

Moorside High School

Outbreak Management Plan Version: 1:1

Date Completed: 10th August 2021

Review Date: After an outbreak from September 2021

Plan Owner: GLG

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 Moorside High School 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.

Moorside High School 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

Management of COVID-19 outbreaks at Moorside High School

Key Stakeholders

Key stakeholder	Role for outbreak management
Governing Body and School Leaders	<ul style="list-style-type: none"> • To make key decisions to activate bubble closures and isolation notices
Staff (includes employees, and volunteers)	<ul style="list-style-type: none"> • To respond to and action decisions from SLT
Pupils	<ul style="list-style-type: none"> • To respond and comply with instructions from staff
Parents/carers	<ul style="list-style-type: none"> • To be notified and advised to comply with school decisions
Visitors, contractors and delivery personnel	<ul style="list-style-type: none"> • To be notified and advised on reasonable adjustments
Where to seek Local Outbreak Advice	<ul style="list-style-type: none"> • 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. • Advises our setting on actions we need to take to protect others and stop the spread of illness, including infection prevention and control measures. • Leads contact tracing (identifying persons in close contact with the confirmed case during their infectious period). • Activates and leads the outbreak management coordination team. • Determines when the outbreak is over.

Communications

For consistency and accuracy of messages, and as part of the coordinated response, communications activities will be coordinated by Moorside High School with support from LA local outbreak control team/PHE or DFE in close liaison with the SLT, the Governing Board, CEO and Trust Directors.

Key stakeholder	What they need to know	How we will communicate	Contact information
Staff (includes employees and volunteers)	<ul style="list-style-type: none"> • Level of risk, number and location of cases linked to an outbreak • The importance of hand hygiene, respiratory hygiene and physical distancing measures • Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the building/ timetable changes • Membership of the internal outbreak response team • Arrangements for managing any self isolation requirements • Expectations about not attending work if symptomatic • Changes to staffing/cover arrangements • Arrangements to support staff health and wellbeing 	<ul style="list-style-type: none"> • Meetings • Email • E Briefing • Text messages • Signage 	<ul style="list-style-type: none"> • All staff email/text if necessary too
Pupils	<ul style="list-style-type: none"> • The importance of hand hygiene, respiratory hygiene and physical distancing measures • Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the building 	<ul style="list-style-type: none"> • Assemblies • Form Time • Signage 	<ul style="list-style-type: none"> • Verbal/ text/ letter home

Parents and carers	<ul style="list-style-type: none"> Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the building/ timetable 	<ul style="list-style-type: none"> Email Text Messages 	Text alert/ app letter
Visitors and contractors	<ul style="list-style-type: none"> Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the building 	Verbal on arrival or prior notice via telephone /email	Verbal/ call or email
Local Outbreak Teams	<ul style="list-style-type: none"> Outbreak management risks specific to the setting. Names and contact details of potential contacts of the confirmed case. 	<ul style="list-style-type: none"> Email Telephone Meetings 	

Stage 1 – Prevent and Prepare

All the prevention and preparedness activities Moorside High School has undertaken and continues to undertake are detailed in the school's COVID-19 Risk assessment- September 2021

Stage 2 – Respond

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

Detail the actions/controls to be taken

What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
Identify contacts	Contact Positive case person: <ul style="list-style-type: none"> • Discuss peer groups • Travel Arrangements • Seating Plans - Staff 	SLT	Immediately on becoming aware of a confirmed case	Time Staff	If afterhours, contact all affected by text
Activate the outbreak response team	By email and phone	GLG/SC	Immediately on becoming aware of a confirmed case	None	If afterhours, contact all team members by mobile phone Check all staff contact details up to date and accessible
Deep Clean due to positive case in setting	Informs cleaners	GLG	Immediately on becoming aware of a confirmed case	Cleaning Approach as specified on Covid 19 Risk Assessment	Need to move LB from Food tech to support in some circumstances
Instigate remote learning if necessary	Email all staff and message all pupils with date of commencement and duration	DF	Immediately on becoming aware of a confirmed case	Loan out laptops if necessary	Might need to use inclusion staff to drop these off

What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
Provide facility and staffing for vulnerable/ critical worker pupils	See 2020/21 plan DSL on site daily or contactable Attendance procedures in place daily for vulnerable pupils Regular contact with vulnerable pupils and keep records Meals provided for those in school	LB	<i>Immediately on becoming aware of a confirmed outbreak</i>	TAs to staff rooms	
Reinstate prevention procedures from 2020-1	Change timetable to bubbles for those who remain in Do web work for a day to accommodate this change Reintroduce face masks in communal areas/ elsewhere dependent on PHE advice Canteen maintained as separate throughout	SLT	<i>Immediately on becoming aware of a confirmed outbreak</i>	Move resources to bubble rooms/ look at delivery of practical subjects like in 2020/1	Time and man power will mean will need a day to shift over so will need to issue web work
Bring out mass testing plan to reinstate ATS if directed	Plan already in place Staff trained Work with PHE	SLT	<i>When directed</i>	PHE will provide supplies	Set up hall/ man hours and move canteen to gym
Shielding reintroduced	Can only be directed by the national government	government	<i>When directed</i>	Extra staff to cover lessons of those staff	Would need to cover their lessons in school but could deliver lessons remotely
Trips cancelled	Alert parents via text system Talk to pupils if possible Contact insurance and location to alert	Trip leader/ slt	<i>Immediately on becoming aware of a confirmed outbreak</i>	Time/ insurance to claim back money	Need to try to rearrange trip in case school has to cover loses

What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
Open days/ taster or transition events /concerts cancelled	Alert parents via text system Talk to pupils if possible Contact insurance and location to alert Deliver virtually if possible.	SLT	<i>Immediately on becoming aware of a confirmed outbreak</i>	Time/ cost implications	Reschedule dates to support pupils
If attendance is limited then employer to determine who should and should not be on site	CEV staff/ pupils to be prioritised Risk assessment procedures explained to all staff again FSm delivery to all entitled pupils if they are at home	SC	<i>Immediately on becoming aware of a confirmed outbreak</i>	Staffing changes	
If attendance is limited all safeguarding procedures maintained	See plan for 2020/21 with call system and home visits as well as maintenance of all meetings	Inclusion/MM	<i>Immediately on becoming aware of a confirmed outbreak</i>	Call facility and paired visits	

Stage 3 – Stand-down

The stand-down stage is triggered when the outbreak is over, usually 10 to 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

What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
Evaluate Plan	Feedback from staff / SLT	SLT	As soon as possible after stand down	Time	<i>Inform LAGB and Trust CEO</i>
Phased return to normal routines	Reduce measures in priority order based on evaluation based on staff, parents and pupils feedback.	SLT	Based on timescales	Time	Governors

