

## COVID-19 Outbreak Management Plan

Site / school name:	Borough Green Primary School		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> <li>▪ Staff – Teaching, support, administrative, catering and premises</li> <li>▪ Pupils</li> <li>▪ Parents/Carers</li> <li>▪ Visitors</li> <li>▪ Contractors</li> </ul>		
Tasks and activities covered by this outbreak management plan:	<ul style="list-style-type: none"> <li>▪ General information on delivery of the curriculum</li> <li>▪ Cleaning and sanitisation</li> <li>▪ Food provision</li> <li>▪ Property maintenance and compliance</li> <li>▪ General site occupancy and site movement</li> <li>▪ Personal hygiene</li> <li>▪ Extended provision and Nursery – see separate risk assessments</li> </ul>		
Equipment and materials used:	<ul style="list-style-type: none"> <li>▪ General class and teaching materials</li> <li>▪ Cleaning materials and equipment</li> <li>▪ Catering equipment</li> <li>▪ Administrative equipment</li> </ul>		
Location(s) covered by this outbreak management plan:	<ul style="list-style-type: none"> <li>▪ Premises used by Borough Green Primary School</li> </ul>		
Name of person completing this outbreak management plan:	Karen Sandberg	Date of completion V1:	July 2021
Outbreak management plan approved by:	Catherine O'Neill and George Booth	Date of approval	02.08.21
Date Outbreak Management Plan reviewed by:	Live document under regular review		

### 1. Introduction

- 1.1 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. The DfE's published COVID Contingency Framework states that schools should have an "outbreak management plan", outlining how they would operate if any of the measures described in the guidance were recommended for their setting or area.
- 1.2 Measures affecting education and childcare may be necessary in some circumstances, for example:
- to help manage a COVID-19 outbreak within a setting

- if there is extremely high prevalence of COVID-19 in the community and other measures have failed to reduce transmission
- as part of a package of measures responding to a Variant of Concern (VoC)

- 1.3 In these cases, the Guidance also states that councils, directors of public health and Public Health England health protection teams can recommend certain measures for individual schools or clusters of settings.
- 1.4 If there is a need to address more widespread issues across an area, “ministers will take decisions on an area-by-area basis”.
- 1.5 This plan should be read alongside the latest guidance for education settings operating during COVID (this is not an exhaustive list and these documents change frequently so the reader should check they have the most up to date guidance).

- actions for early years and childcare providers during the COVID-19 outbreak  
<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>
- actions for schools during the COVID-19 outbreak  
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>
- protective measures for holiday and after-school clubs, and other out-of-school settings during the COVID-19 pandemic  
<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak>
- contingency framework: education and childcare settings  
<https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings>

1.6 This Outbreak Management Plan outlines how Borough Green Primary would operate if any of the additional measures due to a Variant of Concern or a local outbreak were recommended for our setting or area. This plan includes how Borough Green Primary will ensure every child receives the quantity and quality of education and care to which they are normally entitled.

## **2. Guidance**

- 2.1 Borough Green Primary continues to seek guidance from:
- National Government
  - COVID-19 Contingency Framework: Education and Childcare June 2021
  - Public Health England (PHE)
  - Borough Green Primary COVID-19 School Risk Assessments

## **3. Prioritising Education**

- 3.1 The impacts of having missed education during the pandemic are severe for children. In all cases, any benefits in managing transmission should be weighed against any educational drawbacks.
- 3.2 School leaders should endeavour to keep any measures in education and childcare to the minimum number of groups possible, and for the shortest amount of time possible.
- 3.3 School leaders should keep all measures under regular review and lift them as soon as the evidence supports doing so.
- 3.4 Attendance restrictions should only ever be considered as a last resort. Where measures include attendance restrictions, the Department for Education (DfE) may advise on any groups that should be prioritised.
- 3.6 The Government will try to give as much notice as possible of any changes to the way settings should operate.
- 3.7 The DfE has stated that early years and primary settings should be “prioritised to continue to operate as normal”, although the department “may advise that other groups should be prioritised”.

#### **4. Scenario 1 - Single Confirmed COVID Case**

- 4.1 If there is one case identified in school the following steps will be taken in line with the latest guidance:
  - The individual who is positive will self-isolate
  - The School will follow the reporting guidance
  - Track and Trace will identify and liaise with close contacts
  - Remote learning plan implemented for those isolating, if judged to be well enough
  - School Covid-19 Risk Assessment to be evaluated in light of any learning from new case

#### **5. Scenario 2 – Outbreak in the setting**

- 5.1
  - The School will report two or more positive PCR tests to DfE/PHE and follow the guidance given
  - The individuals who are positive will self-isolate
  - Track and Trace will identify and liaise with close contacts
  - Remote learning plan to be implemented for those isolating, if judged to be well enough
  - School Covid-19 Risk Assessment to be evaluated in light of any learning from new cases

Should an outbreak be identified the following steps will be undertaken:

- The School will follow their LA guidance for notification
- In collaboration with Public Health and the Headteacher a decision will be made as to whether the school can remain open
- DfE and the LA will be informed if the school is to close
- External visits to the school will stop until deemed safe

## 6. Scenario 3 – The School is affected by a package of local or National measures

6.1 The COVID situation is ever changing, as are the directed responses. The School will ensure any guidance from the Local Authority or National restrictions is implemented. The School will work in collaboration with professionals and stakeholders to limit the impact on educational delivery. This will include working with the following:

- Parents/carers
- Pupils
- Public Health
- Local Authority
- Social Care
- DfE

6.2 The following plans are in place to support the continued delivery of education under local or National measures:

### 6.21 Face Coverings:

Should face coverings be recommended COVID-19 Risk Assessments will be updated in line with guidance and parents/carers will be informed of the reintroduction of face coverings. Office staff will ensure that schools have sufficient stock of PPE including facemasks. The School COVID-19 Risk Assessments still state that all visitors to school sites including parents and contractors are to wear face coverings at all times.

### 6.22 Shielding:

Shielding is currently paused. In the event of a local outbreak or Variant of Concern that poses a significant risk to individuals on the Shielded Patient List (SPL), ministers can agree to reintroduce shielding. Shielding, would be considered, in addition to other measures to address, the residual risk to people on the SPL, once the wider interventions are taken into account.

Risk Assessments will be updated to include shielding. Borough Green Primary will support individuals with remote working if required, and measures put in place to support their wellbeing.

If the shielding individual is a pupil, then the remote learning plan would be implemented.

**Please note: Shielding can only be reintroduced by National Government**

## 6.3 Education Workforce

6.31 Borough Green Primary will continue to support staff and pupils through individual Risk Assessments, where needed, and support those who are:

- Clinically Vulnerable (CV)
- Clinically Extremely Vulnerable (CEV)
- Pregnant/Expectant mothers
- BAME

Borough Green Primary will continue to implement the system of controls set out in the COVID-19 operational guidance for educational settings. The COVID-19 Risk Assessments explain to staff the measures that have been put in place to reduce risks to staff, including how these protective measures have been reviewed as part of an updated risk assessment.

## **7. Attendance Restrictions**

7.1 Places will be prioritised for pupils in line with current guidance

*Primary Schools: "If some attendance restrictions are needed, all vulnerable children, children of critical workers, children in reception, year 1 and year 2 should still be allowed to attend. If, by exception, attendance is restricted further, vulnerable children and children of critical workers should still be allowed to attend."*

**Contingency Framework: Education and Childcare Settings (DFE, 25 June 2021)**

## **8. Safeguarding**

8.1 It is expected, that all schools have a DSL or Deputy DSL on site, if this is not possible a senior leader will take on the responsibility for coordinating safeguarding and remote support will be given by the DSL/Deputy DSL.  
Poor attendance to live learning sessions by pupils will result in regular wellbeing calls to ensure that pupils are safe and well at home.

## **9. Meals**

9.1 Meals will continue to be provided for those on site, those in receipt of free school meals, who are not on site, will be offered meals to collect or vouchers (if a local or national voucher initiative is in place) for the time the pupil is isolating, or the school is restricting attendance.

## **10. I.T. Access**

10.1 The school will enquire which children require a device in order to access remote learning and wherever possible provide this equipment. These will be available to be collected from school or, if there is prior warning, will be distributed prior to class/school closures. Parents/Carers will be requested to sign an Acceptable Use Agreement.

10.2 I.T. support will be offered as required.

## **11. Residential Educational Visits**

Risk Assessments for trips include COVID-19 procedures and are updated following national guidance.

- 11.1 **Educational Day Visits** were able to resume from 12th April 2021. Any educational day visits must be conducted in line with relevant COVID-secure guidelines and regulations and a full risk assessment in relation to all educational visits must be undertaken to ensure they can be undertaken safely.
- 11.2 As part of this risk assessment, the school will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. School Leaders should consult the health and safety guidance on educational visits when considering visits.
- 11.3 Educational Day Visits will be reviewed and potentially postponed in the event of a Variant of Concern.
- 11.4 Checks should be made to ensure adequate financial protection is in place for cancellation/amendments to the trip.
- 11.4 **Domestic Residential Educational Visits** were able to resume from 17th May 2021. Any domestic residential educational visits must be conducted in line with relevant COVID-19 guidance and regulations and risk assessments should be undertaken.
- 11.5 Domestic Residential Educational Visits will be reviewed and potentially postponed in the event of a Variant of Concern.
- 11.6 Checks should be made to ensure adequate financial protection is in place for cancellation/amendments to the trip.

## **12. Open Days**

- 12.1 In the event of a Variant of Concern or a local outbreak, transitional, taster and open days will be managed through the completion of a thorough risk assessment in line with agreed system of controls, and align with the advice contained from the Government roadmap out of lockdown.
- 12.2 Open days will be reviewed and potentially postponed/cancelled in the event of a Variant of Concern or local outbreak.
- 12.3 In the event of cancellation, remote transitional, taster and open days will be organised where possible.

## **13. Parental Attendance at School**

- 13.1 In the event of a Variant of Concern or local outbreak, parents/carers will be advised to limit their access to site as much as possible.
- 13.2 Parents/carers or visitors will be permitted into the school building by invitation only and must have an arranged appointment.

13.3 All visitors will be expected to wear a face covering and will be informed of this when a meeting is booked. This can be removed in the venue for the meeting if social distancing is possible.

13.4 Where possible conversations with parents/carers will be either over the phone or via the school office email address - [schooloffice@bgpschool.kent.sch.uk](mailto:schooloffice@bgpschool.kent.sch.uk)

13.5 Parents/carers will not be permitted to attend school events such as sporting fixtures etc.

## **14. Performances in School**

14.1 If an indoor or outdoor face-to-face performance in front of a live audience is planned, staff should continue to follow the latest performing arts guidance <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>, and the guidance on delivering outdoor events <https://www.eventsindustryforum.co.uk/index.php/11-features/14-keeping-workers-and-audiences-safe-during-covid-19>

14.2 Performances will be reviewed and potentially postponed/cancelled in the event of a Variant of Concern or local outbreak.

## **15. Wraparound Care**

15.1 If attendance restrictions are needed, vulnerable children should be allowed to attend. For all other children, parents and carers should only be allowed to access to this face-to-face provision for their children for a limited set of essential purposes, such as to allow them to go to or seek work, attend a medical appointment, or undertake education and training.

15.2 Restrictions on attendance may need to vary depending on whether provision is operating during school term-time and/or school holidays, when schools are otherwise closed to ensure sufficient childcare provision remains available to those that need it most. Therefore, the advice outlined above could be subject to change.

15.3 Further advice will be provided should this be the case. In the meantime, the School will continue to refer to guidance on protective measures for holiday, after school clubs and other out-of-school settings for children during the coronavirus (COVID-19) pandemic.

## **16. Cleaning**

16.1 Borough Green Primary will continue to follow robust cleaning regimes in schools such as:

- Enhanced cleaning of the School
- Enhance Touch-Point cleaning processes

- 16.2 Following the identification of a person with COVID-19 symptoms, cleaning and disinfecting will take place for:
- All surfaces that the symptomatic person has come into contact with, including objects which are visibly contaminated with body fluids; and
  - All potentially contaminated high-contact areas such as toilets, door handles, telephones, grab-rails in corridors and stairwells
- 16.3 In the event of a Variant of Concern or local outbreak cleaning will be enhanced further:
- All cleaning staff will be informed (in-house and contract)
  - Deep cleans of whole school and specific areas using fogging machine

## **17. Waste**

- 17.1 Borough Green Primary will continue to manage effective waste management on its school site. All waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues), should be:
- Put in a plastic rubbish bag and tied when full. That plastic bag should then be placed in a second bin bag and tied.
  - Stored safely and kept away from children. Waste should not be put in communal waste areas for at least 72 hours. It can then be disposed of normally.

## **18. Infection Prevention and Control Precautions**

- 18.1 Infection prevention and control precautions continue to be implemented including:
- Good hand hygiene before entering and after leaving the School, as well as regularly throughout the day.
  - Ensuring that everyone (staff and pupils) catch coughs and sneezes in tissues. If a tissue is not available, then the crook of the elbow should be used rather than hands.
  - Dispose of tissues promptly in a waste bin and then perform hand hygiene.