

Outbreak Management Plan Guidance – September 2021

All education and childcare settings should have outbreak management plans. The Outbreak management Plan should sit alongside the school's COVID Risk Assessment.

The [Education Contingency Framework](#) identifies what measures may need to be in place where an outbreak occurs.

The current definition of an outbreak is: Two or more confirmed cases with symptoms of coronavirus (COVID-19) arising within the same 14-day period in people who work at or attend the educational and childcare settings or provision, or there is a high reported absence which is suspected to be COVID-19 related.

Where there is a suspected outbreak in a school, an outbreak control meeting will usually be triggered by the Education COVID response team / CE Public Health.

Area of Concern	Issues for schools to consider	School Response Plans
Outbreak Control Meeting	<ul style="list-style-type: none"> Does the school have a process to collect all the information required in relation to an outbreak, including a list of staff / pupils who have tested positive in the last 14 days, with isolation dates etc.? Model form in appendices 	<p>Yes – Office keeps central list of absences and any COVID related ones and records this via SIMs. Use LA model form.</p>
Remote Learning	<ul style="list-style-type: none"> What capacity and plans does the school have for remote learning? What measures need to be put into place to 'switch on' the remote learning offer? How will decisions be made about how to limit the workforce onsite and who are the appropriate staff to work remotely? 	<p>Yes Teams based remote learning plan ready and previously delivered – January to March 2021. Teams delivery plan ready and regular reviewed.</p> <p>Decisions made on a daily basis based upon numbers of Key worker pupils requiring on site education. Impact of COVID on staffing and local situations.</p>

Staffing	<ul style="list-style-type: none"> • What plans are in place if staff test positive and are required to isolate including: <ul style="list-style-type: none"> – Classroom staff – Site staff – Office staff – The Senior Leadership Team • How will lessons be covered and prioritised? • How will the site be safety checked? • Who will manage a critical incident? • What is the minimum number of staff required on site to ensure the site is safe? (bearing in mind that large groups of pupils will not be routinely sent home.) 	<p>Class bubbles on the whole cover class if staff have to isolate. If required staff from other bubbles LFT and if clear move to other bubble.</p> <p>SLT can work remotely if well enough.</p> <p>Key priority given to core subjects in the first instance and additional foundation topic/themed based work undertaken dependent on the bank of staff available to cover classes and their expertise.</p> <p>Minimum of staff dependent on numbers of pupils on site. Lone working procedure to be followed so always a minimum of three staff on site if any children in school. Teacher to pupil ratios calculated on age groups and class base.</p>
Prioritising pupil attendance	<ul style="list-style-type: none"> • Which year groups will be given priority if the school is required to limit attendance onsite? • Are registers available of priority group's i.e. vulnerable children, parents of critical workers? • Special Schools / Alternative Provision: How will you seek to resume as close as possible to full-time provision? 	<p>Reception, Year 2, Year 5 and Year 6 would be prioritised.</p> <p>Registers available.</p> <p>N/A</p>
On-site testing (secondary schools/colleges)	<ul style="list-style-type: none"> • If cases increase what needs to be in place to be able to re-introduce an on-site ATS? • Will a scaled down version remain operational for pupils who are unable to test at home? • Will the 'Cheshire East Swab Squad' be called on to support with on-site testing, if required? 	<p>N/A</p>
Face Coverings	<ul style="list-style-type: none"> • What will trigger the requirement for face coverings to be worn by staff / pupils in Y 7 and above? <ul style="list-style-type: none"> – In communal areas 	<p>After first six weeks in September, if local rate rises to 1 all staff will be required to wear a face mask in communal areas.</p>

	<ul style="list-style-type: none"> – In classrooms • How will face covering requirements be communicated to pupils / parents / staff? • What plans are there to 'warn' pupils and staff that this may be a requirement? 	<p>Changes communicated via email/teachers to parents and in Newsletter.</p> <p>Early warning will be communicated the same way if sufficient time is available to do this.</p>
Shielding	<ul style="list-style-type: none"> • How many staff/pupils are classed as clinically extremely vulnerable in the school? • How will school accommodate staff/pupils if the clinically extremely vulnerable are required to shield? 	<p>None</p> <p>Undertake risk assessment and discuss needs and look to see how learning/working can be best achieved by working remotely with regular contact points with school built into plan. Shared and agreed with pupil/parents/staff member.</p>
Trips and Performances	<ul style="list-style-type: none"> • Has the school included COVID safe measures and a risk assessment where school visits are planned? • Is consideration for school and local case rates included in planning for school trips? • Is any financial outlay insured against the possibility of having to cancel a school trip due to a local / school outbreak? • What plans are in place to monitor local and school case rates before agreeing a performance can go ahead? • What COVID safety measures are in place for the performance? 	<p>Yes – where required this would be undertaken and all COVID mitigations during travel and at visit location considered at planning/risk assessment point. Local case rates and 14 day trends locally and nationally considered when planning trips. This would be known at point of booking. School would ensure at all times minimum losses to school/parents.</p> <p>Informed by weekly local authority emergency recovery group briefing notes and seeking government sources for case rates (see; https://coronavirus.data.gov.uk/details/interactive-map/cases)</p> <p>Performances if safe to happen, will have reduced numbers attending, good ventilation and if rising case rates locally will be videoed and distributed to parents as opposed to having additional people on site. All parents asked not to attend if feeling unwell and sign in procedures and temperature checks on arrival to be undertaken.</p>

Communication	<ul style="list-style-type: none"> • If an outbreak occurs in the school, what plans are in place to inform parents quickly? • How will press enquiries be dealt with? • Does Cheshire East Communication Team need to be involved? • Are there other organisations that need to be involved in communication 	<p>Warn and inform model local authority letter to be distributed to parents if there is a positive case in any classes/in school community. Distributed through teacher's to Parents platform and additional direct phone call if required.</p> <p>Press enquires only to be dealt with by SMT.</p> <p>Headteacher also to contact local authority press officer for additional support if required.</p>
Safeguarding	<ul style="list-style-type: none"> • If there are concerns about a child during an outbreak, what school measures are in place to keep in touch with them? • How will safeguarding be assured during periods of remote learning for vulnerable pupils? • Who will contact social workers / family support workers if a vulnerable child is isolating? 	<p>Door knocks/ home visits undertaken by pairs of staff on a weekly (or if required more frequently) basis. Any family with social care involvement DSL or deputies to contact social worker and inform them of concerns.</p>

Useful Contacts	
LA Education COVID response team	COVID19@cheshireeast.gov.uk 01270 371323
Cheshire East Public Health	PHBusinessTeam@cheshireeast.gov.uk
Public Health England Northwest Health Protection team	0344 225 0562 / 0151 4344819
DfE Helpline	0800 046 8687 8am to 6pm Mon-Fri and 10am to 4pm Sat-Sun
Cheshire East Communication Team	communications@cheshireeast.gov.uk 01270 686577

ChECS	0300 123 5012 (opt3), Out of Hours 0300123 5022
Early Years Team	earlyyearsandchildcareteam@cheshireeast.gov.uk 01625 374182
School Meals Service	cheshireeastcatering@cheshireeast.gov.uk 01270 2713663

