

**GENERIC OUTBREAK MANAGEMENT PLAN – COVID-19 – Gorse Hall Primary and Nursery School (September 2021)**

For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting.

At the thresholds detailed below the school will seek public health advice

- 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

For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:

- 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period

Control Measure	When	Responsible Person in school	Actions required	Comms to staff/pupils/parents	Detail of any change to educational provision?
Relocating any activities to outside	In the event one of the thresholds is met	Deputy Headteachers	Look carefully at the curriculum to identify sessions which could be taught outside. Identify resources needed to carry out the sessions purposefully. Follow/review risk assessments for outdoor learning. Planning for Outdoor sessions.	Communicate with staff through discussion and email. Communicate with parents/carers about the nature of outdoor learning through letter and text message. Discussion with pupils in classes to explain organisation and expectations.	Timetable changes
Review of ventilation	In the event one of the thresholds is met	Caretaker, SBM and Headteacher	Caretaker to review ventilation in classroom through regular checks.	Feedback and dialogue with staff-discussion and email.	

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			Discussions and advice provided to teachers to ensure that all measures that can be implemented have been and suggest further measures that could be taken. CO2 monitors to be used to identify areas that would benefit from further ventilation.	Communicate with Parents/Carers to inform about, and give feedback on, measures taken through letter and text message. Discussion with pupils in classes to explain measures taken and any expectations of them.	
Enhanced cleaning including touch points and shared equipment (beyond already increased frequency of cleaning)	In the event one of the thresholds is met	Caretaker	Enhanced cleaning plan to be put in place. Deep cleans to take place where needed.	Email communication with staff to provide explanation and expectations. These will be reinforced during briefings and staff development meetings. Communicate with Parents/Carers to inform about, and give feedback on, measures taken through letter. Discussion with pupils in classes to explain measures taken and	

Control Measure	When	Responsible Person in school	Actions required	Comms to staff/pupils/parents	Detail of any change to educational provision?
				any expectations of them.	
Increased frequency of asymptomatic testing of staff	On instruction from DsPH	School Business Manager	Test kit supplies	Email communication with staff to provide explanation and expectations. These will be reinforced during briefings and staff development meetings. Communicate with Parents/Carers to inform by letter.	
Wearing of face coverings by staff in public areas	On instruction from DsPH	Headteacher	Clear instruction on where to be worn Exemptions (individuals and activities) Supply available	Email communication with staff to provide explanation and expectations. These will be reinforced during briefings and staff development meetings. Discussion with pupils in classes to explain measures taken. Communicate with Parents/Carers to inform by letter.	
Wearing of face coverings by staff in classrooms	On instruction from DsPH	Headteacher	Clear instruction on where to be worn	Email communication with staff to provide explanation and expectations. These	

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			Exemptions (individuals and activities) Supply available	will be reinforced during briefings and staff development meetings. Discussion with pupils in classes to explain measures taken. Communicate with Parents/Carers to inform by letter.	
Requirement for staff on the shielding patient list to shield	If reintroduced by national government	Headteacher	Speak with affected staff Cover	Regular dialogue with staff on shielding patient list.	
Limit/cancel residential educational visits, open days, parental attendance in settings, transition/taster days, live performances	On recommendation by LA, DsPH or HPT	Headteacher	Contact any venues/service providers Draft Comms	Telephone and email communication with venues/service providers. Email communication with staff to provide explanation and expectations. These will be reinforced during briefings and staff development meetings. Discussion with pupils in classes to explain measures taken. Communicate with Parents/Carers to inform by letter and text message.	

Control Measure	When	Responsible Person in school	Actions required	Comms to staff/pupils/parents	Detail of any change to educational provision?
Implementation of attendance restrictions – in person attendance of vulnerable and children of critical workers only	On instruction from Public Health or national government	Welfare and Safeguarding Mentor	<p>How will workforce be deployed?</p> <p>FSM provision</p> <p>Are any educational visits impacted? (only children attending school in person should go on educational visits if it is appropriate for it still to go ahead)</p> <p>Any restrictions to be applied to wraparound care provision</p>	<p>Timetable for reduced attendance to be compiled and shared with staff. Email and virtual meeting communication with staff about expectations, organisation and implementation. Parents/Carers to explain implementation of attendance restrictions and organisation of the school day and organisation of remote learning. Early Years and Key Stage One- regular communication with Parent/Carers and Pupils through Seesaw and Key Stage Two through Teams. Parents/ Carers to be provided with Staff emails for an additional</p>	<p>Stand up remote learning plans</p> <p>See Remote Learning Plan</p>

Control Measure	When	Responsible Person in school	Actions required	Comms to staff/pupils/parents	Detail of any change to educational provision?
				communication method.	

DsPH – Directors of public health

LA – Local Authority

HPT – Health Protection Team