


WRAY-WITH-BOTTON PRIMARY SCHOOL

COVID OUTBREAK MANAGEMENT/CONTINGENCY PLAN

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¹ The Governing Body is free to delegate the approval of this Plan to a Committee of the Governing Body, an individual Governor or the Head teacher

² The Governing Body are free to determine the review frequency of this Plan

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1 Introduction

The Government has made it a national priority that education and childcare settings should continue to operate as normally as possible during the Covid-19 pandemic.

We already have plans, procedures and control measures in place to manage individual positive cases of Covid-19 and for dealing with an individual (staff, pupil or visitor) who displays symptoms of Covid-19 whilst attending the school. The actions we would put in place are outlined in the school's Covid-19 Operational Risk Assessment and all staff are aware of the procedures which would be taken in the event of an isolated case.

We will continue to implement our current robust control measures which include regular testing of those required to do so; ensuring good hygiene for everyone; maintaining appropriate cleaning regimes; keeping occupied spaces well ventilated and following local public health advice on testing and managing confirmed cases.

Additional measures affecting education and childcare may be necessary in some circumstances e.g.

- to help manage a Covid-19 outbreak within the school;
- if there is extremely high prevalence of Covid-19 in the community and other measures have failed to reduce transmission;
- as part of a package of measures responding to a Variant of Concern (VoC).

This Outbreak Management Plan outlines how Wray with Botton Primary School (hereinafter referred to as the School) would operate if any of the additional measures due to a Variant of Concern were recommended for our school or area. This plan includes how we will ensure, as far as possible, that every child on the school roll receives the quantity and quality of education and care to which they are normally entitled.

Local authorities, Directors of Public Health (DsPH) and Public Health England health protection teams (HPTs) are responsible for managing localised outbreaks to help break chains of transmission. They play an important role in providing support and advice to education and childcare settings.

2 National and local guidance

We will continue to seek and refer to guidance from:

- The Government:
 - [Schools coronavirus \(COVID-19\) operational guidance](#);
 - [Actions for early years and childcare providers during the COVID-19 pandemic](#);
 - [SEND and specialist settings: additional COVID-19 operational guidance](#);
 - [Covid-19: Actions for Out of School settings](#); and
 - [Providing apprenticeships during the Covid-19 outbreak](#)
- [COVID-19 Contingency framework: education and childcare settings](#)
- Public Health England (PHE)
- Local Public Health Department

3 Prioritising Education

The overarching objective is to maximise the number of children and young people in face-to-face education or childcare and minimise any disruption in a way that best manages the Covid-19 risk. The impacts of having missed face-to-face education during the pandemic are severe for children, young people and adults. In all cases, any benefits in managing transmission should be weighed against any educational drawbacks.

In line with the [Contingency framework](#), decision-makers should endeavour to keep any measures in education and childcare to the minimum number of settings or groups possible, and for the shortest amount of time possible.

Decision-makers should keep all measures under regular review and lift them as soon as the evidence supports doing so. Measures affecting education and childcare settings across an area should not be considered in isolation, but as part of a broader package of measures.

Attendance restrictions should only ever be considered as a last resort.

Where measures include attendance restrictions, the Department for Education (DfE) may advise on any groups that should be prioritised.

The government will try to give as much notice as possible of any changes to the way settings should operate.

4 Prioritising Certain Year Groups

The DfE has stated that in all circumstances, priority should continue to be given to vulnerable children and young people and children of critical workers to attend to their normal timetables.

As part of their outbreak management responsibilities, local authorities, DsPH and HPT's may advise individual settings or a cluster of closely linked settings to limit attendance in one of the ways described below. In most cases, a 'cluster' will be no more than 3 or 4 settings linked in the same outbreak.

The cohorts below will be used to guide decisions about restricting attendance, as well as prioritising groups to return to face-to-face education and childcare.

As with other periods of restricted attendance, our school will provide high quality remote education for all pupils learning at home. We will also consider:

4.1 Primary schools

If some attendance restrictions are needed, all vulnerable children and children of critical workers will still be allowed to attend. We will determine the workforce required on site and if it is appropriate for some staff to work remotely. In making decisions about the workforce we will have regard to the guidance on [clinically extremely vulnerable people](#).

If attendance restrictions are needed, these activities will, wherever possible, continue to take place in person if online delivery is not possible.

This includes training and assessment in the workplace (unless the workplace is required to close under other Covid-19 measures), in education and assessment settings and in community settings where a venue is being used for training or assessment.

4.2 Out of school settings and wraparound care

If attendance restrictions are needed, vulnerable children and young people will be allowed to attend. For all other children, parents/carers will only be allowed to access these providers for face-to-face provision for their children for a limited set of essential purposes, such as to:

- allow them to go to or seek work;
- attend a medical appointment; or
- undertake education and training.

Restrictions on attendance may need to vary depending on whether provision will be operating during school term-time and/or school holidays, when schools are otherwise closed to ensure sufficient childcare provision remains available to those that need it most. Therefore, the advice outlined above could be subject to change. Further advice will be provided should this be the case.

In the meantime, we will continue to refer to [guidance on protective measures for holiday, after school clubs and other out-of-school settings](#) for children during the Covid-19 outbreak.

5 Additional Covid-19 control measures for schools and EYFS settings in Lancashire

From Monday, 11/10/21, the following local additional advice measures are to be implemented by schools regardless of whether the outbreak threshold limits have been reached. These measures cannot be enforced.

In addition, where thresholds are reached which are above the levels outlined in 6.1 below, we will follow the supplementary guidance issued by Lancashire PH Department and outlined in Appendix A, Annex 1 and Annex 2.

5.1 Children who are close contacts of a household member who has tested positive

Children and young people aged between 5 and 16 years, (unless exempt – see below) will be advised to stay at home for 5 days when a member of their household (close contact) tests positive for Covid-19 (via a PCR test). The 5 days should start from the date the household member's symptoms started or from the date the PCR test was taken.

Children aged 4 and under

Parents of children aged 4 and under who are household contacts of a positive case will be asked to keep them at home for 5 days, starting from the onset of symptoms in the household contact who has tested positive (or test date if the positive case had no symptoms). They should only have a PCR test if they develop symptoms of Covid-19.

Children & young people between the ages of 5 and 18 years + 6 months

Children and young people between the ages of 5 and 18+6 months (unless exempt – see below), who are household contacts of a positive case, will be advised to stay at home. 5 days following the onset of symptoms in the household contact who has tested positive (or test date if the positive case had no symptoms), the close contact child should get a PCR test.

- If this is negative, they can return to the setting, but should isolate again immediately and get another test if they develop symptoms of Covid-19 at a later date.
- If the 5-day PCR test result is positive (even if the child is asymptomatic), they should follow the advice for people with Covid-19 to self-isolate for a further full 10 days from the date of the positive PCR. This means that their total isolation period will be longer than 10 days.

Children and young people can be released from the 5 day self-isolation period and can continue to attend the setting while they are waiting for their PCR test (on the 5th day) **if** they conduct daily Lateral Flow tests, and these remain negative. If they develop symptoms of Covid-19, or receive a positive Lateral Flow test result, they should immediately isolate and get a PCR test. If this is positive, they must isolate and follow the [Stay at home guidance](#). This approach is likely to be the norm for secondary school pupils, but it is also an option for primary school pupils if the parents/carers and school are in agreement.

Exemptions

The groups exempt from this advice and able to continue to attend the setting when identified as a close contact of a positive case are:

- Any child or young person who has had at least one dose of the vaccine more than 14 days ago;
- Any child or young person who has tested positive for Covid-19 themselves via a PCR test within the past 90 days;
- Where there are significant concerns about the impact of exclusion on the child or young person, and a risk assessment indicates that the risks of exclusion to the individual child outweigh the wider benefits.

Any parents or carers who still want their child to continue to attend school have the right to send their child into the setting. In these situations, we strongly advise the child or young person identified as a household close contact to get a PCR test before attending the setting.

Anyone who develops symptoms of Covid-19 should get a PCR test and stay at home until the result is known. Individuals informed by Test & Trace to isolate should stay at home for the time advised.

5.2 In-setting transmission: strengthening control measures

Currently, early years settings, schools and colleges are advised to contact their Local Authority for advice when they reach specific thresholds described in the Contingency Framework. Local Authorities can then advise further measures that settings can take to reduce in-setting transmission of Covid-19.

To support settings in managing outbreaks and in-setting transmission, an enhanced version of the framework has been produced for Lancashire. This framework aims to provide a clear range of step-up, step down measures that settings can consider depending on the assessed severity of the Covid-19 situation being experienced.

The framework is being circulated to schools for information and is replicated at Appendix A to this Outbreak Management Plan.

5.3 Close contacts (non-household) – Isolation whilst awaiting PCR test results

Where we have pupils or staff from the school/setting getting a PCR test because they have been identified as a close contact of a positive case (who they DO NOT live with) they do not need to isolate whilst waiting for the test result (unless they have symptoms of Covid-19) and as long as they are exempt for one of the following reasons:

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

The Lancashire Public Health Team are aware that asymptomatic children and fully vaccinated school staff (and their household) have been advised to isolate pending a PCR test result by local Test Centre staff. This advice has been checked by Lancashire PH Team with testing colleagues in the Department of Health and Social Care who have confirmed that such individuals are **not** required to isolate whilst awaiting their PCR test results.

6 Considering extra action

6.1 Trigger thresholds

We will consider taking extra action should either of the following thresholds be reached and where we have sought public health advice:

- 5 children, pupils or staff, who are likely to have mixed closely, test positive for Covid-19 within a 10-day period; or
- 10% of children, pupils or staff who are likely to have mixed closely test positive for Covid-19 within a 10-day period.

Identifying a group that is likely to have mixed closely will be different for each setting. For example:

In **schools**, this could include:

- a form group or subject class;
- a friendship group mixing at breaktimes;
- a sports team;
- a group in an after-school activity.

In **wraparound childcare or out-of-school settings**, this could include:

- a private tutor or coach offering one-to-one tuition to a child, or to multiple children at the same time;
- staff and children taking part in the same class or activity session together;
- children who have slept in the same room or dormitory together.

NOTE: A group will rarely mean a whole school or year group.

At the point of reaching a threshold, we will review and reinforce the testing, hygiene and ventilation measures we already have in place. We will also consider:

- 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.

Where required, we will also seek additional public health advice if we are concerned about transmission in our school, either by phoning the DfE helpline (0800 046 8687, option 1)

6.2 Child Protection and DSL's

Should attendance restrictions be required or advised we will:

- continue to follow local multi-agency safeguarding arrangements which remain the responsibility of the 3 safeguarding partners (local authority, clinical commissioning group; police);
- continue to have regard to the statutory safeguarding guidance that applies to our school:
 - [Keeping Children Safe in Education](#)
 - [Working together to safeguard children](#)
 - [EYFS statutory framework](#)
 - [Keeping children safe in out-of-school settings: code of practice](#)
- review our Child Protection Policy and procedures and staff Code of Conduct to make sure they reflect the local restrictions and remain effective;
- aim to have a trained DSL or deputy DSL on site wherever possible. If our DSL (or deputy) can't be on site, they can be contacted via phone or online video (where they are working from home):

DSL – Anne Phillips, head@wraybotton.lancs.sch.uk

Deputy DSL – Sarah Norton, snorton@wraybotton.lancs.sch.uk

Rebecca King, rking@wraybotton.lancs.sch.uk

In the exceptional circumstance where there is no DSL or deputy on site or available remotely, we will make arrangements to share a DSL (who will be available to be contacted via phone or online video) with a neighbouring school or setting. In such an event, a named senior leader will take responsibility for co-ordinating safeguarding on site and all school staff and other appropriate adults will be notified of this temporary exceptional arrangement.

Where vulnerable children are absent, we will:

- follow up with the parent or carer, working with the local authority and social worker (where applicable), to explore the reason for absence and discuss their concerns;
- encourage the child or young person to attend educational provision, working with the local authority and social worker (where applicable), particularly where the social worker and the Virtual School Head (where applicable) agrees that the child's attendance would be appropriate;
- focus the discussions on the welfare of the child ensuring that the child or young person can access appropriate education and support while they are at home;
- have in place procedures to maintain contact, ensure they can access remote education support, as required, and regularly check if they are doing so.

If we have to temporarily stop onsite provision on public health advice, we will discuss alternative arrangements for vulnerable children and young people with the local authority.

6.3 Increased use of testing

If advised to do so by the DsPH, we will increase and encourage the use of home testing by staff in the school including early years and wraparound care. Sufficient supplies of test kits will be held in school should the need for additional testing be advised.

6.4 Reintroduction of the use of face coverings

If advised to do so by the DsPH, and level 1 threshold limits are reached, staff and visitors who are not exempt from wearing a face covering:

- will be asked to temporarily wear a face covering when moving around indoors in places where social distancing is difficult to maintain, such as in communal areas. Initially this temporary measure will be for a minimum of two weeks and will be regularly reviewed thereafter.

Children of primary school age **will not** be advised to wear face coverings.

6.5 Reintroduction of Bubbles/groups

In the event of a local outbreak or a VoC that poses an increased risk of the transmission of Covid-19, we may have to reintroduce 'bubbles' in school for a temporary period to reduce or avoid mixing between groups. Any decision to reintroduce 'bubbles' would not be taken lightly and would take account of the detrimental impact they can have on the delivery of education. We will consult with the DsPH in making any decision on reintroducing 'bubbles' and inform parents as quickly as possible should this step be necessary.

6.6 Shielding

Shielding can only be reintroduced by national government and is currently paused.

In the event of a major outbreak or VoC that poses a significant risk to individuals on the shielded patient list (SPL), and where ministers have agreed to reintroduce shielding, in addition to the reintroduction of other measures to address the residual risk to people on the SPL, we will ensure that we have identified those staff and pupils who may be at increased risk and/or who were previously identified as being in the 'clinically extremely vulnerable' category.

Risk assessments will be updated to include shielding and those deemed to be at increased risk will be consulted about additional protective measures in school or advised and supported to work/study from home if required. Further information and advice for people at higher risk from Covid-19 including older people, people with health conditions and pregnant women can be found in the NHS advice [People at higher risk from coronavirus \(Covid-19\)](#).

6.7 Remote education

High quality remote learning in our school will be provided for all pupils if:

- they have tested positive for Covid-19 but are well enough to learn from home; or
- attendance at the school has been temporarily restricted.

On-site provision will in all cases be retained for vulnerable children and the children of critical workers. Where we have to temporarily stop onsite provision on public health advice, we will discuss alternative arrangements for vulnerable children with the local authority.

Where needed, the remote education provided will be equivalent in length to the core teaching pupils would receive in school and will include recorded or live direct teaching time, as well as time for pupils to complete tasks and assignments independently. As a minimum we will provide:

- Key Stage 1: 3 hours a day on average across the cohort, with less for younger children
- Key Stage 2: 4 hours a day

Further information on the provision of remote education can be found in [get help with remote education](#).

6.8 School Meals

We will continue to provide meal options for all pupils who are in school. Meals will be available free of charge to all infant pupils and pupils who meet the benefits-related free school meals eligibility criteria.

We will continue to provide free school meals support in the form of meals or lunch parcels for pupils who are eligible for benefits related free school meals and who are not attending school because they have had symptoms, or a positive test result themselves.

We will continue to support pupils who are eligible for, and usually receive, free meals even if pupils are studying remotely due to Covid-19 restrictions. Further information is available in the guidance on [providing school meals during the COVID-19 pandemic](#).

6.9 School risk assessment and management

In addition to continuing with our broad control measures of ensuring good hygiene for everyone, maintaining appropriate cleaning regimes, keeping occupied spaces well ventilated and following local public health advice on testing and managing confirmed cases, all of which are currently included in our site-specific Covid-19 school operational risk assessment we will ensure that the risk assessment is continually reviewed in line with national and local guidance. Our risk assessment is updated in consultation with governors, staff, and trades unions.

Our Covid-19 school operational risk assessment will be updated in the event of:

- changes to national guidance;
- updates on the Covid-19 roadmap;
- public health advice following local outbreaks;
- school or community specific related outbreaks;
- new variants of concern being identified.

6.10 School workforce

We will continue to support staff, where required, through individual risk assessments and support who are:

- clinically vulnerable (CV);
- clinically extremely vulnerable (CEV);
- pregnant/expectant mothers;
- BAME.

6.11 Educational visits

Risk assessments for trips and visits currently include procedures for dealing with Covid-19 and any future pandemic.

All visits will be reviewed and potentially postponed in the event of local DsPH advice, a new or increased risk of a VoC or where an area being visited is restricted because it has been offered an enhanced response package or is an enduring transmission area.

We will take account of Government advice when planning international visits and whether it would be advisable to postpone depending on the advice at the time.

6.12 Open/transitional/taster days

In the event of a VoC or a local DsPH decision to restrict access to our school or cluster of schools, open/transitional or taster days will be managed through review and revision of our risk assessment in line with any agreed system of controls current at the time.

Open/transitional or taster days will be reviewed and potentially postponed/cancelled. In the event of a cancellation or postponement, the Senior Leadership team will consider whether such events can take place remotely.

Where the days do go ahead, consideration may be given to the following:

- parents/carers may be asked to produce a negative Covid-19 test result before entry to the school building;
- separate entry and exit points to the school will be identified;

- numbers attending will be minimised;
- visitors may be asked to wear face coverings and regularly wash/sanitise hands.

6.13 Parental attendance

In the event of a VoC or local advice from the DsPH, parents/carers may be advised to limit their access to the school site and building as much as possible. It may be necessary to introduce a system where parents/carers and other visitors are permitted in school by invitation only and with a pre-arranged appointment. Additional control measures such as the wearing of a face covering and social distancing during meetings may also be introduced.

Wherever possible, we will reintroduce virtual meetings with parents/carers to reduce the risk of further transmission of any VoC.

6.14 Performances and other events

If the school is planning an indoor or outdoor face-to-face performance in front of a live audience, we will continue to follow the guidance on [Events and attractions](#) which includes advice on performing arts. Additional measures may be required, and it may be necessary to cancel or postpone such events at short notice. Attendees will be advised of this as soon as possible should the situation arise. An appropriate risk assessment will be undertaken in advance of any performance or event to which parents or members of the public are invited.

Outdoor events are generally lower risk and may still take place with additional control measures in place and with the potential for reduced audience numbers.

Lancashire County Council: Public Health Advice – actions to be considered when in-setting transmission is suspected

ANY ADDITIONAL MEASURES INTRODUCED SHOULD BE REVIEWED AFTER 2 WEEKS OF BEING IMPLEMENTED AND STEPPED DOWN IF IN-SETTING TRANSMISSION HAS STOPPED

<p>Threshold Level</p>	<p>EARLY YEARS, PRIMARY, INFANT AND JUNIOR SCHOOLS Actions to consider for affected groups / classes</p> <p>ACTIONS CAN ONLY BE ADVISED (CANNOT BE MANDATED)</p>
<p><u>BASELINE</u></p> <p>Number of cases below the threshold for Level 1</p>	<p><u>Watchful waiting</u> Ensure routine control measures are in place e.g., hand washing, ventilation, LFD testing for staff, excluding symptomatic individuals from the setting. Discuss with Education IPC team for advice and support if necessary.</p> <p><u>Household contacts of positive cases</u></p> <ul style="list-style-type: none"> - Children aged 0-4 – no specific action but ask parent / carer to consider keeping household contact of positive case at home for 5 days. - Children aged 5-11 - learn from home, then PCR test on day 5. Return to setting if PCR negative (exempt if already testing positive via PCR in past 90 days). As an option, they can continue to attend the setting, but perform daily LFD tests until they receive their PCR result (exempt if vaccinated or already testing positive via PCR in past 90 days) - Staff who are fully vaccinated and household contacts of positive cases – ask to do a PCR test. If negative, attend setting but LFD test daily for up to 10 days following onset of symptoms / positive test in household contact (exempt if already testing positive via PCR in past 90 days)
<p><u>LEVEL 1</u></p> <p>Thresholds for educational / school settings:</p> <p>Five children, pupils, students or staff, who are likely to have mixed closely, test positive for Covid-19 within a 10-day period</p> <p>Or</p> <p>10% of children, pupils, students or staff who are likely to have mixed closely, test positive for Covid-19 within a 10-day period.</p> <p>Settings that operate with 20 or fewer children, pupils, students and staff at any one time: 2 children, pupils, students or staff, who are likely to have mixed closely, test positive for Covid-19 within a 10-day period.</p>	<p><u>Watchful waiting?</u></p> <p>If numbers are low – watchful waiting can be considered – discussion between Education IPC team and setting. If agreed, ensure routine control measures are in place e.g., hand washing, ventilation, LFD testing for staff, excluding symptomatic individuals from the setting</p> <p><u>Face Coverings</u></p> <ul style="list-style-type: none"> - Re-introduce for staff in communal areas - Ask parents to wear at drop-off and pick-up times <p><u>Strengthened system of controls (see checklist – Annex 1) – including:</u></p> <ul style="list-style-type: none"> - Increased cleaning - Increased ventilation - Implement testing recommendations - Review risk assessments for clinically extremely vulnerable and pregnant staff <p><u>Strengthened communications</u></p> <p>Warn and inform letter to all parents (template available from EIPC Team)</p>

<p><u>LEVEL 2 (step-up from level 1)</u></p> <p>Thresholds for educational / school settings:</p> <p>Ten children, pupils, students or staff, who are likely to have mixed closely, test positive for Covid-19 within a 10-day period</p> <p>Or</p> <p>20% of children, pupils, students or staff who are likely to have mixed closely, test positive for Covid-19 within a 10-day period.</p> <p>Settings that operate with 20 or fewer children, pupils, students and staff at any one time: 4 children, pupils, students or staff, who are likely to have mixed closely, test positive for Covid-19 within a 10-day period.</p>	<p>In addition to LEVEL 1 actions:</p> <p><u>Contact Tracing</u></p> <ul style="list-style-type: none"> - Introducing contact tracing within the setting, with close contacts strongly advised to seek PCR test. <p><u>Re-introduce previous measures that restricted close contact between groups of children (formally known as 'bubble' arrangements).</u></p> <ul style="list-style-type: none"> - Specifically indoors (no need to introduce bubble arrangements outdoors)
<p><u>LEVEL 3 (step-up from level 2)</u></p> <p>Thresholds for educational / school settings:</p> <p>Twenty children, pupils, students or staff, who are likely to have mixed closely, test positive for Covid-19 within a 10-day period</p> <p>Or</p> <p>40% of children, pupils, students or staff who are likely to have mixed closely, test positive for Covid-19 within a 10-day period.</p> <p>Settings that operate with 20 or fewer children, pupils, students and staff at any one time: 8 children, pupils, students or staff, who are likely to have mixed closely, test positive for Covid-19 within a 10-day period.</p>	<p>In addition to LEVEL 2 actions:</p> <p><u>Attendance restrictions*</u></p> <ul style="list-style-type: none"> - Affected class or group to move to home learning for as short a period of time as possible, but with on-site provision remaining for vulnerable children and key worker children.

*Attendance restrictions

- High quality face-to-face education remains a government priority.
- Attendance restrictions should *only* ever be considered as a short-term measure and as a last resort:
 - for individual settings, on public health advice in extreme cases where other recommended measures have not broken chains of in-setting transmission; or
 - across an area, on government advice in order to suppress or manage a dangerous variant and to prevent unsustainable pressure on the NHS.

Note: Remote learning should be considered for effected cohorts only for defined periods.

Revised 11 October 2021

Annex 1 – Level 1 Checklist for Early Years settings and Infant, Junior and Primary Schools

Cleaning:

- Increase frequency of cleaning of high-touch areas
- Ensure any learning equipment is regularly wiped down and where possible allocate dedicated resources to each child (e.g., iPads, books, stationary)
- Early years – suspend water play and discard used water and any play-doh-type materials

Hand and Respiratory Hygiene

- Encourage all staff and children to wash their hands more often for at least 20 seconds
- Staff should wear PPE if providing direct care to a child with symptoms of Covid-19 who is waiting to be collected
- Have tissues available in every room and dispose of used tissues immediately in a bin
- Encourage children and staff to cough and sneeze into their elbows
- Be aware! Hand sanitiser does not kill norovirus, so if you also have cases of vomiting or diarrhoea in your setting, please encourage hand washing (rather than hand sanitiser) where possible
- Early years – ensure hands are washed thoroughly before and after providing direct care, such as nappy changing and handling food / preparing bottles

Face coverings:

- Staff should wear a face covering in communal areas of the building, including in staff rooms and staff meetings
- Encourage parents and carers to wear a face covering at drop off and pick up times
- Vulnerable members of staff? Clinically extremely vulnerable staff, pregnant staff and unvaccinated staff – discuss if face coverings wish to be worn in classroom / playrooms

Ventilation:

- Keep windows open to allow fresh air to circulate where possible. In warmer weather, keep windows fully open. In colder weather, keep windows partially open where you can. If it is too cold to keep the windows open, try and move staff and children to another room every couple of hours, so the windows can be opened regularly, and the air refreshed. Do not prop open fire doors.
- Let parents know that the rooms may be cooler than normal and ask them to ensure children and staff bring warm clothes with them.
- Where reasonable, maximise the time spent outdoors or in better ventilated parts of the building (avoid long periods of time in small, hot, stuffy rooms).
- Avoid / minimise activities indoors that encourage singing, playing wind instruments, shouting or intense exercise – these activities increase the risk of aerosol transmission

Testing:

- Any staff identified as close contacts of a positive case should get a PCR test (they can continue to attend work whilst waiting for the test / test result as long as they don't have symptoms)
- All staff should be encouraged to self-test with a lateral flow device twice a week. Staff identified as close contacts of household positive cases should self-test every day for the 10 days following the first positive test in a household member
- Adult household members of the children attending your setting should be encouraged to self-test twice a week
- Siblings (aged 0-5) – no specific action but ask parent / carer to consider keeping sibling of positive case at home for 4 days.
- Siblings (aged 5-11) of positive cases - learn / work from home, then PCR test on day 3-5. Return to setting if PCR negative (exempt if already testing positive via PCR in past 90 days)
- Staff who are household contacts of positive cases – ask to do a PCR test. If negative, attend setting but LFD test daily for 10 days following onset of symptoms / positive test in household contact (exempt if already testing positive via PCR in past 90 days)

- Household contacts of positive cases ONLY: If in the setting – advise that in addition to the 3 main symptoms of Covid-19, advise any staff or children identified as close contacts of household cases to get a PCR test if they develop any of the following symptoms during the 10 days following last exposure to the positive case
 - vomiting, diarrhoea or loss of appetite
 - severe headache
 - extreme tiredness
 - aching joints and muscles
 - sore throat and other 'heavy cold-like' symptoms(Please note, we only advise testing for these wider symptoms if a person is a known close contact in a class /group where there have been multiple cases)

Reducing close contact between people in your setting / outside of your setting

- Limit the mixing of affected groups / classes with other groups of children in your setting where possible
- You should exclude affected classes / groups from any gatherings that encourage close mixing with other classes / groups e.g., collective worship, assemblies, performances (unless they can be carried out outdoors)
- Try and cohort staff with specific groups of children (e.g., if you have a TA who works in the class affected by positive cases, consider standing them down from supporting dinner break with other classes of children (or if you cannot avoid mixing, consider ways you can reduce risk e.g., improved ventilation, staff member wearing a face covering, maintaining 2 metres distance, daily LFD testing).
- Any planned trips, transition visits, open days or non-essential activities that bring visitors into the setting should be risk assessed and postponed if there is a chance that the activity could encourage further transmission of Covid-19
- Let key workers know if the child they are visiting is a known close contact (or is in a class which currently has multiple cases of Covid-19)
- Parents testing positive have a legal obligation to isolate when told to do so by NHS Test & Trace – they should not leave home to bring their children to school

Clinically extremely vulnerable staff / pregnant staff

- If you have staff who are identified as being clinically extremely vulnerable or pregnant who work in any of the rooms / with groups affected by multiple positive cases, please ensure you discuss any possible risks with them and review any individual risk assessments you have in place for that staff member. Consider any additional measures to protect them e.g., can they wear a face covering whilst in the setting? Can they temporarily switch roles so they can maintain 2 metres distance from others more easily?

Transport

- If you have children travelling on school transport who are close contacts in a class / group affected by multiple positive cases, consider letting your transport operator know – they can take extra precautions like ensuring buses are well ventilated. They may also have vulnerable staff they need to review risk assessments for.

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Outbreak Management Plan - Additional advice from CLEAPSS

Design and Technology

In addition to the advice contained in CLEAPSS guide [GL344 - Guide to doing practical work during the COVID19 pandemic – Design & Technology](#), there may be situations where the guidance in the CLEAPSS documents below will need to be followed to help support practical work when we have activated our Outbreak Management Plan:

- [GL347 – Returning to school after an extended period of closure](#)
- [GL348 – Practical DT activities for pupils at home](#)
- [GL354 – Managing practical work in non-specialist rooms](#)
- [GL355 – Using workshops, food rooms and art studios for alternative activities](#)
- [GL360 - Advice for schools with only small numbers of pupils on site](#)
- [GL356 - Guidance for spending all day in a practical room](#)
- [GL362 – Sanitising Eye Protection](#)

Additional controls we may directed to implement include the possible reintroduction of:

- the use of face coverings;
- the use of IRM PPE kits;
- bubbles;
- social distancing;
- not sharing utensils or equipment;
- alterations to practical activities and demonstrations;
- enhanced cleaning of equipment including eye protection.

Science

In addition to the advice contained in CLEAPSS guide [GL343 - Guide to doing practical work during the COVID-19 pandemic - Science](#), there may be situations where the guidance in the CLEAPSS documents below will need to be followed to help support practical work when we have activated our Outbreak Management Plan:

- [GL336 - Advice for schools with only key worker pupils on site](#)
- [GL338 - Practical activities for pupils attending school during extended periods of closure](#)
- [GL339 – Practical activities for pupils at home during extended periods of school closure](#)
- [GL345 - Guidance for science departments returning to school after an extended period of closure](#)
- [GL352 – Guidance for practical work in non-lab environments](#)
- [GL353 – Guidance for schools where pupils spend all day in a lab](#)
- [GL362 – Sanitising Eye Protection](#)

Additional controls we may directed to implement include the possible reintroduction of:

- the use of face coverings;
- the use of IRM PPE kits;
- bubbles;
- social distancing;
- not sharing utensils or equipment;
- alterations to or cessation of some practical activities and demonstrations;
- enhanced cleaning of equipment including eye protection.