

Arden Forest Infant School Outbreak Management Plan



Name of Setting: Arden Forest Infant School

Outbreak Plan Management Version No. 1

Date completed: 30.08.2021, updated 20.09.2021

Review Date: September 2022

Plan Owner: Rose Gunn & Angela Bakewell

Scope of Plan

Some educational organisations may have multiple sites included within the scope of this plan. Outbreak prevention is partly within scope of this plan but should be mostly covered by your COVID-19 Risk Assessment.

Related Resources

List relevant national and local guidance, plus other relevant documents and plans

Introduction

This plan outlines how **Arden Forest Infant School** will manage single cases and clusters of COVID-19, as well as how we would operate if we are required to reintroduce measures/mitigations to prevent transmission of COVID-19 if there is an outbreak either in the setting or within the local area. This includes how we would ensure every child receives the quantity and quality of education and care to which they are normally entitled.

A local outbreak is defined as two or more linked cases within a 14-day period:

<https://www.gov.uk/government/publications/covid-19-epidemiological-definitions-of-outbreaks-and-clusters>

Outbreaks can differ significantly with regard to scale and significance from 2 linked cases in a group of children to multiple cases across the setting to outbreaks linked with new variants of concern. Whilst the measures used to manage outbreaks will be the same, the number of measures and extent of measures taken, alongside the degree to which they become necessary requirements will vary.

Triggers for Local Outbreak Management Plan Response

These local triggers will remain under review, and are defined below:

Setting raises concern about 2+ *linked* cases

3+ cases within a group in the setting within 5 days

5+ cases across a setting within 5 days

3+ staffing cases, or fewer if impacting on the capacity of the setting to operate

Arden Forest Infant School Outbreak Management Plan

In the case of a local outbreak we will work with the Local Authority, Public Health and Public Health England Health Protection Teams. Set out below are all the possible measures/mitigations that will be considered in the case of a local outbreak. The actual measures implemented will be determined jointly and based on the specific situation. They will also carefully balance the impact on children's access to early education and care with the need to minimise transmission.

Any measures will only ever be considered for the shortest time possible, to allow the outbreak to be managed and minimise transmission of COVID-19. In all cases measures / mitigations will only be implemented to prevent larger scale setting closure.

Please see Appendix A for close contact definitions and definition of infectious period

Governance Arrangements

Outline the governance arrangements for your setting responding to COVID-19 outbreaks. This should align with other governance and/or emergency management structures/arrangements/ business continuity in place for your setting, where possible.

Key Contact Details

Agency/Individual(s)	Contact details
Local Authority	earlyyearsadvisors@warwickshire.gov.uk (between 8am and 5pm Monday to Friday) dphadmin@warwickshire.gov.uk (Sat, Sun)
Public Health England (PHE) Health Protection Teams (NB PHE will become part of UK Health Security Agency (UKHSA) in October 2021).	wm.2019cov@phe.gov.uk or 0344 225 3560 Option 0 Option 2
Setting Response Lead/Decision maker	Rose Gunn – Headteacher 02476315913
Committees/Trusts/Bodies supporting the response	Governing Body Cave.g@welearn365.com
Outbreak response team (internal and for attending external Incident Management Team meetings (IMTs))	Rose Gunn – Headteacher and Angela Bakewell – School Business Manager 02476315913

Key Stakeholders

Key stakeholders include those that attend the facility/setting (routinely or occasionally), those who will need to know what is happening and those that have a role in outbreak management in your setting.

Stakeholders	Role(s) in Outbreak Management
Owner/Proprietor/Registereild Provider	Give advice on outbreak, manage communication with other parties
Staff (including employees and volunteers)	Ensure effective communication with leadership concerning those affected. Isolate any positive or suspected cases in isolation area until collected.

Arden Forest Infant School Outbreak Management Plan

Pupils	Ensure follow handwashing and snuffle station procedures. They are encouraged to tell staff when they feel unwell.
Parents/carers	Collect any affected children, follow advice given by LHT or the Local Authority and the school with regard to the situation. To be vigilant of any possible symptoms and not to send children to school if ill.
Visitors	Read any information provided or given by the school. Leave premises as needed in the case of outbreak. Also ensure leave contact details in school for test and trace use if needed. (This is destroyed after 21 days). Regular visitors eg professionals to regularly carry out lft's. Advise outcome of recent test
Contractors and delivery personnel	Read any information provided or given by the school. Leave premises as needed in the case of outbreak. Also ensure leave contact details in school for test and trace use if needed. (This is destroyed after 21 days)
Where to receive local outbreak advice	This will be distributed to all stakeholders via Parentmail or any persons attending school advice will be given in a well ventilated preferably outdoor area. This will be followed by more comprehensive guidance via parentmail
Others	This will be distributed to all stakeholders via Parentmail, for any persons attending school advice will be given in a well ventilated preferably outdoor area. This will be followed by more comprehensive guidance via parentmail

Communications

Communications activities will be coordinated by the setting with support from LA local outbreak control team and regional Health Protection Teams in close liaison with the setting outbreak management coordination team.

Key Stakeholder	What they need to know	Communication media
Owner/Proprietor/Registered Provider	Who affected, who to isolate/lateral test every day, how long for, what they need to do, when to return	Concerned staff/parent advises of positive/suspected case via phone or radio alert to meet in courtyard. If In school. Suspected sun child (code for suspected case). Symptoms, when started, what tests have been done and when. Kept informed of outcome of tests LFT/PCR When a case is confirmed LA/Public Health are informed and parents notified using letter sent by parentmail.

Arden Forest Infant School Outbreak Management Plan

Staff (including employees and volunteers)	Who affected, who to isolate/lateral test every day, how long for, what they need to do, when to return	Office to log key information including: Symptoms, when started, what tests have been done and when. Kept informed of outcome of tests LFT/PCR Verbal communication between staff Information from parents to be shared with headteacher and office.
Children	what they need to do, when to return	Due to the young age of our pupils communication is with parents/carers we eliminate worry by not informing peers of cases but will communicate extra cleaning procedures if there are possible cases in the setting. Engage in remote learning if off due covid.
Parents/carers	Who affected, who to isolate/lateral test every day, how long for, what they need to do, when to return	Parents to communicate any possible cases to school via phone or email and keep school informed of outcome and situation. In event of positive case at school will send via parentmail full information provided through letter on precautions, testing etc.
Visitors	Advise has been outbreak	Verbal communication
Contractors and delivery personnel	Advise has been outbreak	Verbal communication
Local Outbreak Teams (LA and regional Health Protection Teams)	Advise has been outbreak	Headteacher to communicate and inform HPT of positive cases and if there is an "outbreak"
GPs/allied health practitioners providing services to people within the setting	Advise has been outbreak	Verbal communication

Preventing transmission within the setting

Our refreshed risk assessments include how vaccination and good hand hygiene will be promoted among staff and parents, how cleaning regimes and good ventilation will be maintained, and how we will operate from a social distancing perspective.

Information about drop-in clinics across Coventry and Warwickshire and all vaccinations sites that you can book into can be found in the links below:

<https://www.happyhealthylives.uk/coronavirus/covid-19-vaccination/vaccination-drop-in-clinics/>

<https://www.happyhealthylives.uk/coronavirus/covid-19-vaccination/vaccination-sites/>

Children and staff who are unwell will be advised that they should not attend the setting. Any child or staff member with one or more of the COVID-19 symptoms (new continuous cough, high

Arden Forest Infant School Outbreak Management Plan

temperature, loss/change in taste/smell), irrespective of how mild, will be asked to isolate and book a PCR test: <https://www.gov.uk/get-coronavirus-test>

We are aware of the range of less common symptoms of COVID-19: headache, sore throat, fatigue, muscle aches, blocked/runny nose, diarrhoea and vomiting, and will take this into consideration in an outbreak scenario, and when we are seeing a larger number of COVID-19 cases.

We will ensure that we remain informed about the latest travel and quarantine advice, as outlined in the Early Years operational guidance.

Our updated risk assessment can be found here (embed): [Website and shared portal for staff](#).

Action	Action detail	Lead	Dates	Supplies/resources required	Other considerations

Reporting individual cases and those where the trigger thresholds have been met

All positive cases in the setting are reported to the Warwickshire County Council alongside alerting the local authority when any of the triggers outlined in the above guidance have been met.

Response to positive cases

Fully vaccinated adults (more than 14 clear days after day of second dose of vaccination at the point of exposure) and children under 18yrs and 6 months are not required to isolate unless symptomatic or they test positive. Parents of close contacts and staff contacts will be informed if there is a positive case in the setting and advised to get a PCR test, alongside twice weekly LFT testing (LFT testing for children if acceptable to parents. Staff contacts who have not had both vaccinations more than 14 clear days before the day of contact with the positive case will also need to isolate for 10 clear days following the day of last contact with the case.

If there is more than one case in the same class/group in a short time period, it may be recommended that parents/staff are notified, and an additional PCR test recommended 4-7 days after that notification. Further actions may also be recommended by the LA.

Reintroduction of consistent groups

It may become necessary to reintroduce 'consistent groups' for a temporary period, to reduce mixing between groups and stop the spread of Covid-19.

Reintroduction of face coverings

Arden Forest Infant School Outbreak Management Plan

Consideration will be given to whether face coverings should temporarily be worn in communal areas or playrooms by staff and visitors within the setting (unless exempt).

The use of face coverings may have a particular impact on those who rely on visual signals for communication. Those who communicate with or provide support to those who do are exempt from any recommendation to wear face coverings in education and childcare settings.

Reintroduction of testing/Additional PCR testing

Consideration will be given to recommending increased use of home LFT testing by staff, parents and children as appropriate.

Where these measures are necessary, it will be important to work jointly with the LA and Public Health to identify any support required (e.g. supply of additional tests).

There may also be occasions where a mobile symptomatic testing unit/service is made available on the setting site and children are invited to take a PCR test or additional PCR tests may be organised through other means.

Contact tracing / isolating

From the 16th August people who are double vaccinated (second dose more than 14 clear days prior to day of last contact with case), and children under the age of 18 years and 6 months are no longer required to isolate where they are a close contact of a positive case. We may reintroduce isolating for children who have been a close contact of a direct case for a limited time period. Please also see the section: response to positive cases

Other restrictions

We may need to limit access to parents and carers into the setting (other than for drop off and pick up) e.g. open days, open evenings. We may also reintroduce staggered start and finish times if needed, to minimise the number of people on the site at various times of the day.

Clinically Extremely Vulnerable

Shielding is currently paused. In the event of a major outbreak or variant of concern that poses a significant risk to individuals on the shielded patient list (SPL), ministers can agree to reintroduce shielding. Shielding would be considered in addition to other measures to address the residual risk to people on the SPL, once the wider interventions are taken into account. Shielding can only be reintroduced by national government.

In the event of a reintroduction of shielding we would need to review staffing capacity to ensure we could continue to operate the setting in a safe manner. Any attendance reductions as a result of this would be in line with the principles below.

Current guidance on clinically extremely vulnerable individuals can be found here:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Arden Forest Infant School Outbreak Management Plan

Attendance Restrictions

As a last resort, we may need to introduce attendance restrictions. We will provide high-quality remote education experiences for all children who are not able to attend the setting. First priority for onsite attendance will always be given to vulnerable children and children of critical workers.

In out-of-school settings/wraparound childcare where attendance restrictions are in place, vulnerable children and children of critical workers will continue to be allowed to attend. For all other children, face-to-face provision will be provided for a limited set of essential purposes, such as parents going to or seeking work, attendance at a medical appointment, or to undertake education and training.

Vulnerable children

Where attendance restrictions are needed, we will be vigilant and responsive to all safeguarding threats with the aim of keeping vulnerable children safe.

If we have to temporarily stop onsite provision on public health advice, we will discuss any alternative arrangements necessary for vulnerable children with the local authority. Where vulnerable children and young people are absent or do not take up a place offered to them, we will:

- follow up with the parent or carer to explore the reason for absence and discuss their concerns, working with the local authority and social worker where applicable.
- encourage the parent to allow the child to attend the setting, particularly where a Social Worker and/or the Virtual School Head agrees that the child attendance would be appropriate
- focus the discussions on the welfare of the child and ensure that the child is able to access appropriate education and support while they are at home
- have in place procedures to maintain contact with the child and family and ensure that the child's needs are being met

Staffing Capacity

Where staffing capacity is impacting on our ability to open fully we will follow the principles outlined in the attendance restrictions above.

Response and stand down action plan

The table below outlines how we will respond to single cases, clusters and outbreaks in our setting, outlining how we will put in place the above outlined measures (see headings above in outbreak plan) related to: reporting cases and responding to cases, reintroduction of consistent groups 'bubbles', reintroduction of face coverings, other restrictions, attendance restrictions, staffing capacity.

It also outlines how we will "stand down" following an outbreak, including undertaking a review of our mitigation measures and of this plan

Arden Forest Infant School Outbreak Management Plan

Action	Action detail	Lead	Dates	Supplies/resources required	Other considerations
Single suspected case	Who, what symptoms, when started, what testing, when testing.	RG & Front of house staff	As needed	Register of information. Class list	Ensure RG is aware & RG to inform necessary staff.
Single confirmed case	<ul style="list-style-type: none"> Who, what symptoms, when started, what testing, when testing. Identify close contacts Inform LA/HPT Send letter to notify parents of case. Notify staff Encourage daily LFT for all close contacts. Implement remote learning. 	RG & Front of house staff RG & Front of house staff RG AB RG/AB RG/AB Class Teacher	As needed	Register of information. Class list Remote Learning Passwords	Ensure RG is aware & RG to inform necessary staff.
Multiple confirmed cases in same year group within 5 days	<ul style="list-style-type: none"> Inform LA/HPT/COG Send text to class parents to advise year group closed and remote learning instigated. Send letter to notify parents of case. Notify staff 	RG & Front of house staff RG & Front of house staff AB RG/AB	As needed	Register of information. Class list Remote Learning Passwords	Ensure RG is aware & RG to inform necessary staff.

Arden Forest Infant School Outbreak Management Plan

Action	Action detail	Lead	Dates	Supplies/resources required	Other considerations
	<ul style="list-style-type: none"> Encourage daily LFT for all close contacts. 	RG/AB			
Multiple confirmed cases across school within 5 days	<ul style="list-style-type: none"> Inform LA/HPT/COG Send text to class parents to advise year group closed and remote learning instigated. Send letter to notify parents of cases Notify staff Encourage daily LFT for all close contacts. 	RG Front of house staff Front of house staff RG RG/AB	As needed	See stepdown plan & policy on remote learning.	
3+ class room staff impacting on school operation	<ul style="list-style-type: none"> Inform LA/HPT/COG Follow advice re ability to keep school open. Send letter to notify parents of school actions. If closure occurs instigate remote learning. 	RG RG/AB Front of house staff Class Teacher	As needed	See stepdown plan & policy on remote learning.	

Arden Forest Infant School Outbreak Management Plan

Appendix A

ISOLATION PERIODS, DEFINITIONS OF CLOSE CONTACT AND INFECTIOUS PERIOD FOR COVID-19

- ❖ Positive person: isolate from **day symptoms started/day of test (if no symptoms) and for the next 10 full days AND until well and fever free for 48 hours**
- ❖ Identify **ALL** close contacts in infectious period (see below definitions) – all to isolate for **10 full days after day of last contact with case, unless exempt (see below)**
- ❖ **Exception: positive cases and contacts** who are residents/patients in care homes/hospitals/anyone discharged who receives care - to isolate for **14 days (cases and contacts)**
- ❖ **Exemptions from self-isolation as a close contact (except health and care workers):**
 - ❖ Fully vaccinated - *i.e.* more than 14 clear days after day of second dose of UK COVID-19 vaccination
 - ❖ Under 18 years and 6 months
 - ❖ Part of COVID-19 vaccine clinical trial or medically exempt from vaccination (seek separate advice)
 - ❖ Those exempt should undertake a PCR test, regular twice weekly lateral flow testing, limit social contact and wear a face covering
 - ❖ **Note the above exemption rules are not the same for health and care workers (separate guidance has been issued)**
- ❖ Follow "[Guidance for contacts of people with confirmed COVID-19](#)" guidance

DEFINITIONS

CLOSE CONTACTS	INFECTIOUS PERIOD
Direct physical contact (any duration)	If symptomatic: 2 clear days before day on which symptoms start – and for 10 days after
Face-to-face contact under 1m (any duration)	
Close contact under 1m for 1 minute or more	No symptoms: 2 clear days before the day of the test – to 10 days after
1-2m for 15 minutes or more (cumulative over 24 hrs)	
Travel in a vehicle	