

OAT Outbreak Management Plan Guidance for Academies

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Additional guidance	

Version Control

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1.0	12 th July 2021	
1.1	13 th August 2021	JLN updated with ODA context
1.2	4/1/22	JLN updated post-Christmas guidance change

Guidance on managing the risk of Covid19/infection outbreaks

What is an Outbreak?

If you have several confirmed cases within 14 days, you may have an outbreak.

You should call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan (as detailed below).

You can reach them by calling the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.

Outbreak Management Plan

The plan should highlight how you would operate if there were an outbreak in your school or local area. Any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.

Actions

1. **Follow and adapt the Covid 19 academy risk assessment (July 2021) within [OATnet | Coronavirus advice - Home \(sharepoint.com\)](#)**
2. **Follow the DfE operational guidance [Schools COVID-19 operational guidance \(publishing.service.gov.uk\)](#)**
3. **Consult with PHE/Local Director of Public Health if you think you have an outbreak**
4. **Communicate with your Regional Directors/PLMR and update parents**
5. **Re-introduce the following measures (as applicable) and add to the contingency plan below covering changes**
 - **Testing**
 - **Face coverings**
 - **Shielding**
 - **Performances**
 - **Open days**
 - **Educational visits**
 - **Enhanced cleaning**
 - **Social distancing**

NB: This is not an exhaustive list and other measures may need to be introduced (as directed by PH)
6. **Use the template below to be prepared for an outbreak and adapt as necessary**
7. **Continue to use the control measures below to minimise the risk of the spread of the virus**
 - a. **Encourage good hygiene**
 - b. **Continue with an enhanced cleaning regime**
 - c. **Keep spaces ventilated**
 - d. **Ensure students and staff do not attend school if unwell**

Outbreak Management Plan Template

To be adapted by all academies in readiness of an outbreak and in line with COVID Risk Assessment. Please note you may also be directed by PHE to introduce additional measures depending on the situation

Possible Control Measures	Preparation	Key Person	Actions (to adapt)
<p>Testing</p> <p>Introduce or increase use of home testing by staff, pupils and students in secondary schools or colleges only.</p> <p>School must reintroduce the asymptomatic testing sites (ATS) is advised for settings in their area if an outbreak is locally.</p>	<p>Ensure adequate test kits and space available for on-site testing.</p> <p>Ensure all staff have received adequate training</p>	<p>MAL</p> <p>DCA</p>	<p>Communicate arrangements to parents</p> <p>Review/update staff training where necessary</p> <p>Update staff through PD day programme</p>
<p>Face Coverings</p> <p>Face coverings to be re-introduced in all communal areas and classrooms.</p>	<p>Ensure supply of face coverings adequate</p> <p>Distribute to form rooms/accessible areas</p>	<p>MAL</p> <p>KOS/ KWI</p>	<p>Communicate to parents/visitors</p> <p>Staff aware of those who may be exempt</p> <p>Update exemption list and prepare planner stickers</p>
<p>Enhanced cleaning</p> <p><i>NB: this should be an ongoing measure but must be enhanced if an outbreak occurs</i></p> <p>Increased cleaning regime followed in line with COVID 19 cleaning in non-healthcare settings</p>	<p>Academy ensure they have sufficient PPE and cleaning products in place.</p>	<p>MAL</p>	<p>Fogging machine to be used daily within the Covid isolation room and as an additional decontamination clean in response to an infection</p> <p>Cleaners to clean offices outside working hours or when the office is vacated</p> <p>Staff to keep desks clear by removing all personal belongings from display (inc. stationery) and putting the keyboard and mouse</p>
<p>Shielding</p> <p>Shielding will only be introduced by national government</p>	<p>Hold records of all staff and students who may need to shield i.e. CEV</p>	<p>DCA. KOS, JLN</p>	<p>Communicate to those as required</p>

	Ensure individual Risk Assessments are up to date		Additional 'at home' learning may need to be introduced
Residential visits These may need to be cancelled		DCA/J LN	Academies to discuss with Regional directors and refer to travel insurance Review non-residential trips to consider viability and transmission risk.
Possible Control Measures	Preparation		Actions (to adapt)
Social distancing Bubble groups formulated per school to minimise risk	Ensure signage and screens stored ready to re-use Consider any amendments to timetabling, academy operations and communications	MAL, JLN, DON, RBR	Refer to seating plans and ensure desks in classroom are forward facing and office staff 2 metres apart where possible Staff should always maintain a 2-metre distance and/or wear face coverings as required One-way system in corridors/communal areas is risk assessment/ setting allows. Keep occupied areas well ventilated as outlined in the risk assessment Signage in place Assess necessity to reinstate year group bubble areas, toilets and food serving arrangements. Virtual meetings and/or group limits with additional control measures (e.g. face coverings, social distancing and enhanced hygiene/ventilation) Communicate changes to stakeholders

<p>Open/transitional day events/visitors to school</p> <p>Stop all face to face (non-critical) meetings and visitors to the academy</p>		SLT	<p>Events are moved online for introduction meetings.</p> <p>PowerPoint presentations are in place that shares vital information with parents</p> <p>Personal video profiles of staff so parents/pupils can 'meet them' virtually</p> <p>Some smaller groups into the school may be considered for outdoor meeting this is by appointment only when all other options have been considered.</p>
<p>Performances</p> <p>These may need to be cancelled/re-scheduled if live and/or moved outdoors</p>		<p>JTU/ HDR</p> <p>JTU/ HDR</p> <p>CLs / Techs</p>	<p>A separate RA may be needed for live shows - these are for pupils only no audiences are allowed.</p> <p>Playing instruments and singing in groups take place outdoors wherever possible.</p> <p>Sharing equipment is avoided, and cleaning of equipment in between to be carried out and/or quarantine for 72 hours.</p>

NB: This is not an exhaustive list and is for individual academies to adapt