

Setting Name : All Saints CE Academy, Denstone

Outbreak Management Plan Version: One

Date Completed: 08.09.21

Review Date: 06.12.21

Plan Owner: Rebecca Walker and Joanne Goodwin

Context

Aim of COVID-19 Case and Outbreak Management Plan

The aim of COVID-19 case and outbreak management is to:

- prevent the spread of COVID-19 within the setting or/and manage impact of community transmission impacting on the setting.
- minimise the impact of COVID-19 on staff, pupils, other key stakeholders.

Objectives of Outbreak Management Plans

The objective of outbreak management planning is to document the activities you will undertake in preparing for and responding to a single or multiple cases of COVID-19 within the setting. What actions and controls will be stepped up and stepped back down at relevant points in responding to and recovering from an outbreak.

The setting will step up and step back down the response measures according to the level of risk, effectiveness of response measures and availability of resources, in close collaboration with Local Outbreak Control Team, Public Health England and DFE.

Scope

In scope of this Plan	Out of scope of this Plan
Management of COVID-19 outbreaks at any of the following settings: <ul style="list-style-type: none">• All Saints CE Academy	<ul style="list-style-type: none">• Items covered within the COVID-19 Risk Assessment – updated on 30.11.21

Governance

- who will be the main contact point for Local Authority Local Outbreak Control, PHE etc? **Rebecca Walker**
- who will lead the response and be the ultimate decision-maker? **Rebecca Walker and Julia Smith (Chair of LAC)**
- who will coordinate the response? **Rebecca Walker**
- what committees/forums are in place to support the response? **LAC**
- who will participate on an internal outbreak response team, to undertake activities 'on the ground' in the setting to help contain the virus? **Joanne Goodwin and All staff**
- who will represent the setting on any multiagency Incident Management Team meetings to manage an outbreak likely to be called by Public Health /LA Local Outbreak Control Teams. **Rebecca Walker and Joanne Goodwin**

Related resources:

COVID -19 Risk assessment - updated 30.11.21

Business Continuity Plan

Infection Control Policy

Safeguarding Policy

Health and Safety Policy

Key Stakeholders

Key stakeholder	Role for outbreak management
Staff (includes employees, and volunteers)	<ul style="list-style-type: none"> • Adhere to recommendations from Public Health England and Local Outbreak Control Team. • Ensure social distancing between themselves and pupils where possible. • Wear masks in shared areas. • Twice weekly testing with Lateral Flow Devices. • Self isolate if identified as a close contact of the Omicron Variant.
Pupils	<ul style="list-style-type: none"> • Adapt to home learning if required. • Ensure regular handwashing and use of hand sanitiser. • Bringing in own equipment • Function in class bubbles and keep a distance from other bubbles. • Self isolate if identified as a close contact of the Omicron Variant.
Parents/carers	<ul style="list-style-type: none"> • Support the school in managing confirmed cases. • Inform school if pupils or they are symptomatic. • Obtain PCR tests if symptomatic and inform school of results. • Follow government guidance regarding isolation. • Support home learning if required. • Inform the school as soon as possible if any family member received a positive PCR identified as the Omicron Variant. • Self-isolate the family according to the new government guidance regarding Omicron.
Visitors	<ul style="list-style-type: none"> • Adhere to the operational guidance of the school. • Not to attend the setting if symptomatic. • Take a PCR test before attending the setting if symptomatic.

Contractors and delivery personnel (<i>eg cleaners, catering staff</i>)	<p><i>Chartwells:</i></p> <ul style="list-style-type: none"> - Provide a hamper or vouchers for FSM pupils. - Update delivery companies on school closures. - Do not attend setting if symptomatic. <p><i>Hi Spec:</i></p> <ul style="list-style-type: none"> - Deep clean premises - Ensure appropriate disinfectants are used for cleaning - PPE to be worn if required.
Where to seek Local Outbreak Advice	<ul style="list-style-type: none"> • LA Local Outbreak Control Team /PHE/DFE Helpline available to support with advice and guidance when there is a confirmed case(s) associated with the Setting. • Advises our setting on actions we need to take to protect others and stop the spread of illness, including infection prevention and control measures. • Leads contact tracing (identifying persons in close contact with the confirmed case during their infectious period). • Activates and leads the outbreak management coordination team. • Determines when the outbreak is over. • If the Omicron Variant is identified, inform and then take advice from Local Outbreak Control Team.
Other relevant stakeholders	<p>LAC:</p> <ul style="list-style-type: none"> - Revert to online meetings and not to attend the setting.

Communications

For consistency and accuracy of messages, and as part of the coordinated response, communications activities will be coordinated by the setting with support from LA local outbreak control team/PHE or DFE in close liaison with the setting outbreak management coordination team.

Key stakeholder	What they need to know	How we'll communicate	Contact information
Staff (includes employees and volunteers)	<ul style="list-style-type: none"> • Level of risk, number and location of cases linked to an outbreak • The importance of hand hygiene, respiratory hygiene and physical distancing measures • Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the setting • Membership of the internal outbreak response team • Arrangements for managing any self isolation requirements • Expectations about not attending work if symptomatic • Changes to staffing/rostering arrangements • Arrangements to support staff health and wellbeing 	<ul style="list-style-type: none"> • Meetings • Text messages • Staff share • Signage 	<ul style="list-style-type: none"> • Staff e-mails in Outlook • Staff mobile numbers in work mobile • Personnel files for landline numbers and addresses
Pupils	<ul style="list-style-type: none"> • The importance of hand hygiene, respiratory hygiene and physical distancing measures • Changes to class arrangements if reverting to bubbles • Signage for effective handwashing 	<ul style="list-style-type: none"> • E-mail or text to parents • Share in class by class teacher 	<ul style="list-style-type: none"> • Parent e-mails in Outlook
Parents and careers	<ul style="list-style-type: none"> • Level of risk, number and location of cases linked to an outbreak • Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for 	<ul style="list-style-type: none"> • E-mail or text to parents • Signage 	<ul style="list-style-type: none"> • Parent e-mails in Outlook • SIMS

	<ul style="list-style-type: none"> accessing the setting Arrangements for managing any self isolation requirements Expectations about not attending setting if symptomatic Changes to staffing/rostering arrangements Details of outbreak – which class etc To text the Covid-19 mobile number if a family member is identified as being positive with the Omicron Variant. 		
Visitors	<ul style="list-style-type: none"> Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the setting Arrangements for managing any self isolation requirements Expectations about not attending setting if symptomatic 	<ul style="list-style-type: none"> E-mail Telephone 	<ul style="list-style-type: none"> School phone book Outlook
Contractors and delivery personnel (e.g. cleaners, electricians)	<ul style="list-style-type: none"> Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the setting Arrangements for managing any self isolation requirements Expectations about not attending setting if symptomatic Location of outbreak 	<ul style="list-style-type: none"> E-mail Telephone 	<ul style="list-style-type: none"> School phone book Outlook SIMS
Local Outbreak Teams	<ul style="list-style-type: none"> Outbreak management risks specific to the setting. Names and contact details of potential contacts of the confirmed case. 	<ul style="list-style-type: none"> Email Telephone Meetings 	<ul style="list-style-type: none"> Outlook SCC Intranet
GPs/allied health practitioners providing services to people within the setting	<ul style="list-style-type: none"> Location of outbreak Provide guidance on managing symptoms 	<ul style="list-style-type: none"> Email Telephone 	<ul style="list-style-type: none"> School phone book

Stage 1 – Prevent and Prepare

What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
<i>As detailed in the latest COVID-19 Risk Assessment</i>					

Stage 2 – Respond

The response stage is triggered by the identification of one or more cases of COVID-19 within or linked to the setting. The goal is to contain the virus as quickly as possible while providing appropriate care and support to confirmed cases.

Detail the actions/controls to be taken

What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
Activate the outbreak response team	By email and phone	RW and JG	Immediately on becoming aware of a confirmed case	None	If afterhours, contact all team members by mobile phone
Deep Clean due to positive case in setting	Contact Hi Spec	RW and JG	Immediately on becoming aware of a confirmed case	Detail the cleaning materials or approach	
Inform parents	Via e-mail and text	RW and JG	Immediately on becoming aware of a confirmed case	Access to parent e-mails and numbers	
Ask LOC for advice	Via e-mail and text	RW	Immediately on becoming aware of a confirmed case	Contact details for LOC	
Inform PHE of an outbreak	Via e-mail or telephone	RW	If there are five or more confirmed positive cases	Contact details for PHE Details of positive cases, dates of tests and when they became	

What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
				symptomatic and isolation dates	

Stage 3 – Stand-down

The stand-down stage is triggered when the outbreak is over, usually 14 days after isolation of the last case. Measures introduced by local Director of Public Health will also be kept under review and should be stood back down when local transmission advice allows.

After standing down, Stage I activities will resume for prevention and preparedness of further outbreaks.

What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
Advise all stakeholders	E-mail and telephone	RW and JG	On notification of stand down.	Access to contact details	
Review Outbreak Management Plan	Staff meeting	All Staff	Within a week of notification	Outbreak Plan and Risk Assessment	
Resume the adherence to prevention procedures on Risk Assessment	Update risk assessment and share with staff	RW/JG and All Staff	Immediately after an outbreak	Risk Assessment Outbreak Plan	

Supporting Materials

List and add any supporting documents that assist with the plan

Add any contact information needed to implement the plan.

Local Outbreak Control:

You can contact the team 08:00 – 18:00 Monday to Friday and 10:00 – 14:00 weekends. A messaging service is available on 01785 27854004

Alternatively you may email C19LOC.education@staffordshire.gov.uk

Julia Smith – Chair of the Local Academy Council:

chair@thesaintsacademies.co.uk