



## LEONARD STANLEY C OF E PRIMARY COVID-19 - Outbreak Management Plan

(This document is subject to change pending further national or regional PHE guidance and review of the Contingency framework for education and childcare settings)

### Plan Administration

<b>Version number</b>	5
<b>Date of Issue</b>	Jan 2022
<b>Electronic copies of this plan are available from</b>	The Head-teacher
<b>Date of next review</b>	End of Term 3 Feb 2022
<b>Person responsible for review</b>	Head-teacher

### Introduction

This plan is based on the [DfE's Contingency Framework](#) which lays out how to manage local outbreaks of COVID-19. The guidance states schools should have "outbreak management plans", outlining "how they would operate" if any of the measures described in the guidance were recommended for their setting or area. (See Appendix A)

Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) are responsible for managing localised outbreaks. They play an important role in providing support and advice to education and childcare settings and can recommend certain measures as part of their outbreak management responsibilities. Where there is a need to address more widespread issues across an area, "ministers will take decisions on an area-by-area basis".

Leonard Stanley C of E Primary School (LSCoEPS) will need to consider the implementation of some, or all, of the measures in this plan in response to recommendations provided by HPT, the DfE or the government.

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

- to help manage a COVID-19 outbreak within the school
- 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

## Roles and responsibilities

Please note that the Head-teacher (or in his absence, the Deputy Head-teacher) will be responsible in school for notifying local HPT of a COVID-19 outbreak.

### What do I do if....?

This is not an exhaustive list but is intended to provide scenarios to help answer covid19-related queries. Schools should refer to the GCC Covid-19 response checklist 2021/22 and (latest version) of PHE SW Schools Flowchart before contacting the CovidSchoolEnquiries advice line or local HPT.

<p>a pupil/staff has symptoms at school</p>	<p>Symptomatic person needs to be isolated immediately Book a PCR test at a testing site within 48 hours. Only the person with symptoms needs a test. Continue to isolate whilst waiting for the results. Enhanced cleaning carried out</p>
<p>a pupil/staff with symptoms tests positive</p>	<p>The 10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason. Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education setting from day 8. Anyone who is unable to take LFD tests will need to complete the full 10 day period of self-isolation. NB: Proof of 2 x negative LFDs will be required by school prior to return.</p> <p><b>NB Confirmatory PCR tests following a positive lateral flow device (LFD) test result are to be temporarily suspended from Tuesday 11 January. This will mean that anyone who receives a positive LFD test result will be required to self-isolate immediately and will not be required to take a confirmatory PCR test.</b></p> <p>Isolation should start from the date of positive test or onset of symptoms. Pupil/staff to liaise with NHS test and trace for close contact purpose and inform school of positive result Consider whether and how to communicate information on positive cases to parents and the school community, this could be through a 'warn and inform' letter. Enhanced cleaning to be carried out Record details of the positive case using the Educational Settings Cases Template Schools to identify any close contact co-workers and report these to the self-isolation hub (020 3743 6715).</p>
<p>a pupil/staff with symptoms tests negative</p>	<p>Inform <a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a> and school of negative result Return to school/work when better</p>
<p>a parent reports their child has symptoms and is staying home</p>	<p>Record child's absence as Covid using DfE attendance code X02 or X01 if child is non-compulsory school age. Keep in contact with family for update. Refer to school attendance policy procedures for any concerns about persistent absenteeism</p>
<p>a pupil with no symptoms tests positive</p>	<p>Continue to isolate for up to 10 days unless negative LFD results are obtained on days 6 and 7 (see above). Isolation should start from the date of positive test. Pupil/staff to liaise with NHS test and trace for close contact purpose and inform school of positive result Consider whether and how to communicate information on positive cases to parents and the school community, this could be through a 'warn and inform' letter. Enhanced cleaning carried out Record details of the positive case using the Educational Settings Cases Template</p>

	Schools to identify any close contact co-workers and report these to the self-isolation hub (020 3743 6715).
a pupil with symptoms or who should be self-isolating still comes to school	The Head-teacher should refuse the pupil if, in their reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19 School to liaise with home
someone in a pupil's/staff household has symptoms or tests positive	People who are fully vaccinated, or children and young people aged between 5 and 18 years and 6 months, identified as a close contact of someone with COVID-19, should take an LFD test every day for seven days and continue to attend their setting as normal, unless they have a positive test result or develop symptoms at any time. Children under 5 are not being advised to take part in daily testing of close contacts. If a child under 5 is a contact of a confirmed case, they are not required to self-isolate and should not start daily testing. If they live in the same household as someone with COVID-19 they should limit their contact with anyone who is at higher risk of severe illness if infected with COVID-19, and arrange to take a PCR test as soon as possible. They can continue to attend an education or childcare setting while waiting for the PCR result
a close contact of a confirmed case then has symptoms/tests positive	Symptomatic person needs to isolate immediately and book a PCR test at a testing site within 48 hours. Continue to isolate whilst waiting for your results and follow isolation guidance as above. For a positive result the individual will need to follow PHE guidance and continue isolation period. Inform <a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a> and school of positive result
the outbreak threshold is reached	Establish if close mixing has taken place (i.e. class, friendship group mixing at break times, sports team, afterschool club/activity group, OOSC or BC) Refer to school's outbreak management plan Contact DfE helpline and local HPT

### When and how to seek public health advice

For most education and childcare settings, whichever of these thresholds is reached first:

- **5 children or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or**
- **10% of children or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period**
- There are any admissions to hospital for COVID-19
- We are having problems implementing the control measures.
- We have applied the control measures and are still seeing a significant rise in cases.

If and when outbreaks occur, we will work with the local HPT to identify any additional measures to put in place by contacting [Healthprotection@gloucestershire.gov.uk](mailto:Healthprotection@gloucestershire.gov.uk)

As with all settings, we will seek public health advice if a child or staff member is admitted to hospital with COVID-19 by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.

### Actions to consider once a threshold is reached

At LSCoEPS, we will review and reinforce the testing, hygiene and ventilation measures already in place.

We will consider:

- whether any activities could take place outdoors, including exercise, assemblies / CW, or classes
- ways to improve ventilation indoors, where this would not significantly impact thermal comfort
- one-off enhanced cleaning focussing on touch points and any shared equipment

If and when outbreaks occur, providers should work with the local HPT to identify any additional control measures to put in place by contacting [Healthprotection@gloucestershire.gov.uk](mailto:Healthprotection@gloucestershire.gov.uk)

We will also seek additional public health advice if concerned about transmission in the setting, either by phoning the DfE helpline (0800 046 8687, option 1) or in line with other local arrangements.

The [COVIDSchoolenquiries@gloucestershire.gov.uk](mailto:COVIDSchoolenquiries@gloucestershire.gov.uk) email is available for providing Covid support and advice relating to educational matters. If the enquiry is to solely report and notify of an outbreak we will contact [Healthprotection@gloucestershire.gov.uk](mailto:Healthprotection@gloucestershire.gov.uk)

## APPENDIX A

### Additional control measures

Details on the types of control measures LSCoEPS might be asked to put in place by the local HPT to manage an outbreak may include:

Additional Control Measure	Primary, Secondary, Special and other FE settings
Review and reinforce existing control measures	<p>The school will continue to review and reinforce testing, hygiene, ventilation and follow PHE advice on self-isolation and managing confirmed cases of COVID-19.</p> <p><u>Checklist</u> The school will ensure:-</p> <ul style="list-style-type: none"> <li>• it has sufficient supplies for LFD home test kits (NB staff / shareholders who have had covid within 90 days are now expected to continue with LFD testing (2x per week), PPE, face coverings, cleaning materials and hand washing/sanitising liquids that meet DfE/PHE requirements;</li> <li>• an enhanced cleaning schedule is in place which includes frequent cleaning of rooms, shared areas and equipment that are used by different groups and frequently touched surfaces;</li> <li>• verbal reminders are given about frequent hand washing and posters are displayed to promote Covid-19 hygiene awareness;</li> <li>• suitable and sufficient bins are provided to support pupils/students and staff to follow the 'catch it, bin it, kill it' approach;</li> <li>• sufficient tissues are in all rooms;</li> <li>• occupied spaces are kept well ventilated i.e. windows, doors and roof vents opened to increase air flow, rooms purged after use;</li> <li>• the use of the CO2 detectors provided by the DfE / PHE to ensure we monitor air quality / ventilation in the main school, LSEY and Elliott Building.</li> <li>• any individual who becomes unwell with COVID-19 symptoms will be isolated, sent home and provided with information on what to do next;</li> <li>• confirmed cases are managed by following PHE guidance;</li> <li>• all visitors and key contractors are aware of the school's control measures and ways of working.</li> </ul> <p>We will consider:</p> <ul style="list-style-type: none"> <li>• whether any activities could take place outdoors, including exercise, assemblies, or classes and will reintroduce assemblies / meetings via MS Teams and the use of face-coverings in communal areas should the local or national situation require it.</li> <li>• Whether a temporary return to class bubbles is appropriate and will implement this approach if necessary as a proportionate response to rising case numbers.</li> <li>• ways to improve ventilation indoors, where this would not significantly impact thermal comfort;</li> </ul>
Testing at home	<p>All staff will be reminded to undertake twice weekly testing. This will be done by text, email and verbal briefings.</p> <p>We will ensure:</p> <ul style="list-style-type: none"> <li>• the school has sufficient stock of LFD test kits for distribution to staff;</li> </ul>

	<ul style="list-style-type: none"> <li>• if a staff member has a positive LFD result then they will be encouraged to take a free PCR test within 48 hours;</li> <li>• if a staff member has a positive PCR test then they must self-isolate, liaise with NHS test and trace to identify close contacts, inform school of result and follow PHE guidance;</li> <li>• if a staff member has a negative PCR test they should attend school as normal, as long as the individual doesn't have COVID-19 symptoms.</li> </ul> <p>Individuals are not 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, and any of the following apply:</p> <ul style="list-style-type: none"> <li>❖ they are fully vaccinated (and at least 2 weeks has passed since their final dose of vaccine)</li> <li>❖ they are below the age of 18 years and 6 months</li> <li>❖ they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>❖ they are not able to get vaccinated for medical reasons</li> </ul> <p>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.</p>
Face coverings	<p>If recommended staff and visitors (unless exempt) will be directed to temporarily wear face coverings in school, pending regular review:</p> <ul style="list-style-type: none"> <li>• when moving around indoor communal places where social distancing is difficult to maintain e.g. corridors, classrooms, staff room, dining areas; public transport and dedicated transport to schools</li> <li>• <b>Settings are strongly encouraged to ask parents, guardians and other visitors to take a lateral flow device (LFD) test before entering the setting.</b></li> </ul>
Shielding	<p>Shielding can only be reintroduced by national government.</p> <p>If recommended schools should:</p> <ul style="list-style-type: none"> <li>• identify staff on the <a href="#">shielded patient list (SPL)</a></li> <li>• carry out an individual risk assessment;</li> <li>• speak to individuals required to shield about additional protective measures in school;</li> <li>• consider arrangements for home working or learning;</li> <li>• refer to employer guidance on clinically extremely vulnerable persons.</li> </ul>
Bubbles	<ul style="list-style-type: none"> <li>• It may become necessary to reintroduce bubbles and social distancing for a temporary period to reduce mixing between groups and the decision will need to take account of detrimental impact on delivery of education.</li> </ul>
Residential educational visits	<ul style="list-style-type: none"> <li>• visit leaders will consider carefully if the educational visit is still appropriate and safe;</li> <li>• only pupils/students who are attending the school will go on an educational visit;</li> <li>• schools will consult the health and safety guidance on educational visits when considering visits.</li> </ul> <p><a href="https://www.e-visit.co.uk/Gloucestershire/eVisit/Login">https://www.e-visit.co.uk/Gloucestershire/eVisit/Login</a></p>
Other measures	<p>If recommended, the school will limit:</p> <ul style="list-style-type: none"> <li>• residential educational visits;</li> <li>• open days;</li> <li>• transition or taster days;</li> <li>• parents coming into school;</li> <li>• live performances in school.</li> </ul>

Attendance restrictions	<p>If advised to temporarily limit attendance the school will stay open for:</p> <ul style="list-style-type: none"> <li>• vulnerable pupils and young people;</li> <li>• children of critical workers;</li> <li>• Reception, Year 1, Year 2 and Year 6;</li> <li>• any other students due to take external exams this academic year.</li> </ul> <p>If further restrictions are recommended, we will stay open for:</p> <ul style="list-style-type: none"> <li>• vulnerable pupils and young people;</li> <li>• children of critical workers.</li> <li>• there are three categories of children and young people who should benefit from on-site provision: <ul style="list-style-type: none"> <li>-those with a social worker</li> <li>-those with an Education, Health and Care Plan</li> <li>-a group of children considered locally, including by settings and local authorities, to be ‘otherwise vulnerable’</li> </ul> </li> </ul> <p><b>In addition to the above, this list now includes:</b></p> <ul style="list-style-type: none"> <li>• children known to children’s social care services in the past</li> <li>• children whose home circumstances might be particularly challenging because of domestic abuse, parental offending, adult mental health issues, and drug and alcohol addiction</li> </ul>
Remote learning	<p>If advised to temporarily limit attendance we will ensure that high-quality remote education is provided to all pupils not attending as outlined in our LS Remote Learning Approach (located on the school website under Curriculum Policies).</p>
Transport	<p>In line with national government advice, the school will recommend face coverings are worn by pupils and staff (unless exempt) when using:</p> <ul style="list-style-type: none"> <li>• public transport</li> <li>• dedicated transport to school;</li> <li>• coach/minibus for trips.</li> </ul> <p>The school will consult with transport providers to establish COVID safe practice and procedures are in place.  <a href="https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/dedicated-transport-to-schools-and-colleges-covid-19-operational-guidance">https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/dedicated-transport-to-schools-and-colleges-covid-19-operational-guidance</a></p>
School meals	<p>The school will continue to prioritise meals or lunch parcels for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines.</p> <p>As before, high quality hampers with a good dietary balance will be arranged with our provider (Cater-cater) and these will be available for collection from school. Mrs Evans will again be the principal contact for this service.</p>

Wraparound care/after school clubs/other out of school settings	<p>The school will limit access to before and after-school activities and wraparound care during term time and the school holidays to those that need it most.</p> <p>We will communicate to pupils/staff/parents/providers that will be eligible to attend once the restrictions are confirmed.</p>
Education workforce	<p>Should restrictions on pupil attendance be needed, school leaders will determine the workforce required onsite and if it is appropriate for some staff to work remotely. The school will have regard to the Employer guidance on Clinically Extremely Vulnerable people.</p>
Safeguarding	<p>At LS C of E P, we will review our child protection policy to make sure it reflects the local restrictions and remains effective. We will also aim to have a trained DSL or deputy DSL on site wherever possible: the HT - Mr Green, Dep HT - Mr Babbage or LSEY Play-Leader / Manager - Mrs Richardson).</p> <p>If the DSL (or deputy) can't be on site, they can be contacted remotely via the school office tel: 01453 823265 or via email: <a href="mailto:head@leonardstanley.gloucs.sch.uk">head@leonardstanley.gloucs.sch.uk</a>  <a href="mailto:ababbage@leonardstanley.gloucs.sch.uk">ababbage@leonardstanley.gloucs.sch.uk</a>  <a href="mailto:earlyyears@leonardstanley.gloucs.sch.uk">earlyyears@leonardstanley.gloucs.sch.uk</a></p> <p>If the DSL (or deputy) is unavailable, we share a DSL with Kings Stanley C of E Primary School. Their DSL (the HT, Mr Derk van den Broek) can be contacted on 01453 822570 Or 01453 822868</p> <p>On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for coordinating safeguarding on site. This will be Mrs Howard (SENCo) on Mondays / Tuesdays, Miss Brunt (KS1 Leader) on Wednesdays and Mrs March (EYFS Leader) on Thursdays / Fridays. NB As mentioned, this will only be actioned if the HT / Dep HT or LS Play-Leader / Manager are not on-site.</p>
Large numbers out of school	<p>When a large number of pupils need to go home and isolate:</p> <ul style="list-style-type: none"> <li>● We will contact parents via T2P texting service, emails and the website to inform them that their children need to be collected from school or (if the instruction to close occurs at the weekend) that the school or specific year groups will be closed from the Monday. If the full or partial closure occurs on a weekday, children can be collected from the relevant playgrounds as per previous covid19 security measures.</li> <li>● We will use our pupil IT list (created Sept 2021) to identify which pupils require computer equipment to enable home-learning and will facilitate its safe collection from school. Parents will need to sign the equipment loan agreement should any loss / breakages occur. The transition to our home learning package will commence 48 hours after the isolation period starts to allow for staff to organise resources / systems. Pupils should use resources on the school website until home learning has commenced.</li> <li>● We will ensure procedures are in place to maintain contact and welfare checks including weekly contact with our FSW (Lisa Hills) and SENCo (Sarah Howard).</li> </ul> <p><b>PLEASE ALSO REFER TO THE CURRENT COVID19 STEP 4 SCHOOL RISK ASSESSMENT.</b></p>