



Outbreak Management Plan  
Christ Church CE (c) Primary School

**Setting Name: Christ Church CE (c) Primary School**

**Outbreak Management Plan Version: 1**

**Date Completed: September 2022 (reviewed September 2023)**

**Review Date: Ongoing when necessary**

**Plan Owner: Julie Pilmore**

**Context**

**Aim of COVID-19 Case and Outbreak Management Plan:**

The aim of COVID-19 case and outbreak management is to:

- prevent the spread of COVID-19 within the setting or/and manage impact of community transmission impacting on the setting.
- minimise the impact of COVID-19 on staff, pupils, other key stakeholders.

**Objectives of Outbreak Management Plans:**

The objective of outbreak management planning is to document the activities you will undertake in preparing for and responding to a single or multiple cases of COVID-19 within the setting. What actions and controls will be stepped up and stepped back down at relevant points in responding to and recovering from an outbreak.

The setting will step up and step back down the response measures according to the level of risk, effectiveness of response measures and availability of resources, in close collaboration with Local Outbreak Control Team, Public Health England and DFE.

**Scope**

<b>In scope of this Plan</b>
<b>Management of COVID-19 outbreaks at:</b>
<ul style="list-style-type: none"><li>• Christ Church CE (c) Primary School</li></ul>

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### **Governance**

**- The main contact point for Local Authority Local Outbreak Control:**

Julie Pilmore (Head Teacher), Amy Stonier (Deputy Head Teacher), Tracey Brian (Business Manager), Chair of Governors

**- Leading the response:**

Julie Pilmore (Head Teacher) will lead and coordinate the response alongside Amy Stonier (DHT) and Tracey Brian

**- Supporting the response:**

Chair and Governors, Governors, Local Outbreak Team, Staffordshire Health and Safety (Dean Willets), Government Guidance.

**- Internal outbreak response team:**

Julie Pilmore, Amy Stonier, Tracey Brian, Christ Church staff

### **Related resources**

- COVID risk assessment
- Health and Safety Policy
- Behaviour Policy
- Government Guidance

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**Key Stakeholders**

Key stakeholder	Role for outbreak management
<b>Staff (includes employees, and volunteers)</b>	<ul style="list-style-type: none"> <li>• To respond quickly and appropriately to given direction from the HT or DHT.</li> <li>• To be mindful of their own safety and measure they can take to keep themselves safe.</li> <li>• To effectively model safety models to the children across school.</li> <li>• To take twice weekly lateral flow tests to minimise the spread of the virus.</li> </ul>
<b>Pupils</b>	<ul style="list-style-type: none"> <li>• To follow the direction of adults in school to enable them to keep safe.</li> <li>• To ensure their behaviour is in line with the behaviour policy to ensure that they keep themselves and others safe.</li> </ul>
<b>Parents/carers</b>	<ul style="list-style-type: none"> <li>• To follow the guidelines and restrictions put into place in school when on the school site.</li> <li>• To follow advice given in communication coming from school and Government Guidance.</li> </ul>
<b>Visitors</b>	<ul style="list-style-type: none"> <li>• To follow the school policies and procedures in place when on site.</li> </ul>
<b>Contractors and delivery personnel</b>	<ul style="list-style-type: none"> <li>• To follow the school policies and procedures in place when on site.</li> </ul>
<b>Where to seek Local Outbreak Advice</b>	<ul style="list-style-type: none"> <li>• LA Local Outbreak Control Team /PHE/DFE Helpline available to support with advice and guidance when there is a confirmed case(s) associated with the Setting.</li> <li>• Advises our setting on actions we need to take to protect others and stop the spread of illness, including infection prevention and control measures.</li> <li>• Leads contact tracing (identifying persons in close contact with the confirmed case during their infectious period).</li> </ul>

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	<ul style="list-style-type: none"><li>• Activates and leads the outbreak management coordination team.</li><li>• Determines when the outbreak is over.</li></ul>
<b>Other relevant stakeholders</b>	<ul style="list-style-type: none"><li>• School to contact the Local Authority if further guidance is needed</li></ul>

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**Communications**

For consistency and accuracy of messages, and as part of the coordinated response, communications activities will be coordinated by the setting with support from LA local outbreak control team/PHE or DFE in close liaison with the setting outbreak management coordination team.

Key stakeholder	What they need to know	How we'll communicate	Contact information
<b>Staff (includes employees and volunteers)</b>	<ul style="list-style-type: none"> <li>• Level of risk, number and location of cases linked to an outbreak</li> <li>• The importance of hand hygiene, respiratory hygiene and physical distancing measures</li> <li>• Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the setting</li> <li>• Arrangements for managing any self-isolation requirements</li> <li>• Expectations about not attending work if symptomatic</li> <li>• Changes to staffing/timetabling arrangements</li> <li>• Arrangements to support staff health and wellbeing</li> </ul>	<ul style="list-style-type: none"> <li>• Meetings</li> <li>• Text messages</li> <li>• Emails</li> </ul>	<ul style="list-style-type: none"> <li>• All staff have individual emails</li> </ul>
<b>Pupils</b>	<ul style="list-style-type: none"> <li>• The importance of hand hygiene, respiratory hygiene and physical distancing measures</li> <li>• Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the setting</li> </ul>	<ul style="list-style-type: none"> <li>• In lessons</li> <li>• Worships</li> </ul>	NA

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<p><b>Parents and careers</b></p>	<ul style="list-style-type: none"> <li>• Level of risk, number and location of cases linked to an outbreak</li> <li>• The importance of hand hygiene, respiratory hygiene and physical distancing measures</li> <li>• Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the setting</li> <li>• Self-isolation requirements</li> <li>• Expectations about pupils not attending school if symptomatic</li> </ul>	<ul style="list-style-type: none"> <li>• Text messages</li> <li>• Letters</li> <li>• Emails</li> <li>• Newsletters</li> </ul>	<p>Contact information is stored on SIMS</p>
<p><b>Visitors</b></p>	<ul style="list-style-type: none"> <li>• Policies and procedures in school to reduce the risk of COVID</li> </ul>	<ul style="list-style-type: none"> <li>• Email</li> <li>• Face to face discussions</li> </ul>	
<p><b>Contractors and delivery personnel (e.g. cleaners, electricians)</b></p>	<ul style="list-style-type: none"> <li>• Policies and procedures in school to reduce the risk of COVID</li> </ul>	<ul style="list-style-type: none"> <li>• Email</li> <li>• Face to face discussions</li> </ul>	
<p><b>Local Outbreak Teams</b></p>	<ul style="list-style-type: none"> <li>• Outbreak management risks specific to the setting.</li> <li>• Names and contact details of potential contacts of the confirmed case.</li> </ul>	<ul style="list-style-type: none"> <li>• Email</li> <li>• Telephone</li> <li>• Meetings</li> </ul>	



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**Stage 1 – Prevent and Prepare**

**\*\*Please refer to the school risk assessment which has been updated September 2021 and is in line with the Government Guidance**

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**Stage 2 – Respond**

The response stage is triggered by the identification of one or more cases of COVID-19 within or linked to the setting. The goal is to contain the virus as quickly as possible while providing appropriate care and support to confirmed cases.

The LA Local Outbreak Control Team /PHE will help guide the school response.

Local Directors of Public Health may direct certain activities be implemented to an individual setting, cluster of settings or a locality.

<b>What do you need to do?</b>	<b>How will you do this?</b>	<b>Who will do it?</b>	<b>When will it happen?</b>	<b>What supplies or resources are needed?</b>	<b>Other considerations</b>
Activate the outbreak response team	By email and phone	HT, DHT or Business manager	Immediately on becoming aware of a confirmed case	None	If afterhours, contact all team members by mobile phone
Deep Clean due to positive case in setting	Inform cleaning company	Business manager	Immediately on becoming aware of a confirmed case	Deep cleaning materials/resources	Speed of availability
Look to isolate the class/classes where there is a positive case confirmed	Look at procedures in place for entering/exiting the school Looking at isolating the class/classes from other children during break and lunchtime	HT, DHT	Immediately on becoming aware of a confirmed case	None	Impact on timetables and learning





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<b>What do you need to do?</b>	<b>How will you do this?</b>	<b>Who will do it?</b>	<b>When will it happen?</b>	<b>What supplies or resources are needed?</b>	<b>Other considerations</b>
Purchase Air Purifiers	Research appropriate Air Purifiers for schools	Business manager	September 2021	Air purifiers	Cost

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**Stage 3 – Stand-down**

The stand-down stage is triggered when the outbreak is over, usually 14 days after isolation of the last case. Measures introduced by local Director of Public Health will also be kept under review and should be stood back down when local transmission advice allows.

After standing down, Stage I activities will resume for prevention and preparedness of further outbreaks.

An important activity during the stand-down phase is to evaluate the response and update this plan.

Detail how and when actions taken/ control introduced will be removed

<b>What do you need to do?</b>	<b>How will you do this?</b>	<b>Who will do it?</b>	<b>When will it happen?</b>	<b>What supplies or resources are needed?</b>	<b>Other considerations</b>
Introduce the isolated year group/s into the rest of the school	Look at case numbers and make an informed decision as to when it is safe to do this	HT	14 days after the last case has isolated	None	If there are other cases still within school



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