**Setting Name: The Meadows School**[](http://themeadows.staffs.sch.uk/)

**Outbreak Management Plan Version: 1**

**Date Completed: 3rd August 2021 Review Date: 3rd August 2022**

**Plan Owner: Louise Smith**

**Context**

**Aim of COVID-19 Case and Outbreak Management Plan is to:**

* prevent the spread of COVID-19 within the setting or/and manage impact of community transmission impacting on the setting.
* minimise the impact of COVID-19 on staff, pupils, other key stakeholders.

**Objectives of the Outbreak Management Plan is to:**

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.

The objective of outbreak management planning is to document the activities you will undertake in preparing for and responding to a single or multiple cases of COVID-19 within the setting. What actions and controls will be stepped up and stepped back down at relevant points in responding to and recovering from an outbreak.

The setting 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, Public Health England and DFE.

**Scope**

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| --- | --- |
| **In scope of this Plan** | **Out of scope of this Plan** |
| Management of COVID-19 outbreaks at any of the following settings:   * The Meadows School * Remote Learning * Safeguarding * Prevention of outbreak * Transport | Further details around outbreak preventions  COVID risk assessment  Business Continuity Plan  School specific risk assessments  Individual staff and pupil/student risk assessments |

**Governance**

* Main contact point for Local Authority Local Outbreak Control, PHE: FBM (or EH, HofS in FBM absence)
* Response Lead: EH & FBM
* Extraordinary Governor Meeting may be necessary, along with emergency SLT/ELT/Trust meeting
* Internal response team: EH, FBM, HofS, SLT, DSL, SS, Office staff
* Representation for the setting on any multiagency Incident Management Team meetings to manage an outbreak likely to be called by Public Health /LA Local Outbreak Control Teams: EH

**Staffing**

EH – Christopher Best

FBM – Louise Smith

HofS – Joan Wright

DSL- Sarah Rubanski

SLT – Melanie Williams, Alex Thomas, Lowri Thorburn

SS – Josh Smith

Office – Rachel Fryer & Mairead Kelsey

**Related resources**

Business Continuity Plan

COVID Contingency Plan

COVID Risk Assessment

School specific risk assessments

Individual staff and pupil/student risk assessments

Government contingency planning documentation

SEND and specialist settings: Schools Covid-19 operational guidance

Dedicated transport to schools and colleges COVID-19 operational guide

Exams operational guidance

Health and safety: responsibilities and duties for schools

SCC Health and Safety SLN

Remote Learning Policy

Remote Learning Offer

**Key Stakeholders**

|  |  |
| --- | --- |
| Key stakeholder | Role for outbreak management |
| Office and premises staff | * Text/email/phone call to parents as required, requesting collection from school * Update school website * Diary management * Communication to all stakeholders, visitors and contractors * Allocate laptops/chrome books as required and ensure laptops/chrome books are logged and agreements signed * Create an incident log (use format in office shared, COVID folder and update) * Ensure meals (food bags or vouchers) are provided for any children eligible for benefits-related FSM, should they be self-isolating. Communicate with catering with regards this, at any point of self-isolation (either through absence checks identifying someone self-isolating). * Ensure any planned educational visits reflect any attendance restrictions and consider carefully whether it is still appropriate to go (including considering local and destination COVID rates). Consult the H&S guidance on educational visits when visits are being considered and advise teachers to be mindful of this when planning. * Review alongside Business Continuity Plan and COVID Risk Assessment |
| Teaching Staff | * Meet the expectations of the latest COVID risk assessment (keeping up to date with the risk assessment, which is a ‘live’ document), including hygiene, ventilation, safeguarding and remote learning. * Ensure medical areas are kept clear of any teaching-related resources and areas are used for medical purposes only – and are well-ventilated if in use. * Explain to students and parent/carers how home learning will work, should there be the need for anyone to self-isolate – motivate, engage and challenge the children to a high level of participation of home learning * In the event of an outbreak, any staff working from home to ensure they have access to a laptop from school and DSA, home/lone working and individual risk assessments are completed. * Adhere to GDPR regulations * Ensure any specific or different provision is carefully planned for. Family Support team to support. * Put arrangements in place for daily contact with any student self-isolating, to enhance and monitor home learning. * Communicate any learning or safeguarding concerns with DSL/Family Support Team (safeguarding or non-engagement) and phase leads (learning) when the concern first becomes apparent. * Where needed, support families with establishing home learning routines, resources and understanding learning. * Encourage staff to test as required (twice weekly), using the appropriate test (LFD) and report the result to the school. – To be reviewed at the end of September |
| Support Staff | * Meet the expectations of the latest COVID risk assessment (keeping up to date with the risk assessment, which is a ‘live’ document), including hygiene, ventilation, safeguarding and remote learning. * Encourage staff to test as required (twice weekly), using the appropriate test (LFD) and report the result to the school. – To be reviewed at the end of September |
| Executive Headteacher/Federation Business Manager | * Contact C19 Local Outbreak Team/Public Health England. * Update SCC school closures if school has to be closed * Update staff and external stakeholders * Ensure laptop safeguarding software is kept up to date – some laptop updates outstanding and must be completed prior to laptops being distributed. * Inform Chair of Governors in the event of an outbreak * Inform CEO of the Trust * Monitor the effectiveness of controls and adjust as necessary. * Review the COVID 19 risk assessment and Outbreak Management Plan regularly and after any outbreak. * Review termly (or more frequently if there are significant rises in local cases) any individual risk assessments. * Should shielding be reintroduced by national government, the contingency plan for covering classes * Should the school be advised to limit attendance, places to remain open as a priority for vulnerable children and children of critical workers. * Consider the wellbeing of students and staff * If there are attendance restrictions, identify staff for home learning, ensuring remote learning needs can be met as well as the learning needs of children remaining in school. Ensuring the wellbeing of staff * Review policies alongside any significant changes to outbreak management plan, COVID risk assessment or Business Continuity Plan (policies for Behaviour, Safeguarding, Online Safety, Code of Conduct, Remote Learning & specific school risk assessments). * Ensure effective communication with all stakeholders. |
| Students | * Meet the expectations for COVID prevention (hygiene). Through hand cleaning should now be regular practice. * ‘Catch it, bin it, kill it’ approach to continue https://e-bug.eu/eng\_home.aspx?cc=eng&ss=1&t-information%20bout%2020the%20Coronavirus * Support the expectations for home learning. |
| Parents/carers | * Make member of office staff aware if a laptop/chrome book is required for Home Learning and sign the laptop/chrome book agreement. * Ensure students participate in home learning where possible. * Ensure students self-isolate as required, ie if a close contact of a positive case and contacted via Test and Trace, or if the child has symptoms or a positive (PCR) test. * Encourage that students are tested as required (twice weekly), using the appropriate test (LFD) and report the result to the school. – To be reviewed at the end of September * In the event of an outbreak, parents/carers to avoid visits to the school unless prior arranged and social distance where possible. * To make regular contact, especially if there are any concerns |
| Visitors | * Visitors to be asked to comply with Test and Trace. * Visitors to be made aware of the COVID risk assessment and preventative measures prior to arrival on site. * Reduced visits unless essential or prior arrangement |
| Contractors and delivery personnel | * Chartwells – Have an appropriate cleaning schedule, focusing on frequently touched surfaces. https://www.gov.uk/govenment /publications/covid-19-decontamination-in-non-healthcare-settings * Mellors Catering to be contacted to arrange hampers or vouchers if required |
| Where to seek Local Outbreak Advice | * LA Local Outbreak Control Team /PHE/DFE Helpline available to support with advice and guidance when there is a confirmed case(s) associated with the Setting.   Tel 01785 854004 [C19LOC.education@staffordshire.gov.uk](mailto:C19LOC.education@staffordshire.gov.uk)  Emergency out of hours’ number Tel 07891 389232   * Public Health Tel 0800 046 86 87 * SCC Health & Safety Tel 01785 355777 [shss@staffordshire.gov.ukSelf-Isolation](mailto:shss@staffordshire.gov.ukSelf-Isolation) Service Hub Tel 020 3743 6715 |
| Other relevant stakeholders – LAB/CEO Trust | To be informed and to seek further guidance and support |

**Communications**

For consistency and accuracy of messages, and as part of the coordinated response, communications activities will be coordinated by the setting with support from LA local outbreak control team/PHE or DFE in close liaison with the setting outbreak management coordination team.

|  |  |  |  |
| --- | --- | --- | --- |
| Key stakeholder | What they need to know | How we’ll communicate | Contact information |
| Staff (includes employees and volunteers) | * Level of risk, number and location of cases linked to an outbreak * 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 setting * Membership of the internal outbreak response team * Arrangements for managing any self-isolation requirements * Expectations about not attending work if symptomatic * Changes to staffing/rostering arrangements * Arrangements to support staff health and wellbeing | * Staff meetings – virtual (TEAMS) * Briefing emails * Text messages * Website information * Phone calls if required | Christopher Best – Executive Headteacher [chris.best@themeadows.manorhall.academy](mailto:chris.best@themeadows.manorhall.academy)  Louise Smith – Federation Business Manager  [l.smith@springfield.staffs.sch.uk](mailto:l.smith@springfield.staffs.sch.uk)  Joan Wright – Head of School  [j.wright@themeadows.manorhall.academy](mailto:j.wright@themeadows.manorhall.academy)  Sarah Rubanski – DSL  [s.rubanski@themeadows.manorhall.academy](mailto:s.rubanski@themeadows.manorhall.academy)  Documents to be saved in school staff share site |
| Pupils | * The importance of hand hygiene, respiratory hygiene and physical distancing measures * How to access and share home learning and the expectations around this, including online safety and acceptable use expectations. * What is meant by self-isolation and when self-isolation is necessary. * Who to speak to/contact if they have concerns/are worried/are unsure with their work/to support their well-being. | Speaking directly with children (class teacher)  TEAMS meetings  Phone calls  Class emails  Office emails  Website  Newsletters  Text messages | Class teachers  Family Support Team  or  [Office@themeadows.manorhall.academy](mailto:Office@themeadows.manorhall.academy) |
| Parents and careers | * 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 setting * When and how to self-isolate * Expectations about children not attending school if symptomatic * PCR tests if symptomatic and children under 12 not to take an LFT * Changes to staffing arrangements if staff attendance is limited * Arrangements to support their children’s well-being | Newsletter  Text messages  Website  Emails  Phone calls  TEAMS meetings | Class Teachers  Family Support Team  Office  [Office@themeadows.manorhall.academy](mailto:Office@themeadows.manorhall.academy)  Tel 01538 225050 |
| Visitors, including  GPs/allied health practitioners providing services to people within the setting | * Level of risk, number and location of cases linked to an outbreak * The importance of hand hygiene, respiratory hygiene and physical distancing measures * Policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the setting * Expectations about not attending site if symptomatic | Phone calls  Emails  Text messages  Website | Office  [office@themeadows.manorhall.academy](mailto:office@themeadows.manorhall.academy)  Tel 01538 225050 |
| Contractors and delivery personnel *(e.g. cleaners, electricians)* | * Level of risk, number and location of cases linked to an outbreak * The importance of hand hygiene, respiratory hygiene and physical distancing measures * Policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the setting * Expectations about not attending site if symptomatic | Website  Emails  Phone Calls | Cleaning – Chartwells  Tel: 0791 7232026  Catering – Mellors  Tel: 01695 737280  Leek High School  Tel: 01538 225050 |
| Local Outbreak Teams | * Outbreak management risks specific to the setting. * Names and contact details of potential contacts of the confirmed case. | Phone call  Email | * LA Local Outbreak Control Team /PHE/DFE Helpline available to support with advice and guidance when there is a confirmed case(s) associated with the Setting.   Tel 01785 854004 [C19LOC.education@staffordshire.gov.uk](mailto:C19LOC.education@staffordshire.gov.uk)  Emergency out of hours number Tel 07891 389232   * Public Health Tel 0800 046 86 87 * SCC Health & Safety Tel 01785 355777 [shss@staffordshire.gov.ukSelf-Isolation](mailto:shss@staffordshire.gov.ukSelf-Isolation) Service Hub Tel 020 3743 6715 |

**Stage 1 – Prevent and Prepare**

| **What do you need to do?** | **How will you do this?** | **Who will do it?** | **When will it happen?** | **What supplies or resources are needed?** | **Other considerations** |
| --- | --- | --- | --- | --- | --- |
| Keep COVID risk assessment as a live document and ensure it is effective  Control Measures   1. Good hygiene 2. Appropriate cleaning regimes 3. Keep occupied spaces well ventilated   Follow public health advice | Review in response to:   1. A significant rise on local cases 2. Changes to government guidance 3. Health and Safety concerns   Communicate with all stakeholders by means of phone, email, text, website  Monitor effectiveness and review risk assessments  SLT/ELT meetings  Networking meetings to be held  COVID Task Force meetings | EH/FBM | At a minimum, half termly. | Government guidance.  SCC H&S guidance  Trust guidance | Review alongside Business Continuity Plan and school specific risk assessments |
| Review home learning offer | Update guidance, where necessary, in preparedness for any outbreak or for self-isolation of individuals and communicate with stakeholders. | EH/HofS | September 2021 | Previous offer  Government guidance |  |
| Communicate Management Outbreak Plan and COVID Risk Assessment | With stakeholders, via:   1. Email 2. Staff Meeting 3. Governor Hub (governors) 4. Staff room copy 5. Website 6. Text | EH/FBM | September 2021 | Laptops for home working | School specific risk assessments  Individual staff/student risk assessments |
| All other aspects relating to prevent and preparedness are within the COVID risk assessment. | | | | | |

**Stage 2 – Respond**

*Detail the actions/controls to be taken*

| **What do you need to do?** | **How will you do this?** | **Who will do it?** | **When will it happen?** | **What supplies or resources are needed?** | **Other considerations** |
| --- | --- | --- | --- | --- | --- |
| Activate the outbreak response team | By email and phone | FBM | Immediately on becoming aware of a confirmed case | Laptops for home working | If afterhours use emergency numbers |
| Deep Clean due to positive case in setting | Inform Chartwells cleaning contractors by email or phone | FBM | Immediately on becoming aware of a confirmed case | Cleaning materials supplied by Chartwell | COSHH risk assessments to be up to date |
| Provide meals if setting has to close | Inform Mellors to arrange hampers or vouchers | FBM/Office | Immediately | None | Transport if supplying hampers |
| Home learning | Email/text/phone | Class Teachers | As soon as possible | Laptops for Class teachers/ Laptops/chrome books for students | Internet connection  Communication  Delivery of equipment |
| Communicate with stakeholders | Inform  CEO  Chair of LAB  Staff  Parent/Carers  Students  Any other stakeholders  Visitors/contractors  Transport  By text/phone/website/SCC website/emails/TEAMS meetings | EH/FBM/HofS/Office Staff | Immediately on becoming aware of a confirmed case | Laptops for home working | To ensure communication is current and available to all  Ensure that all contact details are up to date |
| Follow the guidance of local outbreak team/PHE | Actions after communication, recorded in incident log. | EH/FBM/HofS | Immediately on becoming aware of a confirmed case | Laptops for home working |  |
| Review risk assessment and outbreak management plan if change in local cases or a new variant | Follow guidance from local outbreak team/county network meetings. | EH/FBM | As soon as there is new guidance |  | Any government guidance |

**Stage 3 – Stand-down**

The stand-down stage is triggered when the outbreak is over, usually 14 days after isolation of the last case. Measures introduced by local Director of Public Health will also be kept under review and should be stood back down when local transmission advice allows.

After standing down, Stage I activities will resume for prevention and preparedness of further outbreaks.

An important activity during the stand-down phase is to evaluate the response and update this plan.

Detail how and when actions taken/ control introduced will be removed

| **What do you need to do?** | **How will you do this?** | **Who will do it?** | **When will it happen?** | **What supplies or resources are needed?** | **Other considerations** |
| --- | --- | --- | --- | --- | --- |
| Communicate with stakeholders | Inform  CEO  Chair of LAB  Staff  Parent/Carers  Students  Any other stakeholders  By text/phone/website/SCC website/emails/TEAMS meetings | EH/FBM/HofS/Office Staff | Once the outbreak is over – usually 14 days after isolation of the last case | None |  |
| Keep PHE advice under review and step back down when advice allows | Through communication with PHE/local outbreak control team. | EH/FBM | As advised by PHE/LAC team. | None | Review COVID risk assessment/school special risk assessments  Update incident log with stand down actions. |
| Review and update Outbreak Management Plan and Covid Risk Assessment | Paper review – meeting (Teams) with SLT/ELT/COVID Task Force/LAB/Staff | EH/FBM | Once stand down has been advised | Risk assessment  Outbreak management plan  Business Continuity Plan  School specific risk assessments  Individual risk assessments |  |