



# COVID-19 OUTBREAK MANAGEMENT PLAN

## Communication and Protocols for Management of Individual Positive Cases

### Pupils

Parents have been asked to inform school as soon as their child has tested positive through an LFD test or has Covid symptoms. They will be advised to book a PCR test as soon as possible and asked to send evidence of the result of the PCR test to the School Office as soon as it is received (whether negative or positive). This information will be noted on the school Covid-19 tracker and SIMs.

Once the school is informed about a positive Covid-19 case following a PCR test the School Office will send an e-mail to relevant parents (only following the first case within a year group and relevant timeframe) and will inform the relevant staff as soon as possible. The information on the SIMs system will be updated.

If a pupil has tested positive following a PCR test, Office Staff will obtain the following information from parents and pass to teachers, where necessary:

- The date that symptoms started or the test was taken so that the 10-day isolation period can be recorded accurately
- Whether the child is well enough to have work sent home. If they are well enough, or if the parent contacts during the 10-day isolation period to say they are now well enough, parents will be informed that work will be e-mailed from the class e-mail address. If this is not possible then a pack can be prepared to be collected from school. The School Office will inform the teacher what arrangement is required.

### Staff

Staff who are undertaking regular LFD tests must inform Anna Stapleton as soon as possible if they test positive. They should then book a PCR test and self-isolate until the result of this test is known. If the PCR test result is negative they are able to return to school but if they are positive they must continue to self-isolate for the full 10-day isolation period.

Once school has been informed of a positive Covid-19 case following a PCR test the Head Teacher (or member of SLT) must contact the Self-Isolation Service Hub on 020 3743 6715 as soon as possible.

The school office will make other relevant staff aware of the positive test result and staff will be asked to go for a PCR test, in their own time.

## Thresholds that Trigger the Outbreak Management Plan

Either of the following two thresholds will require school to take further action:

- **5** children, pupils, students or staff, who are likely to have mixed closely\*, test positive for COVID-19 within a **10-day period**; **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**.

\* this could include a form group/a friendship group mixing at breaktimes/a sports team/a group in an after-school activity etc

## Outbreak Management Plan

The Head Teacher (or member of SLT in her absence) will contact the DfE who will escalate the issue to the local health protection team (PHE) where necessary and advise if any additional action is required. DfE helpline 0800 046 8687 – select option 1.

Immediate consideration should be given to the following:

- whether any (additional) activities could take place outdoors, including exercise, assemblies 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
- limiting non-essential visitors
- reminding staff to undertake the routine LFD tests

If the Local Authority, Director of Public Health or PHE Health Protection Team deems it necessary for the school to take further measures then plans may need to be made for the following:

- attendance restrictions – if some restrictions are needed, all vulnerable children, children or critical workers, children in Reception, year 1 and year 2 should still be allowed to attend. If, by exception, attendance is restricted further, vulnerable children and children of critical workers should still be allowed to attend
- reintroduction of 'bubbles' for a temporary period, to reduce mixing between groups
- reintroduction of shielding (only following a ministerial decision)
- changes to:
  - residential educational visits
  - transition or taster days
  - parental attendance in school
  - performances in school

## Cleaning and Use of Rooms Following a Positive Case

In the event that a room will be occupied up to 72 hours after a pupil or staff member has been present who is a confirmed case (either LFD or PCR) the school will:

- consider outdoor learning
- consider individuals' risk of secondary transmission within the classroom and whether they need to be relocated elsewhere within the school. This will depend on:
  - the health category of staff and pupils in the class
  - staff vaccination status
  - whether the staff can socially distance from pupils
  - ventilation within the classroom
- clean and disinfect the classroom once it has been emptied and purge the air by keeping doors and windows open for as long as possible.

## **Remote learning**

Remote learning will be provided for individual children as explained in the first section above.

If a whole class is closed as part of the plan outlined above, remote learning will be provided on the website and all parents will be contacted to inform them of this. Individual printed packs will be made available where necessary.

## **Free School Meals**

If any child who is entitled to benefit-related Free School Meals tests positive for Covid-19 or is requested to self-isolate through Track and Trace, the School Office will order a Free School Meal voucher through the LA School Catering service.