

Outbreak Management and Supplementary Risk assessment

Introduction

DfE guidance states that schools should have an outbreak management (contingency) plan outlining how to operate if there were an outbreak in your school or local area. See [Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](#)

Given the detrimental impact that restrictions on education can have on children and young people, any further control measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.

This document can be used to guide you in deciding which measures you could re-introduce should you have an outbreak in your setting in addition to your on-going controls already in place as part of your existing COVID risk assessment.

Your outbreak management plan should be specific to your school and outline the measures you would implement based on the principles set out in the [Contingency framework](#), which describes how local outbreaks of Covid19 will be managed.

In the event of an outbreak or if there are concerns about the operational running of the setting or the impact on education and learning as a result of case numbers, a request for support should be requested by emailing COVID.EYSEducation@hertfordshire.gov.uk From the Autumn term the LA will require you to attach a copy of your outbreak management plan.

What is an outbreak?

For most education and childcare settings an outbreak is likely to be identified, whichever one of these thresholds is reached first:

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

Or

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*

**Single confirmed cases in these settings can be actioned as a priority to prevent an outbreak as these settings are considered higher risk.*

Settings may also contact the LA for advice and support if they have concerns about the operational running of the setting or the impact on education and learning or impact on vulnerable pupils as a result of case numbers

NB- The LA will also be monitoring cases in settings through the surveillance data and will contact the setting if information suggests there is an outbreak.

The template below is a guide on what measures you **may** be able to introduce if there is an outbreak in your setting and not an exhaustive list and must be adapted to make it relevant to your setting

Supplementary Risk assessment - additional controls in the event of an Outbreak

Additional control measures

In the event of an outbreak the school's COVID-19 Risk Assessment will be reviewed and updated. There may be a need to introduce additional measures to mitigate the risk of transmission. Edwinstree has listed below the measures it could introduce as appropriate based on the circumstances of the outbreak. However, **any introduction of the below measures based on an outbreak will be led by the advice we receive from Public Health. Any restrictions on attendance would only be considered in extreme circumstances and as a last resort.**

<p style="text-align: center;">. Additional Outbreak controls What Edwinstree plans to use in the event of an Outbreak In the event of an outbreak, Edwinstree would follow the advice of Public Health as to which ones to implement, when and for how long.</p>	<p style="text-align: center;">Action by who?</p>
<p>Face Coverings</p> <p>Temporary re-introduction of face coverings for the whole school or the class(es) / year(s) affected.</p> <p>Those wearing face coverings should clean hands before and after touching – including to remove or put them on – and store them in individual, sealable plastic bags between use.</p> <p>Secondary schools students in Year 7 and above:</p> <p>Face coverings are to be worn by students and adults (both staff and visitors) when moving around inside the premises, such as in corridors and communal areas where close contact cannot be avoided.</p> <p>As an additional control this would be widened to re-introduce face coverings in classrooms.</p> <p>Primary schools re-introduction of face coverings would apply for visitors and staff in corridors and communal areas, including staffrooms (where close contact cannot be avoided).</p>	<p>Staff in communal areas to wear masks and where intervention and or close work less than a metre from a child.</p> <p>County advised to move to the following after half term. This was also guidance from PHE which we are following:</p> <p>All staff have been asked to wear masks in communal areas.</p> <p>When teaching KS3 students, staff have been asked to wear masks when teaching.</p> <p>KS3 students have been asked by County to wear masks in communal areas and in classrooms.</p> <p>Exemptions identified for individual staff and students and published. Reminders in newsletters.</p>

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<p>Enhanced cleaning</p> <p>School's cleaning schedule reviewed and enhanced during the duration of the outbreak. In-particular for rooms used by multiple groups / classes.</p>	<p>PHE have advised us to clean the toilets once an hour, as well as high use surfaces such as door handles. Tables and chairs to be wiped down after every lesson by the students using appropriate cleaning products. This has been ongoing since 22nd November</p> <p>PE, Music, Computing, Art and Science equipment to also be cleaned after each use. Discussed with teachers and plans in place and operational since the 22nd November</p> <p>Training to take place with children extended tutor time on Monday 22nd November to do this. Staff briefed in the newsletter. Re-introduce handwashing procedures and or hand sanitiser to key points in the school day. Extended tutor time to do this.</p> <p>Only host external clubs where we can deep clean before and after. PCX to talk to clubs as to how to do this, Hand sanitiser or wash entry in and out and lunch times before and after for all students. On- going since start of term.</p>
<p>Limit the use of some shared areas for example</p> <ul style="list-style-type: none"> • Designated toilets for year groups • Students coming to school in PE kit to avoid use of changing rooms etc. 	<p>Toilets have returned to boy/girl due to concerns over statutory regulations. Washing/sanitising of hands to continue to be promoted, especially at the end of break and lunch. Since 21st November</p>

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	<p>Staffroom not to be used as a social area. Staff encourage to eat in classrooms or outside. Since 21st November</p> <p>No use of the school hall for COWOs. Back to delivery via Teams to classrooms. 21st November</p> <p>Lunchtime – rotation of classes in the hall with cleaning in between and ventilation in place. One year group in at a time, total of two, Others eat in class.</p> <p>Students where kit on PE days as of 21st November.</p>
<p>Resources that are shared between different groups/classes such as sports, art, and science equipment, should be cleaned frequently and between use by different classes / groups.</p>	<p>Phones will continue to be collected in at the beginning of the day. Students to only collect their own phone which is wiped down,</p>
<p>Limiting activities</p> <p>Planned events / activities (e.g. open days, transition, or taster days) reviewed and specific risk assessments conducted to determine if these can proceed in line with an agreed system of additional controls (limitation on numbers attending, wearing of face coverings, one way systems, enhanced cleaning regime etc.) or should be postponed. Consider a move to hybrid or remote delivery.</p> <p>Multiple year / whole school assemblies postponed during the outbreak and switched to remote delivery.</p> <p>All planned offsite visits reviewed and are to include COVID-19 controls, residential visits in-particular may need to be postponed.</p> <p>Sports fixtures with other schools will be reviewed and potentially postponed.</p>	<p>External events that involve our students have been postponed. Afterschool enrichment run by the school has been cancelled. Nov 22nd</p> <p>Fullness Day and the Stargazing Disco also cancelled.</p> <p>Outside visitors allowed in to work with students from the same year group but tours of the school cancelled. Masks to be worn while in school unless exempt.</p>

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	<p>Instrumental lessons still in place, except for woodwind and brass. These will move online until the guidance changes.</p>
<p>Reduction in interaction / close contact situations Re-introduction of space at the front of the class to enable staff to maintain distance from students. Layouts and capacities for shared spaces such as offices, meeting rooms, staff room etc. will be reviewed to limit numbers. Face to face meetings to be restricted to those which are essential, all such meetings held in larger spaces with good ventilation. Large meetings / all staff briefings will be re-scheduled or undertaken remotely to reduce contact between staff.</p>	<p>Staffroom not to be used as a social area. Staff encourage to eat in classrooms or outside. All staff meetings to be moved to Teams. 21st Nov</p>
<p>Visitors / parental attendance Access to school will be limited, parents/ carers and visitors to attend by appointment only. Wherever possible will take place via telephone or other virtual methods. Any additional controls required of visitors in response to an outbreak will be communicated to them.</p>	<p>Online Parent meetings for meet and greet. Tours of the school postponed Encourage phone calls / video meets with parents rather than in person where possible. 21st Nov</p>
<p>Hire / lettings In the event of an outbreak these will be reviewed and potentially postponed. Times of hire should ensure any unnecessary mixing with members of the school community is minimised and access is arranged to avoid such contact. Areas used by hirers to be subject to cleaning before / after use. School equipment should ideally not be used by hirers, if it is it must be thoroughly cleaned after use -or left in 'quarantine' for 72 hours before being used by the school / other users.</p>	<p>PCX to agree deep clean procedure with outside providers. Freman contacted with regard to masks for buses and Bus companies phoned to wear masks and students informed. Areas of the schools on a regular let by the school, to be cleaned before by school cleaners and after by the users themselves. No new letting to take place at this time.</p>

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<p>Re-introduction of bubbles (detail how this would be achieved, nature and size of bubbles to be as small as practicable to reduce transmission risk whilst delivering full curriculum). Groups to remain clear and consistent and separated from other groups.</p> <p>Limiting interaction between groups by: Staggering breaks and lunch; Minimise rooms / spaces being shared across groups; Cleaning shared spaces between use by different groups e.g. canteen, school library etc. No groups are coming together for assemblies, events / school fairs, school trips etc.</p> <p>The reintroduction of bubbles for a temporary period, may be required to reduce mixing between groups. In line with the DfE guidance any decision to recommend the reintroduction of ‘bubbles’ would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.</p> <p>Should a move to bubbles be made then enhanced cleaning and/or quarantining of shared equipment would be required alongside the introduction of bubbles.</p>	<p>Maintaining year groups at lunchtime.</p> <p>School split into 4 areas of the school site for break and lunchtimes. During lunchtime only one year group allowed in the school hall at one time. Other year groups to eat outside or in classrooms.</p> <p>Students to wipe down tables, chairs and shared equipment at the end of each lesson.</p>
<p>Testing</p> <p>Asymptomatic testing capability retained on Secondary school sites. Wider testing may be advised in the case of an outbreak, in that event then school will follow the national guidance, reintroducing specific roles to support testing and training for these as required. (As detailed in RP05 v7 Schools and Colleges Training Guide.pdf - Google Drive)</p> <p>Home testing Continue to provide LFT testing kits to staff and students and encourage 2x week testing. Increased use of home testing for staff / students in secondary schools may be required and will be encouraged.</p>	<p>Following Public Health advice JGT to communicate to parents the expectations of testing with weekly reminders. Remains the same currently.</p> <p>Home testing: PHE have advised all of Y7 and Y8, as well as all staff, to undertake daily LFT testing. PHE have said we can't ask the same of Y5 and Y6. Reminders in newsletter and briefings.</p>

Restrictions on attendance

Restrictions on attendance would only be considered in extreme circumstances and as a last resort.

Additional measures would be implemented based on advice from the Local Authority, Director of Public Health (DsPH), Public Health England or Central Government.

If advised to limit attendance due to COVID cases the school's remote learning plans will be reintroduced.

Self-isolation

NHS test and Trace will not advise adults who have been double vaccinated or children under 18 identified as close contacts to self-isolate from the 16th August 2021. However the LA may identify close contacts and advise they do not attend the setting in an outbreak situation.

Prioritising certain year groups

DfE has stated in their contingency framework that early years and primary settings should be prioritised to continue to operate as normal. Therefore where appropriate year 5 and 6 will take precedence in decisions as to who to keep in school and who to complete distance learning at home.

If attendance restrictions are needed, vulnerable children and children of critical workers should be allowed to attend and a provision will be put in place to support this.

If attendance restrictions are required across an area the Government will publish detailed operational guidance for schools.

Should restrictions on site be needed the school will determine the workforce required on site and if it is appropriate for some staff to work remotely.

School meals

The school will continue to provide meal options for all pupils in school.

Free school meals support in the form of meals or lunch parcels for those eligible for free school meals and not attending school.