

# COVID-19 Outbreak management plan

## Calcot Schools



**Last reviewed on:** September 2021

**Next review due by:** January 2021- Or in the event of guidance change

## 1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance](#), provided by the Department for Education (DfE).

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), directors of public health (DsPH), Public Health England (PHE) health protection team or the national government.

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

**To help manage a COVID-19 outbreak within Calcot schools. Actions will be considered when either of the following thresholds are met:**

- There are 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period
- 10% of pupils or staff who are likely to have mixed closely test positive within a 10-day period

**If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission**

**As part of a package of measures responding to a 'variant of concern' (VoC)**

**To prevent unsustainable pressure on the NHS**

## 2. Seeking public health advice

When one of the thresholds above is met, we will review the testing, hygiene and ventilation measures already in place.

We will also seek public health advice from a director of public health or health protection team (0344 2253861 [ICC.TVPHEC@phe.gov.uk](mailto:ICC.TVPHEC@phe.gov.uk)). The Headteacher will be responsible for seeking this advice, and will do so by telephoning the DfE helpline (0800 046 8687). We will formally notify the Local Authority by recording the positive cases on CREST. In addition the school will inform the school critical incident team. Support will be provided to keep the school operational.

## 3. Shielding

We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the [shielded patient list \(SPL\)](#).

We will speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning.

## 4. Other measures

Parents, carers, pupils and staff will be informed promptly about the introduction of control measures. This will be done via parent mail once a decision has been made.

If recommended, we will limit:

- Residential educational visits
- Open days
- Transition or taster days
- Parents coming into school

- Live performances
- School Assemblies
- Communal Lunches in the school hall

If recommended, we will (re)introduce:

- Bubbles, to reduce mixing between groups
- Face coverings in communal areas, classrooms for staff and visitors (unless exempt) and for parents on the playground at pick up and drop off times
- Eating lunch within bubbles in the classroom

## 5. Attendance restrictions

Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures in this section.

### 5.1 Eligibility to remain in school

If restrictions are recommended, we will stay open for:

- Vulnerable pupils
- Children of critical workers

### 5.2 Education and support for pupils at home

All other pupils will be required to stay at home and will receive remote education.

We will aim to deliver remote education that meets the same quality and quantity of education that pupils would receive in school, as outlined in our remote learning agreement.

The school will continue to provide 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.

Lunch parcels will be provided by school. These will consist of a variety of fresh foods which can be used to create healthy lunches and snacks. These can be collected by a family friend (who is not isolating) or if family support is not available the school will arrange for the parcel to be delivered.

### 5.3 Wraparound care

We will limit access to before and after-school activities and wraparound care during term time and the summer holidays to those that need it most.

We will communicate who will be eligible to attend once the restrictions are confirmed.

### 5.4 Safeguarding

We will review our child protection policy to make sure it reflects the local restrictions and remains effective.

We will aim to have a trained DSL or deputy DSL on site wherever possible.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding on site.

When vulnerable pupils are absent, we will:

- Speak to parents/carers and, where applicable, social workers and the local authority, to work out the reason for absence
- Encourage attendance
- Make sure vulnerable pupils can access appropriate education and support while at home
- Maintain contact, and check regularly that the pupil is able to access remote education provision

## Appendix – WBC Schools & Academies (Version 1.6)

<b>Objective</b> To be have an effective process for managing Covid-19 outbreaks in school settings.
<b>Context:</b> In West Berkshire there are 66 primary, 10 secondary schools and 2 special schools, these are a mixture of maintained schools and academies. In addition there are 11 independent schools, 4 alternative provision settings, 1 FE college (Newbury College) and a residential setting supporting families with respite care. All settings covered by these Action Cards are listed in the Register of High Risk Settings.
<b>What's already in place (including prevention action):</b> <ul style="list-style-type: none"><li>• Established process for critical incidents for schools. The process enables schools to access support and guidance readily and establishes lines of communication. This is provided to WBC schools and academies.</li><li>• Established communication lines, including out of hours, for mass communication between the LA/schools/parents. Communications to school communities would be via schools mass communication systems with support from WBC and Public Health England (PHE). A framework for communications is provided in the Local Outbreak Communications Plan.</li><li>• Covid-19 support pages on SLA Online which link to guidance and are kept current. This is available to WBC schools and academies.</li><li>• Signposting to guidance and general information provided to all schools via e-mail. National Government and PHE guidance on cleaning, PPE, social distancing including bubble/group size and hierarchy of access to education.</li><li>• Action plan and risk assessment developed for schools to assist in the wider opening from 1<sup>st</sup> June 2020 and again for wider opening from September 2020 for WBC schools and academies.</li><li>• All settings have risk assessments and outbreak plans in place.</li><li>• Review of risk assessments and further advice provided as required for WBC schools and academies.</li><li>• Interpretation of guidance and development of support documents such as FAQs for WBC schools and academies.</li></ul>
<b>What else will need to be put in place:</b> <ul style="list-style-type: none"><li>• Crest support and training as part of roll out.</li></ul>
<b>ACTION CARDS (Local Scenarios and Triggers):</b>

### ACTION CARD - Scenario 1 (suspected case)

An individual within the school community showing any one of the key COVID-19 symptoms:

- A high temperature;
- A new continuous cough;
- A loss of, or change to, sense of taste or smell.

Further explanations of these symptoms can be found <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

### School Actions

1. If an individual becomes unwell at school then move them to an unoccupied room whilst arrangements are made to send them home. If a member of staff needs to remain in the room and cannot maintain a distance of at least 2m then PPE must be worn. Further information can be found in the guidance document [Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\) - GOV.UK.](#)
2. Individuals with suspected cases must be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have COVID-19. Other members of their household (including any siblings) must self-isolate for 10 days from when the symptomatic person first had symptoms.
3. If you would like support from the LA please contact [schoolscriticalincidents@westberks.gov.uk](mailto:schoolscriticalincidents@westberks.gov.uk).
4. Review your systems in place to ensure that you are able to identify close contacts. This will be helpful if an individual does test positive. **No action should be taken at this point and there is no need to isolate anyone that might be considered a close contact.** The definitions of close contacts can be found [Guidance for contacts of people with confirmed coronavirus \(COVID-19\) infection who do not live with the person - GOV.UK](#)
5. If the test result comes back negative (test results are usually received the day after receiving the test but some may take longer, but should be received within 72 hours) then the individual may end self-isolation, as long as:
  - everyone in the individual's household who has symptoms tests negative;
  - everyone in the individual's support bubble who has symptoms tests negative;
  - the individual was not told to self-isolate for 10 days by NHS Test and Trace;
  - the individual feels well and no longer has symptoms of Covid – if feeling unwell, stay at home until feeling better.
6. Clean any rooms the suspected case has used in the 48hrs prior to developing symptoms, as recommended by [COVID-19: cleaning in non-healthcare settings - GOV.UK.](#)
7. If a test cannot be taken then the individual should be allowed to return to school after 10 days<sup>1</sup>.
8. In the event of a positive test result being reported, follow actions in Scenario 2.
9. Any further actions taken to be discussed with the LA and/or Department for Education (DfE) beforehand.
10. Update social media accounts and website in consultation with LA.

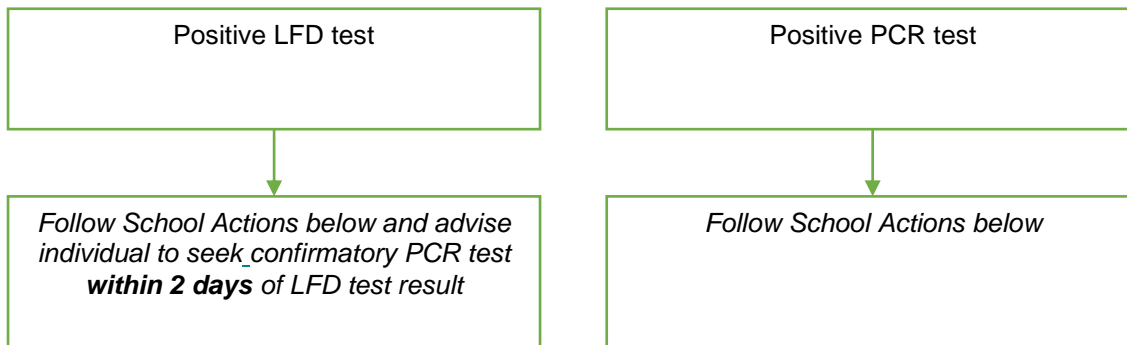
### LA Actions

1. The Critical Incident Team (CIT) will take the lead on the case on behalf of the Education Service.
2. Provide support to the school and work with the senior staff to keep the school operational.

### ACTION CARD - Scenario 2 (confirmed case)

<sup>1</sup> On the condition that they do not still have a temperature and do not have any new Covid symptoms. A post-viral cough and/or continued alteration to the sense of smell/taste does not indicate that the individual is still infectious.

An individual within the school community has tested positive for COVID-19, with or without showing symptoms, and from either a LFD or PCR test.



### School Actions

1. Following a positive test (either LFD or PCR) the individual should remain at home and should follow the medial advice given. Those who test positive should isolate for at least 10 days, either from date the symptoms started or from the date of the test if asymptomatic. Family to follow [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection - GOV.UK](#).
2. If the positive result is from an LFD test then the individual should seek a confirmatory PCR test in the usual way. This test should be sought within 2 days of the LFD test result and will only override the result of the LFD test if this is the case.
3. If possible seek some form of written evidence (such as an email or text) of the result of the test. If evidence is not available or you are in any doubt about the information being provided speak to the LA/DfE before taking any action.
4. Identify if there have been any close contacts of the individual in school and as necessary send them home/ask not to come to school whilst further advice is being sought. The definitions of close contacts can be found [Guidance for contacts of people with confirmed coronavirus \(COVID-19\) infection who do not live with the person - GOV.UK](#)
5. When a confirmatory PCR test has been completed after an LFD test, the result of this PCR will override the original LFD result but only if it is within 2 days of the LFD test date. If the result within this time window is negative then the close contacts can stop isolating. If it is positive they continue to isolate as previously indicated.
6. As soon as you are informed that an individual has tested positive please contact the DfE Helpline via [dfecoronavirushelpline@education.gov.uk](mailto:dfecoronavirushelpline@education.gov.uk) or on 0800 046 8687 (choose option 1 to notify of a single case). The Helpline is open Mon-Fri between 8am–6pm & Sat-Sun between 10am-6pm.
7. If any of the following criteria is met please follow the steps in Scenario 3 and contact the Health Protection Team (HPT) via [ICC.TVPHEC@phe.gov.uk](mailto:ICC.TVPHEC@phe.gov.uk) (email inbox is checked between 9am-5pm Monday to Sunday) or on 0344 225 3861 if outside HPT hours:

#### Early Years or Primary Schools:

- 10% (or more) of a bubble is affected within 14 days – (for example, if there are 3 or more confirmed cases of COVID-19 in a bubble of 30 people) **and** you have not been in touch with HPT in the past 14 days.
- 10% (or more) of staff are affected within 14 days – (for example, if there are 6 or more confirmed cases of COVID-19 in a staff of 60) **and** you have not been in touch with HPT in the past 14 days.
- 3 (or more) bubbles within your school/setting contain at least one confirmed case **and** you have not been in touch with HPT in the past 14 days.
- If your school is a boarding school and you have 2 or more cases in staff/pupils who are boarders **and** you have not been in touch with HPT in the past 14 days.
- There have been any admissions to hospital or deaths in your students or staff members due to COVID-19.
- If your school is for children and young people with special educational needs and disability (SEND).
- If your school is experiencing interest from the media.

### Secondary Schools:

- 5 or more students are affected in a single school year within 14 days i.e. 5 or more confirmed cases **and** you have not been in touch with HPT in the past 14 days.
  - 10% (or more) of staff are affected within 14 days – (for example, if there are 6 or more confirmed cases of COVID-19 in a staff of 60) **and** you have not been in touch with HPT in the past 14 days.
  - 3 (or more) bubbles within your school contain at least one confirmed case **and** you have not been in touch with HPT in the past 14 days.
  - If your school is a boarding school and you have 2 or more cases in staff/pupils who are boarders **and** you have not been in touch with HPT in the past 14 days.
  - There have been any admissions to hospital or deaths in your students or staff members due to COVID-19.
  - If your school is for children and young people with special educational needs and disability (SEND).
  - If your school is experiencing interest from the media.
8. Formally notify the LA by logging the case on Crest. Support with access to Crest or inputting case details can be sought by emailing [CrestCovid19@westberks.gov.uk](mailto:CrestCovid19@westberks.gov.uk)
  9. Support with the case itself or with the guidance will be provided to manage the impact on the school community and keep the school operational as far as possible and can be accessed by emailing [schoolscriticalincidents@westberks.gov.uk](mailto:schoolscriticalincidents@westberks.gov.uk)
  10. Clean any rooms the confirmed case has used in the 48hrs prior to developing symptoms, as recommended by [COVID-19: cleaning in non-healthcare settings - GOV.UK](#).
  11. The child/staff member should be allowed to return to school after 10 days<sup>2</sup>.
  12. Any further actions taken should be as advised by the DfE or LA.
  13. Update social media accounts and website in consultation with LA.
  14. Issue the Coronavirus Quick Guide to families that are asked to isolate, so they are able to access assistance as required.

[https://citizen.westberks.gov.uk/media/49429/Covid-19-Coronavirus-quick-guide-for-parents-and-carers/pdf/Coronavirus\\_Quick\\_Guide\\_V6.pdf?m=63736545477240000](https://citizen.westberks.gov.uk/media/49429/Covid-19-Coronavirus-quick-guide-for-parents-and-carers/pdf/Coronavirus_Quick_Guide_V6.pdf?m=63736545477240000)

### DfE Actions

1. Gather relevant details, carry out an assessment and provide relevant information to schools, including definitions of contacts; timelines and actions to take.
2. Provide template letters as appropriate to the numbers and types of contacts reported by the school.

### LA Actions

1. PPP/Out of Hours Service to contact Education Subject Matter Experts (SME) as per Outbreak Management Plan. If the SME is notified first then PPP and Public Health (PH) will be notified.
2. The Critical Incident Team (CIT) will provide a central point of contact on behalf of the service.
3. CIT will inform the wider Critical Incident group of clusters or outbreaks. This will include senior officers, PR and Education Service colleagues as appropriate. Provide regular updates as necessary.
4. Provide support to the school and work with the senior staff to keep the school operational. Consider support to staff and opportunities for reassurance. CIT and PH to work jointly to support the school community.
5. CIT will work with the comms team, school and Portfolio holder to prepare joint statements as necessary.

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<sup>2</sup> On the condition that they do not still have a temperature and do not have any new Covid symptoms. A post-viral cough and/or continued alteration to the sense of smell/taste does not indicate that the individual is still infectious.

### **ACTION CARD - Scenario 3 (possible or confirmed outbreak)**

If any of the following criteria is met the DfE should be contacted (as outlined in both Scenario 1 and Scenario 2) and it should also be reported to the HPT:

#### **Early Years or Primary Schools:**

- 10% (or more) of a bubble is affected within 14 days – (for example, if there are 3 or more confirmed cases of COVID-19 in a bubble of 30 people) **and** you have not been in touch with HPT in the past 14 days.
- 10% (or more) of staff are affected within 14 days – (for example, if there are 6 or more confirmed cases of COVID-19 in a staff of 60) **and** you have not been in touch with HPT in the past 14 days.
- 3 (or more) bubbles within your school/setting contain at least one confirmed case **and** you have not been in touch with HPT in the past 14 days.
- If your school is a boarding school and you have 2 or more cases in staff/pupils who are boarders **and** you have not been in touch with HPT in the past 14 days.
- There have been any admissions to hospital or deaths in your students or staff members due to COVID-19.
- If your school is for children and young people with special educational needs and disability (SEND).
- If your school is experiencing interest from the media.

#### **Secondary Schools:**

- 5 or more students are affected in a single school year within 14 days i.e. 5 or more confirmed cases **and** you have not been in touch with HPT in the past 14 days.
- 10% (or more) of staff are affected within 14 days – (for example, if there are 6 or more confirmed cases of COVID-19 in a staff of 60) **and** you have not been in touch with HPT in the past 14 days.
- 3 (or more) bubbles within your school contain at least one confirmed case **and** you have not been in touch with HPT in the past 14 days.
- If your school is a boarding school and you have 2 or more cases in staff/pupils who are boarders **and** you have not been in touch with HPT in the past 14 days.
- There have been any admissions to hospital or deaths in your students or staff members due to COVID-19.
- If your school is for children and young people with special educational needs and disability (SEND).
- If your school is experiencing interest from the media.

### **School Actions**

1. Follow the steps outlined in Scenario 2 above for each case.
2. Contact the HPT if any of the above criteria is met, via [ICC.TVPHEC@phe.gov.uk](mailto:ICC.TVPHEC@phe.gov.uk) (email inbox is checked between 9am-5pm Monday to Sunday) or on 0344 225 3861 if outside HPT hours.
3. Formally notify the LA by logging the case on Crest. Support with access to Crest or inputting case details can be sought by emailing [CrestCovid19@westberks.gov.uk](mailto:CrestCovid19@westberks.gov.uk)
4. Support with the case itself or with the guidance will be provided to manage the impact on the school community and keep the school operational as far as possible and can also be accessed by emailing [schoolscriticalincidents@westberks.gov.uk](mailto:schoolscriticalincidents@westberks.gov.uk).
5. Be prepared to send a representative to join an Incident Management Team (IMT) if required.
6. Any further actions taken should be as advised by the HPT or LA.
7. Update social media accounts and website in consultation with LA.
8. Issue the Coronavirus Quick Guide to families that are asked to isolate, so they are able to access assistance as required.  
[https://citizen.westberks.gov.uk/media/49429/Covid-19-Coronavirus-quick-guide-for-parents-and-carers/pdf/Coronavirus\\_Quick\\_Guide\\_V6.pdf?m=63736545477240000](https://citizen.westberks.gov.uk/media/49429/Covid-19-Coronavirus-quick-guide-for-parents-and-carers/pdf/Coronavirus_Quick_Guide_V6.pdf?m=63736545477240000)

### **HPT Actions**

1. Conduct a risk assessment and provide infection control advice as required.



2. Provide template letters as appropriate to the numbers and types of contacts reported by the school.
3. Notify LA of suspected or confirmed school outbreak.
4. Discuss with LA colleagues whether there is a need to form an IMT.
5. Provide comms assistance (including letter templates to send out to parents).

#### LA Actions

1. PPP/Out of Hours Service to contact Education Subject Matter Experts (SME) as per Outbreak Management Plan. If the SME is notified first then PPP and Public Health (PH) will be notified.
2. Agree with PHE the need for an IMT and the Officers that will attend.
3. The Critical Incident Team will take the lead on the case on behalf of the Education Service.
4. CIT will inform the wider Critical Incident group of clusters or outbreaks. This will include senior officers, PR and Education Service colleagues as appropriate. Provide regular updates as necessary.
5. Provide support to the school and work with the senior staff to keep the school operational. Consider support to staff and opportunities for reassurance. CIT and PH to work jointly to support the school community.
6. CIT will work with the comms team, school and Portfolio holder to prepare joint statements as necessary.
7. CIT will provide central point of contact for Council services and staff