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**Outbreak Management Plan - Sept 2021**

The current definition of an outbreak is: Two or more confirmed cases with symptoms of coronavirus (COVID-19) arising within the same 14-day period in people who work at or attend the educational and childcare settings or provision, or there is a high reported absence which is suspected to be COVID-19 related.

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.

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| **Area of Concern** | **Issues for schools to consider** | **School Response Plans** |
| **Outbreak Control Meeting** | * Who has been identified to lead on outbreak management and to act as main liaison with the local authority? * 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 | * School office will compile and report on absence and attendance details * SLT will consider outbreak management issues daily (if needed) and in detail once per week (in SLT meeting) * HT/DHT to be points of contact with the LA |
| **Remote Learning** | * 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? | * Full remote teaching for every class can be operational for next day (if necessary) * Laptops for ‘vulnerable pupils’ are in school and can be sent out for next day use (written consent needed) * If full remote learning is needed, a rota drawn up by HT will come into action. This will have the required teachers/TAs/SLT to support keyworkers in school while others will be teaching remotely from home (as during lockdown) |
| **Staffing** | * What plans are in place if staff test positive and are required to isolate including: * 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.) | * Staff who test positive and are unwell will have work co-ordinated by their class ‘neighbour,’ i.e. Y1/2,Y3/4, Y5/6) * If the person is well enough, they can teach remotely from home * If a member of SLT goes down, duties will be taken up by the remaining members * If site staff have to isolate, essential duties will be taken up by designated governors * HT/DHT (in absence) will manage a critical incident * Min staff requirement – one adult per class (7) + one SLT |
| **Prioritising pupil attendance** | * 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? | * Essential Keyworkers given priority * Other year group priority as advised by LA/Govt * Registers of essential keyworkers available from office |
| **On-site testing (secondary schools/colleges)** | * 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? | N/A |
| **Face Coverings** | * What will trigger the requirement for face coverings to be worn by staff / pupils in Y 7 and above? * 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? | * High local infection rate/ LA advice would re-trigger requirement for face coverings in communal areas * Communication of a change in face coverings usage to come from HT/DHT as formal letter * A ‘warning’ letter may be written by HT/DHT to parents/staff if required. Pupils notified in assembly |
| **Shielding** | * 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? | * 0 pupils or staff clinically extremely vulnerable * If staff member has to shield, an individual plan around working from home will be drawn up by HT/DHT * If a pupil has to shield, work will be co-ordinated by the class teacher/remote learning activated |
| **Trips and Performances** | * 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? | * Each school visit has an individual risk assessment (including Covid considerations) placed on Evolve and signed off by the HT and LA Lead * Trip insurance included on Y6 residential trip * SLT will consider local case rates in relation to planned performances within SLT meetings * Each off-site performance will have an individual risk assessment (including Covid measures) uploaded to Evolve and signed off by HT and LA Lead |
| **‘Bubble’ System** | * How would the school mitigate against virus spread if an outbreak happened in the pupil population? * What plans are in place to reduce interactions between pupils/adults? | * If instructed by the LA due to an outbreak within school, we would re-introduce the ‘bubble’ system to isolate 7 individual classes. * Whole school gatherings would revert to online * Playtimes would be split and the playground divided in two. * Dismissal would ensure all classes are separated. |
| **Communication** | * 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 | * Quick messaging will be done using the teachers2parents text service * Press enquiries will be handled by HT/DHT with advice from LA (this may be done remotely if required) |
| **Safeguarding** | * 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? | * CPOMs system to continue to be used to log all concerns (remotely if needed) * Keeping in touch phonecalls by Teachers/Maddy Knowles to assess levels of safety/concern * HT/DHT to co-ordinate safeguarding issues during periods of remote learning * HT/DHT will liaise with social workers/family support/Checs as required |

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| **Useful Contacts** | |
| **LA Education COVID response team** | [COVID19@cheshireeast.gov.uk](mailto:COVID19@cheshireeast.gov.uk)  01270 371323 |
| **Cheshire East Public Health** | [PHBusinessTeam@cheshireeast.gov.uk](mailto: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](mailto:communications@cheshireeast.gov.uk)  01270 686577 |
| **ChECS** | 0300 123 5012 (opt3), [Out of Hours](http://www.cheshireeast.gov.uk/social_care_and_health/adults_18_social_care/contact_the_social_care_team/social_care_out_of_hours_team.aspx) 0300123 5022 |
| **Early Years Team** | [earlyyearsandchildcareteam@cheshireeast.gov.uk](mailto:earlyyearsandchildcareteam@cheshireeast.gov.uk)  01625 374182 |
| **School Meals Service** | [cheshireeastcatering@cheshireeast.gov.uk](mailto:cheshireeastcatering@cheshireeast.gov.uk)  01270 2713663 |

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| **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** |
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