

# Larchwood Primary School

## COVID-19 Outbreak Management Plan



Written	Shared with staff	Shared with governors	Review cycle
1/9/21	1/9/2021	September 2021	Ongoing

## 1. Introduction

DFE [guidance](#) states:

The thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned. For most education and childcare settings, whichever of these thresholds is reached first:

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

### For support contact:

Essex Contact Tracing Team: 0300 303 2698, [provide.escontacttracing@nhs.net](mailto:provide.escontacttracing@nhs.net)  
DFE Helpline: 0800 046 8687 and selecting option 1

The re-introduction of some additional protective measures may be a necessary response to a potential outbreak in school. In all cases, any educational drawbacks should be balanced with the benefits of managing transmission.

Immediate outbreak response (at the level of individual settings or a cluster of settings) remains for local directors of public health to advise on.

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19, provided by the Department for Education (DfE).

In the event of an outbreak we will implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), director of public health (DsPH), Public Health England (PHE) health protection team or the national government as well as recommendations within the Discovery Educational Trust (DET). These measures will be recorded in Appendix A.

## 2. Additional measures to put in place

- Self-isolation of close contacts
- Re-introducing face masks for staff in communal areas or where social distancing can't be guaranteed.
- Re-introducing year group or class bubbles.
- Staggered lunch times in the dinner hall.
- Remote assemblies.
- Restrictions on singing.
- One-way systems in the school building.
- One-way systems in the playground for drop off and pick up.
- Social distancing in the playground for adults at drop off and pick up.

- Staggered start to the day.
- Staggered end to the day.
- Staff meetings to be socially distanced or held remotely.
- Increased cleaning.
- Increased ventilation.
- School trips not to run.
- Restrict adults and visitors in the school.
- Parent tours to be cancelled.

### **3. Attendance restrictions**

Attendance restrictions will only be put in place if recommended by PHE or DsPH. In this case we will restrict attendance based on recommendations.

### **4. Staff absences related to COVID-19**

Where staff are having to self-isolate as a close contact (even if they are fully vaccinated) or if staff have tested positive, we will work to ensure that children can still attend school and have a full education. In very rare event that we don't have enough staff to teach a class then remote education may be considered.

### **5. Education for pupils at home**

We will aim to deliver remote education that meets the same quality and quantity of education that pupils would receive in school. The school will continue to provide food parcels or vouchers for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines. These food parcels will be delivered directly to eligible families within 24-48 hours of closure.

Individual children having to self-isolate will be set work from the first full day that the school becomes aware that they are isolating. Work will be set on Tapestry (Reception) or Microsoft Teams (Years 1-6). In these instances, there will be no live lessons, but English, maths and a topic lesson will be set based on the work being taught in class. There is an expectation that children will access and complete this daily with feedback provided by the class teacher within 24 hours.

If a whole bubble, year group or part of the school is required to stay at home they will receive remote education as outlined in our Remote Learning Plan on our website.

Where families need assistance with accessing remote learning, then a laptop and internet access can be provided if necessary.

## Appendix A

### Actions considered to contain an outbreak

<b>Impacted year group:</b>		<b>Impacted staff:</b>		<b>Date:</b>	
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<b>Guidance</b>	<b>Action taken</b>	<b>Date commenced</b>	<b>Date of Review</b>	<b>Review Outcome</b>
<p><b>Self-isolation of close contacts</b>  <i>In some cases, health protection teams may recommend that a number of other pupils self-isolate at home as a precautionary measure. This could be the class or year group.</i></p>	<p><i>Advice sought from Public Health and ECTT. X students isolating from X to X.</i></p>	15/09/21	27/09/21	<p><i>Self-isolation period ended, X further cases within group tested positive and isolating with household.</i></p>
<p><b>Re-introduction of Face Coverings</b>  <i>The reintroduction of face coverings for pupils, students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern.</i></p>	<p><i>Face coverings advised for adults and students in corridors and crowded areas.</i></p>	15/09/21	20/09/21	<p><i>Compliance is high. Plan to continue arrangements for another week.</i></p>
<p><b>Asymptomatic Testing</b>  <i>Additional testing may be recommended to pick up any asymptomatic testing in the school community.</i></p>	<p><i>Letter to parents re home testing.</i></p>	15/09/21	17/09/21	<p><i>Home testing uptake not increased. Onsite testing considered.</i></p>
<p><b>Increased ventilation</b>  <i>The <a href="#">Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak</a> and <a href="#">CIBSE COVID-19 advice</a> provides more information.</i></p>	<p><i>Reminded to keep windows opened as much as possible. Investigating options for improving mechanical ventilation system.</i></p>	15/09/21	27/09/21	
<p><b>Increased cleaning</b></p>	<p><i>Reinforced important of cleaning in between groups.</i></p>	15/09/21		
<p><b>Reduce mixing of students</b></p>	<p><i>Reviewed start and end times, lunch and break arrangements and re-instated small groups for PE etc.</i></p>	15/09/21		
<p><b>Communications to staff</b></p>	<p><i>All staff advised of potential outbreak and mitigating actions.</i></p>	15/09/21		
<p><b>Communications to students</b></p>	<p><i>All students advised of potential outbreak and mitigating actions.</i></p>	15/09/21		

<b>Communications to parents/ carers</b>	<i>Letter to parents/carers advised of potential outbreak and mitigating actions.</i>	<i>15/09/21</i>		
<b>Remote Education</b>	<i>Remote education provided to those pupils who need to self-isolate.</i>	<i>15/09/21</i>		