

## COVID19 Outbreak Management Plan September 2021

School name:	Trinity Primary School	Date:	September 2021
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DfE Schools COVID-19 [operational guidance](#) explains the actions school leaders should take to reduce the risk of transmission of coronavirus (COVID-19) in their school. This includes public health advice, endorsed by Public Health England (PHE). The [Actions for early years and childcare providers](#) also explains the actions they should take to reduce the risk of transmission of coronavirus (COVID-19) in their setting. This includes public health advice, endorsed by Public Health England (PHE).

If you need advice or support, you can contact the DfE helpline on 0800 046 8687 or email: [dfc.coronavirushelpline@education.gov.uk](mailto:dfc.coronavirushelpline@education.gov.uk) It is not mandatory to contact this helpline if educational settings are comfortable managing their own cases. However, the DfE helpline has an escalation process with the PHE Health Protection Teams and will notify them of any complex cases and issues which might require their input.

Helpline opening hours: Monday to Friday from 8am to 6pm (plus Saturday-Sunday 10am-6pm for advice about cases or other COVID-19 related issues).

There is no routine requirement to report COVID 19 cases to the local HPT, however, please contact them if you meet the criteria below, they can help with your risk assessments and give you further advice. Sometimes you might also require a multiagency response to support you. Email: [ICC.TVPHEC@phe.gov.uk](mailto:ICC.TVPHEC@phe.gov.uk)

If you have 2 or more confirmed cases within 10 days, or an overall rise in sickness absence where COVID-19 is suspected, you may have an outbreak.

The re-introduction of some additional protective measures may be a necessary response to a potential outbreak in school. In all cases, any educational drawbacks should be balanced with the benefits of managing transmission. contingency framework ahead of the autumn term, in line with wider government guidelines.

The updated framework includes the new thresholds at which you might consider seeking public health advice and taking further action to reinforce measures already in place and has annexed guidance for managing cases in settings from 23 August.

**TVPH threshold** for seeking public health advice is:

- 10% or more (approximately) of a class or year group (or equivalent other group) been confirmed as positive for COVID-19 in the previous 10 days\*
- 5 or more confirmed COVID-19 cases in a single class or year group (or other equivalent groups) in the previous 10 days\*
- 10% or more (approximately) of all staff been confirmed as positive for COVID-19 in the previous 10 days\*

- 2 or more cases in 10 days in students who are boarding in a school or in a residential setting such as holiday camp or in a SEND educational setting\*
- If your educational setting is experiencing interest from the media.
- There have been any admissions to hospital or deaths in your student or staff population due to COVID-19.

\*At least one of these cases should be PCR positive i.e., laboratory confirmed.

Schools [operational guidance](#) states that if you have a substantial increase in the number of positive cases in your school (see [Stepping measures up and down](#) section for more information), a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils staff and visitors, unless exempt). You should make sure your contingency plans cover this possibility.

The actions that educational settings might consider in an increase of positive cases are set out in the [Contingency Framework](#) with Public health advice and circumstances in which local health protection teams or directors of public health might recommend you introduce some additional measures. Additional considerations could be activities taking place outdoors, including exercise, assemblies, or classes; improving ventilation indoors, where this would not significantly impact thermal comfort and one-off enhanced cleaning focussing on touch points and any shared equipment

If the setting meets the threshold criteria previously noted and support or advice is requested by the setting from TVHPT, additional measures may be identified via this route and risk assessments may require updating by settings.

Schools and settings should continue to report all Covid-19 cases to the Local Authority as they continue to monitor the situation within their local area and impacts on local services. In addition, for Local Authority maintained schools, the Local Authority is the employer for staff members.

**Actions considered to contain an outbreak**

<b>Impacted year group:</b>		<b>Impacted staff:</b>		<b>Date:</b>	
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<b>Guidance</b>	<b>Action taken</b>	<b>Date commenced</b>	<b>Date of Review</b>	<b>Review Outcome</b>
<b>Self-isolation of close contacts</b> <i>In some cases, health protection teams may recommend that a number of other pupils self-isolate at home as a precautionary measure. This could be the class or year group.</i>	<i>Advice sought from Public Health and Educationcovid19@oxfordshire.gov.uk. X students isolating from X to X.</i>			<i>Self-isolation period ended, X further cases within group tested positive and isolating with household.</i>
<b>Re-introduction of Face Coverings</b> <i>The reintroduction of face coverings for pupils, students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern.</i>	<i>Advice sought from Public Health and educationcovid19@oxfordshire.gov.uk.</i>			<i>Compliance is high. Plan to continue arrangements for another week.</i>
<b>Asymptomatic Testing</b> <i>Additional testing may be recommended to pick up any asymptomatic testing in the school community.</i>	<i>Letter to parents re home testing.</i>			<i>Home testing uptake not increased.</i>
<b>Increased ventilation</b> <a href="#">All schools to receive carbon dioxide monitors - GOV.UK (www.gov.uk)</a>	<i>Reminder to keep windows/doors open as much as possible – purge air flow at mid-morning/lunch breaks if necessary.</i>			



<p><u>The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE COVID-19 advice provides more information.</u> The current <a href="#">Schools COVID guidance</a> states</p> <p>“DfE is working with Public Health England, NHS Test and Trace, and the Scientific Advisory Group for Emergencies (SAGE) on a pilot project to measure CO2 levels in classrooms and exploring options to help improve ventilation in settings where needed.”</p>	<p><i>DfE guidance is clear to all schools and the HSE and CIBSE guidance is referenced in the template risk assessment. Schools should, as part of their risk assessment, be identifying <b>any areas of concern</b>.e.g., where there’s no natural ventilation; areas that feel stuffy etc.</i></p>			
<p><b>Increased cleaning</b></p>	<p><i>Reinforced importance of cleaning in between groups.</i></p>			
<p><b>Reduce mixing of students</b></p>	<p><i>Reviewed start and end times, lunch and break arrangements and re-instated small groups for PE etc.</i></p>			
<p><b>Communications to staff</b></p>	<p><i>All staff advised of potential outbreak and mitigating actions.</i></p>			



<b>Communications to students (where applicable)</b>	<i>All students advised of potential outbreak and mitigating actions.</i>			
<b>Communications to parents/ carers</b>	<i>Letter to parents/carers advised of potential outbreak and mitigating actions.</i>			
<b>Remote Education</b>	<i>Remote education provided to those pupils who need to self-isolate.</i>			

### Reporting COVID-19 Cases (from 23<sup>rd</sup> August 2021)

#### **Contacting the Local Authority (LA)**

You **should** report all COVID-19 cases to [Educationcovid19@oxfordshire.gov.uk](mailto:Educationcovid19@oxfordshire.gov.uk)  
If you wish to speak to a member of the team, please provide a direct phone number, they will call you as soon as they are able to do so. The team contains both School Improvement and Public Health colleagues.

#### **Contacting the DfE COVID-19 Helpline**

If you need advice or support, you can contact the DfE helpline on 0800 046 8687.  
Email: [dfc.coronavirushelpline@education.gov.uk](mailto:dfc.coronavirushelpline@education.gov.uk)

#### **It is not mandatory to contact this helpline if you are comfortable managing your own cases.**

Helpline opening hours: Monday to Friday from 8am to 6pm (plus Saturday-Sunday 10am-6pm for advice about cases or other COVID-19 related issues). The DfE helpline has an escalation process with the PHE Health Protection Teams and will notify them of any complex cases and issues which might require their input.

#### **Contacting your local HPT**

There **is no routine requirement** to report COVID 19 cases, or COVID 19 related situations, to your local HPT. However, please contact them if you meet the criteria below, they can help with your risk assessments and give you further advice. Sometimes you might also require a multiagency response to support you.  
Email: [ICC.TVPHEC@phe.gov.uk](mailto:ICC.TVPHEC@phe.gov.uk)

**Testing update**

The management of supply, ordering and delivery queries and issues of test kits has moved from the DfE Coronavirus Helpline to the NHS Test and Trace 119 helpline.

If an education setting has any queries or is experiencing any issues with the supply, ordering or delivery of test kits, they should contact NHS Test and Trace on 119 for further support and advice (opening times: 7am – 11pm each day).

**Monitoring and review**

**This plan should be continuously reviewed by the Schools SLT, in line with Government and Public Health England (PHE) guidance.**

**Any changes to the plan will be communicated to all relevant ‘stakeholders’ as soon as possible.**