

**Setting Name: Queen’s Croft High School**

**Outbreak Management Plan Version: 1**

**Date Completed: 17<sup>th</sup> September 2021**

**Review Date: 17<sup>th</sup> October 2021**

**Plan Owner: Debbie Bailey/Jackie Hesslegrave**

**Context**

**Aim of COVID-19 Case and Outbreak Management Plan**

The aim of COVID-19 case and outbreak management 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 Outbreak Management Plans**

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**

<b>In scope of this Plan</b>	<b>Out of scope of this Plan</b>
Management of COVID-19 outbreaks at the following setting: <ul style="list-style-type: none"><li>• Queen’s Croft High School</li></ul>	Outbreak prevention please see Covid 19 Whole School risk assessment Individual activity risk assessments School transport Out of school activities School Nurse activities

## **Governance**

- Debbie Bailey (Headteacher) or Jackie Hesslegrave (HR & Compliance Manager) will be the main contact point for Local Authority Local Outbreak Control, PHE and H&S advice
- Debbie Bailey will lead the response and be the ultimate decision-maker, she will liaise with Greywood CEO and QCHS Chair of Governors.
- SLT (Debbie Bailey, Julia Lloyd-Jones, Jackie Hesslegrave and Dan Rogers) will be the key personnel responsible for the implementation of the Outbreak Management Plan co-ordinating the response.
- SMT, Alison Hunt (Office Manager) are in place to support the response
- SLT, SMT, Alison Hunt, the facilities team will participate on an internal outbreak response team, to undertake activities 'on the ground' in the setting to help contain the virus
- Debbie Bailey or Jackie Hesslegrave will represent 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.

## **Related resources**

Queen's Croft High School Business Continuity Plan and Appendices.

## **Covid Symptoms**

### **The 3 main symptoms of Coronavirus:**

- A high temperature
- A new ,continuous cough
- A loss or change to your sense of smell or taste

### **Staffordshire County Council Precautionary symptoms:**

- Headaches
- Aches and pains
- Feeling very tired for no good reason
- Sore throat
- Runny nose
- Sneezing
- Sometimes 'tummy ache' in children

## Key Stakeholders

Key stakeholder	Role for outbreak management
<p><b>Staff (includes employees, agency workers and volunteers)</b></p>	<ul style="list-style-type: none"> <li>• To disclose whether they are experiencing coronavirus symptoms and follow isolation rules</li> <li>• To adhere to and follow the specific guidance provided by SLT, this may include reinstatement of practice such as wearing of face coverings (unless medically exempt) but could also include taking part in isolation</li> <li>• Staff may be asked to undertake Lateral Flow or PCR upon the guidance of the LOC, they should disclose the results of these tests immediately. Staff are encouraged but not forced to take these. If these are positive, they are to follow Government guidelines on isolating</li> <li>• Staff may be asked their vaccination status to inform decisions regarding isolation if they have been in contact with a positive case. Staff are encouraged to follow Government advice on vaccination but not forced to</li> <li>• To support with information relevant for contact tracing</li> </ul>
<p><b>Students</b></p>	<ul style="list-style-type: none"> <li>• To disclose whether they are experiencing coronavirus symptoms and follow isolation rules</li> <li>• Where possible to adhere to and follow the specific guidance provided by school, this may include reinstatement of practice such as wearing of face coverings (where they can and unless medically exempt) but could also include taking part in isolation</li> <li>• Students may be asked to undertake Lateral Flow or PCR upon the guidance of the LOC, they should disclose the results of these tests immediately. Students</li> </ul>

	<p>are encouraged but not forced to take these. If these are positive, they are to follow Government guidelines on isolating</p> <ul style="list-style-type: none"> <li>• Students are encouraged to follow Government advice on vaccination but not forced to</li> </ul>
<b>Parents/carers</b>	<ul style="list-style-type: none"> <li>• To disclose whether their children are experiencing coronavirus symptoms and follow isolation rules</li> <li>• Where possible to ensure that their adhere to and follow the specific guidance provided by school, this may include reinstatement of practice such as wearing of face coverings (unless medically exempt) but could also include taking part in isolation</li> <li>• Children may be asked to undertake Lateral Flow or PCR upon the guidance of the LOC, they should disclose the results of these tests immediately. Children are encouraged but not forced to take these. If these are positive, they are to follow Government guidelines on isolating and report immediately to school.</li> </ul>
<b>Visitors</b>	<ul style="list-style-type: none"> <li>• To attend site only by invitation</li> <li>• To complete a visitor's agreement</li> <li>• To disclose any symptoms</li> <li>• To comply with any localised restrictions which have been introduced as a result of the evolving situation e.g. wearing of face coverings or PPE, meeting in well ventilated rooms, reverting to virtual meeting and electronic communications</li> </ul>
<b>Contractors and partner workers e.g. Catering Team, School Nurses</b>	<ul style="list-style-type: none"> <li>• To comply with any localised restrictions which have been introduced as a result of the evolving situation e.g. wearing of face coverings or PPE, meeting in well ventilated rooms, reverting to virtual meeting and electronic communications</li> </ul>

	<ul style="list-style-type: none"> <li>• To disclose whether they are experiencing coronavirus symptoms and follow isolation rules and not attend site</li> <li>• They must not attend site if they have a positive lateral flow or PCR test</li> <li>• To adhere to and follow the specific guidance provided by employer following notification of a positive case.</li> </ul>
<b>Where to seek Local Outbreak Advice</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Advises our setting on actions we need to take to protect others and stop the spread of illness, including infection prevention and control measures.</li> <li>• Leads contact tracing (identifying persons in close contact with the confirmed case during their infectious period).</li> <li>• Activates and leads the outbreak management coordination team.</li> <li>• Determines when the outbreak is over.</li> </ul>
<b>Other relevant stakeholders e.g. School transport/escorts</b>	<ul style="list-style-type: none"> <li>• To follow the specific guidance as laid down by their employing company upon disclosure that there is a Covid incident within school.</li> <li>• To adhere to Government guidance regarding isolation, non attendance on site if experiencing symptoms or they have a positive test result (lateral Flow or PCR).</li> <li>• To adhere to any precautionary measure implemented by school</li> </ul>

## Communications

For consistency and accuracy of messages, and as part of the coordinated response, communications activities will be coordinated by Queen’s Croft High School 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
<b>Staff (includes employees and volunteers)</b>	<ul style="list-style-type: none"> <li>• Level of risk, number and location of cases linked to an outbreak</li> <li>• The importance of hand hygiene, respiratory hygiene and physical distancing measures</li> <li>• Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the setting, in the extreme remote learning</li> <li>• Membership of the internal outbreak response team</li> <li>• Arrangements for managing any self isolation requirements</li> <li>• Expectations about not attending work if symptomatic</li> <li>• Changes to staffing/rostering arrangements</li> <li>• Arrangements to support staff health and wellbeing</li> </ul>	<ul style="list-style-type: none"> <li>• Meetings</li> <li>• Staff newsletter/emails</li> <li>• Text messages</li> <li>• Staff Share drive</li> <li>• Signage</li> <li>• Daily briefing sheet</li> </ul>	<ul style="list-style-type: none"> <li>• SLT</li> <li>• School email system</li> <li>• School line management structures</li> <li>• Weekly staff meetings, SLT and SMT</li> </ul>
<b>Students</b>	<ul style="list-style-type: none"> <li>• Level of risk, number and location of cases linked to an outbreak</li> <li>• The importance of hand hygiene, respiratory hygiene and physical distancing measures</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher communication</li> <li>• Posters and learning activities</li> </ul>	<ul style="list-style-type: none"> <li>• School email systems</li> <li>• Lessons</li> <li>• Online lessons</li> </ul>

	<ul style="list-style-type: none"> <li>• Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the setting</li> <li>• Arrangements for managing any self isolation requirements</li> <li>• Expectations about not attending school if symptomatic</li> <li>• Changes to staffing/timetable arrangements</li> <li>• Arrangements to support student health and wellbeing</li> </ul>	<ul style="list-style-type: none"> <li>• Email and letters</li> <li>• Newsletters</li> </ul>	
<b>Parents and careers</b>	<ul style="list-style-type: none"> <li>• Level of risk, number and location of cases linked to an outbreak</li> <li>• The importance of hand hygiene, respiratory hygiene and physical distancing measures</li> <li>• Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the setting and in the extreme remote learning</li> <li>• Membership of the internal outbreak control team</li> <li>• Arrangements for managing any student self isolation requirements</li> <li>• Expectations about not attending school if symptomatic</li> <li>• Changes to staffing/timetabling arrangements</li> <li>• Arrangements to support student health and wellbeing</li> </ul>	<ul style="list-style-type: none"> <li>• Headteacher letters and emails</li> <li>• Website</li> <li>• Teachers2parents</li> <li>• Teacher communications</li> <li>• Interventions team contact / email and calls</li> </ul>	<ul style="list-style-type: none"> <li>• SIMS for parent contact details</li> <li>• These are to be updated through out September to ensure they are current</li> </ul>
<b>Visitors</b>	<ul style="list-style-type: none"> <li>• Level of risk, number and location of cases linked to an outbreak, understanding that face to face meetings may be cancelled at short notice</li> </ul>	<ul style="list-style-type: none"> <li>• Telephone and email contact with SLT</li> <li>• Notices</li> <li>• Signing in procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Contact details held in school email and telephone</li> </ul>

	<ul style="list-style-type: none"> <li>• The importance of hand hygiene, respiratory hygiene and physical distancing measures</li> <li>• Changes to policies and procedures; outbreak control measures being implemented, e.g. wearing of face coverings</li> <li>• Arrangements for managing any self-isolation requirements</li> <li>• Expectations about not attending site if symptomatic</li> </ul>		
<b>Contractors / Partners</b>	<ul style="list-style-type: none"> <li>• Level of risk, number and location of cases linked to an outbreak, understanding that face to face meetings may be cancelled at short notice</li> <li>• The importance of hand hygiene, respiratory hygiene and physical distancing measures</li> <li>• Changes to policies and procedures; outbreak control measures being implemented, e.g. wearing of face coverings</li> <li>• Arrangements for managing any self-isolation requirements</li> <li>• Expectations about not attending site if symptomatic</li> </ul>	<ul style="list-style-type: none"> <li>• Email</li> <li>• Telephone</li> </ul>	Details held in school
<b>Local Outbreak Teams</b>	<ul style="list-style-type: none"> <li>• Outbreak management risks specific to the setting.</li> <li>• Names and contact details of potential contacts of the confirmed case.</li> </ul>	<ul style="list-style-type: none"> <li>• Email</li> <li>• Telephone</li> <li>• Meetings</li> </ul>	<ul style="list-style-type: none"> <li>• LOC details as per SLN</li> </ul>

### **Covid Response Stage 1 – Prevent and Prepare**

Please refer to Queen’s Croft High School Risk Assessment for School full opening September 2021 - Minimising the risk of transmission of COVID-19

## Covid Response Stage 2 – Respond

The response stage is triggered by the identification of one or more cases of COVID-19 within or linked to the setting. The goal is to contain the virus as quickly as possible while providing appropriate care and support to confirmed cases.

Detail the actions/controls to be taken

<b>What do you need to do?</b>	<b>How will you do this?</b>	<b>Who will do it?</b>	<b>When will it happen?</b>	<b>Additional supplies or resources?</b>	<b>Other considerations</b>
Activate the outbreak response team (SLT)	By email and phone	DEB/JH	Immediately on becoming aware of a confirmed case	None	If afterhours, contact all team members by mobile phone
Deep Clean due to positive case in setting	SLT to inform facilities team	S.Howe or M.Stewart	Immediately on becoming aware of a confirmed case	Detail the cleaning materials or approach	
Identify who has mixed closely	Liaise with Teachers and TAs to establish students mixing. Use of the timetable  SMT to inform SLT of staff members  SLT to Inform Transport Nurses	SMT	As soon as the school is aware		Closely mixing a form group or subject class A friendship group A sports team A group in an after school activity/ transport group

<b>What do you need to do?</b>	<b>How will you do this?</b>	<b>Who will do it?</b>	<b>When will it happen?</b>	<b>Additional supplies or resources?</b>	<b>Other considerations</b>
	Catering				
Has the case been admitted to hospital	If yes the DfE helpline should be used to report this 0800 046 8687 option 1	A member of SLT	As soon as school is made aware		
Isolation hub to be contacted to inform them that a staff member has tested positive	Self isolation hub tel: 020 3743 6715 will required the 8 digit NHS test and trace Account ID, staff member to also advise names of co workers identified as close contacts	DEB/JH	As soon as the school is made aware		

**LOC will be contacted when 2 students or staff, who have likely to have mixed closely, test positive for Covid -19 within a 10 day period. Examples of close mixing are** a form group or subject class, a friendship group, a sports team, a group in an after-school activity or transport group

<b>Respond</b>	<b>Contingency Plan 1 (Confirmed case small cluster)</b>	<b>Contingency Plan 2 (Confirmed outbreak)</b>
	To be instigated when there is a confirmed case/small cluster of cases	To be instigated when there is a confirmed outbreak as defined by LOC or PHE
<b>Staff/adults asked to isolate</b>	<p>If they have closely mixed with the positive case and have not been double vaccinated, they will added to the positive case</p> <p>Upon LOC advice adults encouraged to get the vaccine unless advised against on medical grounds</p>	<p>If they have closely mixed with the positive case and have not been double vaccinated, they will be added to the positive case records</p> <p>Upon LOC advice adults encouraged to get the vaccine unless advised against on medical grounds</p>
<b>Lateral flow testing</b>	<p>Twice weekly testing at home encouraged</p> <p>All positive lateral flow tests to be reported to the school via the school office 01543 227245 or <a href="mailto:office@queenscroft.staffs.sch.uk">office@queenscroft.staffs.sch.uk</a></p>	<p>Twice weekly testing encouraged, upon PHE/LOC advice the frequency may be increased or testing within school may be reinstated with greater frequency.</p> <p>All positive lateral flow tests are to be reported to the school via the school</p>

	<p>Anyone with a positive lateral flow must isolate and have a negative PCR before returning to school</p>	<p>office 01543 227245 or <a href="mailto:office@queenscroft.staffs.sch.uk">office@queenscroft.staffs.sch.uk</a></p> <p>Anyone with a positive lateral flow must isolate and have a negative PCR before returning to school</p>
<p><b>PCR testing</b></p>	<p>Anyone experiencing Coronavirus symptoms advised to have a PCR test and to isolate until they have a negative test result</p> <p>Anyone experiencing precautionary symptoms advised to get a PCR test, they may attend site whilst awaiting the result. Although common sense prevails and should someone be unwell that should not attend site.</p> <p>Anyone who has had closely mixed with the positive case is advised to have a PCR test. LOC may specify the frequency of these tests, to pick up those who may be carrying the virus and not displaying any symptoms.</p>	<p>Anyone experiencing Coronavirus symptoms advised to have a PCR test and to isolate until they have a negative test result</p> <p>Anyone experiencing precautionary symptoms advised to get a PCR test, they may attend site whilst awaiting the result. Although common sense prevails and should someone be unwell that should not attend site.</p> <p>Anyone who has had closely mixed with the positive case is advised to have a PCR test. PHE/LOC may specify the frequency of these tests, to pick up those who may be carrying the virus and not displaying any symptoms. They may also advise that the close contact remains from site until a negative result has been established or a set period of time has elapsed.</p>

<p><b>Reinstating face coverings</b></p>	<p>Dependent upon the circumstances it may be necessary to reinstate face coverings for those who are able to wear them and who are not medically exempt, in certain areas of the school, e.g., communal areas in the affected bubble,</p>	<p>Dependent upon advice from PHE /LOC face coverings may be reintroduced across the whole school setting for those who are able to wear them and not medically exempt. This could be in all classes as well as in the communal areas.</p>
<p><b>Reduction in bubble size/movement around school</b></p>	<p>It may be necessary to review timetabling to prevent movement around school. As many lessons as possible may be conducted in the fresh air.</p> <p>SLT required to wear PPE if moving form one bubble to another.</p> <p>SLT/SMT meeting to revert to virtual meetings</p>	<p>Staff to wear PPE in the corridors and communal areas</p> <p>Key stage bubbles reduced further in size which would have an affect on the lessons taught and teaching methods.</p> <p>This would necessitate a review of timetables.</p> <p>Additional staggered start and end of day arrangements could be introduced (where possible given transport restrictions.)</p>
<p><b>Attendance restrictions and reinstatement of remote working</b></p>	<p>Isolation restrictions for the positive cases. School work will not generally be sent home to the student during this time unless parents advise that the student is well enough to undertake this. Then moderate work would be sent.</p>	<p>Isolation restrictions for the positive cases. School work will not generally be sent home to the student during this time unless parents advise that the student is well enough to undertake this. Then moderate work would be sent.</p>

	<p>Non double vaccinated staff /adults who have mixed closely will be required to isolate</p>	<p>Upon PHE/LOC advice it may be necessary to restrict face to face education. This will be as a last resort and as a short-term measure.</p> <p>In this scenario work will be sent to be completed at home.</p> <p>There is limited equipment for student loan, this would be loaned to those most in need. DfE supplied laptops no longer have filtering protections such equipment may be utilised but with parental acceptance of these responsibilities.</p> <p>Face to face education may be prioritised for those who are vulnerable and the children of critical workers</p>
<b>Visitors to school</b>	<p>By SLT invitation only</p>	<p>All visitors restricted to virtual meetings, telephone, and email contact</p>
<b>Educational visits</b>	<p>May still continue for non-affected key stage dependent upon the cluster and advice received by LOC. SLT approval required.</p> <p>Face coverings may be introduced in the school minibuses</p>	<p>Educational visits suspended.</p>
<b>Reinstatement of shielding</b>	<p>Can only be reinstated by Government</p>	<p>Can only be reinstated by Government</p>

<p><b>Safeguarding</b></p>	<p>Remains a priority and QCHS has contingency plans in place for the continuance of management and monitoring of safeguarding issues during the pandemic</p>	<p>Remains a priority and QCHS has contingency plans in place for the continuance of management and monitoring of safeguarding issues during the pandemic</p>
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### Stage 3 – Stand-down including plan review and amend

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

<b>What do you need to do?</b>	<b>How will you do this?</b>	<b>Who will do it?</b>	<b>When will it happen?</b>	<b>What supplies or resources are needed?</b>	<b>Other considerations</b>
Isolation	Isolation will lift upon the office track and trace guidance				
Lateral flow testing	Communicate the change in guidelines when appropriate				
PCR	Communicate the change in guidelines when appropriate				
Face coverings	Communicate the change in guidelines when appropriate				
Bubble size	Communicate the change in guidelines when appropriate				
Attendance restrictions	Communicate the change in guidelines when appropriate				

<b>What do you need to do?</b>	<b>How will you do this?</b>	<b>Who will do it?</b>	<b>When will it happen?</b>	<b>What supplies or resources are needed?</b>	<b>Other considerations</b>
Educational Visits	Communicate the change in guidelines when appropriate				

## Supporting Materials

DfE Contingency Framework: education and childcare settings August 2021

DfE Special schools and other specialist settings: Coronavirus (Covid-19) August 2021

Queen's Croft High School Risk Assessment – Schools Full Opening September 2021