



## **Health and Safety Team for Kingston and Sutton**

### **Outbreak Management Plan Template for Schools - 17/12/2021**

#### **Introduction**

This Outbreak Management Plan template has been prepared to assist schools in managing the school activities during the continuing COVID-19 pandemic in the event of an outbreak of COVID-19 at their school. It has been prepared with reference to the [Government Guidance - Contingency Planning for Schools](#) and following consultation with Kingston, Sutton and Richmond Public Health Teams and AfC. The [Government Guidance - Contingency Planning for Schools](#) provides useful information and should be used as a reference tool to compliment this template.

The aim of the Outbreak Management Plan is to summarise what the school would do if advised to reintroduce any of the measures detailed to help break chains of transmission. It is a source of reference for the school's management team so that arrangements can quickly be put in place if required.

Participation in the COVID-19 vaccination programme, continuing with the LFD testing and the ongoing COVID-19 controls remain important and underpinning methods of trying to reduce the potential for transmission of COVID-19.

The items column in Table 2 details control measures that may need to be implemented in an outbreak situation ***following discussion with Public Health on an individual setting basis.***

#### **REPORTING ALL CASES at your school is CRITICAL:**

Please complete the [DfE educational setting status form](#) on a daily basis for your school. Kingston and Richmond schools are asked to also log cases via the [AfC form](#). The AfC form is used to focus support and to understand the pattern of COVID-19 transmission in Kingston borough. Kingston Public Health reviews this for all schools in Kingston on a daily basis.

Staff cases also need to be reported in the national 'workplace' system. Employers should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their workers have tested positive.

## Outbreak Management Plan for The John Fisher School

<b>Table 1: Roles and Responsibilities</b> <i>(Please enter the names and job titles of school staff with key roles in this plan and what those roles area)</i>	
<b>Name and Job Title</b>	<b>Role</b>
P E MCCULLAGH	HEADTEACHER
H PALMER	OFFICE MANAGER
D WRIGHT	INTERIM SCHOOL BUSINESS MANAGER
D LAXTON	FACILITIES MANAGER
J EVANS	ASSISTANT HEADTEACHER
I JONES	ASSISTANT HEADTEACHER
D MAWER	ASSISTANT HEADTEACHER

<b>Table 2: Plan Details</b>	
<b>Item</b>	<b>How this will be achieved</b>
<b>Cases identified in the testing on return to school should not trigger this Outbreak Management Plan.</b>	The school appreciates that positive cases identified during the initial 'back to school' 2 LFD tests on returning to school would not trigger this Outbreak Management Plan as they would not be associated with the school environment given the children had been away from school for the summer/Christmas holidays.
<b>This Outbreak Management Plan focuses on seeking advice from Public Health <i>in the event that the number of positive cases rise and any of the following thresholds is reached first:</i></b>	
Child or staff admitted to hospital with COVID-19	If a pupil, student, child or staff member is admitted to hospital H Palmer (Office Manager) will:

	<ul style="list-style-type: none"> <li>• contact DfE helpline for advice (0800 046 8687, option 1)</li> <li>• alert Sutton Public Health <a href="mailto:publichealth@sutton.gov.uk">publichealth@sutton.gov.uk</a> Alternatively call Sutton out of hours on 0208 770 5170</li> </ul>
<p>• 5 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 children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</p> <p>For <b>special schools</b>, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:</p> <p>• 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period</p>	<p>In the event of any of the thresholds being reached, H Palmer (Office Manager) will contact the DfE COVID-19 helpline on 0800 046 8687. Select Option 1. The helpline is open 8am to 6pm, Monday to Friday and 10am to 6pm on Saturdays and Sundays.</p> <p>The main contact point within the school for this area of work will be H Palmer (Office Manager).</p> <p>The school should also notify the local Public Health Team:</p> <ul style="list-style-type: none"> <li>• Sutton Council Public Health Team - <a href="mailto:publichealth@sutton.gov.uk">publichealth@sutton.gov.uk</a></li> </ul> <p>Communicate with parents (see DfE standard letters). Kingston schools can include details of local support available for Kingston residents who must self isolate (see: <a href="#">RBK's I Need Help Pages</a> for details about shopping help, financial and other support available). Sutton schools can include the link to <a href="#">Sutton's Support Available for You pages</a>. Richmond schools can include the link to <a href="#">Richmond's Where to Find Help or Support page</a>.</p>
Item	How this will be achieved
<p>When the thresholds above are reached, education and childcare settings should review and reinforce the:</p> <ul style="list-style-type: none"> <li>• testing,</li> <li>• hygiene and</li> <li>• ventilation measures they already have in place.</li> </ul>	<p>The school will review these controls and check they are being followed and remind staff of the arrangements and requirements.</p> <p>Member of staff who will lead in this: P E McCullagh (Headteacher)</p> <p>Staff who will assist with this work: D Wright (Interim School Business Manager) and D Laxton (Facilities Manager).</p>

<p>If cases continue to increase despite the measures above, some or all of the <b>additional</b> measures may be recommended as per below:</p>	<p>Staff member who will undertake these actions: H Palmer (Office Manager)</p> <p><b>All Schools:</b></p> <p>Contact the DfE helpline for advice contact the DfE COVID-19 helpline on 0800 046 8687. Select Option 1 for the PHE Advice Service.</p> <p><b>Sutton Schools:</b></p> <p>Sutton Public Health can be reached on: <a href="mailto:publichealth@sutton.gov.uk">publichealth@sutton.gov.uk</a> Out of hours number: 0208 770 5170</p> <p>•</p>
<p><b>Face coverings</b></p> <p>Face coverings are currently already advised for:</p> <p>Early Years, Infant, Primary and Junior Schools inc' Special for this pupil age range:</p> <ul style="list-style-type: none"> <li>●face coverings in communal parts of the school - staff and visitors</li> </ul> <p>Secondary Schools</p> <ul style="list-style-type: none"> <li>●face coverings in communal parts of the school - staff, pupils and visitors</li> <li>●face coverings in classrooms</li> </ul> <p>The exceptions to the above bullet points are those who are exempt from wearing a face covering.</p> <p>In the event of rising case numbers, individual schools may be advised by their local Public Health that face coverings should be worn <b>in classrooms</b> by pupils who are in Years 7 and above, visitors and staff, unless they are exempt.</p>	<p>The school may be advised to re-introduce this by the Director of Public Health (DPH) or Health Protection Team (HPT - which, for London for COVID-19 is the London Coronavirus Response Cell 'LCRC') depending on the local situation and case numbers.</p> <p>Clear communication with parents which will be achieved by (<a href="#">enter details here</a>).</p> <p>The school appreciates that some people may be unable to wear face coverings/masks due to specific health conditions or special needs and makes adjustments to its policy accordingly.</p> <p>Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. Transparent face coverings may be effective in reducing the spread of COVID-19. However, the evidence to support this is currently very limited. Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable</p>

<p>Face coverings in classrooms may temporarily be advised by DsPH:</p> <ul style="list-style-type: none"> <li>● for an individual setting as part of their responsibilities in outbreak management</li> <li>● for settings across areas that have been offered an enhanced response package, or are in an enduring transmission area, where settings and DsPH decide it is appropriate</li> </ul>	<p>material capable of filtering airborne particles.</p> <p>These measures will be reviewed after two weeks initially.</p>
<p><b>Increased LFD testing</b> depending on the local situation and advice of the local Public Health Team</p>	<p>The school would do this if advised to by the Director of Public Health (DPH) or Health Protection Team (HPT).</p> <p>As part of this, the school may be asked to organise on-site asymptomatic LFD testing. This would be discussed with Public Health.</p> <p>Supplies of test kits would be monitored routinely in school prior to this and re-ordered in a timely way as appropriate.</p> <p>Clear communication with parents and staff via: P E McCullagh (Headteacher).</p>
<p><b>Item</b></p>	<p><b>How this will be achieved</b></p>
<p><b>Suspending residential visits</b></p>	<p>Identify any residential trips due to take place during the forthcoming weeks.</p> <p>Emergency meeting with Trip Leader, Headteacher and Governing Body representative to consider the situation.</p> <p>I Jones (Assistant Headteacher) to discuss the situation with the venue and transport</p>

	<p>providers for each trip affected.</p> <p>Check terms and conditions documents, any relevant insurance documents.</p> <p>School Educational Visits Coordinator (EVC) to update Mick Bradshaw, Action HR's Educational Visits Adviser.  <a href="mailto:mick.bradshaw@cognus.org.uk">mick.bradshaw@cognus.org.uk</a></p> <p>Clear message and communication with the parents and staff of children affected. This would be achieved by either the Assistant Headteacher (I Jones) or Headteacher ( P E McCullagh) contacting via Edulink.</p>
<p><b>Opting for virtual or outside activities for:</b></p> <ul style="list-style-type: none"> <li>● assembly;</li> <li>● worship;</li> <li>● exercise.</li> </ul>	<p>The school can consider this option at any time. It could also be considered if a threshold is reached. If it decides this action is necessary, it will:</p> <p>Provide a clear message and good communication with the parents and staff of children affected.</p> <p>This would be achieved by Mr Jones (Assistant Headteacher) who is in charge of the school calendar liaising with P E McCullagh, the Headteacher.</p> <p>Consider whether any staff or pupils would be affected by this - for example due to medical conditions and what could be done to assist them.</p>
<b>Item</b>	<b>How this will be achieved</b>
<p><b>Shielding</b></p>	<p>Shielding is currently paused and would only be reintroduced by the Government.</p> <p>If it is reintroduced nationally, the school will:</p> <ul style="list-style-type: none"> <li>● provide general communication on this issue in its information for parents and staff;</li> <li>● follow any local advice from Kingston/Sutton/Richmond Public Health on this if it is issued.</li> </ul>

	Mr Mawer (Assistant Headteacher) within the school will lead on this area of work.
<p><b>Going for online options for:</b></p> <ul style="list-style-type: none"> <li>● open days;</li> <li>● transition or taster days;</li> <li>● parental attendance in settings;</li> <li>● performances in settings.</li> </ul>	<p>The school will consider this action if a threshold is reached. If it decides this action is necessary, it will:</p> <p>Provide clear communication with parents and staff so all understand what the arrangements will be.</p> <p>Mr McCullagh, the Headteacher, will lead on this with assistance from Mr Evans (Assistant Headteacher).</p> <p>Live events, recorded events, will be achieved by use of 'Zoom'. Parents/carers without access will be permitted to come on site to use hardware (with necessary precautions in place).</p>
<p><b>Attendance Restrictions</b></p>	<p>In the event that the school is advised to restrict attendance either by the Director of Public Health or the National Government (e.g. if a larger area is affected) Mr P E McCullagh (Headteacher) will work with the Director of Public Health to identify which staff or pupils need to stay at home.</p> <p>In all circumstances, priority will be given to vulnerable children and young people and children of critical workers to attend to their normal timetables.</p> <p>Mr P E McCullagh will lead on this with assistance from Mr Evans (Assistant Headteacher). This would include discussing the situation with Public Health and reporting to the DfE.</p> <p>For pupils who need to stay at home, the school will provide online education in the form of 'Zoom'/'Google Classroom.</p> <p>The school will provide clear communication on the general policy to staff and parents via 'EduLink'.</p> <p>The school will follow GDPR requirements in its handling of information relating to specific pupils or staff. P E McCullagh</p>

	(Headteacher) and H Palmer (Office Manager) will lead on this aspect of the work.
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