August 2021

**Outbreak Management Plan for**

**Educational Settings**

**Contents**

Introduction Page 3

Guidance Page 3

Prioritising Education Page 4

Additional Measures Page 7

Testing Page 7

Face Coverings Page 8

Shielding Page 8

Other Measures Page 9

Cleaning Page 12

Waste Page 12

Ventilation Page 13

Vaccinations Page 13

1. **Introduction** 
   1. The Government has made it a national priority that education and childcare settings should continue to operate as normally as possible during the COVID-19 pandemic.
   2. Measures affecting education and childcare may be necessary in some circumstances, for example:
      * to help manage a COVID-19 outbreak within a setting
      * if there is extremely high prevalence of COVID-19 in the community and other measures have failed to reduce transmission
      * as part of a package of measures responding to an Outbreak or Variant of Concern (VoC)
   3. This Outbreak Management Plan outlines how schools would operate if any of the additional measures due to an outbreak were recommended for your setting or area. This plan includes how schools will ensure every child receives the quantity and quality of education and care to which they are normally entitled.

# Guidance

* 1. Schools continue to seek guidance from:
* National Government Guidance
* COVID-19 Contingency Framework: Education and Childcare June 2021
* Public Health England (PHE)
* COVID-19 School Risk Assessments
* Corporate Health & Safety
* CV19 Notifications Team
* Local Authority Public Health Team/COVID Schools Programme Officer

**For up-to-date COVID-19 guidance relevant to educational settings, please see:**

###### <https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

###### **Early years setting**

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

###### **Primary and Secondary**

[Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak)

###### **Further Education**

[Further and higher education: coronavirus (COVID-19) - GOV.UK (www.gov.uk)](https://www.gov.uk/government/collections/further-and-higher-education-coronavirus-covid-19)

###### **SEND**

[Special schools and other specialist settings: coronavirus (COVID-19) - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings)

**Out of School Settings**

[Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk)](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)

**General Education Guidance for parents**

[What parents and carers need to know about early years providers, schools and colleges - GOV.UK (www.gov.uk)](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/step-4-update-what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges#mixing-and-bubbles)

**Out of School Setting parental guidance**

<https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

# Prioritising Education

The impact of having missed education during the pandemic is significant for children, young people and adults. In all cases, any benefits in managing transmission should be weighed against any educational drawbacks.

Decision-makers should endeavour to keep any measures in education and childcare to the minimum number of settings or groups possible, and for the shortest amount of time possible.

Decision-makers should keep all measures under regular review and lift them as soon as the evidence supports doing so. Measures affecting education and childcare settings across an area should not be considered in isolation, but as part of a broader package of measures.

Attendance restrictions should only ever be considered as a last resort. Where measures include attendance restrictions, the Department for Education (DfE) may advise on any groups that should be prioritised.

The Government will try to give as much notice as possible of any changes to the way settings should operate.

## Prioritising Certain Year Groups

The DfE has stated that early years and primary settings should be “prioritised to continue to operate as normal”, although the department “may advise that other groups should be prioritised”.

# Early Years

If attendance restrictions are needed, vulnerable children and children of critical workers should be allowed to attend.

# Primary Schools

If some attendance restrictions are needed, all vulnerable children, children of critical workers, children in reception, year 1 and year 2 should still be allowed to attend. If, by exception, attendance is restricted further, vulnerable children and children of critical workers should still be allowed to attend.

# Secondary Schools

If some attendance restrictions are needed, all vulnerable children and young people, children of critical workers, pupils in years 10, 11, 12 and 13, and other pupils who were due to take external exams this academic year should still be allowed to attend. If, by exception, attendance is restricted further, vulnerable children and young people and children of critical workers should still be allowed to attend.

# 16 to 19 academies

16 to 19 academies should follow the guidance for either sixth forms or FE, according to which type of provision their own provision most closely reflects.

# Limits on Attendance

If attendance needs to be restricted further, vulnerable children and young people and children of critical workers should still be able to attend.

Limits on attendance will only ever be considered as a last resort.

As with other periods of restricted attendance, schools will provide high quality remote education for all pupils or those not attending.

Restrictions on attendance may be advised by local teams for individual settings or clusters of closely linked settings.

If attendance restrictions are required across an area, the Government will publish detailed operational guidance for schools.

If restrictions on pupil attendance are needed, schools will determine the workforce required onsite and if it is appropriate for some staff to work remotely.

* 1. **Vulnerable Children and Young People**

Where vulnerable children and young people are absent, schools will:

* + - * follow up with the parent or carer, working with the local authority and social worker (where applicable), to explore the reason for absence and discuss their concerns
      * encourage the child or young person to attend educational provision, working with the local authority and social worker (where applicable), particularly where the social worker and the Virtual School Head (where applicable) agrees that the child or young person’s attendance would be appropriate
      * focus the discussions on the welfare of the child or young person and ensuring that the child or young person is able to access appropriate education and support while they are at home
      * have in place procedures to maintain contact, ensure they are able to access remote education support, as required, and regularly check if they are doing so

If settings have to temporarily stop onsite provision on public health advice,

they should discuss alternative arrangements for vulnerable children and

young people with the local authority.

# School and FE Meals

Schools will continue to provide meal options for all pupils who are in school. Meals will be available free of charge to all infant pupils and pupils who meet the benefits- related free school meals eligibility criteria.

Schools will continue to provide free school meals support in the form of meals or lunch parcels for pupils who are eligible for benefits-related free school meals and who are not attending school because they:

* + - are self-isolating
    - have had symptoms or a positive test result themselves

Further information is available in the guidance on providing school meals during the COVID-19 pandemic. Schools will continue to support pupils who are eligible for, and usually receive, free meals even if pupils are studying remotely due to COVID-19.

# Additional Measures:

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This Outbreak Management Plan outlines how schools would operate if any additional measures were recommended for the school sites from national guidance due to an outbreak.

Schools will continue to update site specific COVID-19 Risk Assessments in line with national guidance. COVID-19 Risk Assessments are updated in consultation with school leaders and Corporate Health & Safety.

COVID-19 Risk Assessments will be updated in the event of:

* Changes to National Guidance
* Updates on COVID-19 Roadmap
* Local outbreaks
* School Related Outbreaks
* Variants of Concern

# Testing

Schools will be prepared for the reintroduction of Asymptomatic Testing Sites (ATS).

These measures may be advised:

* + - for an individual setting or a small cluster of settings only, by Directors of Public Health as part of their responsibilities in outbreak management. In most cases a “cluster” will be no more than 3 or 4 settings linked in the same outbreak
    - for settings across areas that have been offered an enhanced response package, where settings and Directors of Public Health decide it is appropriate

**Home Testing**

* Schools will continue to provide testing kits to staff and pupils twice a week and encourage their use.
* Additional use of home testing by staff and pupils may be advised and will be encouraged by schools.
* Evidence of negative test results may be requested for access to school sites for events such as taster days and school proms.

<https://www.gov.uk/government/publications/coronavirus-covid-19-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers>

[https://www.gov.uk/government/publications/co ronaviruscovid-19-asymptomatic-testing-inschools-andcolleges/coronavirus-covid-19asymptomatic-testing-inschools-and-colleges](https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges)

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/rapid-asymptomatic-testing-in-specialist-settings>

# Face Coverings

* Schools will introduce the use of face masks in schools for staff and pupils in cases of outbreaks including communal areas and classrooms
* COVID-19 Risk Assessments will be updated in line with guidance and parents/carers will be informed of the reintroduction of face coverings.
* Site Managers will ensure that schools have sufficient stock of PPE

including face masks. For a small supply of emergency chargeable

PPE email: [PPE@slough.gov.uk](mailto:PPE@slough.gov.uk)

* School COVID-19 Risk Assessments still state that all visitors to school sites including parents and contractors are to wear face coverings at all times.

# Shielding

Shielding is currently paused. In the event of a major outbreak or Variant of Concern that poses a significant risk to individuals on the Shielded Patient List (SPL), ministers can agree to reintroduce shielding. Shielding would be considered in addition to other measures to address the residual risk to people on the SPL, once the wider interventions are taken into account.

* Risk Assessments will be updated to include shielding and schools will support individuals with remote working if required.

**Please note**: Shielding can only be reintroduced by National Government.

## Education Workforce

Schools will continue to support staff and pupils through individual Risk Assessments and support who are:

* + - * Clinically Vulnerable (CV)
      * Clinically Extremely Vulnerable (CEV)
      * Pregnant/Expectant mothers
      * BAME

Schools will continue to implement the system of controls set out in the COVID-19 operational guidance for educational settings. The COVID-19 Risk Assessments explain to staff the measures that have been put in place to reduce risks to staff, including how these protective measures have been reviewed as part of an updated workplace risk assessment.

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/19-july-guidance-on-protecting-people-who-are-clinically-extremely-vulnerable-from-covid-19>

# Other Measures

Residential Educational Visits

Risk Assessments for trips include COVID-19 procedures should be updated using national

guidance:

* + - * **Educational Day Visits** Any educational day visits must be conducted in line with relevant COVID-secure guidelines and regulations and a full Risk Assessment in relation to all educational visits must be undertaken to ensure they can be undertaken safely. As part of this Risk Assessment, schools will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. School Leaders should consult with Corporate Health and Safety on educational visits when considering visits.
      * Educational Day Visits will be reviewed and potentially postponed in the event of an outbreak or Variant of Concern.
      * **Domestic Residential Educational Visits** Any domestic residential educational visits must be conducted in line with relevant COVID-19 guidance and regulations and Risk Assessments should be undertaken.
      * Domestic residential educational visits will be reviewed and potentially postponed in the event of an outbreak or Variant of Concern.
      * **International Visits:** The Government has now published [red, amber and green list](https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england) rules for entering England. Given the complexities attached to international travel at this stage of the pandemic, the Government recommends schools do not go on any international visits this academic year up to and including 5th September 2021. The position beyond 5th September 2021 will be reviewed again.
      * International Visits will be reviewed and potentially postponed in the event of an outbreak or Variant of Concern.

[Red, amber, green lists: check the rules for travel to England from abroad - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england)

## Open Days

* In the event of an outbreak or Variant of Concern, transitional, taster and open days will be managed through the completion of a thorough risk assessment in line with agreed system of controls and align with the advice contained from the Government roadmap out of lockdown.
* Open days will be reviewed and potentially postponed/cancelled in the event of an outbreak or Variant of Concern.
* In the event of cancellation, remote transitional, taster and open days will be managed by school leaders.

.Individual site risk assessments will be completed and will include:

* + - * parents/carers will be asked to produce a negative COVID-19 test before

entry to site

* + - * separate entry and exit points to school
      * minimum number of participants (if any)
      * All visitors to wear face coverings and regularly wash/sanitise hands

## Parental Attendance in Settings

In the event of an outbreak or Variant of Concern, parents/carers will be advised to limit their access to site as much as possible.

* + - * Parents/carers or visitors permitted on school site by invitation only and must have an arranged appointment.
      * Visitors will be collected from reception as soon as possible to avoid unnecessary waiting.
      * All visitors will be expected to wear a face covering and will be informed of this when a meeting is booked. This can be removed in the venue for the meeting if social distancing is possible.
      * Where possible, conversations with parents/carers staff will be either over the phone or via the school’s post-box email address.
      * Parents/carers will not be permitted to attend school fixtures such as football matches etc.

## Performances in Settings

* If the school is planning an indoor or outdoor face-to-face performance in front of a live audience, staff should continue to follow the latest [performing arts guidance](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts), and the guidance on [delivering outdoor events](https://www.eventsindustryforum.co.uk/index.php/11-features/14-keeping-workers-and-audiences-safe-during-covid-19). Performances will be reviewed and potentially postponed/cancelled in the event of a Variant of Concern.

## Events and Proms

* Outdoor events are generally lower risk. Once the school have undertaken a risk assessment and planned the event in line with the system of controls, the school may consider an outdoor event (for example a leavers’ celebration or prom) that caters for more than one bubble or consistent group, as long as the groups continue to be kept separate.
* Events and Proms will be reviewed and potentially postponed/cancelled in the event of an outbreak or Variant of Concern.

Local authorities, Directors of Public Health (DsPH) and PHE Health Protection Teams (HPTs) may recommend these precautions in one setting, a cluster of settings, or across an entire area.

* 1. Summer Schools (delivered under DfE’s summer school funding scheme)

In most circumstances, children should be allowed to attend summer schools

as planned.

Facilities and activities should reflect any local or national restrictions.

If attendance restrictions are needed as a last resort, the academic element

of the programme may need to be delivered remotely.

Children should still also be allowed to attend holiday activities and food

programme provision “in most circumstances”.

However, if schools decide not to hold face-to-face holiday clubs as a result

of COVID-19, for example if they are cancelled following Government advice,

schools will operate flexibly to ensure that eligible children still receive

support that meets the aims of the programme.

## Out-of-School Settings and Wraparound Childcare

If attendance restrictions are needed, vulnerable children and young people should

be allowed to attend.

For all other children, parents and carers should only be allowed to access these providers

for face-to-face provision for their children for a limited set of essential purposes, such as to allow them to go to or seek work, attend a medical appointment, or undertake education and training.

Restrictions on attendance may need to vary depending on whether provision will be operating during school term-time and/or school holidays, when schools are otherwise closed to ensure sufficient childcare provision remains available to those that need it most.

Therefore, the advice outlined above could be subject to change.

Further advice will be provided should this be the case.

In the meantime, providers should continue to refer to guidance on protective measures for holiday, after school clubs and other out-of-school settings for children during the coronavirus (COVID-19) pandemic.

[Protective measures for holiday or after-school clubs and other out-of-school settings for children](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)

[during the coronavirus (COVID-19) outbreak – GOV.UK (www.gov.uk)](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)

# Cleaning

Schools need to continue to follow robust cleaning regimes in schools such as:

* Additional COVID-19 Response Cleaners
* Enhanced cleaning of school sites
* Enhance Touch-Point cleaning processes

Following the identification of the person with COVID-19 symptoms, COVID-19 Response Cleaners will clean and disinfect:

* 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

In the event of an outbreak or Variant of Concern or local outbreak cleaning will enhanced further:

* Deep cleans of whole school and specific areas
* Additional cleaning support
* Additional training of cleaners

[COVID-19: cleaning of non-healthcare settings outside the home](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)

# Waste

Schools need to continue to manage effective waste management on school sites. All waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues), should be:

* + - Put in a plastic rubbish bag and tied when full. That plastic bag should then be placed in a second bin bag and tied.
    - Stored safely and kept away from children. Waste should not be put in communal waste areas for at least 72 hours. It can then be disposed of normally.

# Infection prevention and Control precautions

Infection prevention and control precautions need to be continued to be implemented including:

* + - * Good hand hygiene before entering and after leaving the setting, as well as regularly throughout the day.
      * Ensuring that everyone (staff and pupils) catch coughs and sneezes in tissues. If a tissue is not available, then the crook of the elbow should be used rather than hands.
      * Dispose of tissues promptly in a waste bin and then perform hand hygiene.

[E-bug hand hygiene teaching pack and poster links](https://e-bug.eu/junior_pack.aspx?cc=eng&amp;ss=2&amp;t=Hand%20Hygiene)

# Ventilation

Good ventilation in spaces should be ensured, particularly where activities such as singing and shouting or exercise may take place.

To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should be used as appropriate:

* Where there is mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)

Where there is no mechanical ventilation:

* Open windows and doors (providing these are not fire doors)
* Open high level windows in preference to low level to reduce draughts
* Increase the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)
* Rearrange furniture where possible to avoid direct drafts
* Provide flexibility to allow additional, suitable indoor clothing to be worn during the winter period in addition to the school’s current uniform. Where this occurs, schools should ensure that no extra financial pressure is placed on parents.
* Make sure trickle vents (small vents usually on the top of a window) or grilles are open and not blocked.
* If possible, maintain openings throughout the day to allow a constant flow of fresh air.
* Open all the doors and windows fully to maximise the ventilation in a room. It may be better to do this when the room is unoccupied.
* Consider other control measures such as avoiding certain activities or gatherings, restricting or reducing the duration of activities, providing ventilation breaks during or between room usage alongside ventilation for reducing the risk of airborne transmission.
* You should identify any poorly ventilated spaces and take steps to improve fresh air flow. You should prioritise these areas for transmission to reduce the risk of aerosol transmission. A CO2 monitor could help you assess whether a space is poorly ventilated and you should use additional mechanical ventilation or open windows. (please see further information below regarding CO2 monitors).
* If you can’t improve ventilation in poorly ventilated spaces, consider whether it is safer to restrict the numbers of people in these spaces or stop using them if possible.

Further information and advice relating to ventilation in the workplace can be found in the [Health and Safety Executive’s guidance on ventilation and air conditioning](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm)

Although CO2 levels are not a direct measure of possible exposure to COVID-19, checking levels using a monitor can help you identify poorly ventilated areas. [Read HSE advice on how to use a CO2 monitor](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/identifying-poorly-ventilated-areas.htm) and

[Identifying-poorly-ventilated-areas](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/identifying-poorly-ventilated-areas.htm)

[COVID-19: ventilation of indoor spaces to stop the spread of coronavirus - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/covid-19-ventilation-of-indoor-spaces-to-stop-the-spread-of-coronavirus?utm_medium=email&utm_campaign=govuk-notifications&utm_source=2d49866e-a436-4e22-87de-6c83f84b8d8b&utm_content=immediately)

# Vaccinations

Schools to promote vaccinations for eligible staff and young people.

[Book or manage your coronavirus (COVID-19) vaccination - NHS (www.nhs.uk)](https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/book-coronavirus-vaccination/)