

Outbreak Management Plan Guidance/ Checklist – 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:

- 5 individuals (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 a group of individuals (children, pupils, students or staff) who are likely to have mixed closely test positive for COVID-19 within a 10-day period

For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:

- 2 individuals (children, pupils, students and staff), who are likely to have mixed closely, test positive for COVID-19 within a 10-day period

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>All information is collected by Sara Egeli in the school office.</p> <p>The attached appendix will be used from September 2021</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 	<div style="text-align: center;">  <p>remote-learning-expectations--updated-29th-jan.pdf</p> </div>

	<p>on' the remote learning offer?</p> <ul style="list-style-type: none"> • How will decisions be made about how to limit the workforce onsite and who are the appropriate staff to work remotely? 	<p>In the event of a full lockdown Teaching Assistants will run the vulnerable and key worker bubbles alongside the Headteacher. Teachers will teach remotely. When numbers require teachers will also be asked to attend on site.</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>Teaching staff will be covered by in house staff as much as possible with supply staff used if needed Teaching assistants will not be covered unless working with a 1:1 in which case we will move staff around in house to cover. Office staff will cover each other and in the event of both isolating the Headteacher will cover the office with support from the trust James will be covered by Shelley in terms of the site James, Shelley and Emily will cover each other in terms of cleaning Middays will not be covered. Minimum number of staff will be dependent on the number of children in the building and the needs of those children.</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 groups 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 1 and Year 2 as these are the children for whom remote learning is hardest. Yes of vulnerable children. No for critical workers as it would depend on the definition at the time. NA</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>NA</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 – In classrooms 	<p>If staff want to. Increase in cases in community and advised by LA / public health</p>

	<ul style="list-style-type: none"> • 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? 	Staff will be told through updates or staff meetings.
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? 	2 Kitchen staff covered by Cheshire East Catering Redeployment of staff for TA
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? 	No trips planned at the moment but will when needed. Check Robinwood insurance for next year. Covid app and LA dashboard to give information. No performances planned at present – ventilation and numbers will be primary safety measures
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 	Text and email Press to be dealt with via the trust If needed
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? 	Teams meetings Telephone calls Referrals to Checs Attendance registers are rigorously monitored and any absences are followed up by email and phone call.

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

