

# **COVID-19: outbreak management plan**

## **Oak Trees Multi Academy Trust**



Updated January 2022

## 1. Introduction

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

We will only 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.

It may be necessary to implement these measures in the following circumstances, for example:

- To help manage a COVID-19 outbreak within the school
- If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission
- As part of a package of measures responding to a 'variant of concern' (VoC)

This Outbreak Management Plan outlines how Oak Trees Multi Academy Trust schools would operate if any of the additional measures due to a Variant of Concern were recommended for our setting or area. This plan includes how Oak Trees Multi Academy Trust schools will ensure every child receives the quantity and quality of education and care to which they are normally entitled.

Oak Trees is a multi-academy trust comprising of six primary schools in Wirral. The schools currently operated by the Trust are:

- Church Drive Primary School
- Brackenwood Junior School
- Great Meols Primary School
- Stanton Road Primary School
- Egremont Primary Schools
- Poulton Lancelyn Primary School

The Headteacher of the school is responsible for all aspects of delivering this Outbreak Management Plan with the Deputy Headteacher/Assistant Headteacher responsible in their absence.

## 2. Outbreaks

An outbreak is defined as

- 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

Close mixing examples could include:

- a form group or subject class

- a friendship group mixing at breaktimes
- a sports team
- a group in an after-school activity

Key Phone Numbers:

DFE: 0800 046 8681 Option 1

Workers Test Positive: Self Isolation Hub 020 3743 6715

### 3. Measures that will remain from September 2021

- A one-way walking system around the school site will remain at arrival and collection.
- Staff may continue to wear facemasks around school **if they feel more comfortable**. This will be the same for parents and carers and visitors who may wish to wear a facemask on site.
- Enhanced cleaning measures will remain during the day
- Twice weekly testing will be encouraged for all staff to complete (policy to be reviewed end Sep 2021)
- Staff will maximise ventilation in rooms
- Emphasis on maintaining good hygiene will continue
- Continue to create Remote Learning links for any child who has been informed to self-isolate
- Continue to provide a Free School Meal for those eligible if isolating.
- Each classroom will have its own basic first aid and hygiene box
- Perspex screens in close office areas will remain
- Staff will be discouraged from hot seating
- Regular wiping down of shared equipment such as communal phones
- Separate bins in classrooms: one for clinical waste (tissues etc), the other for general litter (this could be a Step One measure)
- Risk assessment are produced for any school event where the activity may pose a risk of increase Covid-19 transmission

### 4. 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 Oak Trees Multi Academy Trust schools will support individuals with remote working if required.

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

All Oak Trees Multi Academy Trust 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

## 5. Waste Management

Oak Trees Multi Academy Trust schools 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.

## 6. Steps to mitigate transmission

If any of the situations arise as outlined in the introduction to this document, we will follow Government/LA guidance and the following steps will be taken depending on the situation:

### Step 1

- All staff and adults attending the school site will be asked to wear face-masks in communal spaces
- Parents and guardians will be advised to wear face masks whilst waiting on the playgrounds at drop off and collection times
- Covid-19 signage will be reinstated around the school site
- Two-metre zones will be re-established in teaching areas
- Guidance on hands, face and space will be re-emphasised
- Clinical waste bins will be used in all classrooms
- Parents will be advised to ring the school office rather than entering school and visits from parents may be strictly limited
- Open days/workshops will be reviewed and potentially postponed/cancelled in the event of a Variant of Concern.
- Assemblies and other whole school activities will be postponed or done virtually or outside weather dependent
- Classes will have their own allocated areas of the playground
- Staff meetings will move to the hall to increase social distancing and ventilation

### Step 2

- Shared drinking fountains will be closed off

- Trips and visitors will be postponed/limited
- Classes will eat their lunch in their classrooms rather than the hall
- Residential visits will be postponed until transmission rates are reduced
- Clubs and enrichment activities will be postponed
- Restrictions on the amount of people allowed to enter the staff room will be re-introduced; staff may be advised to eat in bay areas
- Visitor meetings/appointments may be moved to online
- Any visitors attending the school will be asked to complete an LFT before arriving to confirm their negative status
- Playground equipment, where multiple individuals will touch it eg climbing frames/trim trails, will be closed off temporarily
- EW visitor sheets and checklists will be re-introduced
- Singing and musical wind/brass playing will cease temporarily
- Essential meetings (i.e. staff meetings, leadership meetings, will move to online)
- Reading books and shared equipment will be quarantined for 72 hours

### Step 3

- Bubbles will be reinstated in school
- Desks will be front facing and teaching will engage with pupil in a side-on position
- Bubble specific areas will be reinstated around school (e.g. playground, lunchtime)
- Lunch times will be staggered
- Drop-off and collection times will be staggered
- Pregnant staff members, who are 28 weeks or more pregnant may be advised to work from home or to work in school but without direct contact with pupils
- Staff working across bubbles will be limited wherever possible

Note: These steps will be flexibly introduced dependent on Government and local advice, school-based risk assessments and Trust policy.

## 7. Attendance restrictions

Attendance restrictions will only be recommended **as a last resort**. If recommended, we will implement the measures in this section if they remain in line with Government policy:

In the first instance, we will stay open for:

- Vulnerable pupils
- Children of critical workers as identified via Government Critical lists
- Reception, Year 1 and Year 2 pupils
- Year 6 pupils

If further restrictions are recommended, we will stay open for:

- Vulnerable pupils
- Children of critical workers

All other pupils will be required to stay at home and will receive remote education. Details of this are set out in the Remote Learning Policy.

We will aim to deliver remote education that meets the same rigour and quantity of education that pupils would receive in school, as outlined in our Remote Learning Policy.

The school will continue to provide lunch parcels for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines. This will be coordinated by the school office and our catering providers.

Regular welfare calls will be made to all children learning remotely. Schools will maintain engagement registers to monitor access to learning during periods of remote learning

Where vulnerable children and young people are absent, School Leaders 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

## 8 Wraparound care

Our providers may limit access to before and after-school activities and wraparound care during term time to those that need it most.

We will communicate who will be eligible to attend once the restrictions are confirmed.

## 9 Safeguarding

We will review our Child Protection Policy to make sure it reflects the local restrictions and remains effective. This review will be in line with Wirral Local Authority policy updates and guidance.

We will have a trained DSL or deputy DSL on site wherever possible.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding on site.

## 10 Positive cases

Only those who test positive should isolate after taking a confirmatory PCR test.

Since Wednesday 22 December, the 10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason.

Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation.

The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education setting from day 8.

Anyone who is unable to take LFD tests will need to complete the full 10 day period of self-isolation. Further information is available in the [stay at home: guidance for households with possible or confirmed COVID-19 infection](#).

People who are fully vaccinated, or children and young people aged between 5 and 18 years and 6 months, identified as a close contact of someone with COVID-19, should take an LFD test every day for seven days and continue to attend their setting as normal, unless they have a positive test result or develop symptoms at any time.

Children under 5 are not being advised to take part in daily testing of close contacts. If a child under 5 is a contact of a confirmed case, they are not required to self-isolate and should not start daily testing. If they live in the same household as someone with COVID-19 they should limit their contact with anyone who is at higher risk of severe illness if infected with COVID-19, and arrange to take a PCR test as soon as possible. They can continue to attend an education or childcare setting while waiting for the PCR result. If the test is positive, they should follow the [stay at home: guidance for households with possible or confirmed COVID-19 infection](#).

## 11 Plan review

Whilst every care has been taken to ensure that this plan covers all aspects of health and safety related to the Covid-19 outbreak, it will be fluidly reviewed and adapted as Government guidance is updated and amended. An initial plan review will take place in September 2021 when pupils and staff return to school, and subsequent reviews and adaptations will take place as required during the academic year.

Any amendments to the plan will be shared and agreed with Governors and the Trust Central Team.