

## **COVID OUTBREAK MANAGEMENT PLAN**

### **Introduction**

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.

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

- To help manage a Covid 19 outbreak within a setting
- As part of a package of measures responding to a Variant of Concern (VoC) or to extremely high prevalence of Covid 19 in the community
- To prevent unsustainable pressure on the NHS.

This Outbreak Management Plan describes what Humphry Davy school will do if students or staff test positive for Covid 19, and how we will operate if we are advised\* to reintroduce any measures to help break chains of transmission.

\*The Guidance states that councils, directors of public health (DsPH) and Public Health England health protection teams (PHE HPT) 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”.

This plan will be reviewed regularly in line with the latest Government guidance for education settings operating during COVID.

### **Prioritising education.**

The overarching objective is to maximise the number of children and young people in face-to face education or childcare and minimise any disruption, in a way that best manages the COVID-19 risk.

Humphry Davy School will endeavour to keep any measures to the minimum number of settings or groups possible, and for the shortest amount of time possible. We will keep all measures under regular review and lift them as soon as the evidence supports doing so.

Attendance restrictions will only ever be considered as a last resort.

### **Roles and responsibilities**

#### **Single Confirmed Case**

The Headteacher and the Senior Leadership Team are responsible for managing single confirmed cases within the school (See Scenario 1 below)

#### **Outbreak within School Setting**

The Headteacher and the Senior Leadership Team will liaise with PHE should there be an outbreak within the school setting (See Scenario 2 below)

#### **Localised Outbreaks**

Local authorities, DsPH and HPTs are responsible for managing localised outbreaks.

Local authorities, DsPH and HPTs can work with their regional partnership teams (RPTs) to escalate issues from the local level into the central Local Action Committee command structure.

RPTs support local areas in managing outbreaks and provide advice and insights from across the country to the Chief Medical Officer and the Secretary of State for Health and Social Care to inform decision making.

Through the Local Action Committee command structure, ministers consider and take decisions on measures on an area-by-area basis in light of all available evidence, public health advice and the local and national context. In rare circumstances, it may be necessary to escalate issues to ministers through other central government committees (for example incident management teams), but this should be by exception only.

The Headteacher, the Senior Leadership Team and the Governing Body will work with the authorities should Local or National guidance be issued (See Scenario 3 below)

### **Scenario 1 – Single Confirmed COVID Case**

**If there is one case identified in school the following steps will be taken in line with the latest guidance:**

- Students will be advised to maintain the regimen of hand cleaning and the 'catch it, bin it, kill it' protocol.
- The School will be regularly cleaned especially high contact areas.
- Occupied spaces will be kept well-ventilated whilst balancing this with a comfortable temperature for teachers and students.
- Students are advised not to come into school if they have had a positive test result or if there are other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).
  
- **If a case is confirmed via on-site asymptomatic testing**, the School will enter the result on the NHS Test and Trace (T&T) website and log the result in their own records. They will then telephone parents and discreetly advise the student of the result.
- The confirmed case will remain isolated until they can be collected by a parent or guardian.
- Close contacts will now be identified via NHS Test and Trace. Humphry Davy School will no longer be expected to undertake contact tracing.
  
- **If the case is confirmed via a home test**, the result will be recorded on the NHS Test and Trace site.
- The individual will isolate immediately and should order a confirmatory PCR test as soon as possible
- The child / family will be contacted by NHS with the test result. If the PCR result is positive, the individual must isolate and NHS Test and Trace will work with them to identify their own close contacts.
- The child / family should inform the School of the positive PCR result.
- NHS T&T contact tracers will then contact those who test positive – or their parent or legal guardian if they are under 18 years – to identify close contacts. NHS T&T will ask a series of questions to help identify any close contacts.
  
- Close contacts who are fully vaccinated or those under 18 will not need to self-isolate.

Instead. The school will endeavour to trace those who have mixed closely with a positive case and will consider the following when identifying groups that are likely to have mixed closely.

- A tutor group or subject class (Humphry Davy School will continue to maintain seating plans for all classroom based subjects).
  - A friendship group mixing at break/lunch times
  - A sports team
  - A group in an after school activity
  - Shared transport (minibuses)
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- Individuals identified as close contacts will not need to self-isolate while they are awaiting the results of their test.
  - High quality remote learning will be implemented for those with a positive PCR test but who do not feel unwell. This may be online lessons or blended learning. Students will also be encouraged to participate in extracurricular activities.
  - Vulnerable students will be supported with regular contact from Mentors and Student Support Workers and liaison with parents/ carers.
  
  - The School's Covid Risk Assessment will be evaluated in light of any learning from the new case.

### **Scenario 2 – Outbreak within School Setting**

Humphry Davy School will seek Public Health Advice if:

- 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; or
- A student or staff member is admitted to hospital with Covid-19.

Humphry Davy School will endeavour to trace those who have mixed closely with a positive case and will consider the following when identifying groups that are likely to have mixed closely.

- A tutor group or subject class (Humphry Davy School will continue to maintain seating plans for all classroom based subjects).
  - A friendship group mixing at break/lunch times
  - A sports team
  - A group in an after school activity
  - Shared transport (minibuses)
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- In collaboration with Public Health, a decision will be made as to whether school can remain open.
  - The School will risk-assess the workforce required onsite and assess whether it is appropriate for some staff to work remotely and will prioritise clinically vulnerable employees.

- The school will review and reinforce the testing, hygiene and ventilation measures already in place. We will also consider:
  - Whether any activities could take place outdoors
  - Ways to improve ventilation indoors, where this would not significantly impact thermal comfort
  - One off enhanced cleaning
  
- The School will be ready to limit, transfer online or cease:
  - educational visits
  - open days
  - transition or taster days
  - parental attendance in settings
  - performances
  - visitors to the school site
  - peripatetic lessons
  
- DfE and LA will be informed if the school is to close (See Scenario 3 below)
- Additional actions that could be advised by PH experts include:
  - Strengthened communications to encourage students to undertake twice weekly rapid asymptomatic home testing and reporting.
  - Temporarily reinstating face coverings for students, staff and visitors in indoor and/or communal spaces.
  - Reinstating on site rapid LFD testing for a two week period to encourage uptake of twice weekly testing.
  - Increased frequency of testing.
  
- **Testing:** Humphry Davy School is able to increase the use of testing by staff and students if required. The school is able to reintroduce our asymptomatic test site (ATS) if required, and implement testing with minimal disruption to teaching and learning.
- **Face Coverings:** Should face coverings be recommended, we will amend our Risk Assessment. In all cases any educational and wellbeing drawbacks in the recommended use of face coverings will be balanced with the benefits of managing transmission.
- **Shielding:** In the event of a major outbreak or VoC shielding may be reintroduced by national government. Should shielding be reintroduced, the school will ensure that arrangements are made for those who are required to shield.

### Scenario 3 – The setting is affected by a package of Local or National measures

The COVID situation is ever changing as are the directed responses. Humphry Davy School will ensure that it implements any Local or National restrictions and guidance. The School will work in collaboration with all stakeholders to limit the impact on educational delivery as well as mental health and wellbeing. This will include working with the following:

- Parents/carers
- Students
- Public Health
- Local Authority
- Social Care
- DfE

The School may be contacted in exceptional cases to help with identifying close contacts where there is a **local outbreak**, as currently happens in managing other infectious diseases.

The following plans are in place to support the continued delivery of education should attendance be restricted.

- **Remote Learning:** all students and staff have been trained in the use of:
  - Microsoft Teams
  - Satchel One: The School's learning platform through which homework is uploadedAll staff, students and parents have access to step-by-step instructions and guides on how to use Microsoft Teams and Satchel One.
- **Education Workforce:** The School will risk assess the workforce required onsite and assess if it is appropriate for some staff to work remotely; clinically vulnerable employees will be prioritised.
- **Safeguarding and designated safeguarding leads:** There will be no change to local multi agency safeguarding arrangements. The school will continue to have regard to statutory safeguarding guidance. The school will have a designated safeguarding lead (or a deputy) available on site.
- **Vulnerable children:** Where vulnerable children are absent, the school will:
  - Follow up with the parent/carers, to explore the reason for absence and discuss any concerns
  - Encourage the child to attend educational provision
  - Ensure that the child is able to access appropriate education and support while they are at home
  - Ensure that contact is maintained
- **Transport:** Transport services will continue to be provided as normal where children are attending the school.
- **School meals:** The school will provide meal options for all students who are in school. Meals will continue to be provided free of charge for all students who meet the free school meals eligibility criteria (whether they are attending school, are absent because they have had symptoms or a positive test result themselves, or are at home due to the school being closed)

- **Educational visits:** the school will consider any attendance restrictions when risk assessing educational visits. The school will give careful consideration as to whether the visit is still appropriate and safe.
- **IT Access:** Where possible, devices will be made available to those students who are not in school and have limited or n access to a device.