

## COVID-19 OUTBREAK MANAGEMENT PLAN

DATE CREATED: August 2021

### 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 to help manage a COVID-19 outbreak within an academy.

Actions will be considered when either of the following thresholds are met:

- There are **3 positive cases** amongst children or staff who are likely to have mixed closely, from the same class, within a 10-day period.
- **10% of children 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

Updated Government guidance on close contacts not in the same household is available in Appendix 1 and for those in the same household in Appendix 2.

## 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. A Member of the Senior Leadership Team will be responsible for seeking this advice, and will do so by telephoning the DfE helpline (0800 046 8687).

## 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 their academy or home working or learning arrangements.

Staff are asked to share with their line manager, any changes in their health. This will ensure that any existing individual risk assessment and action plans can be updated (including for any pregnant staff), or, introduced if appropriate.

Similarly, please let your Line Manager know if you are not double vaccinated, as this affects responses to any positive COVID cases in line with Government guidance.

## 4. OTHER MEASURES

The Academy will continue to promote “Being Healthy” as good practice

In the event of increased COVID19 cases the Academy will reintroduce control measures.

Parents, carers, children and staff will be informed promptly about the introduction of any control measures.

If recommended, we will limit:

- Residential educational visits, trips (including swimming) and workshops taking place in an academy
- Parents/carers coming into school including prospective parent/carer tours/parent evenings
- Live performances/assemblies
- Extra-curricular clubs
- Non-essential visitors

If recommended, we will (re)introduce:

- Online meetings via ZOOM rather than face to face
- Bubbles, to reduce mixing between groups
- Face coverings in communal areas and classrooms for staff and visitors (unless exempt)
- Request for increased LFT home testing by staff

To support all employees on the changes in place since 16<sup>th</sup> August 2021, an FAQs is available in **Appendix 3**

## 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 children including all with an EHCP
- Children where both parents/carers are critical workers
- Children unable to access remote learning
- Children in KS1

### 5.2 Education and support for children at home

All other children will be required to stay at home and will receive remote learning.

We will aim to deliver remote learning that meets the same quality and quantity of education that children would receive in their academy, as outlined in our Remote Learning Policy.

We will continue to provide meals or lunch vouchers for children eligible for benefits-related free school meals while they are not attending their academy because of COVID-19 isolation guidelines. Details on accessing this will be shared directly to families affected by email/text/app.

Government information for schools is available in **Appendix 4**.

### 5.3 Wraparound care

We will limit access to before and after-school activities and wraparound care during term time 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 Safeguarding and Child Protection Policy to make sure it reflects the local restrictions and remains effective.

We will always have a trained DSL or deputy DSL on site wherever possible. If our DSL (or deputy) cannot be on site, they can be contacted remotely by using WhatsApp.

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

When vulnerable children 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 children can access appropriate education and support while at home
- Maintain contact, and check regularly that the child is able to access remote education provision

**Appendix 5** has a simple visual guide to support decision making regarding any positive COVID cases.



## APPENDIX 1

### **Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person**

<https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>

## APPENDIX 2

### **Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who DO live with the person IN THE SAME HOUSEHOLD**

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

## APPENDIX 3

### FAQs:

#### 1. When will I still need to self-isolate?

Anyone with symptoms of COVID-19 should have a PCR test, and self-isolate while they wait for the results. Everyone who tests positive will still be legally required to self-isolate, regardless of vaccination status. Close contacts of confirmed cases will still be legally required to self-isolate if they are over 18 and not fully vaccinated.

#### 2. What if I haven't been vaccinated?

If you haven't been fully vaccinated, you will still need to self-isolate if you are identified as the close contact of a positive case, unless you are under 18.

#### 3. What is meant by 'fully vaccinated'?

Individuals are fully vaccinated when they are at least two weeks post-completion of a full course of an authorised vaccine administered in the UK. This is to allow for an antibody response to develop. You need both doses of a two-dose vaccine for maximum protection against COVID-19. You must have been fully vaccinated for at least two weeks at the time of the contact with the positive case.

#### 4. Can't people still catch COVID-19 after vaccination? Isn't this a big risk?

COVID-19 vaccines are effective at reducing the risk of transmission and severe illness. Vaccine effectiveness against symptomatic COVID-19 is estimated to be between 78% and 80% (after both doses, where it is a two-dose vaccine). Although not everyone will be fully vaccinated from 16 August 2021, the risk of onward transmission in the general population will be significantly reduced.

#### 5. Should I get a test if I have COVID symptoms but have been vaccinated? Why?

Yes, if you have symptoms of COVID-19, arrange to have a PCR test. You should stay at home while you are waiting for a home test kit, a test site appointment or a test result.

#### 6. I am a contact of a positive case. Do I have to self-isolate while waiting for the results of my PCR test?

From 16 August 2021, if you are fully vaccinated or under 18 at the time of contact with a positive case, you will be exempt from the requirement to self-isolate. You will instead be advised to take a PCR test as soon as possible. You may wish to limit social contact whilst waiting for the results of your PCR test, but you are not required to self-isolate.

#### 7. If contacts who are fully vaccinated or children are exempt from self-isolation, what is the point of contact tracing/NHS Test and Trace?

All positive cases, regardless of age or vaccination status, are contacted for three reasons:

- To help ensure that they self-isolate and to check whether they need support to do this.
- To determine who they might have infected.
- To establish where and when they might have been infected, so that we can identify potential local outbreaks.
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Tracing close contacts allows us to give them appropriate advice on testing and/or self-isolation, depending on their vaccination status and age.

#### 8. Is the PCR test a legal requirement?

No, it will not be a legal requirement, but close contacts of confirmed cases will be strongly encouraged to take a PCR test to help identify positive cases and prevent risk to other people.



**9. What happens if my PCR test comes back positive?**

If your PCR test result is positive, you must self-isolate for 10 days to avoid spreading the infection to other people. This will continue to be a legal requirement. Those you live with – and any close contacts outside your household – will be advised to get a PCR test and may be required to self-isolate depending on their age and vaccination status. They will need to self-isolate if their PCR test is positive.

**10. Will people who are identified as close contacts still receive a 'ping' but then know that they are able to ignore it, or will NHS Test and Trace be aware that people have had two vaccinations and not contact them? What happens if a person has been vaccinated twice but they are still 'pinged'?**

All contacts will still be traced so they are aware that they have had close contact with a positive case and can be given public health advice that is appropriate for their age and vaccination status. In the event that a person is double vaccinated they will not be required to self-isolate but will be advised to take a PCR test.

**11. Does the requirement for all close contacts lift, or will it extend to the household/bubble too? Eg I am thinking about a colleague who has a member of their household who is positive, will the whole of their household still need to isolate regardless of vaccination status?**

From 16 August 2021, all contacts who are fully vaccinated, or under the age of 18, will no longer have to self-isolate, including both household and non-household contacts.

**12. I have been vaccinated and received a notification from the app to self-isolate what should I do?**

From 16 August 2021 those who are fully vaccinated or under 18 years of age and identified as a contact will not need to self-isolate; including if they have received a notification from the app. Instead, they will be advised to get a PCR test. The app is being updated to reflect this and sign-post people to testing.

For users who have not been fully vaccinated yet, we recommend they continue to follow the app's advice to self-isolate as they are at risk of having and spreading the virus.

As we move away from legal restrictions to taking more personal responsibility, the app is perfectly placed to help users make informed decisions.

We encourage people to keep using the NHS COVID-19 app after they've received their vaccination.

**13. If I am fully vaccinated, should I isolate if I have symptoms?**

Those with symptoms of coronavirus should also continue to self-isolate and get a PCR test, wait until the results of the PCR test are received.

**14. If I am fully vaccinated and have been in contact with a positive case but have no symptoms, do I self-isolate?**

No, as long as you meet the criteria for 'fully vaccinated' there is no requirement to self-isolate, but it is advised to take a PCR test.

## APPENDIX 4

### DFE UPDATE ISSUED 24.8.2021

#### Back to school – what you need to know



Pupils all over the country are beginning to return to schools and colleges after their summer breaks. For many pupils they will be returning with far fewer restrictions than when they left for the summer holidays.

Now that there are fewer restrictions, pupils will be able to experience a fuller education experience, including, access to more group activities, team sports, playing with friends, plays, and taking part in musical groups. Here's what you need to know on going back to school.

#### THERE ARE THREE KEY CHANGES:

##### 1. Mixing and 'bubbles'

Keeping pupils or students in year group or classroom bubbles to reduce mixing is no longer a requirement.

##### 2. Tracing close contacts

Close contacts will now be identified via NHS Test and Trace. Education settings are no longer expected to undertake contact tracing.

##### 3. Face coverings

Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.

#### SO, WHAT WILL STAY THE SAME?

Coronavirus hasn't gone away so there will still be a need for schools, pupils and students to follow basic measures to avoid the spread of the virus:

1. Testing remains important in reducing the risk of transmission of infection within schools.
2. Ensuring good hygiene including frequent and thorough hand cleaning and the 'catch it, bin it, kill it' approach.
3. Maintaining appropriate cleaning regimes.
4. Keeping occupied spaces well ventilated.
5. Following public health advice on testing, self-isolation and managing confirmed cases of COVID- 19.

#### IS IT TRUE THAT THE START OF TERM IS BEING DELAYED?

No. We're aware of misleading reports suggesting the start of term could be delayed by schools. This is not the case. Our priority is to ensure settings are able to deliver high-quality, face-to-face education to all pupils. As our guidance stated two months ago, and to ensure all pupils receive the education they deserve with minimal disruption, settings may commence testing from three working days before the start of term and can stagger the return of pupils across the first week to manage this process.

#### BUT WHAT IF THERE ARE A NUMBER OF CASES IN ONE SCHOOL OR COLLEGE?

If there are a number of cases in one school or college, there is advice in place so teachers and staff know what to do. Schools and colleges will do everything they can to minimise the impact on education and attendance, so might decide to introduce measures like:

- Increased testing
- Temporarily reintroducing face coverings and;
- Restricting attendance as a short-term measure and only as a last resort.

More information on the guidance we have issued to education settings is available on our website: [Contingency framework: education and childcare settings](#).



## WHAT IF SOMEONE TESTS POSITIVE OR HAS SYMPTOMS? DO THEY NEED TO ISOLATE?

Self-isolate straight away and get a [PCR test \(a test that is sent to the lab\) on GOV.UK](#) as soon as possible if you have any of these 3 symptoms of COVID-19, even if they are mild:

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

You should also self-isolate straight away if:

- you've tested positive for COVID-19 either according to a PCR test or a lateral flow device test – this means you have the virus. If you get a positive LFD test you should book a PCR test. A negative PCR test will override a positive LFD test.
- someone you live with has symptoms or tested positive (unless you are not required to self-isolate – see below if this applies to you)
- you've been told to self-isolate following contact with someone who tested positive – [find out what to do if you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app](#).

Pupils should only self-isolate if they have symptoms or if they get a positive PCR or Lateral Flow Device (LFD) test. If they develop symptoms or get a positive LFD test they should book a PCR test. A positive PCR test cannot be overridden. If a pupil is asked to get a PCR test as a result of contact with a positive case they may continue to attend education until they get the result of their PCR back.

## AND WHAT WILL HAPPEN FOR PEOPLE WHO HAVE BEEN IN CONTACT WITH POSITIVE CASES?

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, and any of the following apply:

- they are fully vaccinated
- they are below the age of 18 years and 6 months
- they have taken part in or are currently part of an approved COVID-19 vaccine trial
- they are not able to get vaccinated for medical reasons.

Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. They do not need to isolate while awaiting the PCR test. We would encourage all individuals to take a PCR test if advised to do so. Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. If none of the above applies, people should self-isolate [as per the instructions from NHS Test and Trace](#).



## APPENDIX 5

### Visual Guide

