

Birmingham City Council's Outbreak Management Plan Template

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COVID-19 Outbreak Management Plan (V1 September 2021)

Introduction

As per Step 4 of government's plan, all measures have been lifted from 19 July 2021 for the full return of all pupils :

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidanceschools-operational-guidance>, published by the Department for Education (DfE).

Schools and settings will only need to implement some, or all, of the measures in this plan in response to recommendations provided by the local authority (LA), directors 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:

➤ To help manage a COVID-19 outbreak within the school / setting. Actions will need to be considered when either of the following thresholds are met:

For most settings:

- There are 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period
- 10% of pupils or staff who are likely to have mixed closely test positive within a 10-day period

For special schools, residential settings, and settings with 20 or fewer pupils and staff, use:

- There are 2 positive cases among pupils or staff who are likely to have mixed closely within a 10-day period
- 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)
- To prevent unsustainable pressure on the NHS

When one of the thresholds above is met, schools and settings will need to review the testing, hygiene and ventilation measures already in place.

We recommend all school leaders and staff members to regularly review the latest information produced by Public Health:

https://www.birmingham.gov.uk/COVID-19_schools_faqs.

The latest checklist and flowchart can be found here for guidance on dealing with suspected or confirmed cases within staff or pupil cohorts, and their contacts: **https://www.birmingham.gov.uk/downloads/download/3527/public_health_flowchart_for_schools**

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The completion of this plan should not be undertaken in isolation by one individual and should involve staff who understand the risk of an outbreak. Once completed, the plan should be shared with the school's workforce. If possible, schools should consider publishing it on their website to provide transparency of approach to parents, carers and pupils.

Version No.	Page – Edits (page numbers correct at point of publication of that version)	Published
1	Original	31.08.21

SAMPLE

COVID-19 Outbreak Management Plan (V1 September 2021)

Setting Name:	Arena Academy		
Date Completed:	8th September 2021	Review Date:	4th October 2021 (Following Government review)
Plan Owner:	R. Mann		

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Measures	Comments
1. Testing	
<p>In the event of an outbreak, schools and settings will need to adhere to national guidance on the reintroduction of home testing and onsite asymptomatic testing</p> <ul style="list-style-type: none"> • If recommended, increase the use of home testing by pupils and staff. • If it is advised, reintroduce an asymptomatic testing site (ATS) at the school. • Work with the director of public health (DPH) on any further support needed regarding testing • If on-site asymptomatic testing is reintroduced, outline your plans including: <ul style="list-style-type: none"> ○ When testing will take place? ○ Where testing will take place? ○ Who will receive on-site testing? 	<p>MNE - Home test kits regularly ordered to ensure twice weekly testing is maintained.</p> <p>MNE – If advised MNE will redeploy test team, depending on numbers of tests required will determine if additional capacity of test team required.</p> <p>MNE – If Mass testing is reintroduced. Testing plan in place which will follow same schedule as pre return testing for September 2021 in Gym/Sports Hall. The introduction of staggered start times/days may be required. If mass testing required for those attending school this is likely to require the recruitment of additional staff, without this there is a risk of significant disruption to school day.</p> <p>There is a separate plan that details all trained staff, when they undertook NHS training and schedule to accommodate testing</p> <p>All testing procedures are noted in detail in Risk Assessment throughout all sections detailing all relevant information.</p>

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<ul style="list-style-type: none"> ○ What additional control measures are needed to accommodate on-site testing? 	
<p>2. Face Coverings</p>	
<p>If recommended, pupils, staff and visitors who are not exempt from wearing a face covering:</p> <ul style="list-style-type: none"> ● Should be asked to keep on or put on a face covering when arriving at school and moving around indoors in places where social distancing is difficult to maintain, such as in communal areas <p>And/or:</p> <ul style="list-style-type: none"> ● Should be asked to wear a face covering in classrooms or during activities, unless social distancing can be maintained or a face covering would impact on the ability to take part in exercise or strenuous activity ● In some circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. Transparent face coverings may be effective in reducing the spread of COVID-19. ● Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. ● No pupil or student should be denied education on the grounds of whether they are, or are not, wearing a face covering. 	<p>MNE – There are a supply of face coverings on site that we can issue to all, this will require resupply after first issue. It is likely that all will be required to maintain face covering in all communal areas.</p> <p>No child will be prevented from accessing their education based on face covering requirements unless directed from the Headteacher.</p> <p>Posters displayed around school informing students the wearing of face masks is optional.</p> <p>Transparent face coverings will be worn by staff members with special educational needs such as students with a hearing impairment and they reply on lip reading.</p> <p>A risk assessment will be undertaken for staff and students if they wish to wear a face shield.</p>

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<p>3. Shielding</p>	
<p>In the event of an outbreak, Schools and settings will need to adhere to national guidance on the reintroduction of shielding.</p> <ul style="list-style-type: none"> • Follow national or local guidance on the reintroduction of shielding which would apply to those on the shielded patient list (SPL). • Introduce additional protective measures in school for individuals required to shield • Consider home working for members of staff requiring to shield • Consider remote learning offer for pupils unable to attend school due to shielding 	<p>The Headteacher will determine which staff should shield and advise as appropriate. Recent guidance suggested that no child at Arena would fall into this category, however, Arena will continue to monitor and react as appropriate and in line with guidance. Where this may affect a child's face to face teaching, alternatives will be provided.</p> <p>A thorough risk assessment will be undertaken with those staff members who are concerned. If there is a high risk, staff will be instructed to work from home.</p> <p>If students fall into the shielding category, they will be instructed to stay at home and log onto our remote learning provision via Microsoft Teams.</p>
<p>4. Other Measures</p>	
<p>Parents, carers, pupils and staff should be informed promptly about the introduction of control measures.</p> <p>Pay due consideration to limiting:</p> <ul style="list-style-type: none"> ○ All visits, i.e. residential educational visits etc. ○ Open days ○ Transition or taster days ○ Parents coming into school ○ Live performances <ul style="list-style-type: none"> • If recommended, be prepared to reintroduce Bubbles to reduce mixing between groups 	<p>The Headteacher will follow all guidance as to the reintroduction of trips and visits, access to face-to-face meetings at school and other in school activities, and will, if guidance instructs reintroduce bubbles.</p> <p>All classrooms maintain alcohol gel, wipes, tissues, bins and signage, the reintegration of enhanced cleaning schedules will be considered.</p> <p>Pupil/Parent information pack sent to all Parents informing them of the changes. If circumstances change, a new information pack will be issued to Parents.</p> <p>Year group bubbles were used previously and if required, can be introduced.</p> <p>A very effective cleaning team clean the site thoroughly at the end of the school day. During holidays, certain areas are subject to a deep clean.</p>

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<p>● —</p> <p>Cleaning – (In addition to existing robust cleaning regimes) Following the identification of the person with COVID-19 symptoms, clean and disinfect:</p> <ul style="list-style-type: none"> • 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 	<p><u>If COVID cases increase, the Headteacher will employ more cleaning team members to clean high touch points and toilet during the school day. This was done last academic year.</u></p>
<p>5. Attendance Restrictions</p>	
<p>Attendance restrictions will only be recommended as a last resort. If recommended, implement the measures in this section:</p>	<p><u>If students need to stay at home, education will still continue and students will be required to log onto MS Teams.</u></p>
<p>5.1 Eligibility to remain in school</p> <p>If restrictions are recommended, school will stay open for:</p> <ul style="list-style-type: none"> • Vulnerable pupils • Children of critical workers • Year 10 and 11 pupils ● — <u>Year 12 and 13 pupils (delete if inapplicable)</u> • Any other pupils due to take external exams this academic year <p>If further restrictions are recommended, school will stay open for:</p> <ul style="list-style-type: none"> • Vulnerable pupils 	<p><u>A rota will be in place for vulnerable students in school.</u></p> <p><u>Remote learning provision will be in place for those students who are at home.</u></p>

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<ul style="list-style-type: none"> Children of critical workers 	
<p>5.2 Education and support for pupils at home</p> <ul style="list-style-type: none"> All pupils required to stay at home will receive remote education. remote education will meet the same quality and quantity of education that pupils would receive in school The school will continue to provide meals or lunch parcels for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines. <p>[school may wish to insert details of how meals or lunch parcels will be distributed to pupils (e.g. parents collect from school).]</p>	<p><u>If students are at home, they will receive a weekly welfare call from a member of staff</u></p> <p><u>Weekly form periods will allow staff to check in with students.</u></p> <p><u>High quality CPD has been delivered to staff who are ready to deliver online learning.</u></p> <p><u>Weekly food banks will be resurrected and food will be given to those students who require it.</u></p> <p><u>Parents will be able to collect food parcels from school at lunch time. If Parents are unable to come to school, Staff will deliver them home.</u></p>
<p>5.3 Wraparound care</p> <ul style="list-style-type: none"> Access to before and after-school activities and wraparound care during term time and the summer holidays will be offered to those that need it most. Eligibility to attend will be communicated once the restrictions are confirmed. 	<p><u>An extensive extracurricular plan is in place for students to attend as they see fit.</u></p>
<p>5.4 Safeguarding</p> <ul style="list-style-type: none"> Review child protection policy to make sure it reflects the local restrictions and remains effective. 	<p><u>A trained DSL will be onsite, if they are unavailable they can be called.</u></p> <p><u>Senior leaders will also be onsite to deal with safeguarding issues.</u></p>

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- Aim to have a trained DSL or deputy DSL on site wherever possible.

If our DSL (or deputy) can't be on site, they can be contacted remotely by [insert contact details].

If our DSL (or deputy) is unavailable, we will share a DSL with [insert school name]. Their DSL can be contacted by [insert contact details].

- On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding on site.
- When vulnerable pupils are absent:
 - Speak to parents/carers and, where appropriate, social workers and the local authority, to work out the reason for absence
 - Encourage attendance
 - Ensure vulnerable pupils can access appropriate education and support while at home
 - Maintain contact, and check regularly that the pupil is able to access remote education provision

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<p>Links to related published guidance notes to be referred to alongside the Outbreak Management Plan</p>	<p>As per Risk Assessment</p>
<p>Links to DfE Guidance</p> <p>As new guidance is produced weekly, please refer to www.gov.uk for updates</p> <p>Note from DfE: Schools are not required to use these guides, and may choose to follow alternative approaches to preparing for wider opening, or to use some sections of this guidance alongside other approaches</p>	<p>Full opening (updated 6 July 2021 and applies until Step 4): https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Early Years and Childcare: https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</p> <p>Special Schools: https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings</p> <p>Out of School settings: 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/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p> <p>Testing in primary and nursery schools: https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools</p> <p>Safe working in education and childcare: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</p> <p>Compilation of all guidance notes for schools: https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</p> <p>Advice for parents: https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak</p>

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	<p>Advice for parents attending Out of School settings: https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p> <p>Ofsted guidance and update: https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update</p> <p>Providing meals to pupils: https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools</p> <p>School reports: https://www.gov.uk/guidance/school-reports-on-pupil-performance-guide-for-headteachers</p> <p>Safeguarding and remote learning: https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19</p> <p>EYFS disapplication: https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</p> <p>Keeping children safe in education for schools and staff: https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</p> <p>Shielding and guidance for CEV: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Curriculum and teaching guidance: https://www.gov.uk/guidance/remote-education-practice-for-schools-during-coronavirus-covid-19</p> <p>Remote learning support for schools and staff: https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19</p> <p>Remote learning support for parents: https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19</p>
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	<p>Transport to schools: https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020</p> <p>General travel guidance: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>Recording attendance: https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year</p> <p>Enhanced area of response: https://www.gov.uk/government/news/further-support-for-birmingham-blackpool-cheshire-east-cheshire-west-and-chester-liverpool-city-region-and-warrington-to-tackle-delta-b16172-v</p> <p>BCC: https://www.birmingham.gov.uk/news/article/890/covid-19_birmingham_listed_as_enhanced_response_area</p>
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SAMPLE

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Governance and other resources	<p>Link to Public Health flowchart in case of coronavirus symptoms within pupils or staff: https://www.birmingham.gov.uk/downloads/download/3527/public_health_flowchart_for_schools</p> <p>Safeguarding policy addendum: https://www.birmingham.gov.uk/downloads/file/16735/covid-19_safeguarding_policy_addendum</p> <p>Useful contacts in BCC:</p> <ul style="list-style-type: none">• If subscribing schools have questions / queries about governance, contact School and Governor Support (S&GS) at governors@birmingham.gov.uk• Nursery Schools and Nursery Classes should contact the Early Years' Service for EYFS queries via email: EYDuty@birmingham.gov.uk• Education Safeguarding questions please contact the Education Safeguarding Team via email: EducationSafeguarding@birmingham.gov.uk <p>Other resources:</p> <p>ACAS guidance on mental health: https://www.acas.org.uk/acas-launches-new-guidance-on-mental-health-during-coronavirus</p> <p>HSE guidance on working during coronavirus and related links: https://www.hse.gov.uk/coronavirus/working-safely/index.htm</p> <p>NAHT guidance on health and safety duties and schools: https://www.naht.org.uk/advice-and-support/management/health-and-safety-duties-and-schools/</p> <p>RCPH COVID-19 - 'shielding' guidance for children and young people: https://www.rcpch.ac.uk/resources/covid-19-guidance-clinically-extremely-vulnerable-children-young-people#children-who-should-be-advised-to-shield</p>
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