

COVID-19 Outbreak Management Plan (OMP)

All settings/schools/colleges

All education and childcare settings should already have risk assessments in place to prevent and control COVID-19. In addition, the Department of Education require all schools to have a Contingency Plan, also known as an Outbreak Management Plan, describing how the school would manage outbreaks of COVID-19 and how they would operate if they were advised to use any of the control measures that are described in the [contingency framework](#).

This template can be used, should you wish, to reflect your local approach to implementing measures that may be advised to you by Worcestershire County Council Local Outbreak Response Team (LORT) and PHE Health Protection Teams (HPTs), in response to an outbreak of COVID-19.

When completing this template, you should describe how your provision would operate if any of the measures listed in this template were recommended for your setting. This includes how you would ensure every child receives the quantity and quality of education and care to which they are normally entitled.

Roles and Responsibilities

Local Authorities, Directors of Public Health (DsPH), via the LORT, and PHE Health Protection Teams (HPTs) are responsible for managing localised outbreaks. They provide health protection support and advice to education and childcare settings.

It is important that this plan is reviewed regularly and kept up to date with changes in national guidance. It is the setting/school/college's responsibility to stay up to date with current, new and emerging national guidance.

Role	Who
Production of the plan	SLT: Julie Wills, Chris Tomkins, Emma Davies
Authorisation of the plan	FGB & Head Teacher
Updating the plan in the light of new guidance and situations	SLT: Julie Wills, Chris Tomkins, Emma Davies
Review of the plan	SLT: Julie Wills, Chris Tomkins, Emma Davies
Implementation of the plan (see table below)	SLT: Julie Wills, Chris Tomkins, Emma Davies

It may be necessary to implement the measures in this plan to manage a COVID-19 outbreak within the school. If an outbreak occurs, we will work with Worcestershire Local Outbreak Response team (LORT) to seek Public Health advice and manage the outbreak. The thresholds below are an indication that intervention/support/advice or guidance from the LORT maybe required.

Thresholds.

For non-residential settings/schools/colleges with 21+ children/pupils/students/staff (except special schools), whichever is reached first:

If a pupil, student, child or staff member is admitted to hospital with COVID-19.

5 children, pupils, students or staff, who are likely to have mixed closely test positive for COVID-19 within a 10-day period; or	Mixed closely: e.g. class/subject/friendship group/sports team, see guidance for definitions	Example: Year group of 100: Consider consulting the LORT for 5 positive cases if they have mixed closely.
10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period	Mixed closely: e.g. class/subject/friendship group/sports team, see guidance for definitions	Example: Class of 30: Consider consulting the LORT for 3 positive cases. Sports team of 11: Consider consulting the LORT for 2 positive cases.
For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:		
2 children, pupils, students and staff, who are likely to have mixed closely , test positive for COVID-19 within a 10-day period	Mixed closely: e.g. class/subject/friendship group/sports team, see guidance for definitions	Example: Group of any size: Consider consulting the LORT for 2 positive cases.

The thresholds above may be revised locally in response to high infection rates in the community or in response to a 'variant of concern' (VoC).

Sections highlighted in **yellow** are for your setting/school/college to insert your local arrangements.

Stage 1. On reaching the threshold. Implemented by school.

Outbreak Management Principle	How the setting would implement this requirement quickly; consider: Resources, staffing, processes, layouts, timings, communications, training	Constraints to be addressed in advance. Indicate when constraints have been managed - date/colour code to differentiate.	Who will implement in the event of an outbreak?
Increased hand and respiratory hygiene Actions for early years and childcare providers during the COVID-19 pandemic - GOV.UK (www.gov.uk)	See setting/school/college risk assessment, we will review this if the threshold is reached.	September 2021	
Routine testing Families and staff can access tests here: Order coronavirus (COVID-19) rapid lateral flow tests – GOV.UK (www.gov.uk)	We will review the COVID-19 testing measures in place. If advised, we recommend the use of home testing by pupils and staff. We will remind parents about the importance of arranging a PCR test for pupils and double vaccinated people who are close contacts of positive cases. We will also remind parents of the additional precautionary steps that close contacts should take to reduce transmission. <i>If a child in a class tests positive for COVID-19 then staff working with the child will increase to daily LFT testing and families will be informed of a positive case (the infected individual will not be named by the class).</i> LFT kits are available from the office for those who wish to LFT their children on a daily basis during an outbreak. We have a pre prepared letter to communicate arrangements.		Admin to increase recording of LFD Tests; SLT use template to inform families of positive case; Letters will be adapted according to government guidance.

<p>Ventilation Ventilation of indoor spaces to stop the spread of coronavirus (COVID-19) - GOV.UK (www.gov.uk)</p>	<p>See setting/school/college risk assessment, we will review this if the threshold is reached.</p>		
<p>Cleaning COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p>	<p>See setting/school/college risk assessment we will review this if the threshold is reached. <i>A thorough deep clean, including use of steam cleaner will be used in the event of a single positive case or an outbreak.</i></p>	<p>Should an outbreak occur, the room will be steam cleaned prior to being reused. This may mean a class having to relocate or close with remote learning reinstated.</p>	<p>SLT to decide about cleaning company; site manager informed of case to administer cleaning team;</p>
<p>Outdoor activities See guidance, page 22, here: Contingency framework: education and childcare settings (publishing.service.gov.uk)</p>	<p>The setting/school/college will review whether any activities can be undertaken outdoors. <i>If necessary, all PE, assemblies, and classes will be reviewed to utilise and create more outside activity - such as Forest School being utilised to create a safer learning environment.</i></p>		<p>SLT decision about outdoor learning;</p>
<p>Cases in staff Contingency framework: education and childcare settings (publishing.service.gov.uk) NHS Test and Trace in the workplace - GOV.UK (www.gov.uk)</p>	<p>We will liaise with the Self-Isolation guidelines as soon as we are made aware of any staff who have tested positive.</p>		<p>SLT</p>
<p>Educational Visits (including residential) Limitations may be advised by the LORT.</p>	<p>See setting/school/college risk assessment <i>Should an outbreak occur any offside visits, including residentials will be reviewed and cancelled or postponed, depending on circumstance/year group impacted.</i></p>		<p>Class teacher to discuss with SLT</p>

<p>Open /taster / transition days Limitations may be recommended by the LORT.</p>	<p>See setting/school/college risk assessment <i>Visits will be possible in a COVID controlled way - they will try to be arranged at the end of the school day when numbers in school are much lower.</i></p>		<p>Tours conducted by SLT</p>
<p>Parental Attendance Limitations may be recommended by the LORT.</p>	<p>See setting/school/college risk assessment. <i>COVID-19 arrangements have been in place for the last academic year and individual meetings can take place in a COVID secure way. We can have 1:1 meetings for specific circumstances in the meeting room - no full parental access to school until further notice, in accordance with our current risk assessment and the COVID rate.</i></p>		<p>SLT to approve any parental meetings with staff.</p>
<p>Performances and Sport Limitations may be recommended by the LORT.</p> <p>Events and attractions - Working safely during coronavirus (COVID-19): guidance from Step 4 - Guidance - GOV.UK (www.gov.uk)</p> <p>Coronavirus (COVID-19): grassroots sports guidance for the public and sport providers - GOV.UK (www.gov.uk)</p>	<p>See setting/school/college risk assessment <i>A thorough deep clean, including use of steam cleaner will be used in the event of a single positive case or an outbreak.</i></p> <p><i>Sports to happen in hall in bubbles - normal cleaning procedures apply unless there is a positive case when above implementation would be actioned.</i></p> <p><i>There will be no live-audience events until further notice, in order to ensure the safety of our school community.</i></p>		<p>SLT to inform site manager;</p>
<p>Work with the Local Outbreak Response Team (LORT) in the event of an outbreak</p>	<p>If the number of cases meets the threshold and there are links in time and or place between the cases, we will work with Worcestershire Local Outbreak Response Team (LORT) to identify outbreak management control measures to be implemented.</p> <p><i>SLT will work with the LORT to identifying cases, if there is any escalation, and a single point of contact and communication will be provided for the process, in the first instance the HT; if</i></p>		<p>One member of SLT - HT then DHT then AHT.</p>

	<i>the HT is absent then the DHT; in absence of HT and DHT then AHT will be point of contact. If we have 5 separate cases within the whole school or more than 3 within one class (10%), LORT will be informed and advice taken accordingly.</i>		
Advice to anyone (staff or pupil) who is known be at increased risk of severe infection.	See setting/school/college risk assessment <i>Template letter sent out to class and other possible contacts (i.e. wrap-around care)</i> <i>Increase in staff testing (daily for 14 days) if they are considered a close contact of the positive case.</i>	Our school risk assessment will be followed for the next half term.	

Stage 2. On reaching the threshold, after consultation with the LORT. Implemented by school.

Outbreak Management Principle	How the setting would implement this requirement quickly; consider: Resources, staffing, processes, layouts, timings, communications, training	Constraints to be addressed in advance. Indicate when constraints have been managed - date/colour code to differentiate.	Who will implement in the event of an outbreak?
In school asymptomatic testing site ATS is only for implementation after consultation and advice from the LORT/Public Health Consultant.	We may, if advised, reintroduce an asymptomatic testing site (ATS) at our school. <ul style="list-style-type: none"> <i>Testing will take place twice weekly for staff - Staff to be informed via text message about reporting of results.</i> <i>If a staff member has not taken a test following the system to administer before work, staff will be asked to take a test (by admin team) as soon as possible, using the health clinic room, or other free available space.</i> 		Admin team to check each staff results, twice-a-week to ensure this is in place.

<p>Face Coverings (Staff and visitors)</p> <p>Only for implementation after consultation and advice from the LORT/Public Health Consultant.</p>	<p>If advised, pupils, staff and visitors who are not exempt from wearing a face covering:</p> <ul style="list-style-type: none"> Will be asked to keep on or put on a face covering when arriving at school and moving around indoors in places where social distancing is difficult to maintain, such as in communal areas. <p>And/or:</p> <ul style="list-style-type: none"> Will be asked to wear a face covering in rooms/classrooms or during activities, unless social distancing can be maintained or a face covering would impact on the ability to take part in exercise or strenuous activity. <p><i>Outline your plans for how you will implement this advice. This might include:</i></p> <ul style="list-style-type: none"> <i>Face coverings available to those arriving at the setting/school without one from the main reception/entrance.</i> <i>Communicating the arrangements to staff, visitors, parents and pupils.</i> <i>Arrangements for training and reminders about safe use, storage and disposal of face coverings.</i> 		<p>Admin team to ensure face-masks are available and when supply runs low, to inform finance manager for more stock to be reordered.</p> <p>Admin team to ensure signs are up in entrance areas.</p>
<p><u>Restricting group mixing</u></p> <p>Only for implementation after consultation and advice from the LORT/Public Health Consultant.</p>	<p><i>Indicate arrangements for the temporary reduction of mixing between groups should this action be advised.</i></p> <p><i>EYFS & KS1 Bubble</i> <i>KS2 year 3/4 bubble and year 5 /6 Bubble (although separate break and lunch times for the initial two weeks of school - to operate like last year). No assemblies to take place during an outbreak; all staff contact to be held in maximum ventilated rooms with 2m gap between each bubble group implemented.</i></p>		<p>SLT to oversee bubble model for Autumn 2021</p>

	<i>Any social event will be cancelled during the outbreak plan implementation to ensure the protection of the entire school community.</i>		
<p>Shielding</p> <p>Only for implementation after re-introduction by national government.</p> <p>Actions for early years and childcare providers during the COVID-19 pandemic - GOV.UK (www.gov.uk)</p>	<p>We will adhere to national guidance on the reintroduction of shielding. We will speak to individuals required to shield about additional protective measures in the setting / school/ college or arrangements for home working or learning.</p> <p><i>Outline your plans for staff who may be required to shield and provide education for children/young people required to shield after other measures have been introduced to reduce transmission.</i></p>		No staff required to shield.
<p>Restricting attendance</p> <p>Only for implementation after consultation and advice from the LORT/Public Health Consultant.</p> <p>Contingency framework: education and childcare settings - GOV.UK (www.gov.uk)</p>	<p>Attendance restrictions will only be advised as a last resort. If advised and agreed by the governing body, we will implement the measures in this section.</p> <p><i>In the first instance, we will stay open (delete / add to as appropriate for your school/college/setting)for:</i></p> <ul style="list-style-type: none"> <i>Vulnerable pupils/children</i> <i>Children of critical workers</i> <i>Any other pupils due to take external exams this academic year.</i> <p><i>If further restrictions are recommended, we will stay open for:</i></p> <ul style="list-style-type: none"> <i>Vulnerable pupils/children</i> <i>Pupils/children of critical workers</i> <p><i>As per 2020/21 partial school closures. Consider children and young people who require remote education and test positive for COVID-19 but are well enough to learn from home. Consider workforce requirements, maintaining safeguarding, vulnerable children/young people and free school meals. See the Contingency Framework for further guidance and arrangements for inclusion.</i></p>		

<p>Report all positive COVID-19 cases to OFSTED</p> <p>See detailed guidance here: Actions for early years and childcare providers during the COVID-19 pandemic - GOV.UK (www.gov.uk)</p>	<p>Applies to EY settings only. See local setting processes.</p>		
<p>Maintaining quantity and quality of education and care</p> <p>Contingency framework: education and childcare settings (publishing.service.gov.uk)</p>	<p>All pupils/children required to stay at home if they have tested positive for COVID-19 and are well enough to learn or if attendance at the setting/school/college is temporarily restricted, will receive remote education.</p> <p>We will aim to deliver remote education that meets the same quality and quantity of education/care that pupils/children would receive in school/the setting, as outlined in our remote learning plan which is published on our school website.</p> <p>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 restrictions.</p> <p>Edenred vouchers will be issued to support families, as in previous partial school closures.</p> <p>Well-being calls will be made by SLT and Send-co to ensure children and families are supported.</p>		

Notes and links to guidance

Restricting Mixing

You will have the local knowledge of your setting to decide how reduce mixing between groups. The underlying principles being:

- Each group to be consistent with the same staff and children, so no crossing of staff or children between groups.
- Groups to be small enough to contain an outbreak to as few staff and children as possible but large enough for activities to be managed.

- Groups to be kept separate from each other.

Consider in advance:

- How you would split children and staff into groups that can remain consistent and small enough to retain an outbreak but also allow your setting/school/college to operate. Options include:
 - Keeping children from the same household in the same group
 - Children of similar ages in the same group
 - Children undertaking the same activities regularly in the same group
 - Children attending on the same days in the same group

Out of school settings

[COVID-19: Actions for out-of-school settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/collections/covid-19-actions-for-out-of-school-settings)