

COVID 19: Outbreak Management Plan	
School: Durants School	Date: 1st September 2021
Assessment undertaken by: Rachel Carli	Job Title: Head Teacher
Government Guidance: Schools COVID-19 operational guidance - GOV.UK (www.gov.uk) Contingency framework educational settings Gov.UK health and safety advice for schools .	School documents: Operational COVID-19 Risk Assessment for schools September 2021
What is an Outbreak Management Plan?	<p>The contingency framework states schools should have an “Outbreak Management Plan” outlining how a school or setting would operate if any “extra action” becomes necessary in their local area. Directors of Public Health and Public Health England Health Protection Teams can recommend certain measures for individual schools or clusters of settings 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.</p> <p>The Outbreak Management Plan is an appendix to the school’s operational risk assessment and baseline control measures being undertaken and should be read in conjunction with the school guidance updated by the Department for Education: Actions for schools during the coronavirus outbreak. This risk assessment must be regularly updated and kept as a live document.</p> <p>Where there is a need to address more widespread issues across an area, Ministers will take decisions on an area-by-area basis.</p> <p>The Outbreak Management Plan is separate to the processes in place for managing other infection outbreaks and operational challenges. Any restrictions on education are always a last resort and will only be taken within a school after taking advice from the Department of Education, Public Health England, Enfield Director of Public Health, BELS.</p> <p>Communication will also be made with SLT –</p>
When will “extra action” be required?	<p>Durants School has control arrangements to manage transmission of COVID-19 but may be required to take extra action if the number of positive cases substantially increases. The thresholds for taking extra action are detailed below and will be used by schools as an indication for when to seek public health advice. LAL, FRR, JTH, HUS, JEV will discuss rates of cases to discuss thresholds. Core SLT to liaises with attendance officer on a regular basis.</p> <p>Indicative thresholds are-</p>

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	<ul style="list-style-type: none"> • 2 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; (within a class) 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 <p>Durants School will seek public health advice if a student or staff member is admitted to hospital with COVID-19 by phoning the DfE helpline (0800 046 8687, option 1). Hospitalisation could indicate increased severity of illness or a new variant of concern.</p>
<p>Contacts and further support:</p>	<p>London Coronavirus Response Cell (PHE), Enfield Director of Public Health and Caroline Moore (LB Enfield) are responsible for managing localised outbreaks in Barnet.</p> <p>Durants School will seek further advice when needed by contacting:</p> <ol style="list-style-type: none"> 1. To report or seek advice on an outbreak – DfE Helpline: 0800 046 8687 and selecting option 1 2. For support managing an outbreak above the extra action threshold (after being directed by DfE) – LCRC: lcrc@phe.gov.uk 3. For operational education support –: Peter Nathan Peternathan@enfield.gov.uk 4. For additional public health enquiries – Enfield Public Health caroline.moore@enfield.gov.uk
<p>Staff</p>	<p>For all cases relating to staff, please also see the guidance for workplaces: NHS Test and Trace in the workplace</p> <p>Employers should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware by employees that they have tested positive but have been unable to provide contact details of colleagues that were close contacts. If cases amongst staff Employers will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts. This will ensure that all workplace contacts are registered with NHS Test and Trace and can receive the necessary public health advice, including the support available to help people to self-isolate.</p>

Extra Actions to be considered to contain the outbreak

Impacted Year/s:	Impacted staff:	Date Assessed:
Name of Assessor:	Date to be reviewed:	Date Reviewed:

Extra action/measures	Action taken (tick relevant bullet point)	Date commenced	Date reviewed	Outcome/commentary
Testing	<ul style="list-style-type: none"> ○ Parental letter reinforcing home testing ○ Increase frequency of testing ○ Onsite testing 			
Face Coverings	<ul style="list-style-type: none"> ○ Masks introduced in communal areas ○ Masks introduced in classrooms 			
Staff Room	<ul style="list-style-type: none"> ○ Restrict number of staff in the staffroom. Remove soft chairs. 			
Close contacts	<ul style="list-style-type: none"> ○ Seek advice from Public Health ○ Students/staff isolate at home as a precautionary measure 			
Close mixing	<ul style="list-style-type: none"> ○ Review start and end times-lengthen gaps if necessary ○ Review break arrangements ○ Reintroduce bubbles – year group zones 			
Attendance restrictions	<ul style="list-style-type: none"> ○ Rota re-introduced – e.g. specific classes or year groups working remotely 			
Remote education	<ul style="list-style-type: none"> ○ Live lessons via Teams ○ Pre-recorded lessons 			
Safeguarding	<ul style="list-style-type: none"> ○ Staff reminders about vigilance about noticing and reporting concerns ○ Regular contact home for students isolating or working remotely 			
Hygiene/cleaning	<ul style="list-style-type: none"> ○ Reinforce hand hygiene 			

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	<ul style="list-style-type: none"> ○ Reintroduce cleaning of surfaces after each lesson ○ In-depth clean of school ○ Re-introduce (compulsory) staff doing hand sanitiser at the start of the day/lessons 			
Ventilation	<ul style="list-style-type: none"> ○ Reminders to keep windows/doors open ○ Investigate mechanical ventilation systems 			
Workforce	<ul style="list-style-type: none"> ○ Some staff working remotely – access to technology/ resources ○ Review risk assessments for clinically vulnerable staff 			
Educational Visits	<ul style="list-style-type: none"> ○ Review risk assessments for educational visits ○ Cancel or re-schedule visits 			
School Events	<ul style="list-style-type: none"> ○ Review events e.g. Open evening, performances, sports tournaments ○ Cancel or re-schedule 			
Other limitations	<ul style="list-style-type: none"> ○ Review visits to schools e.g. parental meetings, SEND reviews and restrict when needed ○ Use Teams for online meetings 			
Communications to students, staff and parents/carers	<ul style="list-style-type: none"> ○ Everyone given advice about a potential outbreak and actions needed to mitigate ○ Use of MS Teams, SMHK, emails, texts and Parent Pay to inform the school community ○ Communication with EAL and Vulnerable Students 			