

## Covid-19 Outbreak Management Plan

School		Beckfoot Nessfield Primary School and Nursery		
Plan reviewed by:	Linda Hanson	DATE	Update 30.11.21	
Beckfoot Trust – Outbreak Management Plan to Support the Risk Assessment Update for Return September 2021				
THIS DOCUMENT SUPPLEMENTS AND DOES NOT REPLACE DfE Guidance which can be found here: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</a>				

Following the implementation of the Government's step four of their Covid-19 roadmap, the Department for Education have made clear their expectation is that all schools will be open for all pupils from September with lower levels of control and greater scope for activity to continue as normal. However, the remaining four elements of the PHE-Endorsed 'system of controls' remain important and are reflected in the risk assessment.

The four remaining elements are:

1. Ensure good hygiene for everyone
2. Maintain appropriate cleaning regimes
3. Keep occupied spaces well ventilated
4. Follow public health advice on testing, self-isolation and managing confirmed cases of covid-19

The risk assessment that has been prepared covers the four controls above. However we must maintain an awareness/ability to re-instate other controls as appropriate. This document lists some of those controls and outlines how they could be implemented, if needed.

**PLEASE NOTE : This plan must only be implement (in part or in full) following consultation with the Covid Operations Team.**

This is a list of types and examples of controls that could be implemented and in no way will be adopted as a whole.

Several elements of this plan (especially 1a, 1b and 1c. highlight the need to maintain an ability to provide 'at home' learning for individual or larger groups of pupils (potentially at short notice).

Potential Additional Controls	How implemented
1. Minimise contact between individuals and maintain social distancing wherever possible.	Minimising contacts and mixing between people reduces transmission of covid-19. School does everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. This would involve a return to operating in bubbles within school with designated toilets, staffrooms, and lunch in some classrooms etc. Included in these precautions would be a possible return to staggered start and ends of days with designated gates for different groups/ bubbles of children.
1a) Full closure of all schools nationally	Decision would only be taken by Government. Remote home learning strategy would be implemented by school.
1b) Full closure of a school/ group of schools	Decision would only be taken by Local Public Health. Remote home learning strategy would be implemented by school.
1c) Closure of classes / year groups	Decision would only be taken following close consultation with Local Public Health. Remote home learning strategy would be implemented by school.
1d) Grouping Children (Bubbles) Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group	<p>Children would be grouped in class bubbles with the exception of Phase 1 who would be grouped in larger cross year group bubbles due to the open nature of their classroom settings (Nursery and Reception/ Reception and Y1 then Y1/2 and Y2).</p> <p>Bubbles kept apart from other groups.</p> <p>Older children encouraged to keep distance within groups.</p> <p>Where capacity allows, limit interaction and sharing of rooms and social spaces between groups.</p> <p>The objective should be to maximise the opportunities to maintain 2m distance and keep groups separate. Benefits exist even if separating groups and maintaining distance can only be partially implemented.</p>
<p>1e) Measures within the classroom Avoid close face to face contact and minimise time spent within 1m of anyone.</p> <p>From 30.11.21 All staff and visitors to school to wear a face mask/ covering when in communal areas, in line with update DfE guidance in response to Omicron variant, unless exempt.</p> <p>Continue to:</p> <ul style="list-style-type: none"> <li>- Maintain good hand hygiene</li> <li>- Maintain ventilation: open windows/ doors etc</li> <li>- 'Catch it, Kill it, Bin it'</li> <li>- Enhanced cleaning routines</li> </ul>	<p>Keep desk workstations as far apart as possible (1m+) in Phase 2 and 3. Children to have own resources to limit sharing e.g. pens, pencils etc.</p> <p>Face coverings to be worn by staff in communal areas unless exempt.. All visitors/ contractors to school to wear face coverings. Provide face coverings if not brought by staff and visitors/ contractors.</p> <p>Staff to stay 2m away from pupils if feasibly possible depending on age group of children. Teachers who move between bubbles to be aware of this.</p> <p>Make small adaptations to the classroom to support distancing where possible. In primary schools that should include seating pupils' side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.</p> <p>Encourage pupils to use the toilet before/after lessons to avoid circulation. Designated toilets for bubbles.</p> <p>Manage toilet facilities so that they don't become overcrowded. They should be cleaned after lunchtime and at the end of the school day.</p> <p>Keep groups consistent. Avoid pupils mixing in 'streamed' groups for different subjects. Teachers to stay with same group (as far as possible).</p> <p>Consider teaching lessons outside if possible.</p> <p>Clean rooms between bubbles if they need to be shared. Adopt clear and comprehensive cleaning schedules.</p>

<p>1f) Measures elsewhere</p> <p>i) corridors</p>	<p>One-way systems are implemented as far as possible. Limit movement around school as much as feasibly possible e.g. older children eat dinner in classrooms.</p> <p>Strict adherence to single file and keeping to the left on corridors that are two meters wide. Consider closing corridors or implementing a system of timed one way.</p> <p>Keep groups consistent. Teachers to stay with same group (as far as possible).</p> <p>Entry and exit to classrooms from outside door if possible (negating use of corridors).</p> <p>Floor / wall markings used to indicate 2m gaps.</p> <p>Pupils will not be asked to queue on corridors but should enter rooms immediately and go to their allotted desk.</p>
<p>ii) break-times</p>	<p>Stagger breaks so that fewer pupils outside at any one time.</p> <p>Make sure pupils go straight outside.</p> <p>Indoor breaks to be avoided, but if necessary, pupils should stay in bubbles.</p> <p>Encourage socially distant activities where pupils stay two metres apart (passing rather than contact football etc.)</p> <p>Do not use outdoor equipment unless it has been sanitised between each group using it. Bubbles to have own designated outdoor equipment if possible.</p>
<p>iii) lunchtimes</p>	<p>Deliver lunches to classrooms for older children. N to Y2 to have lunch in dinner hall in bubbles. Dinner tables cleaned between sittings.</p> <p>Staggered lunches to maintain integrity of bubbles and staffing.</p> <p>Staff to eat lunch in their designated staffroom for their bubble.</p>
<p>iv) school start/end</p>	<p>Parents to be asked to keep two metres apart when collecting / dropping off pupils.</p> <p>Stagger start/ finish times with designated gates for bubbles. Parents to return to dropping off at their child's designated gate.</p> <p>Parents should not congregate around gates as much as feasibly possible..</p> <p>Consider other steps to control social mixing at pick-up and drop-off.</p> <p>Staff must adhere to 2m social distancing rule when arriving / departing school.</p> <p>Encourage parent-staff communication via technology (phone, app, email...), and if a face-to-face conversation is needed arrange by prior appointment and ensure social distancing arrangements are adhered to.</p>

v) large events/assemblies	Groups should be kept apart, meaning that schools should avoid gatherings such as assemblies or collective worship with more than one group.
vi) meetings Reduce social contact during staff and other meetings. Reduce informal contact between staff.  The Government and Public Health England remind us that maintaining 2m between adults (and children when possible) is a very important safeguard. This includes in staff rooms and during any informal social contact between staff in school.	<p>No physical meetings / assemblies occur with pupils from more than one bubble.</p> <p>Meetings not to be held unless 2m social distancing can be strictly maintained.</p> <ul style="list-style-type: none"> <li>• Meetings of staff limited to small numbers when needed, limit time maintaining 2m distancing</li> <li>• Face coverings to be worn by staff if wish</li> </ul> <p>Extended meetings in rooms with no external ventilation to always be avoided. Limit meeting length as far as possible.</p> <p>Use IT solutions to facilitate on-line meetings.</p> <p>No physical meetings involving staff from multiple sites.</p> <p>Designated separate staffrooms for different bubbles. 2m social distancing needs to be maintained as much as possible. Kitchen area needs to be regularly cleaned and staff must wash hands before and after using the kitchen.</p> <p>Staff must be regularly reminded to avoid informal social contact at all times, in or around school, unless the 2m rule is strictly applied.</p>
2. Where necessary, wear appropriate personal protective equipment (PPE)	<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> <li>• where an individual child or young person becomes ill with covid-19 symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</li> <li>• where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used</li> </ul>
3. Directly Manage confirmed cases of covid-19 amongst the school community	<p>Schools send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Individuals are classed as infectious for 48 hours before they display symptoms (or 48 hours before a positive test was taken if they are asymptomatic).</p> <p>Close contact means:</p> <ul style="list-style-type: none"> <li>• direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>• proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>• travelling in a small vehicle, like a car, with an infected person</li> </ul> <p>In primary schools the whole bubble (normally a class or year group, depending on circumstances) will have to self-isolate.</p>
4. Contain any outbreak by following local health protection team advice  If schools have two or more confirmed cases within 10 days, or	<p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection</p>

an overall rise in sickness absence where covid-19 is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.	<p>teams.</p> <p>Contact the Trust Covid Operations team for support</p>
<p>5. School Workforce</p> <p>Follow HR guidance to undertake or update individual risk assessments of those in a CV group. Risk assessments completed with all relevant staff</p> <p>These staff should be considered if there is a school outbreak in any bubble/local lockdown.</p>	<p>Staff who are not pupil facing/directly operational to work from home if feasibly possible.</p> <p>Staff who are considered to be clinically vulnerable to have an up to date, reactive risk assessment for working in school (including diabetic and asthmatic staff)</p> <p>Consider allowing teaching staff to use PPA time at home</p> <p>Using rotas and partial occupancy of office spaces if possible.</p> <ul style="list-style-type: none"> <li>• Keep to the guidance noted in risk assessment &amp; documents.</li> <li>• Staff to use own designated desks only</li> <li>• Reception window/ photocopier and other shared areas to be cleaned regularly after use, including all touch point, phones etc - staff to be provided with anti-bacterial spray/ wipes etc</li> <li>• To use own equipment e.g. PCs, laptop, chairs</li> <li>• Reception area glass to be closed when visitors arrive to limit face to face contact</li> <li>• When the receptionist opens the window, they can wear a visor/ mask to protect themselves from any staff/external visitor moving closer.</li> <li>• Wash/gel hands before leaving office area.</li> <li>• Staff must adhere to the 2m social distancing at all times, when using toilets and staffrooms</li> <li>• Non office-based staff should limit the number of times they enter offices. Use telephone communications.</li> </ul>
6. Protect staff with medical vulnerabilities / living with vulnerable people.	<p>Follow HR guidance to undertake or update individual risk assessments of those in a Clinically Vulnerable group.</p> <p>These staff should be considered if there is a school outbreak in any bubble/local lockdown.</p>
7. Protect pupils with clinical vulnerabilities	<p>The parents of pupils with vulnerabilities should seek medical advice before the pupil attends school.</p> <p>The above must be clearly communicated to (and discussed with if necessary) to all parents.</p> <p>These pupils should be considered if there is a school outbreak in any bubble/local lockdown.</p>
8. Minimise office use by staff, and social distancing applied when they must be used.	<p>If office staff are needed in the building they should maintain social distancing in the office (2m, or 1m with risk mitigation where 2m is not viable). This will mean some desks cannot be used, or changes to office layouts may be required.</p> <p>Hot-desking is also to be avoided. If it cannot be avoided the desk, phone and IT equipment etc. should be cleaned down <b>after</b> use and <b>before</b> use (with appropriate cleaning products). No personal belongings what so ever should be left on a desk which will be used for hot-desking.</p>
9. Visitors, agency staff, peripatetic teachers	<p>Schools should consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should.</p>

	Only essential visitors to be allowed by appointment only. Records to be kept of who has been on site and who they had contact with.
10. Keep equipment separate / clean between uses.	<p>Remove soft furnishings and soft toys as far as is possible.</p> <p>Avoid sharing IT equipment or practical equipment; consider assigning it to named individuals</p> <ul style="list-style-type: none"> <li>• Students in bubbles to be assigned individual equipment to be used during a lesson</li> <li>• IT equipment to be wiped by student at start of lesson</li> <li>• Limited use of PE equipment and to be cleaned between use or designated equipment for each bubble</li> </ul> <p>Clean any equipment that is going to be used by different pupils between uses. Use a chlorine based product. (Take care when washing IT/Electrical equipment - try to use a preparatory product designed to clean such equipment and never allow ingress of fluids into the equipment).</p> <p>Avoid sharing stationery.</p> <p>If no obvious contamination a 72hr quarantine of equipment (with hard surfaces) reduces the risk.</p> <p>Avoid sending any resources home with pupils or staff that are shared.</p>
<p>11. Travel to School - Encourage parents and pupils to follow guidance on safe travel.</p> <p>Only one parent should accompany children who need accompanying.</p> <p>Travel should be by foot or bike if possible.</p>	Promote active travel
12. Evacuation / Invacuation protocols – consider how to manage both evacuation and Invacuation.	Consider if drills will undermine social distancing. Think about escape routes and muster points. Establish protocols to try to achieve social distancing, as far as is reasonably practicable, in an emergency.
13. Consider staff wellbeing.	<p>Consider and plan for how staff will take comfort breaks / access food and drink.</p> <p>Extra designated rooms available for breaks &amp; lunches to ensure 2m distancing.</p> <ul style="list-style-type: none"> <li>• Staff to keep to 2m distancing at all times.</li> </ul> <p>Cleaning</p> <ul style="list-style-type: none"> <li>• Staff to clean shared equipment and touching surfaces before use using anti-bacterial spray/ wipes provided.</li> <li>• Surfaces to be cleaned after lunchtime by day cleaner.</li> </ul> <p>Staff Wellbeing</p> <ul style="list-style-type: none"> <li>• Referral for counselling or signpost from HR if required</li> <li>• Weekly updates from SLT</li> <li>• Trust matters well-being page</li> </ul>

14. Consider pupil wellbeing

- Continue to use pink form concern forms to alert DSL / Safeguarding of any concerns re child welfare / anxiety etc that needs to be picked up with parents/carers.
- Regularly reassuring students, positive reinforcement, PHSCE and personal development curriculum planned to support children and delivered as a priority
- Staff aware of family circumstances and support with other agencies a priority