

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



## COVID-19 – Contingency/Outbreak Management Plan

### Finlay Community School

#### Plan Administration

<b>Version number</b>	3
<b>Date of Issue</b>	January 2022
<b>Electronic copies of this plan are available from</b>	<a href="http://www.finlayschool.co.uk">www.finlayschool.co.uk</a>
<b>Date of next review</b>	18.02.21 or sooner should guidance change.
<b>Person responsible for review</b>	Health and Safety Officer: Tracy Satherley Acting Head: Hannah Williams Assistant Head: Sasha Palmer and Heather Willis Chair of Governors: Daniel Gillingham

#### 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".

Schools 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

If we were to experience a Covid-19 outbreak, a member of the Senior Leadership Team would notify the local Health Protection Team. The contact details are below:

Acting Headteacher	Assistant Head	Health and Safety Officer
Hannah Williams <a href="mailto:Hannah.williams@finlay.gloucs.sch.uk">Hannah.williams@finlay.gloucs.sch.uk</a>	Sasha Palmer <a href="mailto:Sasha.palmer@finlay.gloucs.sch.uk">Sasha.palmer@finlay.gloucs.sch.uk</a> Heather Willis <a href="mailto:Heather.willis@finlay.gloucs.sch.uk">Heather.willis@finlay.gloucs.sch.uk</a>	Tracy Satherley <a href="mailto:finance@finlay.gloucs.sch.uk">finance@finlay.gloucs.sch.uk</a>

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

Should we have any Covid-19 queries, we would refer to the most up to date GCC Covid-19 response checklist 2021/2022 and the latest version of the PHE SW Schools Flowchart before contacting the Covid School Enquiries Advice Line or Local Health Protection Team.

a pupil/staff member has symptoms at school	<ul style="list-style-type: none"> <li>• Symptomatic person needs to be isolated immediately</li> <li>• Book a PCR test at a testing site within 48 hours. Only the person with symptoms needs a test. The symptomatic person continues to isolate whilst waiting for the results.</li> <li>• Enhanced cleaning carried out</li> </ul>
a pupil/staff member with symptoms tests positive	<ul style="list-style-type: none"> <li>• The symptomatic person continues to isolate for 10 days. Isolation should start from the date of positive test or onset of symptoms, whichever is earlier. The positive case can complete a Lateral Flow Test on Day 6 and 7, 24 hours apart. If both tests are negative, the positive case may stop isolation after the second Day 7 LFD test.</li> <li>• The pupil/staff member will need to inform school of the positive result via <a href="mailto:covidreporting@finlay.gloucs.sch.uk">covidreporting@finlay.gloucs.sch.uk</a></li> <li>• The pupil/staff member who has tested positive will need to liaise with NHS test and trace to enable close contacts to be identified.</li> <li>• In the event of an outbreak, school would seek advice from the Covid Comms team at GCC to decide whether and how to communicate information on positive cases to parents and the school community; this could be through a 'warn and inform' letter.</li> <li>• Enhanced cleaning will be carried out</li> <li>• A member of the Senior Leadership Team will record details of the positive case using the Educational Settings Cases Template</li> </ul>
a pupil/staff member with symptoms tests negative	<ul style="list-style-type: none"> <li>• Inform <a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a> and school of negative result</li> <li>• Return to school/work when better</li> </ul>
a parent reports their child has symptoms and is staying home	<ul style="list-style-type: none"> <li>• Schools will record the child's absence as Covid using DfE attendance code X02 or X01 if the child is not of compulsory school age.</li> <li>• Keep in contact with family for update.</li> <li>• Class teachers will provide Remote Learning for any child who is isolating via Seesaw.</li> <li>• Refer to school attendance policy procedures for any concerns about persistent absenteeism</li> </ul>
a pupil/ staff member who is asymptomatic tests positive	<ul style="list-style-type: none"> <li>• The asymptomatic person continues to isolate for 10 days. Isolation should start from the date of positive test or onset of symptoms, whichever is earlier. The positive case can complete a Lateral Flow Test on Day 6 and 7, 24 hours apart. If both tests are negative, the positive case may stop isolation after the second Day 7 LFD test.</li> <li>• If an asymptomatic case has tested positive via a LFD, they will not need to take a confirmatory PCR test. The positive case can begin isolation from the date of the LFD test.</li> </ul>

	<ul style="list-style-type: none"> <li>• The pupil/staff member will need to inform school of the positive result.</li> <li>• The pupil/staff member who has tested positive will need to liaise with NHS test and trace to enable close contacts to be identified.</li> <li>• In the event of an outbreak, school would seek advice from the Covid Comms team at GCC to decide whether and how to communicate information on positive cases to parents and the school community; this could be through a 'warn and inform' letter.</li> <li>• Enhanced cleaning will be carried out</li> <li>• A member of the Senior Leadership Team will record details of the positive case using the Educational Settings Cases Template</li> </ul>
a pupil with symptoms or who should be self-isolating still comes to school	<ul style="list-style-type: none"> <li>• The Headteacher will refuse the pupil if, in their reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19</li> <li>• A member of the Senior Leadership Team will liaise with home</li> </ul>
someone in a pupil's/staff member's household has symptoms or tests positive	<ul style="list-style-type: none"> <li>• Fully vaccinated or aged under 18 years and 6 months are not legally required to self-isolate if household contact has tested positive for COVID-19. The close contacts of the positive case will be required to complete daily LFD for 7 days.</li> <li>• If well and not showing any symptoms, they should attend school</li> </ul>
a close contact of a confirmed case then has symptoms/tests positive	<ul style="list-style-type: none"> <li>• Symptomatic person needs to isolate immediately and book a PCR test at a testing site within 48 hours.</li> <li>• The symptomatic person should continue to isolate whilst waiting for the results.</li> <li>• For a positive result, the individual will need to follow PHE guidance and continue isolation period.</li> <li>• Inform <a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a> and school of positive result</li> </ul>
the outbreak threshold is reached	<ul style="list-style-type: none"> <li>• Establish if close mixing has taken place. This can include, but is not limited to: <ul style="list-style-type: none"> <li>- A class</li> <li>- A year group</li> <li>- An intervention group</li> <li>- A friendship group mixing at break or lunchtime</li> <li>- A sports team</li> <li>- An afterschool/activity group</li> </ul> </li> <li>• Refer to school's outbreak management plan</li> <li>• A member of the Senior Leadership Team, as named above, will contact the DfE helpline and local HPT</li> </ul>

### When and how to seek public health advice

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

- 5 pupils or members of staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- 10% of children or members of 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
- You are having problems implementing the control measures.
- You 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)

We will seek public health advice if a pupil or staff member is admitted to hospital with COVID-19.

We will do this 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**

If we reached the threshold for an outbreak, we would implement the Outbreak Management Plan. We would review and reinforce the testing, hygiene and ventilation measures already in place.

We would also then consider

- whether any 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

If and when outbreaks occur, we will 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 may wish to seek additional public health advice, should we be 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 your enquiry is to solely report and notify of an outbreak please contact [Healthprotection@gloucestershire.gov.uk](mailto:Healthprotection@gloucestershire.gov.uk)

## APPENDIX A

### Additional control measures

Details on the types of control measures schools might be asked to put in place by their 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 of LFD home test kits, 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. The mantra – Touch it, Clean it will be emphasised;</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 and doors will be opened to increase air flow, rooms purged after use;</li> <li>• CO2 monitors will be used to identify where air ventilation needs to be improved.</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;</li> <li>• using online platforms – for assemblies, staff meetings etc;</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 daily LFD where possible in line with the critical testing guidance. This will be done by a verbal reminder in meetings and an email sent by the Headteacher.</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> <li>• if a staff member/student has a positive LFD result, and has symptoms, they will be encouraged to take a free PCR test within 48 hours;</li> <li>• If a staff member/student has a positive LFD result and is asymptomatic, they will not be required to take a PCR test and will begin isolation from the date of the positive result.</li> </ul>

	<ul style="list-style-type: none"> <li>• if a staff member/student has a positive PCR test, they must self-isolate, liaise with NHS test and trace to identify close contacts, inform school of the result and follow PHE guidance. School will inform children/staff who are close contacts that they have been identified as a contact of a positive case and are therefore encouraged to complete daily LFD tests.</li> <li>• if a staff member/student 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, if any of the following apply:</p> <ul style="list-style-type: none"> <li>❖ they are fully vaccinated</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 will be advised to complete daily LFD testing for 7 days. School will also inform children/staff who are close contacts that they have been identified as a contact of a positive case and are therefore encouraged to complete daily LFD tests.</p>
Face coverings	<p>If recommended pupils, staff and visitors (unless exempt) will be directed to temporarily wear face coverings in school for two weeks in the first instance, 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, dining areas, staff rooms and public transport;</li> <li>• check recommended timeframe with HPT i.e. two weeks in the first instance, pending regular review;</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> <li>• Should we introduce bubbles, we would operate year group bubbles where possible: <ul style="list-style-type: none"> <li>- Reception</li> <li>- Year 1</li> <li>- Year 2</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>- Year 3</li> <li>- Year 4 and 6</li> <li>- Year 5</li> </ul> <p>These bubbles will not mix inside school or outside on the playground.</p>
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 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> </ul> <p>If staffing levels are affected in school to the point that it is no longer safe to operationally open a class, the decision will be taken to remove to remote learning. This will be discussed with GCC and our Chair of Governors prior to making the decision.</p>
Remote learning	<p>If advised to temporarily limit attendance we will ensure that high-quality remote education is provided to all students not attending as outlined in our remote learning policy. This will be provided via an online learning platform – Seesaw. More information of our remote learning offer can be found on our school website.</p>
Transport	<p>In line with national government advice, the school will recommend face coverings are worn by students and staff (unless exempt) when using:</p> <ul style="list-style-type: none"> <li>• public transport</li> <li>• dedicated transport to school or college;</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.</p>

	<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>
School meals	The school will continue to prioritise meals for pupils eligible for benefits-related free school meals <b>via a food voucher</b> while they are not attending school because of COVID-19 isolation guidelines.
Wraparound care/after school clubs/other out of school settings	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.  We will communicate to students/staff/parents/providers that will be eligible to attend once the restrictions are confirmed.
Education workforce	Should restrictions on student 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.
Safeguarding	The school will aim to have a trained DSL or deputy DSL on site wherever possible.  If the DSL (or deputy) can't be on site, they can be contacted remotely by email or telephone. Staff have contact telephone numbers for the Senior Leadership Team.  Michelle Bryce – DSL – <a href="mailto:michelle.bryce@finlay.gloucs.sch.uk">michelle.bryce@finlay.gloucs.sch.uk</a> Hannah Williams – DDSL – <a href="mailto:Hannah.williams@finlay.gloucs.sch.uk">Hannah.williams@finlay.gloucs.sch.uk</a> Heather Willis – DDSL – <a href="mailto:heather.willis@finlay.gloucs.sch.uk">heather.willis@finlay.gloucs.sch.uk</a> Sasha Palmer – DDSL – <a href="mailto:sasha.palmer@finlay.gloucs.sch.uk">sasha.palmer@finlay.gloucs.sch.uk</a>
Large numbers out of school	When a large number of students need to go home and isolate, the school will: <ul style="list-style-type: none"> <li>• communicate with students/staff/parents/carers by email, text, updates to website;</li> <li>• liaise with home and transport providers to organise travel plans to get students home;</li> <li>• provide students with computer equipment;</li> <li>• deliver high quality home learning package;</li> <li>• ensure procedures in place to maintain contact and welfare checks.</li> </ul>