



## **Shute Primary School.**

### **Covid 19 Outbreak Management: Contingency Plan**

This action plan should be read alongside the PHE SW Checklist for acute Respiratory Infection Management in Educational Settings (most recent copy in the office) and the PHE SW HPT Flowchart (copy found in office).

The underlying principle of actions will be to maximise the number of children who can attend face to face education in school with a minimal disruption to their planned education. Management of transmission must be weighed against educational disruption. Restricting attendance should only be considered as a last resort.

#### **Possible cases out of school:**

- If a child or adult are a possible case out of school they should get a PCR test, isolate until it is confirmed or dismissed.
- Notify Head of School who needs to record this in Covid files.
- Siblings may attend school but should avoid close contact with others if possible.
- Implement Advanced Measures of protection: increase ventilation, take lessons outside, remind children of hand cleaning routines and 'catch it/bin it'. (see RA 2.7)
- Seating of children to be more spread out, forward facing.

#### **Possible cases within school: a child.**

- Isolate the child by taking them into the hall.

The adult should wear full PPE (including apron, gloves and mask). This is kept in hall

- Contact parents and arrange for child to be collected from school. Child should have a PCR and isolate at home until results obtained.

- Clean areas where child has been/touched.
- Record on covid record sheet name, date and symptom of child.
- HOS school to send out a 'Warn and Inform' letter.
- Household members of a possible case are advised to limit contact with others until case confirmed or dismissed. This means that siblings may continue to attend school but their activities should be planned to reduce close interactions with others eg take lessons outside, no singing, no paired working etc.
- Implement Advanced measures of protection: increase ventilation, take lessons outside if possible, remind children of hand cleaning routines and 'catch it/bin it'. Increase cleaning during the day and after school. Seating of children to be more spread out, forward facing. (see RA 2.7)
  
- If child is 'well' at home while awaiting results, they are to be provided with remote learning. (Normally 24hrs after fever has subsided). Resources to facilitate this will be delivered to the child's house in time for their lessons.
- If case is confirmed with PCR HOS to record on sheet and follow procedure below.

**Possible case within school: staff**

- The teacher should notify head of school and isolate themselves and wear face covering while arrangements are made for class supervision.

- Head of school to contact Exe Head and arrange extra staff in school if required. Combining the classes may be required.
- Teacher to book a PCR test. If teacher is able to drive themselves home they can do so otherwise HoS contacts next of kin.
- Record on covid record sheet name, date and symptom of teacher.
- Clean areas where teacher has been/touched.
- If possible implement Advanced measures of protection: increase ventilation, take lessons outside if possible, remind children of hand cleaning routines and 'catch it/bin it'. Increase cleaning during the day and after school. Seat children apart and forward facing. (see RA 2.7)
- Once teacher has left, the area they have been will need extra cleaning.
- Household members of a possible case are advised to limit contact with others until case confirmed or dismissed.
- If teacher is 'well' at home while awaiting results they can support remote learning so will need to take laptops home with them. Supply cover may need to be obtained for following day.
- If case is confirmed with PCR HOS to record on sheet and follow procedure below.

### **Confirmed Case.**

- Confirmed case is a positive LFD or PCR whether or not there are symptoms.
- Record the date of confirmation in school records.
- The individual must isolate for 10 days from onset of symptoms or +ve test date. NHS test and trace may contact school for details of close contacts.
- HOS school to send out a 'Warn and Inform' letter to parents and ALL members of staff. Any member of staff who is not double vaccinated will have to self-isolate for 10 days if a close contact.
- If Case is a member of Staff they should identify their close contacts and HOS to call Self Isolating Self Service Hub Tel 02037436715 and assist NHS with track and trace.

## **Continuing Teaching**

-When the member of staff is well they should participate in remote learning or supply lessons to be taught in school.

-Exe Head may approve a supply teacher to increase adults on site or it may be that classes combine as one bubble and remaining teachers and TAs cover the groups.

## **Escalation:**

If there are 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID 19 within a 10 day period

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

There are any admissions to hospital for COVID-19

You are having problems implementing the control measures OR you have applied the control measures and are still seeing a significant rise in cases

**Reporting a positive case:** Head of School informs the local authority using the [smart survey](#)

(<https://www.smartsurvey.co.uk/s/Covid19NotificationTestResults/>) and if extra support is required this should be requested through the appropriate narrative field in the smart survey. This will prompt contact from the LA.

The Devon Public Health and Education and Health and Safety teams monitor all the smart survey responses and will continue to support schools, as they have done previously (please ensure you request this through the [smart survey](#)) There is no need to notify multi agencies.

-Support from DfE Helpline can be obtained from **Department for Education (DfE) advice line on 0800 046 8687**