

# Version 4 School Outbreak Plan Template

## 1. Purpose

The outbreak plan template for schools aims to guide schools in the actions which they need plan for to respond to either a local outbreak of COVID-19 (including variants of concern) or an outbreak in their setting.

This V4 template has been revised in accordance with the most recent version of the national contingency framework for education and childcare settings and should be read alongside this national document.

### ***Contingency framework: education and childcare settings (updated 14<sup>th</sup> December 2021)***

Link: [www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings](http://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings)

The contingency framework describes the principles of managing local outbreaks of COVID-19 (including responding to variants of concern) in education and childcare settings and sets out that local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) are responsible for managing localised outbreaks and that they play an important role in providing support and advice to education and childcare settings. The measures described in the contingency framework are reflected in this template.

## 2. Context

### ***Schools COVID-19 operational guidance (updated 14<sup>th</sup> December 2021)***

Link: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

The preventative measures which schools need to maintain are outlined and covered in this guidance. Schools require a current risk assessment and proportionate control measures including: good hand hygiene, good respiratory hygiene, environmental cleaning, good ventilation, testing in accordance with current guidance and the management of cases and contacts in line with current public health advice.

In addition, if there is an outbreak of coronavirus in school then some additional measures which may be advised on a temporary basis in an outbreak situation. These measures are reflected in this template.

## 3. Thresholds for Action

National guidance recommends that for most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. The thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned and appendix 1 provides details of the process for contacting Durham County Council.

### **Mainstream primary and secondary schools:**

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

Or

If any case of COVID-19 in school has resulted in that person being hospitalised

\*in the same cohort, for example class/year group/activity group/friendship group/home to school transport

#### **Special schools:**

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

Or

If any case of COVID-19 in school has resulted in that person being hospitalised

\*in the same cohort, for example class/year group/activity group/friendship group/home to school transport

#### **4. Outbreak definition**

A standard outbreak definition is two or more confirmed COVID-19 cases associated with the setting with an onset of illness in the last 14days and:

- where the cases are likely to have been exposed to each other using the close contact definition (within 2m for more than 15minutes, within 1m for 1minute, within 1m and face to face for any amount of time, shared a small vehicle for any amount of time)

Or

- where there is no sustained community transmission

#### **5. Outbreak assessment**

An assessment of an outbreak is undertaken, in most instances when the threshold for action is reached, by working with public health who will advise on public health actions and this assessment is made taking into account the current position regarding COVID-19 in the population.

#### **6. Outbreak Management Plan Template**

All education and childcare settings should have outbreak management plans outlining how they would operate if any of the measures described below were recommended for their setting or area.

This includes how they would ensure every child, pupil or student receives the quantity and quality of education and care to which they are normally entitled.

Public Health Actions to be included:

**1) Prevention measures:**

Review the current COVID-19 risk assessment and ensure that all prevention measures are fully implemented. Where needed seek advice from your health and safety advisor.

Review individual risk assessments for staff and pupils. Where needed seek advice from your occupational health advisor and/or health and safety advisor.

**2) Bubbles**

Bubbles may need to be reintroduced.

If we return to 2 bubbles ( an infant bubble and a junior bubble). These bubbles will be separated throughout the day. This will include staff remaining within their bubble, children accessing lunch at separate times, playtimes will take place in zones to prevent children playing outside of their bubble and collective worship will take place within the classroom. When staff move between bubbles this will be monitored closely and a face mask to be worn

**3) Face coverings**

Face coverings may need to be reintroduced for staff (all schools) and students (secondary age pupils/schools and colleges), and as previously there will be reasonable exemptions for their use.

This may include face coverings in communal areas (for pupils, students and staff) and/or classrooms (for both pupils, students and staff).

Please refer to the section covering face coverings in your current risk assessment.

**4) Testing:**

Increased testing may be advised this may include:

Increased use of home testing by staff (all schools) and pupils and students (secondary age pupils/schools and colleges).

In accordance with the testing guidance in the current risk assessment schools may be advised to:

Request more frequent use of home LFD testing by some staff (all schools) and pupils and students (secondary age pupils/schools and colleges) for a specified period, for example 7 days.

Please refer to the section covering testing in your current risk assessment.

**And/or**

Request the use of home PCR testing by some staff (all schools) and some pupils (all schools) by accessing testing via NHS 119.

**And/or**

There may be a requirement for asymptomatic testing to take place at school. This may include scaling up the asymptomatic test site retained at school, the reintroduction of an asymptomatic test

site or setting up a new asymptomatic test site. This would be agreed with the school and support would be available from DCC.

#### **5) Shielding**

People previously considered to be clinically extremely vulnerable (CEV) will not be advised to shield again.

Individuals previously identified as CEV are advised to continue to follow the guidance on how to stay safe and help prevent the spread of COVID-19. Individuals should consider advice from their health professional on whether additional precautions are right for them.

#### **6) Other activities**

A range of activities may be paused or restricted during an outbreak including: educational visits, residential educational visits, open days, transition days, parental attendance, live performances and use of the school premises by other organisations.

#### **7) Contact tracing**

Contact tracing may be reinstated and in this situation DCC will work with schools to ascertain the contacts of cases during their infectious period and will provide a template letter for schools to share with identified contacts advising the contact to seek a PCR test and where not exempt, to self-isolate.

For primary school age pupils the whole class would usually be considered contacts of a case.

For secondary school age pupils contacts would usually be those pupils/staff who meet the standard contact tracing definition which is a person who has been within 2m for more than 15minutes, within 1m for 1minute, within 1m and face to face for any amount of time, shared a small vehicle for any amount of time during the infectious period for the case.

#### **8) Attendance restrictions**

Settings should make sure their outbreak management plans cover the possibility they are advised to limit attendance, although this would be a measure of last resort.

High-quality remote education should be provided for all pupils or students not attending.

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.

#### **9) Other areas which you may wish to include are:**

**Safeguarding** - in the event of partial or full school closures, with access limited to particular groups of children ( listed above) , there will always be a DSL on the premises

**Meals** - In the event of children isolating or partial/ full school closures all children eligible for free school meals will be offered a meal/ voucher/ hamper ( dependant on local arrangements )

**IT Access** - throughout any isolation periods or full/ partial school closures children will be offered access to laptops to take part in online schooling.

**Communications** - communications with families ( at times of school closures and when school is fully open) will take place via email in the first instance and will be supported by Facebook/ text to maintain high levels of communications for all family circumstances.

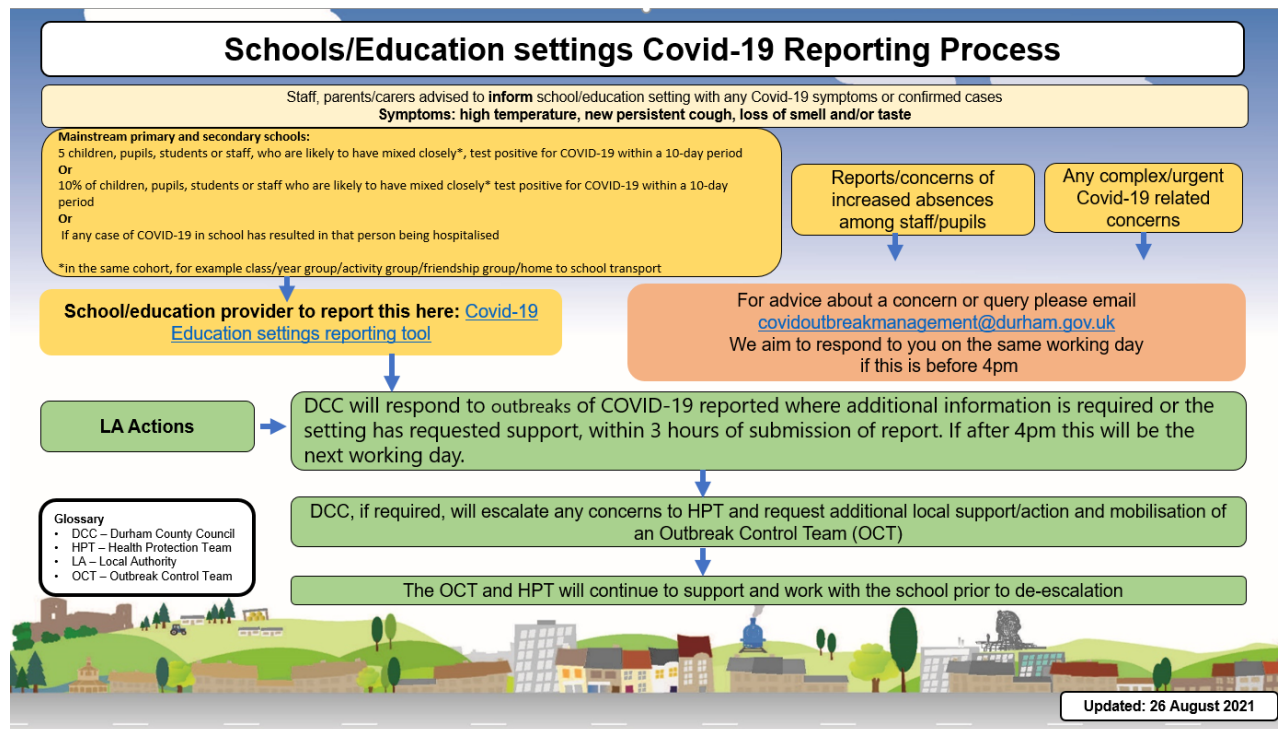


## Appendix 1

### DCC reporting process.

Two separate process slides are required as the thresholds for reporting are different between mainstream schools and special schools. Slides will be provided separately to schools.

### Mainstream primary and secondary schools process:



### Special schools process:

