



# **SHOBNALL PRIMARY & NURSERY SCHOOL**

## **COVID-19 OUTBREAK MANAGEMENT PLAN**

**Setting Name: Shobnall Primary & Nursery School**

**Outbreak Management Plan Version: 1**

**Date Completed: 19<sup>th</sup> July 2021**

**Review Date: 15<sup>th</sup> December 2021**

**Plan Owner: David Adams**

## **Context**

### **Aim of COVID-19 Case and Outbreak Management Plan**

The aim of COVID-19 case and outbreak management is to:

- prevent the spread of COVID-19 within the setting or/and manage impact of community transmission impacting on the setting.
- minimise the impact of COVID-19 on staff, pupils, other key stakeholders.

### **Objectives of Outbreak Management Plans**

The objective of outbreak management planning is to document the activities we will undertake in preparing for and responding to a single or multiple cases of COVID-19 within the setting. What actions and controls will be stepped up and stepped back down at relevant points in responding to and recovering from an outbreak.

The setting will step up and step back down the response measures according to the level of risk, effectiveness of response measures and availability of resources, in close collaboration with Local Outbreak Control Team, Public Health England and DFE.

## **Governance**

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. The DfE's published COVID Contingency Framework states that schools should have an "outbreak management plan", outlining how they would operate if any of the measures described in the guidance were recommended for their setting or area.

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

- to help manage a COVID-19 outbreak within a setting
- if there is extremely high prevalence of COVID-19 in the community and other measures have failed to reduce transmission
- as part of a package of measures responding to a Variant of Concern (VoC)

In these cases, the Guidance also states that councils, directors of public health and Public Health England health protection teams can recommend certain measures for individual schools or clusters of settings.

If there is a need to address more widespread issues across an area, “*ministers will take decisions on an area-by-area basis*”.

The Headteacher will:

- be the main contact point for Local Authority Outbreak Control, PHE etc. supported by the Local Governing Body and JTMAT CEO with decision-making;
- coordinate the appropriate response supported by the Chair of Governors of Shobnall Primary & Nursery School;
- participate on an internal outbreak response team, along with senior leaders of the school and the Chair of Governors;
- represent the setting on any multiagency Incident Management Team meetings to manage an outbreak likely to be called by Public Health/Local Authority Local Outbreak Control Teams.

### Related Resources

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):

- actions for early years and childcare providers during the COVID-19 outbreak  
<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>
- actions for schools during the COVID-19 outbreak  
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>
- protective measures for holiday and after-school clubs, and other out-of-school settings during the COVID-19 pandemic  
<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak>
- guidance for special schools and other specialist settings: COVID-19  
<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>
- contingency framework: education and childcare settings  
<https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings>

This plan also operates alongside the school’s local guidance:

- Shobnall Primary & Nursery School Business Continuity Plan
- JTMAT Business Continuity Plan
- Shobnall Primary & Nursery School COVID-19 Operational Risk Assessment
- Shobnall Primary & Nursery School Remote Learning Policy

## Key Stakeholders

Key Stakeholder	Role for Outbreak Management
<b>Staff (includes employees, and volunteers)</b>	<ul style="list-style-type: none"> <li>Prevention and preparedness through understanding and adherence of the school's COVID-19 Operational Risk Assessment</li> </ul>
<b>Pupils</b>	<ul style="list-style-type: none"> <li>Prevention and preparedness through understanding and adherence of the school's COVID-19 Operational Risk Assessment</li> </ul>
<b>Parents/carers</b>	<ul style="list-style-type: none"> <li>Prevention and preparedness through understanding and adherence of the school's COVID-19 Operational Risk Assessment</li> </ul>
<b>Visitors</b>	<ul style="list-style-type: none"> <li>Prevention and preparedness through understanding and adherence of the school's COVID-19 Operational Risk Assessment</li> </ul>
<b>Contractors and delivery personnel (e.g. cleaners, catering staff)</b>	<ul style="list-style-type: none"> <li>Prevention and preparedness through understanding and adherence of the school's COVID-19 Operational Risk Assessment</li> </ul>
<b>Where to seek Local Outbreak Advice</b>	<ul style="list-style-type: none"> <li>LA Local Outbreak Control Team /PHE/DFE Helpline available to support with advice and guidance when there is a confirmed case(s) associated with the setting</li> <li>Advises our setting on actions we need to take to protect others and stop the spread of illness, including infection prevention and control measures</li> <li>Leads contact tracing (identifying persons in close contact with the confirmed case during their infectious period)</li> <li>Activates and leads the outbreak management coordination team</li> <li>Determines when the outbreak is over</li> </ul>
<b>Other relevant stakeholders</b>	<ul style="list-style-type: none"> <li>Governors - Prevention and preparedness through understanding of the school's COVID-19 Operational Risk Assessment and ultimate decision-making</li> <li>JTMAT - Prevention and preparedness through understanding of the school's COVID-19 Operational Risk Assessment and ultimate decision-making</li> </ul>

## Communications

For consistency and accuracy of messages, and as part of the coordinated response, communications activities will be coordinated by the setting with support from LA local outbreak control team/PHE or DFE in close liaison with the setting outbreak management coordination team.

Key stakeholder	What they need to know	How we'll communicate	Contact information
<b>Staff (includes employees and volunteers)</b>	<ul style="list-style-type: none"> <li>• Level of risk, number and location of cases linked to an outbreak</li> <li>• The importance of hand hygiene, respiratory hygiene and physical distancing measures</li> <li>• Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the setting</li> <li>• Membership of the internal outbreak response team</li> <li>• Arrangements for managing any self-isolation requirements</li> <li>• Expectations about not attending work if symptomatic</li> <li>• Changes to staffing/rostering arrangements</li> <li>• Arrangements to support staff health and wellbeing</li> </ul>	<ul style="list-style-type: none"> <li>• Meetings</li> <li>• School newsletter</li> <li>• Text messages</li> <li>• Website</li> <li>• Staff emails</li> <li>• Signage</li> </ul>	<ul style="list-style-type: none"> <li>• Staff emails</li> </ul>
<b>Pupils</b>	<ul style="list-style-type: none"> <li>• The importance of hand hygiene, respiratory hygiene and physical distancing measures</li> </ul>	<ul style="list-style-type: none"> <li>• Signage</li> <li>• Assembly</li> </ul>	N/A
<b>Parents and careers</b>	<ul style="list-style-type: none"> <li>• The importance of hand hygiene, respiratory hygiene and physical distancing measures</li> <li>• Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the setting</li> <li>• Arrangements for managing any self-isolation requirements</li> <li>• Expectations about children not attending school if symptomatic</li> </ul>	<ul style="list-style-type: none"> <li>• School newsletter</li> <li>• Text messages</li> <li>• Website</li> <li>• Signage</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>

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	<ul style="list-style-type: none"> <li>• Arrangements to support pupil health and wellbeing</li> </ul>		
<b>Visitors</b>	<ul style="list-style-type: none"> <li>• The importance of hand hygiene, respiratory hygiene and physical distancing measures</li> <li>• Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the setting</li> </ul>	<ul style="list-style-type: none"> <li>• Signage</li> </ul>	N/A
<b>Contractors and delivery personnel (e.g. cleaners, electricians)</b>	<ul style="list-style-type: none"> <li>• The importance of hand hygiene, respiratory hygiene and physical distancing measures</li> <li>• Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the setting</li> </ul>	<ul style="list-style-type: none"> <li>• Signage</li> </ul>	N/A
<b>Local Outbreak Teams</b>	<ul style="list-style-type: none"> <li>• Outbreak management risks specific to the setting</li> <li>• Names and contact details of potential contacts of the confirmed case</li> </ul>	<ul style="list-style-type: none"> <li>• Email</li> <li>• Telephone</li> <li>• Meetings</li> </ul>	As detailed in appendix to the plan

## Stage 1 – Prevent and Prepare

*All the prevention and preparedness activities our setting needs to undertake are detailed in our **COVID-19 Operational Risk Assessment**, in line with the control measures outlined in the **Department for Education’s Schools COVID-19 Operational Guidance**. The main preventative measures are outlined below:*

What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
Ensure a thorough risk assessment is undertaken in accordance with the system of controls outlined in the guidance for schools.	The school’s COVID-19 Operational Risk Assessment will continue to be adhered to – this meets the requirements set out in the DfE’s system of controls.	DA	Prior to pupils returning to school in the spring term and ongoing throughout 2022.	N/A	Ensure risk assessment is regularly reviewed and in response to local outbreaks.  Ensure current risk assessment is available for all stakeholders on the school website.
Ensure procedures are in place for those who display symptoms of coronavirus.	Any member of the school community who displays symptoms of coronavirus will be required to self-isolate and encouraged to get a confirmatory polymerase chain reaction (PCR) test. Tests can be booked online or ordered by telephone via NHS 119. Critical workers, including school staff, have priority access to testing.  If a pupil develops symptoms of coronavirus while on site, they will be taken to a designated isolation area while they wait to be collected. If required, the pupil will be supervised while they await collection. If the supervising member of staff is unable to socially distance, e.g. due to the pupil’s age or needs, they will wear PPE. After	DA	Prior to pupils returning to school in the spring term and ongoing throughout 2022.	PCR test kits available for those unable to access in school.  Adequate supplies of PPE in school for staff.	Check stocks and supplies are adequate in school.

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What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
	<p>the pupil has left the premises, any areas they were in will be cleaned. The pupil's parents will be encouraged to get their child tested with a confirmatory PCR test as soon as possible. The pupil will be required to self-isolate for at least 10 days – remote education will be arranged for them immediately.</p> <p>If a staff member develops symptoms while on site, they will be directed to go home immediately to self-isolate and to get a PCR test. Cover arrangements will be put in place.</p>				
<p>Ensure for access to lateral flow device (LFD) testing kits in school for staff opting in to the program.</p>	<p>All schools are currently being provided with rapid-result lateral flow device (LFD) testing kits, which include PPE, to identify asymptomatic cases of coronavirus. Full arrangements for delivering rapid-result testing can be found in our COVID-19 Operational Risk Assessment.</p>	<p>DA</p>	<p>Prior to pupils returning to school in the spring term and ongoing throughout 2022.</p>	<p>Sufficient supply of lateral flow device (LFD) testing kits in school.</p>	
<p>Ensure all stakeholders are aware of the procedures for those who have been in close contact with a symptomatic individual in school.</p>	<p>Any staff members or pupils who have been in close contact with a symptomatic individual at school will not need to self-isolate unless they develop symptoms themselves.</p> <p>From 16 August 2021, fully vaccinated adults, and pupils under the age of 18 who have been identified as close contacts of a positive case via the NHS Test and Trace service will not need to self-isolate unless advised by a healthcare professional. From 14 December 2021, all adults who are fully vaccinated and children aged 5 to</p>	<p>DA</p>	<p>From 14 December 2021 onwards</p>	<p>Access to Close Contacts Flowchart.</p>	<p>If an individual tests positive, the school will contact the DfE Helpline on 0800 046 8687 and select Option 1, where a team of NHS advisers will decide what action is needed based on the latest public health advice. The</p>

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What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
	<p>18 years and 6 months, identified as a contact of someone with Covid-19 – whether Omicron or not – should take a lateral flow device (LFD) test every day for 7 days instead of self-isolating.</p> <p>Adults who receive their second dose of the vaccine will need to continue to follow the same rules as unvaccinated adults until two weeks after their second dose.</p> <p>Unvaccinated adults and adults who have only had one dose of the vaccine will need to continue to follow the rules on self-isolation if they have been identified as a close contact of a positive case.</p> <p>The individual's close contacts at school – where they do not fulfil the criteria outlined in this section of the outbreak management plan from 14 December – will be sent home to self-isolate for 10 days and encouraged to get a PCR test. If more individuals test positive, the school will follow advice from the local HPT, which may include requiring more people to self-isolate.</p>				<p>school will follow the expert advice, which could include working with the local HPT if the situation is escalated by the advisers.</p>
<p>Awareness of variants of concern (VoC) within the school's geographical area.</p>	<p>If a variant of coronavirus classed as a variant of concern (VoC) is identified within the school's geographical area, the school will partake in targeted testing by the Department of Health and Social Care (DHSC) to help suppress and control any possible new cases. The school will also adhere to advice from Directors of Public Health in relation to the temporary reintroduction of face coverings.</p>	<p>DA JTMAT</p>	<p>Ongoing and/or if a variant of concern (VoC) is identified within the school's geographical area.</p>	<p>Communications from the Local Outbreak Control and/or Directors of Public Health.</p>	<p>N/A</p>

## Stage 2 – Respond

The response stage is triggered by the identification of one or more cases of COVID-19 within or linked to the setting. The goal is to contain the virus as quickly as possible while providing appropriate care and support to confirmed cases.

*The actions/controls to be taken are outlined below and should be viewed alongside our **COVID-19 Operational Risk Assessment and Remote Learning Policy**:*

What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
If a single confirmed positive case is identified, activate the local outbreak response team and/or Public Health.	<p>School will liaise with the Local Outbreak Control Team by email and phone and/or Public Health passing on the relevant information known.</p> <p>Those identified as being in close contact will be asked to book a PCR test and take a lateral flow device (LFD) test every day for 7 days instead of self-isolating.</p> <p>Remote learning plan to be implemented for those isolating.</p> <p>School's COVID-19 Operational Risk Assessment to be evaluated in light of any learning from new case.</p>	DA	Immediately on becoming aware of a confirmed case	None	<p>If afterhours, contact all team members by mobile phone</p> <p>Inform JTMAT COVID Response Team</p>
If two or more test-confirmed cases of COVID-19 among individuals associated with a specific non-residential setting with	<p>School will liaise with Public Health passing on the relevant information.</p> <p>In collaboration with Public Health, Local Governing Body and the JTMAT Central Team a decision will be made as to whether school can remain open.</p> <p>DfE will be informed if the school is to close.</p>	DA, GD, MD	Immediately on becoming aware of a confirmed case	None	<p>If afterhours, contact all team members by mobile phone</p> <p>Inform JTMAT COVID Response Team</p>

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What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
illness onset dates within 14 days, activate the local outbreak response team and/or Public Health.	<p>LA will be informed if the school is to close.</p> <p>Remote learning plan will be implemented.</p> <p>External visits to the school will stop until deemed safe.</p> <p>School's COVID-19 Operational Risk Assessment to be evaluated in light of any learning from new case.</p>				
Deep clean due to positive case/s in setting.	DA to inform school cleaning team.	CC, KA, YB	Immediately on becoming aware of a confirmed case	Cleaning materials as listed in the school's COVID-19 Operational Risk Assessment.	N/A
If the school is affected by a package of Local or National measures, implement relevant procedures.	<p>Should face coverings be recommended, school will amend COVID-19 Operational Risk Assessment.</p> <p>Should shielding be reintroduced, those on the shielded patient list will be supported to follow guidance. If this is a pupil, then the remote learning plan would be implemented. Shielding staff will be supported to work from home and measures put in place to support their wellbeing.</p> <p>Should attendance restrictions be implemented, places will be prioritised for pupils in line with current guidance. Where pupils have EHCPs and cannot attend school a risk assessment will be undertaken to assess if they are safer at home or in school.</p>	SLT	Immediately on becoming aware of Local or National measures.	Sufficient supply of lateral flow device (LFD) testing kits in school, in case there is a requirement to increase home testing.	Timely communication with all stakeholders.

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What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
	<p>For safeguarding, it is expected that all schools have a DSL on site. Wellbeing calls will be made regularly (in line with individual pupil risk assessments) to ensure that pupils are safe and well at home.</p> <p>Meals will continue to be provided for those on site, those in receipt of free school meals who are not on site will either be provided with vouchers or food for the time the pupil is isolating, or the school is restricting attendance.</p> <p>As part of the school remote learning plan, details will be held of who requires a device to be provided. These will be available to be collected from school or, if there is prior warning, they will be distributed prior to class/school closures. Part of the wellbeing calls will be to monitor this provision and pupil access to the remote learning so that support can be given as required.</p>				

### Stage 3 – Stand-down

The stand-down stage is triggered when the outbreak is over, usually 14 days after isolation of the last case. Measures introduced by local Director of Public Health will also be kept under review and should be stood back down when local transmission advice allows.

After standing down, Stage 1 activities will resume for prevention and preparedness of further outbreaks.

*The actions/controls to be taken are outlined below, including how the actions taken/control introduced will be removed and should be viewed alongside our **COVID-19 Operational Risk Assessment**:*

What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
Evaluate, review and amend the school's COVID-19 Operational Risk Assessment in light of any learning.	The headteacher will work with the LA to ensure pupils only return to school when it is safe for them to do so. Where advised to do so by a Director of Public Health and/or the local HPT, the school may encourage staff to undertake LFD tests at home prior to their return to school and/or for a period of time following their return. The school will continue to recognise that testing is voluntary.	DA	After a period of self-isolation, or the relaxation of restrictions	None	Timely communication with all stakeholders.
Communicate changes to the school's COVID-19 Operational Risk Assessment to all stakeholders.	The headteacher will inform staff, pupils and parents, prior to the return to school, whether any further restrictions, such as the use of bubbles and face coverings, have been resumed.  After a period of self-isolation, or the relaxation of restrictions, the headteacher will inform parents when their child will return to school.  The headteacher will listen to all concerns that parents may have about their child returning to	DA	After a period of self-isolation, or the relaxation of restrictions.	None	Timely communication with all stakeholders.

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What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
	school and will advise them of the measures in place to ensure the safety of their child.				

## Supporting Materials

### Government Guidance:

[Actions for schools during the coronavirus outbreak](#)  
[COVID-19: cleaning in non-healthcare settings outside the home](#)  
[How to wear and make a face cloth covering](#)  
[NHS test and trace: what to do if you are contacted](#)  
[Schools COVID-19 operational guidance](#)  
[Actions for early years and childcare providers during the COVID-19 pandemic](#)  
[Health and safety: responsibilities and duties for schools](#)  
[SEND and specialist settings: additional COVID-19 operational guidance](#)  
[Dedicated transport to schools and colleges COVID-19 operational guidance](#)  
[Coronavirus \(COVID-19\): guidance for children's social care](#)  
[COVID-19: Actions for out-of-school settings](#)  
[Out-of-school settings: COVID-19 guidance for parents and carers](#)

### Trust/Local Authority Documents:

[Essential Checklist for Closed Premises](#)  
[Risk Management Vacant Properties](#)  
[JTMAT – IT – Using ICT After Lockdown](#)

### School Documents:

[COVID-19 Operational Risk Assessment](#)  
[Remote Learning Policy](#)

## Contact Information

School COVID-19 Management Team:

ROLE	NAMES	PHONE / EMAIL
Headteacher	David Adams	01283 247410 <a href="mailto:shb-office@shb.jtmat.co.uk">shb-office@shb.jtmat.co.uk</a>
Deputy Headteacher (in absence of Head Teacher)	Tina Farrington	01283 247410 <a href="mailto:shb-office@shb.jtmat.co.uk">shb-office@shb.jtmat.co.uk</a>
Business/Office Manager	Rebecca Ellerton	01283 247410 <a href="mailto:shb-office@shb.jtmat.co.uk">shb-office@shb.jtmat.co.uk</a>
Chair of Governors	Gary Dennis	<a href="mailto:shb-office@shb.jtmat.co.uk">shb-office@shb.jtmat.co.uk</a>
Site Staff	Robert Taylor	<a href="mailto:shb-office@shb.jtmat.co.uk">shb-office@shb.jtmat.co.uk</a>
JTMAT – CEO Support	Mike Donoghue	<a href="mailto:JTMAT-CovidPositive@jtmat.co.uk">JTMAT-CovidPositive@jtmat.co.uk</a>
JTMAT - COO Support	Barbara Mahoney	<a href="mailto:JTMAT-CovidPositive@jtmat.co.uk">JTMAT-CovidPositive@jtmat.co.uk</a>
DfE Covid-19 Helpline	<a href="mailto:coronavirushelpline@education.gov.uk">coronavirushelpline@education.gov.uk</a>	0800 046 8687 – Option 1

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Local Authority Covid-19 Management Team:

<b>ROLE</b>	<b>NAMES</b>	<b>PHONE / EMAIL</b>
Assistant Director for Education Strategy & Improvement	Tim Moss	07805 692129
Childcare & Sufficiency Manager	Matt Biggs	01964 624632
Head of Vulnerable Learners Service	Julie Day	07813 356207
County Commissioner for Access to Learning	Andrew Marsden	01785 278787
Local Outbreak Control Team	Becky Lee	<a href="mailto:C19LOC.education@staffordshire.gov.uk">C19LOC.education@staffordshire.gov.uk</a>