



COVID-19: outbreak management plan

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Aim of COVID-19 Case and Outbreak Management Plan

- Prevent the spread of COVID-19 within the setting or/and manage impact of community transmission
- As part of a package of measures minimise the impact of COVID-19 on staff, pupils and other key stakeholders.
- Abide by the Government's priority for the School to deliver face-to-face, high-quality education to maximum number of pupils.
- Help prevent unsustainable pressure on the NHS

Objectives of Outbreak Management Plans

The objective of outbreak management planning is to document the activities Twyford School will undertake in preparing for and responding to multiple cases of COVID-19 (an 'outbreak') within the setting. Twyford School 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, UK Health and Security Agency and DfE.

Scope

Management of COVID-19 outbreaks at Twyford School Autumn term 2021 to be reviewed at least termly and as required.

1. Introduction

This plan is based on the contingency framework* for managing local outbreaks of COVID-19, provided by the Department for Education (DfE) and is written to help manage a COVID-19 outbreak within the school if COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission, or as part of a package of measures responding to a 'variant of concern' (VoC). Given the detrimental impact that restrictions on education can have on children and young people, any measures will only ever be considered as a last resort, kept to the minimum number of groups possible, and for the shortest amount of time possible. Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission. The threshold for an outbreak in a school as defined by the DfE is:

- **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 (whichever is reached first).**

Should we reach the first of these thresholds, the HR Manager, Compliance Officer or Headmaster will contact the DfE helpline on 0800 046 8687 option 1 to inform and seek advice, and the Chair of Governors will be informed. Any decisions to make short term changes to our provision in line with this plan will be communicated

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to Parents/Guardians as soon as possible. Staff and Governors will be notified via email with only urgent updates to staff communicated verbally.

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Stakeholders

Key stakeholder	Role for outbreak management
Governing Body	<ul style="list-style-type: none"> • The Governing Body will reinstate a Covid F&GP Committee which is able to quickly react to the various pressures of the Covid pandemic. • Meetings are activated by the Headmaster and Bursar
Senior Leadership Team (SLT)	<ul style="list-style-type: none"> • To make key decisions in response to outbreak management hand in hand with the local health team.
Staff (includes employees, and volunteers)	<ul style="list-style-type: none"> • To respond to and action decisions from SLT
Pupils	<ul style="list-style-type: none"> • To respond to, and comply with instructions from staff
Parents/carers	<ul style="list-style-type: none"> • To be notified and advised to comply with School decisions
Visitors, contractors and delivery personnel	<ul style="list-style-type: none"> • To be notified and advised on reasonable adjustments
UK Health and Security Agency	<ul style="list-style-type: none"> • Contact when threshold reached. This will be passed to the Local Health Team who will coordinate any response they consider necessary.
Local Health Team	<ul style="list-style-type: none"> • Activates and leads the outbreak management coordination team. • Determines when the outbreak is over.
Test and Trace	<ul style="list-style-type: none"> • Leads contact tracing (identifying persons in close contact with the confirmed case during their infectious period).
Gov.UK	<ul style="list-style-type: none"> • Access for latest guidance and advice on COVID-19

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Communication

Key stakeholder	Information to share	Communication methods
Staff (includes employees and volunteers)	<ul style="list-style-type: none"> • The importance of hand hygiene, respiratory hygiene and physical social distancing measures • Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the building/ timetable changes • Membership of the internal outbreak response team • Arrangements for managing any self-isolation requirements • Expectations about not attending work if symptomatic • Changes to staffing/cover arrangements • Arrangements to support staff health and wellbeing • Level of risk, number and location of cases linked to an outbreak 	<ul style="list-style-type: none"> • Meetings, email, briefings, texts. WhatsApp, signage
Pupils	<ul style="list-style-type: none"> • 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 building 	<ul style="list-style-type: none"> • Verbal reminders,
Parents and carers	<ul style="list-style-type: none"> • Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the site / timetable 	<ul style="list-style-type: none"> • Twyford Link, emails, telephone, in-person, School Post.
Visitors and contractors	<ul style="list-style-type: none"> • Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the site 	<ul style="list-style-type: none"> • Emails, telephone, verbal on arrival
Local 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 and meetings

2. Prevent and prepare

All the prevention and preparedness activities Twyford School has undertaken, and continues to adhere to, are detailed in the School's Covid-19 Risk assessment dated December 2021, which will be reviewed in line with set *

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down time frames. The School is required to comply with health and safety law and to put in place proportionate control measures. This includes regularly reviewing and updating our risk assessments - treating them as 'dynamic documents', as the circumstances in the School and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned. Should either of the thresholds be met, we will immediately review our current Covid risk assessment to review and reinforce the testing, hygiene and ventilation measures already in place, and consider what additional actions might be necessary.

3. Response

At the point of reaching a threshold, SLT will review and reinforce the testing, hygiene and ventilation measures that are in place. Wherever additional measures are considered, the objective is to maximise the number of children and young people in face-to-face teaching and minimise control measures that disrupt education, balanced against the risks of COVID-19 transmission.

Consideration will be given to:

- 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

Extra measures which could be considered include:

- Strengthened communications to encourage pupils and staff to undertake twice weekly rapid asymptomatic home testing and reporting
- Temporarily reinstating face coverings for pupils (over primary age), staff and visitors in indoor and/or communal spaces. This should be for two weeks in the first instance, pending regular review.
- Reinstating on-site rapid LFD testing in secondary schools for a two-week period to encourage uptake of twice weekly testing
- Increased frequency of testing

Collaboration

In extreme cases, and as a last resort where all other risk mitigations have not broken chains of in-school transmission, DPH may advise introducing short-term attendance restrictions such as sending home a class or year group (as they could any workplace experiencing a serious infectious disease outbreak). High-quality remote learning will be provided for all students well enough to learn from home. On-site provision will in all cases be retained for vulnerable children and young people and the children of critical workers. Where they have advised settings to take extra measures, DsPH and HPTs will work closely with their Regional Partnership Teams and keep the situation under regular review. They will inform settings when it is appropriate to stop additional measures, or if they should be extended.

The additional measures below are all based on control measures from our 2020/2021 risk assessment, and as such, could be implemented at short notice.

What we need to do?	How will we do this?	Who will do it?	When will it happen?	What resources are needed?	Other considerations
Work with family to be informed only. No contact tracing required	Discuss with positive case family to try to ascertain group that likely to have mixed	DHPO /HPP Matron	Immediately on becoming aware of a confirmed case	Time Staff	Phone calls Emails/ messages

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	closely with. Eg Peer group Sports teams Travel arrangements Out of school interests...				
Send communication to relevant year group parents/staff of confirmed PCR test	Use agreed template. Send to year group to avoid identifying child	HM	On receipt of confirmation of PCR test result being positive	Time Template Access to computer	
Send communication to staff of confirmed PCR test	Use agreed template. Do not identify child	HM	On receipt of confirmation of PCR test result being positive	Time Template Access to computer	
Activate the outbreak response team	By email and phone	HM to make decision Alert SLT Take on agreed roles	Immediately on becoming aware of cases reaching threshold	Prioritisation Time	If after 7pm contact all affected by text/ WhatsApp Before this by email
Enhanced clean several suspected cases Deep clean-outbreak cases	Inform Cathedral and Sodexo	Bursar	Immediately on becoming aware of cluster of suspected cases	Ensure additional cleans/wipe downs Deep clean after hours Closure or room Wear PPE	Reserve cleaning staff to carry out during year groups lunchbreaks Ask other staff to volunteer to assist enhanced cleaning wearing PPE
Reintroducing 'bubbles' Insufficient staff for normal cover arrangements	Review provision so do not operate across phases, stick to year group only break times, assemblies etc	DHT DHPO SR KR	On instruction from Outbreak Response team or HM	Consider if all cases in one class Routines Timetable Cover Club arrangements Increase virtual teaching	Form teachers Pre-Prep Staff HOY HOD Have emergency learning plans at the ready Consider impact on delivery of education
Reintroduce face masks in communal areas or classrooms	Communication	HM to make decision Alert SLT	On instruction from Outbreak Response team or HM	n/a	Transparent face coverings, which may assist

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for children over primary age and all adults Implemented wearing in communal areas week beginning 29 th November, in line with Government requirements and not because of any outbreak thresholds met					communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn.
Catering team depleted	Contact from DW	Catering Manager Bursar	Immediately on becoming aware of limited function	Inform Sodexo, All staff and parents Tell pupils of changed arrangements	Remain alert to special diet considerations. Utilise Sodexo emergency plans
Particular staff teams depleted	Cover each other where safe and possible to do so	SLT will inform staff who will cascade information to those they line manage	Immediately on becoming aware of limited function	Calendar check ahead for today and two weeks Reduce commitments to priorities only	Unwise to commission external help onsite if an outbreak
Instigate remote learning	Email all staff Parents Date of commencement and all access details	HM to inform SR HOY HOD IT KR	On instruction from Outbreak Response team or HM	Should only be considered as a short-term measure and as a last resort.	Departments and year groups be ready for this at short notice when planning for and resourcing learning
Consider introducing onsite testing for pupils unable to test at home					
Safeguarding in the event of attendance restrictions	Inform DSL deputies team	DSL	If restrictions are placed on child attendance	To be vigilant and responsive to all safeguarding threats with the aim of keeping vulnerable children and	Safeguarding brief ready to distribute for these circumstances in addition to policies

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				young people safe	
Re-inforce key measures: Good hygiene, appropriate cleaning regimes, ventilation and promote strong messaging about symptoms, isolation advice and testing and vaccination uptake amongst staff.					

4. Other measures

If recommended by the Outbreak Response Team or Headmaster, we reserve the right to:

- Reconsider club provision arrangements
- Source alternative catering arrangements after day one of emergency home supplied packed lunch/snacks
- Conduct assemblies for one year group at a time only or conduct virtually

Limit:

- Visitors to the school for tours, sporting fixtures. During **last two weeks of term Twyford pupils will not attend any away fixtures, tournaments or offsite visits**
- Events such as live performances, open sessions e.g. coffee mornings, fayres. **Doubling up number of performances for same audience numbers to attend but more socially distanced**
- Residential educational visits
- Contact between different year groups of pupils on site
- Minibus transport numbers

Introduce:

- Restrictions of numbers of staff gathering in shared areas
- Increased use of masks for adults on the school site
- Class groups to limit contact between children on site
- More dining areas to enable distinctly separate rotation
- Sports fixtures suspended so only Twyford pupils take part

5. Shielding

Currently this is not happening. We will adhere to Government guidance regarding any reintroduction of shielding.

6. Attendance restrictions

Attendance restrictions will only be implemented as a last resort and will be used for the shortest time possible. If recommended, we will implement the measures in this section.

Eligibility to remain in school

- If attendance restrictions are applied, we will provide a special provision in school for vulnerable pupils and children of critical workers

Education and support for pupils at home

- All other pupils will be required to stay at home and will receive remote education as detailed on our website plan for remote learning

Wraparound care

- Should attendance restrictions apply, we will limit access to before and after-school activities and wraparound care during term time and holidays to those that are eligible for special provision in School. We will communicate who will be eligible to attend once any restrictions are confirmed.

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7. Safeguarding

We will review our child protection policy to make sure it reflects the local restrictions and remains effective. We will always have a trained DSL or a deputy DSL on site.

8. Stand down

This stage is triggered usually 10-14 days after isolation of the last case. Measures introduced by UKHSA will also be kept under review and should be discontinued when local transmission advice allows. It is important during the stand down phase that school evaluate and plan for a:

- Review of the response to each control measure aspect of plan
- Reduce measures in priority order
- Phased return to usual operational procedures for this stage of the term/year

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