

Outbreak Management Plan Guidance/ Checklist – July 2021

All education and childcare settings should have outbreak management plans. The Outbreak management Plan should sit alongside the school's COVID Risk Assessment.

The [Education Contingency Framework](#) identifies what measures may need to be in place where an outbreak occurs.

The current definition of an outbreak is: (3/9/20)

- 5 individuals (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 a group of individuals (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 individuals (children, pupils, students and staff), who are likely to have mixed closely, test positive for COVID-19 within a 10-day period

Where there is a suspected outbreak in a school, an outbreak control meeting will usually be triggered by the Education COVID response team / CE Public Health.

Area of Concern	Issues for schools to consider	School Response Plans
Outbreak Control Meeting	<ul style="list-style-type: none"> • Who has been identified to lead on outbreak management and to act as main liaison with the local authority? 	Bernadette Groarke and Kate Watson

	<ul style="list-style-type: none"> Does the school have a process to collect all the information required in relation to an outbreak, including a list of staff / pupils who have tested positive in the last 14 days, with isolation dates etc.? Model form in appendices 	Yes will be kept by office.
Remote Learning	<ul style="list-style-type: none"> What capacity and plans does the school have for remote learning? What measures need to be put into place to 'switch on' the remote learning offer? How will decisions be made about how to limit the workforce onsite and who are the appropriate staff to work remotely? 	<p>Remote learning plan - January 2021 – Staff discussion in September 2021</p> <p>Staff to update class list and ensure children know log in details to remote learning packages. Decisions made by Head – Bernadette Groarke - with consultation with SLT and Governors.</p>
Staffing	<ul style="list-style-type: none"> What plans are in place if staff test positive and are required to isolate including: <ul style="list-style-type: none"> Classroom staff Site staff Office staff The Senior Leadership Team How will lessons be covered and prioritised? How will the site be safety checked? Who will manage a critical incident? What is the minimum number of staff required on site to ensure the site is safe? (bearing in mind that large groups of pupils will not be routinely sent home.) 	<p>If staff are ill they will not be required to do remote teaching. All teachers can access server from home. All staff have a log in to TEAMS See remote learning plan – January 2021</p> <p>Site safety checked by caretaking staff, Bernadette Groarke and Kate Watson. Critical incident managed by Bernadette Groarke For all classes to be in need at least 12 members of staff on site.</p>
Prioritising pupil attendance	<ul style="list-style-type: none"> Which year groups will be given priority if the school is required to limit attendance onsite? Are registers available of priority groups i.e. vulnerable children, parents of critical workers? Special Schools / Alternative Provision: How will you seek to resume as close as possible to full-time provision? 	<p>Priority will be given to Reception, Year 1 and Year 2 children and children of critical workers. Yes will be updated in September 2021</p>

On-site testing (secondary schools/colleges)	<ul style="list-style-type: none"> • If cases increase what needs to be in place to be able to re-introduce an on-site ATS? • Will a scaled down version remain operational for pupils who are unable to test at home? • Will the 'Cheshire East Swab Squad' be called on to support with on-site testing, if required? 	
Face Coverings	<ul style="list-style-type: none"> • What will trigger the requirement for face coverings to be worn by staff / pupils in Y 7 and above? <ul style="list-style-type: none"> – In communal areas – In classrooms • How will face covering requirements be communicated to pupils / parents / staff? • What plans are there to 'warn' pupils and staff that this may be a requirement? 	<p>Face coverings to be worn by staff in whole school assemblies in the hall and when meeting in large groups.</p> <p>Via newsletters</p> <p>Via newsletters</p>
Shielding	<ul style="list-style-type: none"> • How many staff/pupils are classed as clinically extremely vulnerable in the school? • How will school accommodate staff/pupils if the clinically extremely vulnerable are required to shield? 	<p>Will be able to work from home.</p>
Trips and Performances	<ul style="list-style-type: none"> • Has the school included COVID safe measures and a risk assessment where school visits are planned? • Is consideration for school and local case rates included in planning for school trips? • Is any financial outlay insured against the possibility of having to cancel a school trip due to a local / school outbreak? • What plans are in place to monitor local and school case rates before agreeing a performance can go ahead? • What COVID safety measures are in place for the performance? 	<p>Yes</p> <p>Yes when necessary</p> <p>Office to check that we have COVID cover</p> <p>Will be done when applicable</p> <p>Ventilation, hand sanitisers, face masks worn and limited year groups.</p>

Communication	<ul style="list-style-type: none"> • If an outbreak occurs in the school, what plans are in place to inform parents quickly? • How will press enquiries be dealt with? • Does Cheshire East Communication Team need to be involved? • Are there other organisations that need to be involved in communication 	<p>Use the Cheshire East template letter.</p> <p>Via office – NO COMMENT</p> <p>Yes</p> <p>Yes – Governors and Diocese</p>
Safeguarding	<ul style="list-style-type: none"> • If there are concerns about a child during an outbreak, what school measures are in place to keep in touch with them? • How will safeguarding be assured during periods of remote learning for vulnerable pupils? • Who will contact social workers / family support workers if a vulnerable child is isolating? 	<p>Vulnerable children to be in school. Visits to the home or regular phone calls.</p> <p>Bernadette Groarke</p>

Useful Contacts	
LA Education COVID response team	COVID19@cheshireeast.gov.uk 01270 371323
Cheshire East Public Health	PHBusinessTeam@cheshireeast.gov.uk
Public Health England Northwest Health Protection team	0344 225 0562 / 0151 4344819
DfE Helpline	0800 046 8687 8am to 6pm Mon-Fri and 10am to 4pm Sat-Sun
Cheshire East Communication Team	communications@cheshireeast.gov.uk 01270 686577
ChECS	0300 123 5012 (opt3), Out of Hours 0300123 5022
Early Years Team	earlyyearsandchildcareteam@cheshireeast.gov.uk

	01625 374182
School Meals Service	cheshireeastcatering@cheshireeast.gov.uk 01270 2713663

Appendix 1: Outbreak Log

Case	Name	Pupil/Staff	Year	Date Symptomatic	Positive Test Date LFT	Positive Test Date PCR	Positive PCR Test result	Last in School	Anticipated end date/Return to school	Date of Birth	Postcode	Comments e.g. siblings, number of people isolated as a result