



# Model Outbreak Management Plan

## Table of Contents

<b><i>Introduction</i></b> .....	<b>3</b>
<b><i>Roles and responsibilities</i></b> .....	<b>3</b>
<b><i>Risk Assessment</i></b> .....	<b>4</b>
<b><i>Contingency planning</i></b> .....	<b>4</b>
<b><i>When settings should consider extra action</i></b> .....	<b>5</b>
<b><i>Close mixing</i></b> .....	<b>6</b>
<b><i>Reporting a confirmed case</i></b> .....	<b>6&amp; 7</b>
<b><i>Reintroducing bubbles / reduce mixing between groups</i></b> .....	<b>8</b>
<b><i>Shielding</i></b> .....	<b>9</b>
<b><i>Attendance restrictions</i></b> .....	<b>12&amp;11</b>
<b><i>Educational Visits</i></b> .....	<b>14</b>
<b><i>Other restrictions:</i></b> .....	<b>15</b>

## Introduction

The Government has made it a national priority that education and childcare settings should continue to operate as normally as possible during the COVID-19 pandemic.

Measures affecting education and childcare may be necessary in some circumstances, for example:

- to help manage a COVID-19 outbreak within a setting
- as part of a package of measures responding to a Variant of Concern (VoC) or to extremely high prevalence of COVID-19 in the community
- to prevent unsustainable pressure on the NHS

This Outbreak Management Plan describes how we would operate if we were advised to reintroduce any measures described in the Contingency Framework: education and childcare settings.

This should be completed and in place before term starts so schools can quickly mobilise contingent measures. The Outbreak Management Plan should be regularly reviewed to keep up to date. Schools are advised to have this as part of their School Emergency Management Plan.

## Roles and responsibilities

Local authorities, Director of Public Health and Health Protection Teams are responsible for managing localised outbreaks. They play an important role in providing support and advice to education and childcare settings.

Local authorities, Director of Public Health and Health Protection Teams can work with their regional partnership teams (RPTs) to escalate issues from the local level into the central Local Action Committee command structure. RPTs support local areas in managing outbreaks and provide advice and insights from across the country to the Chief Medical Officer and the Secretary of State for Health and Social Care to inform decision making.

Through the Local Action Committee command structure, ministers consider and take decisions on measures on an area-by-area basis in light of all available evidence, public health advice and the local and national context.

In rare circumstances, it may be necessary to escalate issues to ministers through other central government committees (for example incident management teams), but this should be by exception only.

Liverpool schools should have in place a Covid-19 lead who oversees a response team in the case of an outbreak. In addition to the Covid-19 other staff may be involved in different elements of the outbreak management plan.

## Risk Assessment

Our school risk assessment can be found here:

<https://gwladysstreet.org/covid/>

Our risk assessment has been developed in line with national guidance and local advice. We have consulted with staff, unions and our governing body in order to apply national guidance and local advice to our setting.

Our risk assessment will be reviewed fortnightly in the first instance or if there are any incidents, near misses or changes to procedure.

In the case of any outbreak, schools should revisit their risk assessment to ensure that controls are being followed effectively, particularly

- Ensuring good hygiene for everyone
- Maintaining appropriate cleaning regimes
- Ventilation
- Following public health advice on testing, self isolation and managing confirmed cases of covid-19

## Contingency planning

A good plan should cover:

- roles and responsibilities
- when and how to seek public health advice
- details on the types of control measures you might be asked to put in place (described in measures that settings should plan for and your sector's guidance)

For each control measure you should include:

- actions you would take to put it in place quickly.
- how you would ensure every child, pupil or student receives the quantity and quality of education and support to which they are normally entitled.
- how you would communicate changes to children, pupils, students, parents, carers and staff.

## When settings should consider extra action

**If extra action is needed, this will be advised by the Director of Public Health or the Local Health Protection Team.**

**The Director of Public Health or Health Protection Team may give schools 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.**

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; 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

Liverpool Public Health will regularly review local data including number of positive cases, testing uptake, testing positivity and local hospital admissions. This data will influence threshold levels for additional action.

For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:

- 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period

**All positive cases will continue to be reported to the local authority via the online MDS form <https://www.smartsurvey.co.uk/s/covid-19-schools/>**

Public Health and School Improvement Liverpool will liaise with schools when there are concerns about an outbreak in a school setting.

## Close mixing

Identifying a group that is likely to have mixed closely will be different for each setting. Below are some examples.

For schools, this could include:

- a form group or subject class
- a friendship group mixing at breaktimes
- a sports team
- a group in an after-school activity

## Reporting a confirmed case

<b>For COVID-19 queries related to educational settings – Single Point of Contact (SPOC)</b>	
<b>School Improvement Liverpool</b>	<a href="mailto:SPOC@si.liverpool.gov.uk">SPOC@si.liverpool.gov.uk</a> <b>0151 233 3901</b>
<b>Notifying a confirmed case</b>	
<b>All confirmed cases should be notified via the online MDS form below:</b>	
<a href="http://www.smartsurvey.co.uk/s/covid-19-schools/">www.smartsurvey.co.uk/s/covid-19-schools/</a>	
<b>DfE helpline</b>	
Telephone: 0370 000 2288 Monday to Friday, 9am to 5pm	

<b>School Covid-19 Lead Details</b>	
<b>Primary Contact</b>	
Name:	Ms Nicola Booth
Telephone Number:	0151 525 0843
Out of Hours Telephone Number:	+44 7918551932
<b>Secondary Contact</b>	

Name:	Mrs Ann Marie Berry	
Telephone Number:	0151 525 0843	
Out of Hours Telephone Number:	07918551934	

## Reintroducing bubbles / reduce mixing between groups

<b>Lead Person:</b>		<b>Key contacts:</b>	
Ms Nicola Booth		<a href="mailto:SPOC@si.liverpool.gov.uk">SPOC@si.liverpool.gov.uk</a>	
<b>Communications:</b>			
Consider communications to parents about changes to the school day such as: <ul style="list-style-type: none"> <li>• staggered start / finish</li> <li>• impact on lessons</li> </ul>			
<b>Additional Information:</b>			
<ul style="list-style-type: none"> <li>• Communication to be via Parent App, Twitter and on school website.</li> <li>• Guidance and information sent as a paper copy.</li> <li>• All Governors to receive copies of the above.</li> </ul>			
<b>Considerations:</b>			
<b>Organisation</b>	How will this impact:		
	<ul style="list-style-type: none"> <li>• dining arrangements extended lunch hours and various sittings.</li> <li>• Playtime Staggered playtimes re-introduced</li> <li>• Lessons Pupils to be kept in year group/class bubbles and not to mix. Desks to face forward and seat two pupils per table</li> <li>• intervention groups LSAs to work across bubbles only and PPE to be worn where this is not possible.</li> <li>• Staffing</li> </ul>		



	<p>Staff shortages, additional supply staff to cover absences and bubble closures. Staff to remain in own bubbles</p> <ul style="list-style-type: none"> <li>• Space</li> </ul> <p>School divided into bubbles and zones</p> <ul style="list-style-type: none"> <li>• movement through school</li> </ul> <p>PPE to be worn in communal areas. Extensive cleaning of multifunctional areas</p>
<b>Resources</b>	<p>Would resources be needed such as signage?</p> <p>Bubble signage, one way entry and exit systems on playground.</p>
<b>Other:</b>	<ul style="list-style-type: none"> <li>• Additional Cleaning Staff and increase in cleaning routines</li> <li>• Staff to return to online meetings</li> </ul> <p>Additional staffrooms re-established to protect bubbles.</p> <hr/>

## Shielding

<b>Lead Person:</b>		<b>Key contacts:</b>
Mrs Colette Barry		<a href="mailto:c.barry@gwladysstreet.com">c.barry@gwladysstreet.com</a> Supply cover: <a href="mailto:supply@si.liverpool.gov.uk">supply@si.liverpool.gov.uk</a> <a href="tel:01512425100">Hays Agency – 0151 242 5100</a> <a href="tel:01512426020">CER Agency - 0151 242 6020</a>  School HR team: 0151 233 3901
<b>Communications:</b>		
Individuals who are advised to shield should be contacted directly by government, local authority or GP		
<b>Additional Information:</b>		
Continue to update documentation in line with new developments and requirements.		
Additional risk assessments to be carried out by school.		
<b>Considerations:</b>		
<b>Business continuity:</b>	Use additional staffing currently being used for intervention/'Catch Up' to cover absences.	
<b>Staff impacted</b>	Government shielding criteria to be used to risk assess staffing.	
<b>Cover</b>	Cover teaching responsibilities to release middle leaders to cover for senior leaders. Make sure staff are aware of the roles and responsibilities of others, should they need to cover for them.	
<b>Other:</b>		



## Attendance restrictions

<b>Lead Person:</b>		<b>Key contacts:</b>
Mrs Leonie Martindale		<a href="mailto:l.martindale@gwladysstreet.com">l.martindale@gwladysstreet.com</a> Remote education – paul.bradshaw@si.liverpool.gov.uk;
<b>Communications:</b>		
<p>Parents will receive a notification via Parentapp and information will be displayed on the school website</p> <p>Individual parents may also be contacted by the school office.</p> <p>Parents can also contact individual class teacher via the class email e.g. <a href="mailto:classaustralia@gwladysstreet.com">classaustralia@gwladysstreet.com</a></p> <p>Parents will be provided with their child's passwords for Clasdojo, Googleclassroom and seesaw</p>		
<b>Additional Information:</b>		
<p>Parents can make a request to loan a school laptop to support their child's online learning.</p> <p><a href="https://get-help-with-remote-education.education.gov.uk/statutory-obligations.html">https://get-help-with-remote-education.education.gov.uk/statutory-obligations.html</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools">https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools</a></p>		
<b>Considerations:</b>		
<b>Access to computers and internet</b>	<p>Parents can request laptops by contacting the school office or emailing their child's class teacher via the correct class email.</p> <p><a href="mailto:classfrance@gwladysstreet.com">classfrance@gwladysstreet.com</a></p> <p><a href="mailto:classgermany@gwladysstreet.com">classgermany@gwladysstreet.com</a></p> <p><a href="mailto:classnewzealand@gwladysstreet.com">classnewzealand@gwladysstreet.com</a></p> <p><a href="mailto:classaustralia@gwladysstreet.com">classaustralia@gwladysstreet.com</a></p> <p><a href="mailto:classmorocco@gwladysstreet.com">classmorocco@gwladysstreet.com</a></p> <p><a href="mailto:classkenya@gwladysstreet.com">classkenya@gwladysstreet.com</a></p> <p><a href="mailto:classchile@gwladysstreet.com">classchile@gwladysstreet.com</a></p> <p><a href="mailto:classcostarica@gwladysstreet.com">classcostarica@gwladysstreet.com</a></p> <p><a href="mailto:classindia@gwladysstreet.com">classindia@gwladysstreet.com</a></p>	

	<p><a href="mailto:classrussia@gwladysstreet.com">classrussia@gwladysstreet.com</a></p> <p><a href="mailto:classchina@gwladysstreet.com">classchina@gwladysstreet.com</a></p> <p><a href="mailto:classjapan@gwladysstreet.com">classjapan@gwladysstreet.com</a></p> <p>Passwords for the platforms used will be provided throughout the year to ensure pupils can access them if required.</p> <p>Parents can also request these by emailing their class teacher.</p>
<p><b>Free School Meals:</b></p>	<p>Parents will be notified when vouchers can be collected from the school with procedures to follow including social distancing and sanitising.</p> <p>We advise that parents who do not receive Free School Meal vouchers check to see if they can access these by applying at <a href="https://liverpool.gov.uk/benefits/free-school-meals/application-form/">https://liverpool.gov.uk/benefits/free-school-meals/application-form/</a></p>
<p><b>Key Worker and Vulnerable Children:</b></p>	<p><b>How many children might you need to provide onsite support?</b></p> <p><b>What are the staff implications?</b></p> <p>A rota system will be used to ensure staffing ratios are in line with Health and Safety and also to ensure that numbers are reduced.</p> <p><b>Learning implications</b></p> <p>All pupils will be provided with Age Expected Learning opportunities similar or the same as the pupils completing remote learning to ensure consistency and coverage of the National Curriculum</p>
<p><b>Safeguarding provision:</b></p>	<p>A DSL will be on site at all times</p> <p>Welfare calls will be made to all parents an a weekly basis and records will be collated to reflect who has and has not be contacted</p> <p>Information will be recorded on CPOMS</p> <p>Home visits will be carried out if parents are unobtainable or the school has a concern</p> <p>Pupil engagement in remote learning will be monitored as an extra safety mechanism.</p> <p>DSL to make more frequent contact with Social Workers and Family Support Workers of vulnerable children.</p>
<p><b>Other:</b></p>	<p>Any pupil deemed vulnerable by school will also be invited to attend the school hub in the event of partial closure.</p>

## Educational Visits

<b>Lead Person:</b>	<b>Key contacts:</b>
Mr Paul Wolstencroft-Moore	<a href="mailto:p.w-moore@gwladysstreet.com">p.w-moore@gwladysstreet.com</a>  <b>Educational Visits:</b> <a href="mailto:Nicola.horton@si.liverpool.gov.uk">Nicola.horton@si.liverpool.gov.uk</a>
<b>Communications:</b>	
[How will you communicate changes in visits to parents?] Parents will be notified via Parentapp, letter or phone call	
<b>Additional Information:</b>	
Outdoor Education Advisors Panel: <a href="http://www.oeap.ng">www.oeap.ng</a> <a href="https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits">https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits</a>	
<b>Considerations:</b>	
<b>Cost implications:</b>	[What would the cost refund arrangements be?] All letters will explain to parents that any deposits to visits are Non-refundable  [Could the trip be re-arranged] School would liaise with venues to re-arrange visits and residentials if possible.
<b>Risk Assessment</b>	[How would you ensure risk assessments are updated?] All risk assessments will have an outbreak management section
<b>Other:</b>	

## Other restrictions:

If the Director of Public Health or Health protection team advise additional measures, they may also advise restrictions on the activities below. If this is the case, then please consider

- open days
- transport
- transition or taster days
- parental attendance in settings
- live performances in settings

These will be subject to continuous review and school will always follow the advice of Chris Price at Liverpool City Council.