

School Name : Abbey Catholic Primary

Outbreak Management Plan Version: 2

Date Updated: 17th November 2021

Review Date: January 2022

Plan Owner: Joseph McTernan

Context

Aim of COVID-19 Case and Outbreak Management Plan

The aim of COVID-19 case and outbreak management is to:

- minimise the spread of COVID-19 within the setting or/and manage impact of community transmission impacting on the setting.
- minimise the impact of COVID-19 on staff, pupils, other key stakeholders.

Objectives of Outbreak Management Plans

The objective of outbreak management planning is to document the activities you will undertake in preparing for and responding to a single or multiple cases of COVID-19 within the setting. What actions and controls will be stepped up and stepped back down at relevant points in responding to and recovering from an outbreak.

The setting will step up and step back down the response measures according to the level of risk, effectiveness of response measures and availability of resources, in close collaboration with Local Outbreak Control Team, Public Health England and DFE.

Governance

Main contact point for Local Authority Local Outbreak Control	contacttracing@birmingham.gov.uk
Response lead and ultimate decision-maker	Matthew Emery, CSEL if multi academy wide. Matthew Emery, CSEL in conjunction with Principal if local to individual school(s) Maria Stirrop, Chair of the Board for approval
Coordination of the response	Matthew Emery, CSEL if multi academy wide. Matthew Emery, CSEL in conjunction with Principal if local to individual school(s)
Central support for any response	Emma Samuel, COO John Carroll, Facilities Manager Ian Lloyd, Finance Manager Steve Rice, Strategic IT Manager Julie Stewart – communication.
Local arrangements specific to schools	Joseph McTernan - Principal Jack Crowhurst – Vice-Principal Clare Wilde – Assistant Principal

Related resources

Business Continuity Plan – ensure that this is available locally and off-site for reference.



Key Stakeholders

Key stakeholder	Role for outbreak management
Staff (includes employees, and volunteers)	<ul style="list-style-type: none">• Contribute to revision of risk assessment, follow the outbreak management plan
Pupils	<ul style="list-style-type: none">• Follow the behaviour expectations needed for any change in measures,
Parents/carers	<ul style="list-style-type: none">• Comply with updated guidance
Visitors	<ul style="list-style-type: none">• Comply with updated guidance on restrictions
Contractors and delivery personnel	<ul style="list-style-type: none">• Cleaning and Catering companies to comply with plan and update own risk assessments in line with school measures in place
Where to seek Local Outbreak Advice	<p>Matthew Emery, CSEL Local Health Protection - contacttracing@birmingham.gov.uk DfE coronavirus helpline - Telephone: 0800 046 8687 Monday to Friday, 8am to 6pm Saturday to Sunday, 10am to 6pm Dean Willetts Health & Safety Advisor, Strategic Health, Safety & Wellbeing Service (01785) 355777 (Duty Officer) shss@staffordshire.gov.uk (Duty Officer) dean.willetts@staffordshire.gov.uk Tel: 07773 791499</p>
Other relevant stakeholders	<ul style="list-style-type: none">• Board of Directors: Chair of Directors - Maria Stirrop• Chair of Governors: Tracy Smith• Parish Priest: Fr Elias Gweme• Wrap around/ nursery provision: N/A



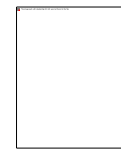
Communications

For consistency and accuracy of messages, and as part of the coordinated response, communications activities will be coordinated by the Multi Academy with support from LA local outbreak control team/PHE or DFE in close liaison with the setting outbreak management coordination team.

Key stakeholder	What they need to know	How we'll communicate	Contact information
Staff (includes employees and volunteers)	<ul style="list-style-type: none"> • Level of risk, number and location of cases linked to an outbreak • The importance of hand hygiene, respiratory hygiene and physical distancing measures • Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the setting • Membership of any internal outbreak response team • Arrangements for managing any self isolation requirements • Expectations about not attending work if symptomatic • Changes to staffing/rostering/timetabling arrangements • Arrangements to support staff health and wellbeing 	<ul style="list-style-type: none"> • ParentMail • Staff newsletter • Text messages • WhatsApp • Signage 	
Pupils	<ul style="list-style-type: none"> • The importance of hand hygiene, respiratory hygiene and physical distancing measures • Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the setting • Any additional arrangements to support health and well-being 	ParentMail Assembly briefings Website	



Parents and careers	<ul style="list-style-type: none">• The importance of hand hygiene, respiratory hygiene and physical distancing measures• Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the setting	ParentMail Website	
Visitors	<ul style="list-style-type: none">• The importance of hand hygiene, respiratory hygiene and physical distancing measures• Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the setting	Information displayed on arrival Briefing from office team on arrival	
Contractors and delivery personnel (e.g. cleaners, electricians)	<ul style="list-style-type: none">• The importance of hand hygiene, respiratory hygiene and physical distancing measures• Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the setting• Any changes to access times	Email Telephone Information displayed on arrival Briefing from office team on arrival	
Local Outbreak Teams	<ul style="list-style-type: none">• Outbreak management risks specific to the setting.• Names and contact details of potential contacts of the confirmed case.	<ul style="list-style-type: none">• Email• Telephone• Meetings (Zoom/ Teams if needed)	



Stage 1 – Prevent and Prepare

Refer to:

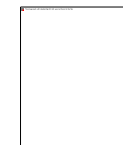
Current COVID-19 Risk assessment – this must be kept regularly updated.



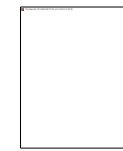
Stage 2 – Respond

The response stage is triggered by the identification of case/s of COVID-19 within or linked to the setting. The goal is to contain the virus as quickly as possible while providing appropriate care and support to confirmed cases.

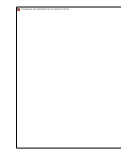
What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
Activate the outbreak response plan	By email and phone	Matthew Emery, CSEL Joseph McTernan, Principal	Immediately on becoming aware of confirmed case/s	None	If afterhours, contact all team members via ParentMail
Enhanced cleaning of classrooms following identification of confirmed case.	Ian McCaffery will co-ordinate cleaning company.	Ian McCaffery in consultation with John Carroll	By end of first day	Appropriate cleaning materials available in school.	
Warn and Inform Stage 1 (confirmed case)	ParentMail communication	Joseph McTernan	By end of first day	ParentMail Latest DfE and Local guidance	
Warn and Inform Stage 2 (confirmed	ParentMail communication	Joseph McTernan	By end of day of notification	ParentMail	



What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
cases reaching 5 within a cohort)				Latest DfE and Local guidance	
<i>Additional measures to be implemented in the following order:</i>					
1.Reintroduce face coverings in communal areas	Communication	Principal In consultation with CSEL	If needed as part of plan	Sufficient supply of face coverings	
2. Suspend trips and visits	Communication	Principal In consultation with CSEL	If needed as part of plan	Insurance and dealing with refunds	
3.Reintroduce bubbles	Timetabling and communicate	Principal In consultation with CSEL	If needed as part of plan	Signage	This may be for individual cohorts (linked to potential measure 5) or entire school population.
4. Staggered start/ finish times	Timetabling and communicate	Principal In consultation with CSEL	If needed as part of plan		
5. Temporary move to	Communication, redeploy staff responsibility, Vice-Principal to co-	Principal	If needed as part of plan in response to	BGFL365, White Rose Maths, Oak	This would need to be a



What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
remote learning for affected cohorts.	ordinate upload of work. SLT to monitor quality of provision.	In consultation with CSEL	significant and rapidly rising case number with a cohort.	National Academy, online subscriptions.	short-term measure and can be triggered at any point (not necessarily following point 4)
6. School closure	Communication	Principal in consultation with CSEL and Chair of Governors	As a last resort if staffing levels unsafe and/or to break cycle of transmission.		
Local arrangements (if any)		Principal In consultation with CSEL			



Stage 3 – Stand-down

The stand-down stage is triggered when the outbreak is over, usually 10 days after isolation of the last case. Measures introduced by local Director of Public Health will also be kept under review and should be stood back down when local transmission advice allows.

After standing down, Stage I activities will resume for prevention and preparedness of further outbreaks.

An important activity during the stand-down phase is to evaluate the response and update this plan.

What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
Stand –down plan	If multi academy wide, CSEL will coordinate how and when measure will be de-escalated in conjunction with Principals	CSEL	When cleared to do so by local health protection advice.		
	If local, Principal will coordinate how and when measures will be de-escalated.	Principal	When cleared to do so by local health protection advice in consultation with CSEL and Chair of Governors.		
	De-escalate in the following order: 1. School closure 2. Remove bubbles and staggered times 3. Resume trips 4. Ease restrictions of face coverings				Evaluate impact at each stage.