be avoided.
- **Eye Protection or Shields** – Are worn when there is a risk of bodily fluids splashing up into your face.
- **Aprons** – Are worn to protect your clothing from becoming soiled.

## **Nominated First Aid Lead and/or Head Teacher/Business Manager**

- Will ensure an adequate number of First Aiders (Paediatric First Aid, First Aid at Work, Emergency First Aid) are always available.
- Will ensure staff requalification dates have not lapsed.
- Will ensure all First Aiders receive refresher training to ensure they are:
  - Aware of the risks to themselves and others when approaching a casualty and the risk of cross contamination.
  - Aware of the importance to keep themselves safe (wear PPE, hand washing, CRP safety) etc.
  - Aware of the importance to keep up to date with relevant First Aid Advice
  - Aware of their own capabilities.

All staff have been instructed in donning and doffing PPE. All PPE is regarded as single use and immediately binned after use. The clinical waste is double bagged and left for 72 hours before being disposed of with general waste.

## **Face Coverings**

The school acknowledges that the government has stated that face coverings will no longer be advised for students, staff, and visitors either in classrooms or in communal areas.

However, our Head Teacher reserves the right to re-introduce the wearing of face covering at any time and will not discourage any member of staff, student or visitor who personally wishes to continue wearing one.

The school will also be ready to re-introduce the wearing of face coverings at short notice with an immediate communication to parents and staff following advice from our authority advisors.

## **Travel**

Whilst the legal requirement to wear a face covering has been lifted, we will still encourage all our staff and students to follow the Governments recommendation that people should continue wearing face coverings when in crowded areas, such as public transport.

## **Maintaining Appropriate Cleaning Regimes**

The school will continue to maintain an appropriate cleaning schedule.

This includes regular cleaning of all areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.

### **School Caretaker and/or Cleaners**

- Will ensure that there are adequate supplies of tissues, soap, hot water, paper towels and that bins are emptied regularly.
- Will ensure alcohol (>60%) hand sanitiser/gel is made available to the whole school for more hygienic hand washing
- The Infectious Control cleaning routine is implemented for both general daily cleaning and the deep cleaning of the school.
- Rotas are implemented or adapted to ensure the school is cleaned and maintained regularly throughout the day.
- Will check cleaning products, handwashing/drying, hand sanitizer and PPE stock levels are maintained.
- Will ensure Material Safety Data Sheets (MSDS) and COSHH Risk Assessments are obtained for all cleaning products used.
- Will ensure they use and dilute the cleaning products as per the product information sheet and/or the MSDS and COSHH Risk Assessment.
- Will follow PHE guidance for cleaning of non-healthcare settings [COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/cleaning-of-non-healthcare-settings-outside-the-home)

### **Teaching and non-teaching Staff**

- Will follow personal hygiene guidelines.
- Will ensure that students follow hygiene guidelines.
- Will provide help and guidance when necessary to help young or vulnerable children.
- Will deliver an age-appropriate lesson on "The Importance of Good Personal Hygiene" to the pupils. (Personal and Social Education lessons)

### **Catering Manager and Kitchen Staff**

- Will ensure relevant staff have Food Hygiene Certificates or other training in Food Handling.
- Will ensure personal hygiene and handwashing is maintained.
- Will adjust the kitchen cleaning rota and routine to ensure the kitchen is cleaned thoroughly throughout the day.
- Will clean and disinfect food storage and preparation areas.
- Will ensure PPE is worn when preparing and serving food (gloves, hairnet/hat, apron?)

## **Keeping Occupied Spaces Well Ventilated**

The school will continue to ensure the school is well ventilated and that a comfortable teaching environment is maintained.

### **School Caretaker and/or Head Teacher**

- Will continue to ensure all mechanical ventilation systems within the school are serviced and maintained annually.
- Have already had all mechanical ventilation systems checked and have been adjusted where possible in accordance with H&S guidance. [Ventilation and air conditioning during the coronavirus \(COVID-19\) pandemic \(hse.gov.uk\)](#), [CIBSE - Coronavirus COVID 19](#).
- Have already carried out a ventilation assessment and have weighed up the need for increased ventilation whilst maintaining a comfortable temperature.
- Have already identified which external windows and which external/internal non-fire doors can be left open to improve natural ventilation whilst adhering to health and safety and safeguarding guidance.
- Will continue to follow the progress of the DfE and SAGE pilot project to measure CO2 levels in classrooms and will implement any future guidance.

### **Teaching Staff**

- Will continue to assess their classroom temperature and will report and seek permission before closing any windows or doors as on doing so may have an impact on other internal classrooms or learning spaces.

## **Following Public Health advice on testing**

The school will continue to provide staff/students with rapid lateral flow home testing kits to identify individuals with coronavirus (COVID-19) who do not have symptoms.

Finding asymptomatic cases early, along with our control measures will help us eliminate or manage the spread of this virus within our school. Therefore, safeguarding the health of our staff and keeping as many staff and students in school as possible.

### **Lateral Flow Test**

Staff and secondary school students will be requested to commence testing 3 working days before the start of the autumn term and then twice weekly home testing until the end of September.

### **Secondary Schools**

We will retain a small asymptomatic testing site (ATS) on-site until further notice to provide assistance to students who are unable to test themselves at home.

## **Vaccination**

Staff and students over **18 years of age**, Clinically Extremely Vulnerable, Persons with an Underlying Health Condition and some staff and students who live with individuals who are Clinically Extremely Vulnerable should have already been offered a vaccination against COVID-19 before the start of the Autumn term 2021-2022

## **Clinically Extremely Vulnerable**

The school have already compiled a record of all staff and students who are classed as being clinically extremely vulnerable and have carried out personal risk assessments where necessary.

Even though the government guidance now states that staff and students who are clinically extremely vulnerable are required to follow the same guidance as everyone else, we will, however, continue to work closely with our staff, students, and students' parents and will do everything we can to support them within school.

The school will also be ready to implement home or remote learning programmes for students and arrange cover for staff at short notice with an immediate communication to parents and staff following advice from our authority advisors or upon NHS or a medical professionals notification.

## **Head Teacher**

- Will ensure all existing COVID-19 control measures are maintained (good hygiene for everyone, maintaining appropriate cleaning regimes, keeping occupied spaces well ventilated and following Public Health advice on testing, self-isolation and managing confirmed cases of COVID-19)
- Will allow staff and students to continue wearing face coverings if they wish to do so.
- Will encourage all staff and eligible students to partake in the regular Lateral Flow Testing programme.
- Will encourage all staff and eligible students to have the vaccine.
- Will, if necessary, refer staff and students to external services who provide a range of health support and advice for physical and mental health needs.

## **Clinically Extremely Vulnerable Staff and Students/Parents**

- Will ensure the Head Teacher is kept abreast of their/their child's condition and is notified straight away if they receive an NHS Shielding Letter or are advised by a medical professional that due to their condition, they should not attend work/school.
- Will continue to be mindful of their condition and will take precautions when meeting others they do not usually meet with, in order to reduce the risk of catching or spreading COVID-19.
- Will practice good hand hygiene and continue to wear or may choose to wear a face covering when in a crowded area.

[Guidance on protecting people who are clinically extremely vulnerable from COVID-19: easy read \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/guidance/2021-09-16-protecting-clinically-extremely-vulnerable-people)



## **Self-isolation**

In order to eliminate the risk of spreading coronavirus within our school all students, staff and other adults who develop COVID-19 symptoms or have tested positive will be instructed to refrain from coming into school and to follow current self-isolating and PCR testing guidelines.

The school will continue to use the designated isolation room and will follow existing COVID-19 procedures when looking after a child/young person who is suspected of having coronavirus and is awaiting collection or transfer to hospital.

### **Isolation room:**

- Has been allocated so the ill person can be monitored from a safe distance.
- Is well ventilated.
- Is located near to a toilet (whilst the isolation room is occupied the toilet is not used by anybody else and is deep cleaned after the person has left the building).
- Is equipped with a personal protection Equipment (PPE) pack, washing facilities or alcohol hand sanitiser.

### **School Caretaker and Cleaners**

- Will, if possible, leave the room closed off to everyone for 72hrs
- Will don-on full PPE for carrying out a Deep Clean
- Will complete a deep clean of the isolation room and toilet.

## **Managing Confirmed Cases of COVID-19**

As a school we will always put the best interests of our staff and students first. This may mean if there is a worrying rise in coronavirus cases or we notice that several of our staff or students are falling ill with the virus we will immediately review our existing control measures and may re-introduce measures that were in place during the academic year 2020-2021.

We recognise that closing the school may be necessary in exceptional circumstances in order to control an infection. We will however, strive to remain open unless advised otherwise.

### **Classification of an outbreak**

The current guidance states an outbreak or incident may be defined as:

- An incident in which 2 or more people experiencing a similar illness are linked in time or place.
- A greater than expected rate of infection compared with the usual background rate for the place and time where the outbreak has occurred.
- If you have several confirmed cases within 14 days.

As the definition(s) above are open to interpretation the school will continue to record all COVID related absences and review for possible outbreak trends and links.

The Head Teacher will regularly assess the results and will report all possible outbreaks to the Local Health Protection Team on 0800 046 8687 option 1.

The school also acknowledges that to ease the pressure on the Local Health Protection Team, our Local Authority may request to triage our finding first. Therefore, the school will continue to work closely with the Local Authority and Local Health Protection Team.

### **Reporting of Injuries, Diseases and Dangerous Occurrences Regulation**

As coronavirus falls under one of the many pandemics which are reportable to the Health and Safety Executive 'whereby a member of staff or student has been confirmed of having the illness and have attended their place of work/school'.

The Head Teacher will ensure Compliance Education is notified immediately given the HSE RIDDOR time constraints so, a full investigation can be conducted and when necessary, a RIDDOR report is submitted.

## Dealing with a Notification

Upon notification of a suspected, confirmed case of coronavirus or upon notification from our authority advisors. The Head Teacher together with the Senior Leadership Team will activate the Outbreak Management Plan.

This will take the form of:

- Establishing who the infectious person is. Have they been in school and if so, who have they been in contact with?
- Ascertaining whether the infectious person has direct or indirect links to the school and what impact this may have.
  - **Direct** refers to: a staff member who works, carried out some temporary work or student who attends our school.
  - **Indirect** refers to: example a member of a staff or a member of a students' household has developed symptoms or has tested positive.
- Managing absenteeism levels and ensuring staff to student ratios are maintained.
- Ensuring educational learning material is made available to all students who are required to self-isolate or have been advised to shield.

## Self-isolations rules:

- All staff and students who develop COVID-19 symptoms are required to self-isolate at home immediately and arrange to have a PCR test completed even if their symptoms are mild.
- **Note:** All persons who test POSITIVE will be legally required to self-isolate regardless of their vaccination status or age. (a person can be fined if they do not self-isolate).

**Isolation Period** includes the day the persons symptoms started or the PCR test date and the next 10 full days.

- On the 16th of August 2021, the legal requirement to self-isolate for contacts of a positive case ended for the following groups:
  - Students and/or staff **18yrs and 6** months and under.
  - Students and Staff **18yrs and 6** months and above who are fully vaccinated.
  - Students and/or staff who are not able to be vaccinated for medical reasons or they are taking part in an approved vaccine trial.

- **Note:** If contacted by NHS Test and Trace as a close contact, the advisor will firstly check whether the person is legally required to self-isolate. If they are not, they will be advised to take a PCR test and given guidance on preventing the spread of COVID-19. Which may include:
  - Limiting close contact with other people outside your household, especially in enclosed spaces
  - Wearing a face covering in enclosed spaces and where you are unable to maintain social distancing.
  - Limiting contact with anyone who is clinically extremely vulnerable.
  - Carry out twice weekly LFD testing.
- If the person's test PCR result is POSITIVE or they start to develop coronavirus symptoms they will, at that stage, be legally required to self-isolate regardless of their vaccination status or age. (a person can be fined if they do not self-isolate). **Isolation Period** includes the day, the persons symptoms started or the PCR test date and the next 10 full days.
- Monitoring all COVID related absences, reviewing the results for possible outbreak trends and links and when necessary, report all possible outbreaks to the local health protection team on 0800 046 8687 option 1.
- Review existing COVID-19 control measures to ensure they are being maintained, followed and whether further control measures need to be introduced or enhanced to control the spread of the virus within our school.
- Introducing further measures, when necessary, to eliminate or stop the spread of the virus within our school, this may include:
  - Temporarily reintroducing the wearing of face coverings in communal areas and/or classrooms.
  - Temporarily ceasing all activities that bring large numbers of staff and/or students together in one area especially if it's an indoor activity.
  - Restricting movement around the school
  - Reintroducing year/class bubbles.
  - Partial or full closure of the school and reactivating remote learning and lunching provision to those eligible to receive free dinners.
- Maintaining good communication between staff, students, and our students' parents:
  - Reminding everyone of the importance of staying at home and self-isolating. if they have COVID symptoms, have been instructed by NHS Test and Trace or a medical professional, awaiting test results or have tested positive for COVID.
  - Reminding everyone of the importance of good hand hygiene and respiratory hygiene
  - Reminding everyone of the importance of completing twice weekly lateral flow testing if eligible.
  - Notifying everyone concerned of any changes to our normal educational hours or activities.

### **GREEN (example). Singular positive coronavirus case reported.**

- The Head Teacher and SLT will meet to discuss what direct or indirect impact this positive case has on the school and will review the existing COVID-19 Control Measures to ensure they are being maintained and followed.
- Depending on staffing levels, the school will arrange temporary cover in order to maintain staff to student ratios.
- Where necessary, cleaning regimes in the school will be raised ensuring all high-contact areas such as toilets, door handles, handrails etc are disinfected and cleaned.
- Staff and students will be encouraged and reminded of the importance of maintaining good hand hygiene before entering and after leaving the school, as well as regularly throughout the day.
- Ensuring that everyone (staff and students) catch coughs and sneezes in tissues. If a tissue is not available, then the crook of the elbow should be used rather than hands. Dispose of tissues promptly in a waste bin and then perform hand hygiene.
- As a preventive short term measure, the school may re-introduce the wearing of face coverings in communal areas.
- Planned assemblies and other large gatherings which bring staff and students from different year/classes together will be rigorously assessed and the Head Teacher and SLT will carry out a 'dynamic risk assessment' which will consider the safety of the staff and students.
- **Note:** a 'dynamic risk assessment' is an on-the-spot process of weighing up the risks against the probability of further positive or symptomatic coronavirus cases and does not always require a formal documented risk assessment.

**AMBER (example): More positive coronavirus cases reported within 14 days or there is a moderate prevalence of COVID-19 in the community.**

The following actions may be activated due to further reported positive COVID-19 cases within our school (staff and/or students) or we may be instructed by our local authority to implement these measures due to an increase of COVID-19 cases within our community.

- The Head Teacher and SLT will meet to discuss what actions are required to control the spread of the virus within our school.
- Depending on staffing levels the school will arrange temporary cover in order to maintain staff to student ratios. If staffing numbers fall below recommended levels, the school may have to consider prioritising lessons and/or temporarily introduce blended learning.
- Cleaning will be enhanced further to include the frequency of the cleaning regime, disinfecting of all high-contact areas such as toilets, door handles, handrails etc to deep cleaning/fogging identified areas.
- Staff and students will be encouraged and reminded of the importance of maintaining good hand hygiene before entering and after leaving the school, as well as regularly throughout the day.
- Ensuring that everyone (staff and students) catch coughs and sneezes in tissues. If a tissue is not available, then the crook of the elbow should be used rather than hands. Dispose of tissues promptly in a waste bin and then perform hand hygiene.
- Staff and eligible students will be advised to carry-out regular lateral flow testing. Secondary schools may utilise their on-site asymptomatic testing site (ATS) to provide assistance to students who are unable to test themselves at home.
- As a preventive short term measure, the school will re-introduce the wearing of face coverings in communal areas.
- Planned assemblies and other large gatherings which bring staff and students from different year/classes together will be temporarily ceased and reintroduced when the number of positive or symptomatic coronavirus cases reduce.

Further cases within 14 days or there is a high prevalence of COVID-19 in the community.

- If the number of positive or symptomatic coronavirus cases continue to rise the Head Teacher and SLT will immediately reduce face-to-face contact by re-introducing year/class bubbles, restricting movement around the school, cancelling, or restricting residential educational school visits to year/class bubbles only, restricting school access by allowing only essential visits.
- The Head Teacher will carefully monitor all COVID related absences, reviewing the results for possible outbreak trends and links and when necessary, report all possible outbreaks to the Local Health Protection Team on 0800 046 8687 option 1.

**RED (example): Even further positive coronavirus cases reported with the last 14 days or there is an extremely high prevalence of COVID-19 in the community.**

The following actions may be activated due to even further reported positive COVID-19 cases within our school (staff and/or students) or we may be instructed by our local authority to implement these measures due to an increase of COVID-19 cases within our community.

- The Head Teacher will continue to work closely with the dedicated Local Health Protection Team and Public Health England who will devise a structured plan to bring the spread of the virus under control.
- The school will accommodate an on-site testing facility and will work closely with the Local Health Protection Team.
- Depending on staffing levels, the school will arrange temporary cover in order to maintain staff to student ratios, if staffing numbers fall below recommended levels, then the school may have to consider prioritising certain year groups or closing the school and reactivating remote learning and lunching provision to those eligible to receive free dinners.

This may include restricting attendance, prioritising certain year groups or closure:

- **EYFS:** If attendance restrictions are needed, vulnerable children and children of critical workers should be allowed to attend.
- **Primary School:** If some attendance restrictions are needed, all vulnerable children, children of critical workers, children in reception, year 1 and year 2 should still be allowed to attend. If, by exception, attendance is restricted further, vulnerable children and children of critical workers should still be allowed to attend.
- **Secondary School:** If some attendance restrictions are needed, all vulnerable children and young people, children of critical workers, pupils in years 10, 11, 12 and 13, and other pupils who were due to take external exams this academic year should still be allowed to attend. If, by exception, attendance is restricted further, vulnerable children and young people and children of critical workers should still be allowed to attend.
- **Further Education:** If some attendance restrictions are needed to help contain the spread of the virus, we will, if asked, implement our revised delivery model.
- **Higher Education:** If some attendance restrictions are needed to help contain the spread of the virus, we will, if advised, implement our revised delivery model.
- **Closure:** We recognise that closing the school may be necessary in exceptional circumstances in order to control the virus. We will however, strive to remain open unless advised otherwise.

## **During school closure**

If the school is due to be unoccupied for any length of time the school will ensure:

- The school is inspected weekly to maintain the security of the building
- All statutory checks are completed
- All non-critical business infrastructure electrical appliances are turned off and plugs removed from sockets,
- All water supplies isolated at the mains and where possible we will drain down all water systems.
- All waste is removed and external bins are securely placed away from the building.

## **Reopening the School.**

Dependant on the type and severity of the Infection/Epidemic/Pandemic, school will consult with the Consilium Central Team following discussions with the Local Educational Authority and Compliance Education regarding procedural steps that should be implemented and at what time. School must not reopen without the approval of the ConsiliumCentral Team.



