



COVID-19 Outbreak Management Plan (OMP)

Oldbury Park Primary School

All education and childcare settings should already have risk assessments in place to prevent and control COVID-19. In addition, the Department of Education require all schools to have a Contingency Plan, also known as an Outbreak Management Plan, describing how the school would manage outbreaks of COVID-19 and how they would operate if they were advised to use any of the control measures that are described in the [contingency framework](#).

This template can be used, should you wish, to reflect your local approach to implementing measures that may be advised to you by Worcestershire County Council Local Outbreak Response Team (LORT) and PHE Health Protection Teams (HPTs), in response to an outbreak of COVID-19.

When completing this template, you should describe how your provision would operate if any of the measures listed in this template were recommended for your setting. This includes how you would ensure every child receives the quantity and quality of education and care to which they are normally entitled.

Roles and Responsibilities

Local Authorities, Directors of Public Health (DsPH), via the LORT, and PHE Health Protection Teams (HPTs) are responsible for managing localised outbreaks. They provide health protection support and advice to education and childcare settings.

It is important that this plan is reviewed regularly and kept up to date with changes in national guidance. It is the setting/school/college’s responsibility to stay up to date with current, new and emerging national guidance.

Role	Who
Production of the plan	Lee Card - Principal
Authorisation of the plan	Bryan Tait – Estates Manager, Central Region Schools Trust
Updating the plan in the light of new guidance and situations	Lee Card - Principal
Review of the plan	Lee Card - Principal
Implementation of the plan (see table below)	Named Oldbury Park personnel

It may be necessary to implement the measures in this plan to manage a COVID-19 outbreak within the school. If an outbreak occurs, we will work with Worcestershire Local Outbreak Response team (LORT) to seek Public Health advice and manage the outbreak. The thresholds below are an indication that intervention/support/advice or guidance from the LORT maybe required.



Thresholds.

For non-residential settings/schools/colleges with 21+ children/pupils/students/staff (except special schools), whichever is reached first:		
If a pupil, student, child or staff member is admitted to hospital with COVID-19.		
5 children, pupils, students or staff, who are likely to have mixed closely test positive for COVID-19 within a 10-day period; or	Mixed closely: e.g. class/subject/friendship group/sports team, see guidance for definitions	Example: Year group of 100: Consider consulting the LORT for 5 positive cases if they have mixed closely.
10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period	Mixed closely: e.g. class/subject/friendship group/sports team, see guidance for definitions	Example: Class of 30: Consider consulting the LORT for 3 positive cases. Sports team of 11: Consider consulting the LORT for 2 positive cases.
For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:		
2 children, pupils, students and staff, who are likely to have mixed closely , test positive for COVID-19 within a 10-day period	Mixed closely: e.g. class/subject/friendship group/sports team, see guidance for definitions	Example: Group of any size: Consider consulting the LORT for 2 positive cases.

The thresholds above may be revised locally in response to high infection rates in the community or in response to a 'variant of concern' (VoC).



Stage 1. On reaching the threshold. Implemented by school.			
Outbreak Management Principle	How the setting would implement this requirement quickly; consider: Resources, staffing, processes, layouts, timings, communications, training	Constraints to be addressed in advance. Indicate when constraints have been managed - date/colour code to differentiate.	Who will implement in the event of an outbreak?
Increased hand and respiratory hygiene Actions for early years and childcare providers during the COVID-19 pandemic - GOV.UK (www.gov.uk)	See Oldbury Park RA and Operational Guidance document, we will review this if the threshold is reached.		
Routine Error! Reference source not found. Families and staff can access tests here: Order coronavirus (COVID-19) rapid lateral flow tests – GOV.UK (www.gov.uk)	We will review the COVID-19 testing measures in place. If advised, we will increase the use of home testing by pupils (Y7+) and staff. We will remind parents about the importance of arranging a PCR test for pupils and double vaccinated people who are close contacts of positive cases. We will also remind parents of the additional precautionary steps that close contacts should take to reduce transmission. We will have a prepared letter to communicate arrangements.	Twice-weekly LFT testing already in place at Oldbury park amongst staff. 700+ kits ordered and delivered in readiness for Sept 2021	LC
Ventilation Ventilation of indoor spaces to stop the spread of coronavirus (COVID-19) - GOV.UK (www.gov.uk)	See Oldbury Park RA and Operational Guidance document, we will review this if the threshold is reached.		



<p>Cleaning COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p>	<p>See Oldbury Park RA and Operational Guidance document, we will review this if the threshold is reached.</p> <p>In event of reaching threshold, school will employ further cleaning staff through Lewis Cleansing to complement the team already in place. They will operate focus cleaning throughout the time in which threshold conditions are in place. Fogging of target areas will recommence</p>	<p>Oldbury have in-school hours cleaning in place, operating touch-point focus cleaning.</p> <p>Sanitisation stations in place and maintained in Sept 21.</p> <p>Fogging will still take place from Sept 21 at appropriate intervals.</p>	<p>LC/JF</p>
<p>Outdoor activities</p> <p>See guidance, page 22, here: Contingency framework: education and childcare settings (publishing.service.gov.uk)</p>	<p>The setting/school/college will review whether any activities can be undertaken outdoors.</p> <p>If threshold is met, school will move all internal group activities to outdoor (if possible) or, if appropriate and not detrimental to education of the children, will postpone for duration of the threshold conditions in place.</p>	<p>Internal activities undertaken in rooms that allow good ventilation.</p> <p>External spaces include some sheltered areas to support this.</p>	<p>LC</p>
<p>Cases in staff Contingency framework: education and childcare settings (publishing.service.gov.uk) NHS Test and Trace in the workplace - GOV.UK (www.gov.uk)</p>	<p>We will liaise with the Self-Isolation Service Hub as soon as we are made aware of any staff who have tested positive.</p> <p>Employers should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their workers have tested positive</p>	<p>Staff undertake twice-weekly LFT testing</p> <p>Some staff meetings may still take place remotely</p>	<p>LC</p>
<p>Educational Visits (including residential) Limitations may be advised by the LORT.</p>	<p>See Oldbury Park RA and Operational Guidance document, we will review this if the threshold is reached.</p> <p>In the event of threshold being met, all planned educational visits linked to year-grp cases within the time of threshold conditions would be postponed or discussed with LORT for advice on the safety of continuing with the visit.</p>		<p>LC</p>
<p>Open /taster / transition days</p>	<p>See Oldbury Park RA and Operational Guidance document, we will review this if the threshold is reached.</p>		<p>LC</p>



<p>Limitations may be recommended by the LORT.</p>	<p>In the event of threshold being met, all planned events within the time of threshold conditions would be postponed or discussed with LORT for advice on the safety of continuing.</p>		
<p>Parental Attendance Limitations may be recommended by the LORT.</p>	<p>See Oldbury Park RA and Operational Guidance document, we will review this if the threshold is reached.</p> <p>In the event of threshold being met, all planned parental attendance events within the time of threshold conditions would be postponed or discussed with LORT for advice on the safety of continuing.</p>		<p>LC</p>
<p>Performances and Sport Limitations may be recommended by the LORT.</p> <p>Events and attractions - Working safely during coronavirus (COVID-19): guidance from Step 4 - Guidance - GOV.UK (www.gov.uk)</p> <p>Coronavirus (COVID-19): grassroots sports guidance for the public and sport providers - GOV.UK (www.gov.uk)</p>	<p>See Oldbury Park RA and Operational Guidance document, we will review this if the threshold is reached.</p> <p>In the event of threshold being met, all planned performances or sporting events linked to year grp cases within the time of threshold conditions would be postponed or discussed with LORT for advice on the safety of continuing.</p>		<p>LC</p>
<p>Work with the Local Outbreak Response Team (LORT) in the event of an outbreak</p>	<p>If the number of cases meets the threshold and there are links in time and or place between the cases, we will work with Worcestershire Local Outbreak Response Team (LORT) to identify outbreak management control measures to be implemented.</p> <p>The Principal or delegated individual from the SLT would make contact with LORT. The school’s COVID case log, held centrally, would act as the information holding document in order to identify cases. Communication processes after discussion with LORT would continue through the school’s</p>		<p>LC</p>



	present system – informing Estates Manager & CEO and operating the necessary practical procedures using school to parent comms systems (T2P)		
Advice to anyone (staff or pupil) who is known be at increased risk of severe infection.	See Oldbury Park RA and Operational Guidance document, we will review this if the threshold is reached. In the event of threshold being met, staff/pupils known to be at increased risk of severe infection will be advised as priority. Any individual risk assessments will be reviewed and consideration of their duties / need to work in the school building will be made.		LC



Stage 2. On reaching the threshold, after consultation with the LORT. Implemented by school.

<p>Outbreak Management Principle</p>	<p>How the setting would implement this requirement quickly; consider: Resources, staffing, processes, layouts, timings, communications, training</p>	<p>Constraints to be addressed in advance. Indicate when constraints have been managed - date/colour code to differentiate.</p>	<p>Who will implement in the event of an outbreak?</p>
<p>In school asymptomatic Error! Reference source not found.</p> <p>ATS is only for implementation after consultation and advice from the LORT/Public Health Consultant.</p>	<p>N/A – primary setting</p>		
<p>Face Coverings (Staff and Y7+)</p> <p>Only for implementation after consultation and advice from the LORT/Public Health Consultant.</p>	<p>If advised, pupils, staff and visitors who are not exempt from wearing a face covering:</p> <ul style="list-style-type: none"> Will be asked to keep on or put on a face covering when arriving at school and moving around indoors in places where social distancing is difficult to maintain, such as in communal areas. <p>And</p> <ul style="list-style-type: none"> Will be asked to wear a face covering in rooms/classrooms or during activities, unless social distancing can be maintained or a face covering would impact on the ability to take part in exercise or strenuous activity. 	<p>Face masks will be optional for all staff in school from Sept '21 when moving around the school.</p> <p>Face masks will be recommended for events / situations when social distancing cannot be easily undertaken.</p>	<p>LC</p>



	<p><i>A large supply of face masks will be kept to ensure that any individuals arriving in school without one can be accommodated.</i></p> <p><i>Communication of this will be made through the usual internal and external channels – primarily using T2P.</i></p> <p><i>School will ensure that the existing face mask bins remain at the front entrance/exit and that staff are reminded of the 4hr recommendation for use of face masks.</i></p>		
<p>Restricting group mixing</p> <p>Only for implementation after consultation and advice from the LORT/Public Health Consultant.</p>	<p><i>School will return to the Bubble structure of 2020-21 should this be recommended.</i></p> <p><i>The structure would also include internal arrangements for lunches / break and playtimes / removal of congregational activity such as assemblies.</i></p>		LC/TM/RD
<p>Only for implementation after re-introduction by national government.</p> <p>Actions for early years and childcare providers during the COVID-19 pandemic - GOV.UK (www.gov.uk)</p>	<p>We will adhere to national guidance on the reintroduction of shielding. We will speak to individuals required to shield about additional protective measures in the setting / school/ college or arrangements for home working or learning.</p> <p><i>Any staff required to shield will be supported to do so and arrangements for home working implemented. School will use the home SeeSaw and Tapestry platforms to ensure that remote learning is provided.</i></p>		LC
<p>Error! Reference source not found.</p> <p>Only for implementation after consultation and advice from the LORT/Public Health Consultant.</p>	<p>Attendance restrictions will only be advised as a last resort. If advised and agreed by the governing body, we will implement the measures in this section.</p> <p>In the first instance, we will stay open for:</p> <ul style="list-style-type: none"> Vulnerable pupils/children Children of critical workers 		LC



<p>Contingency framework: education and childcare settings - GOV.UK (www.gov.uk)</p>	<p>We will reintroduce the remote learning offer, as detailed on the school website, for all pupils unable to be accommodated in school – including those self-isolating or with COVID-19 yet well enough to be educated from home.</p>		
<p>Report all positive COVID-19 cases to OFSTED</p> <p>See detailed guidance here: Actions for early years and childcare providers during the COVID-19 pandemic - GOV.UK (www.gov.uk)</p>	<p>Applies to EY settings only. See local setting processes.</p>		
<p>Maintaining quantity and quality of education and care</p> <p>Contingency framework: education and childcare settings (publishing.service.gov.uk)</p>	<p>All pupils/children required to stay at home if they have tested positive for COVID-19 and are well enough to learn or if attendance at the setting/school/college is temporarily restricted, will receive remote education.</p> <p>We will aim to deliver remote education that meets the same quality and quantity of education/care that pupils/children would receive in school/the setting, as outlined in our Remote Education Information document (Providing remot - education information to parents: template for schools)</p> <p>The school will continue to provide meals or lunch parcels for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 restrictions.</p> <p>Safeguarding contact protocols will be re-introduced ensuring that all pupils are accounted for each week.</p>		<p>LC</p>

[Notes and links to guidance](#)



Restricting Mixing

You will have the local knowledge of your setting to decide how reduce mixing between groups. The underlying principles being:

- Each group to be consistent with the same staff and children, so no crossing of staff or children between groups.
- Groups to be small enough to contain an outbreak to as few staff and children as possible but large enough for activities to be managed.
- Groups to be kept separate from each other.

Consider in advance:

- How you would split children and staff into groups that can remain consistent and small enough to retain an outbreak but also allow your setting/school/college to operate. Options include:
 - Keeping children from the same household in the same group
 - Children of similar ages in the same group
 - Children undertaking the same activities regularly in the same group
 - Children attending on the same days in the same group

Out of school settings

[COVID-19: Actions for out-of-school settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/collections/covid-19-actions-for-out-of-school-settings)