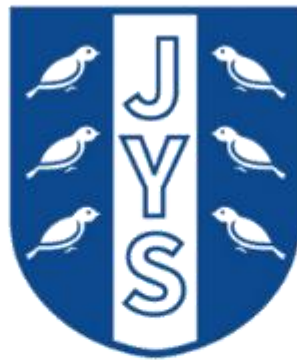


# **COVID-19: outbreak management plan**

Jessie Younghusband School



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Aspire - Respect - Enjoy

## 1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19, provided by the Department for Education (DfE).

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), director of public health (DsPH), Public Health England (PHE) health protection team or the national government.

It may be necessary to implement these measures in the following circumstances, for example:

- To help manage a COVID-19 outbreak within the school
- If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission
- As part of a package of measures responding to a 'variant of concern' (VoC)

Each of the measures listed in this plan will be carefully considered in conjunction with advice from PHE and WSCC who would be contacted for advice when we reach the thresholds set out in the DfE Contingency Framework or have multiple cases in a shorter time frame. These are as follows:

- 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

All communication with PHE and WSCC will be undertaken by the Headteacher, or in their absence the Deputy Headteacher. Close contacts will always be identified and communicated the PHE and WSCC, these will be identified using the following criteria:

- a class group;
- a friendship group mixing at breaktimes;
- a sports team;
- a group in an after-school activity;
- any other activities which have put groups in close contact (e.g. intervention groups).

If restrictions on child, pupil and student attendance are ever needed, we will determine the workforce required onsite and if it is appropriate for some staff to work remotely.

## 2. Shielding

We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the [shielded patient list \(SPL\)](#).

We will speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning.

## 3. Other measures

If recommended, we will limit:

*Educational visits (including residential) - with immediate effect (carried out by DHT)*

Educational Day Visits will be reviewed and potentially postponed in the event of a Variant of Concern or if the school meets the thresholds outlined.

When organising any visits, we will consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues.

Open days / school tours and visits - with immediate effect (carried out by HT)

In the event of cancellation, remote transitional, taster and open days will be managed by school leaders, the following control measures will be considered and implemented as required:

- parents/carers will be asked to produce a negative COVID-19 test before entry to site
- separate entry and exit points to school
- minimum number of participants (if any)
- All visitors to wear face coverings and regularly wash/sanitise hands

Transition or taster days - with immediate effect (carried out by HT)

If attendance restrictions are needed as a last resort, these sessions may need to be delivered remotely.

Parents coming into school - with immediate effect (carried out by HT)

In the event of a Variant of Concern or the school meeting the thresholds outlined, parents/carers will be advised to limit their access to site as much as possible.

- Parents/carers or visitors permitted on school site by invitation only and must have an arranged appointment.
- Visitors will be collected from reception as soon as possible to avoid unnecessary waiting.
- 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 building for the meeting if social distancing is possible.
- Where possible conversations with parents/carers staff will be either over the phone or via the school's post-box email address.
- Parents/carers will not be permitted to attend school fixtures such as football matches etc.

Live performances and assemblies being removed - with immediate effect (carried out by HT)

- If the school is planning an indoor or outdoor face-to-face performance in front of a live audience, staff should continue to follow the latest performing arts guidance, and the guidance on delivering outdoor events. Performances will be reviewed and potentially postponed/cancelled in the event of a Variant of Concern or when the school has met the outlined thresholds.

Mixing of pupils, introducing a bubble system and clear zoning of the school - at the start of the next school day once the threshold has been reached (organised and carried out by HT)

- Zoning of the building and a clear bubble system to reduce contacts would be reintroduced using our risk assessment from July 2021. This would be a last resort due to the fact that this measure has the most impact on our ability to deliver a normal educational programme.

Temporary use of face coverings in communal areas - with immediate effect (carried out by HT)

- JYS will introduce the use of face masks in schools for staff in cases of Variants of Concern or when the school reaches the thresholds outlined, including communal areas and classrooms. Performances will be reviewed and potentially postponed/cancelled in the event of a Variant of Concern or when the school has met the outlined thresholds.

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Temporary use of face coverings in communal areas - with immediate effect (carried out by HT)

- JYS will introduce the use of face masks in schools for staff in cases of Variants of Concern or when the school reaches the thresholds outlined, including communal areas and classrooms. COVID-19 Risk Assessments will be updated in line with guidance and parents/carers will be informed of the reintroduction of face coverings.

Staggered drop off and collection times - at the start of the next school day once the threshold has been reached (communicated to parents by the HT)

- Staggered starts and ends to the day would be reintroduced as outlined in our risk assessment from July 2019. This measure would reduce the number of contacts staff, parents and children have at the start and ends of the days. This measure would only be introduced if the school meets the thresholds outlined and is recommended by PHE and WSCC.

We would also one-off enhanced cleaning focussing on touch points and any shared equipment of all affected areas to take place on the same school day any positive case is reported (organised by site manager)

We would also consider ways to improve ventilation indoors, where this would not significantly impact thermal comfort, this would include opening all classroom windows and doors (both internal and external)

We will ensure that all pupils receive high quality remote education through the immediate implementation of our remote learning plan should the need arise.

## 4. Attendance restrictions

Attendance restrictions will only be recommended as a last resort and once all other measures have been implemented in the event of positive cases still being evident in school and after seeking further advice from PHE and WSCC. If recommended, we will implement the measures in this section.

### 4.1 Eligibility to remain in school

In the first instance, we will stay open for:

- Vulnerable pupils
- Children of critical workers
- Reception, Year 1 and Year 2 pupils

If further restrictions are recommended, we will stay open for:

- Vulnerable pupils
- Children of critical workers

### 4.2 Education and support for pupils at home

All other pupils will be required to stay at home and will receive remote education.

We will aim to deliver remote education that meets the same quality and quantity of education that pupils would receive in school, as outlined in our remote learning policy. Staff will be briefed and any additional training required provided within 48 hours. All home learning will be monitored by either the Headteacher or Deputy Headteacher.

The school will continue to provide lunch parcels for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines. These will be available for parents to collect from school where required.

### 4.3 After school clubs

We will limit access to before and after-school activities during term time to those that need it most.

We will communicate who will be eligible to attend once the restrictions are confirmed.

#### **4.4 Safeguarding**

We will review our child protection policy to make sure it reflects the local restrictions and remains effective.

We will aim to have a trained DSL or deputy DSL on site wherever possible.

On occasions where there is no DSL or deputy on site, a senior teacher will take responsibility for co-ordinating safeguarding on site.

### **5. Home Testing**

JYS will continue to provide testing kits to staff and pupils twice a week and encourage their use.

Additional use of home testing by staff and pupils may be advised and will be encouraged by schools.

### **6. Communication with the school community**

In the event of any positive cases, once these have been confirmed with a PCR test result, we will communicate with the school community to inform them of the increased risk and, If recommended, any additional measure we will be taking and how this will alter the day to day running of the school. At all times, our priority will be to continue with a high-quality educational offer.

All communication to parents will be undertaken using parent mail, in the case that we know a parent has limited access to electronic communication, contact would be made via telephone.

Staff affected would be spoken to on site by the Headteacher, or in his absence the Deputy Headteacher. All other staff would be briefed with an outline of any temporary measures that needed to be implemented explained clearly.

Children would be communicated to by staff who have been working in the classroom setting with daily remote face to face sessions taking place with immediate effect.