

# COVID-19

## Outbreak Management Plan

### Delves Lane Primary School



**Approved by:**  
Governing Board

**Date:** December 2021

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**Last reviewed on:**  
December 2021

**Next review due by:**  
February 2021

# 1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance from step 4](#), provided by the Department for Education (DfE).

We will only implement some, or all, of the measures in this plan in response to recommendations provided by Durham local authority (LA), director of public health (DsPH), Public Health England (PHE) health protection team or the national government.

It may be necessary to implement these measures in the following circumstances, for example:

- To help manage a COVID-19 outbreak within the school
- If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission
- As part of a package of measures responding to a 'variant of concern' (VoC)

## 2. Shielding

We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the [shielded patient list \(SPL\)](#).

We will speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning.

## 3. Other measures

If recommended, we will limit:

- Residential educational visits
- Open days
- Transition or taster days
- Parents coming into school
- Live performances
- Assemblies
- School Visitors

If recommended, we will reintroduce:

- Bubbles, to reduce mixing between groups
- Face coverings in communal areas and classrooms for staff and visitors (unless exempt)

## 4. Context

- Actions for schools during the coronavirus outbreak schools guidance at step 4 (last updated 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 and our subsequent risk assessment. Our current risk assessment has proportionate control measures including good hand hygiene, good respiratory hygiene, environmental cleaning, good ventilation and the management of cases and contacts in line with current public health advice. (See appendix 1 and control phased action plan)

## 5. Attendance restrictions

Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures in this section.

### 5.1 Eligibility to remain in school

In the first instance, we will stay open for:

- Vulnerable pupils

- Children of critical workers
- Reception, Year 1 and Year 2 pupils

If further restrictions are recommended, we will stay open for:

- Vulnerable pupils
- Children of critical workers

## **5.2 Education and support for pupils at home**

All other pupils will be required to stay at home and will receive remote education.

We will aim to deliver remote education that meets the same quality and quantity of education that pupils would receive in school, as outlined in our [DLPS-Remote-Education-Jan-21](#)

The school will continue to provide lunch parcels for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines.

Parents will be contacted to collect meals from school.

## **5.3 Wraparound care (Breakfast and After School Childcare)**

We will limit access to before and after-school activities and wraparound care during term time to those that need it most, children of critical workers and vulnerable pupils.

We will communicate who will be eligible to attend once the restrictions are confirmed.

If necessary, we may have to close this provision.

## **5.4 Safeguarding**

We will review our child protection policy to make sure it reflects the local restrictions and remains effective.

We will aim to have a trained DSL or deputy DSL on site wherever possible.

If our DSL (or deputy) can't be on site, they can be contacted remotely by telephone/email – Mrs Becky Woods, Headteacher. Email address [b.woods100@delveslane.co.uk](mailto:b.woods100@delveslane.co.uk)

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding on site.

## Progression of restrictions / Staged Response

*At DLPS we have 4 stages for when dealing with medical incidents / outbreaks. Depending on the nature of the situation and stage*

Response Stage	Trigger	Key Actions	Who	Notes
<p><b>STAGE 1 – General</b> (everyday hygiene and procedures)</p>	<p>None</p>	<ul style="list-style-type: none"> <li>- Risk Assessment in place and in line with government guidance</li> <li>- Staff LFT testing twice weekly</li> <li>- General reminders for hygiene</li> <li>- Effective handwashing facilities and soap available</li> <li>- Follow usual absence periods for sickness</li> <li>- Contact via assemblies to be restricted to two-year groups during the Autumn term and staff to ensure adequate spacing between classes and windows left open.</li> <li>- Windows in school to remain open and all classroom doors to remain open</li> <li>- Access for parents to the site to be by appointment only staff will continue to collect children from the gate across the Autumn term</li> <li>- Staggered timings will remain in place to reduce footfall on and around school</li> <li>- Staffroom may reopen however doors and windows must remain open at all times and staff to ensure adequate spacing is left between seats.</li> <li>- Staff to ensure all touchpoints and surfaces within the staffroom are cleaned after use e.g. kettles etc.</li> <li>- Staff meetings will be on site, meetings separated between teachers and teaching assistants. Where in person meetings are needed between large groups these will be held in larger classrooms or school hall.</li> <li>- Communication with parents will remain via email, our school's app, Facebook and the school website to ensure all messages are widely circulated.</li> <li>- Children may mix outside at break times within key stages but are to be lined up and supervised as they return to school. Classroom doors to be used as entrance points rather than corridors and handwashing to be supervised.</li> <li>- Lunchbreaks will move back into the hall for Early Years and Key Stage 1 but will run via sittings:               <ul style="list-style-type: none"> <li>➤ Reception &amp; Year 1</li> <li>➤ Year 2</li> </ul> </li> <li>- Lunch Sittings in Key Stage 2 will remain in classes for Autumn term</li> <li>- All furniture can be moved back into classrooms however cushions, rugs etc. should be sprayed with antibacterial spray at the end of each day and in EYFS resources for continuous provision should be cleaned daily.</li> <li>- Enhanced cleaning schedule for caretaking staff will remain in place. Clear desk policy to support this and allow all surfaces to be cleaned.</li> <li>- Hall use can resume however ensure children are supervised moving around the building and equipment</li> </ul>	<p>All Staff</p>	

		<ul style="list-style-type: none"> <li>is cleaned following use.</li> <li>- Seating plans to be recorded to support should we be contacted by track and trace.</li> <li>- Risk assessment to be reviewed four weekly or sooner if the need arises.</li> </ul>		
<p><b>STAGE 2 – Prevention as an increase in prevalence within the community</b></p>	<p><b><u>Where an increased risk is present</u></b></p> <ul style="list-style-type: none"> <li>-Increased absence rates of pupils or staff</li> <li>-Local increases in sickness e.g. flu, gastric, coronavirus</li> <li>-Public health alerts</li> <li>-Suspected cases of specific illness in school or within the community (e.g. coronavirus / gastric)</li> </ul>	<ul style="list-style-type: none"> <li>- Increase hygiene procedure</li> <li>- Communication with key people including key information (staff, pupils and families, users of the site) using website, Facebook and Our Schools App to publicise key messages of hands, face and space.</li> <li>- Specific hygiene lessons in class (use Ebug site) revisited and clear reminders given to children.</li> <li>- Increased enforced use of handwashing before eating of food and when returning to the classroom after breaks.</li> <li>- SLT to double check ventilation at varying points of the day.</li> <li>- Enforce 48hr after symptoms have stopped for all fever, sickness, diarrhoea etc.</li> <li>- Consider the types of trips and events and make changes as necessary (e.g. those where lots of close contact /touch points/type of visit) cancel if necessary liaising with providers and health and safety team)</li> <li>- Review <i>Core Control Measures and make changes as necessary in conjunction with caretaker increase cleaning if needed.</i></li> <li>- Daily review of the situation</li> </ul>	<p>SLT Admin Staff</p>	
<p><b>STAGE 3 – Mitigate/ Delay as case identified</b></p>	<p><b><u>Where a significant risk is present</u></b></p> <ul style="list-style-type: none"> <li>- direct case or increased likelihood of cases</li> <li>- -Contact DFE helpline for advice</li> <li>- Public health advice for restrictions</li> </ul>	<p>Consider reducing contact situations:</p> <ul style="list-style-type: none"> <li>- Bubbles reintroduced for a period of time</li> <li>- Assemblies move to remote only</li> <li>- Carpet time reduced at Key Stage 2</li> <li>- School events cancelled if necessary</li> <li>- Trips cancelled if necessary</li> </ul> <p>Consider:</p> <ul style="list-style-type: none"> <li>-Increase time of exclusion from school for those with symptoms (beyond 48hrs) and ask parents to obtain a PCR Test</li> <li>- PCR test result to be shared with school</li> <li>- If a positive PCR test liaise with track and trace as requested.</li> <li>- Sending home any children with <u>any</u> symptoms. Any child in the room who displays symptoms to be advised to seek a PCR test.</li> <li>- Children advised as close contacts by Test and Trace to obtain a PCR test (children can attend school whilst awaiting the results of these tests)</li> <li>- Ensure remote learning is reinstated for any children awaiting the result of a PCR test because they have symptoms (if children are well enough to complete work)</li> </ul>	<p>SLT Admin</p>	

		<ul style="list-style-type: none"> <li>- Staff to ensure they are ready to move back to remote learning if instructed by public health and therefore at this stage we need to ensure Tapestry and Google Classroom are ready to distribute and a learning pack is ready to share for children to take home.</li> <li>- Additional Cleaning including deeper cleans</li> <li>- Further review of risk assessment and advice taken from health and safety/public health if needed.</li> </ul>		
<p><b>STAGE 4 – Containment as a number of cases identified as:</b></p> <p>5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period</p> <p>10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</p>	<p><b><u>Where specific and/or significant changes or restrictions need to be in place.</u></b></p> <ul style="list-style-type: none"> <li>- High levels of sickness</li> <li>- High rates of absence</li> <li>- Significance of danger of disease or illness</li> <li>- Advice from DfE and Public health Track and trace</li> <li>- Public health outbreak assessment completed</li> </ul>	<ul style="list-style-type: none"> <li>- Part / full closures of site / classes reinstate remote learning if needed via Tapestry or Google Classroom</li> <li>- All remote learning policies and expectations to be reinstated – see link <a href="https://www.delveslaneprimary.durham.sch.uk/wp-content/uploads/sites/17/2021/02/DLPS-Remote-Education-Jan-21-FINAL.pdf">https://www.delveslaneprimary.durham.sch.uk/wp-content/uploads/sites/17/2021/02/DLPS-Remote-Education-Jan-21-FINAL.pdf</a></li> <li>- Chrome Books/Laptops from DfE to be redistributed as required</li> <li>- Vulnerable child check ins to be reinstated and tracked on spreadsheet document</li> <li>- FSM vouchers to be sourced and distributed to relevant children</li> <li>- School to remain open to vulnerable and critical worker children together with EYFS and KS1 unless advised otherwise by public health. One member of staff from each teaching pair will be allocated to in school children and the other to remote learning. Teaching for all children will be consistent and staff will work together to ensure this is the case. All staff will be required to be in school and teaching from school unless they are close contacts who have not been double jabbed or have symptoms of COVID 19.</li> <li>- Deep cleans</li> <li>- Closure of lettings and building use</li> <li>- Reduction or exclusion of visitors</li> </ul>	<p>Public Health</p> <p>SLT</p> <p>Amin</p> <p>Staff</p>	

## DfE Contingency Measures

Below is the government guidance:

<https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings>

### When settings should consider extra action

The operational guidance sets out the measures that all education settings should have in place to manage transmission of COVID-19 day to day. 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. The thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned.

#### For most education and childcare settings, whichever of these thresholds is reached first:

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

All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19.

They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements.

Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.

### Actions to consider

When the thresholds are reached, education and childcare settings should review and reinforce the testing, hygiene and ventilation measures they already have in place.

Settings may wish to seek additional public health advice if they are concerned about transmission in the setting, either by phoning the DfE helpline (0800 046 8687, option 1) or in line with other local arrangements.

A director of public health or an HPT may give settings advice reflecting the local situation. In areas where rates are high, this may include advice that local circumstances mean that the thresholds for extra action can be higher than set out above. If they judge that additional action should be taken, they might advise the setting to take some or all of the other measures described in this document, for example, extra testing.

All settings should make sure their contingency plans cover how they would operate if any of the measures described were recommended for their setting or area.

Where a staff member has tested positive for COVID-19, education and childcare settings do not need to routinely contact the NHS Self Isolation Service Hub to provide details of close contacts. However, to ensure eligible individuals identified as a close contact can access Test and Trace Support Payments you may consider providing staff details to the NHS Self Isolation Hub when:

- a staff member who was in close contact with the person testing positive has indicated they are not exempt from self-isolation, but the person testing positive was unable to provide that person's details to NHS Test and Trace
- it is particularly difficult for the person testing positive to identify or provide details of some members of staff they were in contact with, for example, temporary workers such as supply staff, peripatetic teachers, contractors or ancillary staff

All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will be contacted directly and required to self-isolate immediately and asked to book a PCR test. They will be informed by the local health protection team or NHS Test and Trace if they fall into this category and provided details about self-isolation.

Frequently asked questions on contact tracing and self-isolation can be found on the document sharing platforms for primary and early years, secondary schools, further education and higher education and children's social care.