



COVID-19 Outbreak Management Plan

Introduction

The Government has made it a national priority that education and childcare settings should continue to operate as normally as possible during the COVID-19 pandemic.

Local authorities, Directors of Public Health (DsPH) and PHE Health Protection Teams (HPTs) are responsible for managing localised outbreaks. They will play an important role in providing support and advice to us as a school. We will act in accordance with the advice given at the time of the outbreak. Advice will be issued to us as a school, or it could be applied to several local settings. This guidance from DsPH; "may happen to help manage outbreaks in schools, or if there is an "extremely high prevalence" of Covid-19 in the community and other measures have failed to reduce transmission, or as part of a package of measures "responding to a variant of concern". [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/995020/COVID-19 Contingency Framework - Education and Childcare June-2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/995020/COVID-19_Contingency_Framework_-_Education_and_Childcare_June-2021.pdf)

Measures affecting education and childcare may be necessary in some circumstances, for example:

- to help manage a COVID-19 outbreak within a setting
- if there is extremely high prevalence of COVID-19 in the community and other measures have failed to reduce transmission
- as part of a package of measures responding to a Variant of Concern (VoC)

The re-introduction of some additional protective measures may be a necessary response to a potential outbreak in school. In all cases, any educational drawbacks should be balanced with the benefits of managing transmission.

The immediate outbreak response, at individual school level or a Newham wide remains for local directors of public health to advise on.

We recognise the residual risks posed by COVID-19 to our staff, pupils and their families following the move to Step 4 from Monday 19th July 2021. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.

We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and students.

We will share this Outbreak Management Plan with employees and consult on its contents.

We will continue to comply with all relevant Health and Safety Legislation.

Guidance

This Outbreak Management Plan outlines how Plashtet School would operate if any of the additional measures due to a VoC were recommended for our setting or area. This plan includes how Plashtet will ensure every student receives the quantity and quality of education and care to which they are normally entitled.

Plashtet continues to seek guidance from:

- National Government Guidance
- COVID-19 Contingency Framework: Education and Childcare Update 17th August 2021
- Public Health England (PHE)
- ASCL & other Unions

Prioritising Education

The impacts of having missed education during the pandemic are severe for our young women. In all cases, any benefits in managing transmission should be weighed against any educational drawbacks.

Decision-makers should endeavour to keep any measures in education and childcare to the minimum number of settings or groups possible, and for the shortest amount of time possible.

Decision-makers should keep all measures under regular review and lift them as soon as the evidence supports doing so.

Measures affecting education across an area should not be considered in isolation, but as part of a broader package of measures.

Attendance restrictions should only ever be considered as a last resort. Where measures include attendance restrictions, the Department for Education (DfE) may advise on any groups that should be prioritised. If there is a local outbreak which requires immediate and concerted action, one choice might be to provide a 'firebreak' 10 day window.

The Government will try to give as much notice as possible of any changes to the way settings should operate.

Prioritising Certain Groups

The DfE has stated that early years and primary settings should be "prioritised to continue to operate as normal", although the department "may advise that other groups should be prioritised". If some attendance restrictions are needed, all vulnerable children and young people, children of critical workers, students in Years 10, 11, 12 and 13 who were due to take external exams this academic year should still be allowed to attend. If, by exception, attendance is restricted further, vulnerable children and young people and children of critical workers should still be allowed to attend.

Limits on Attendance

Limits on attendance will only ever be considered as a last resort.

As with other periods of restricted attendance, Plashet will provide high quality remote education for all students using Google Classroom via student's school Chromebooks.

Restrictions on attendance may be advised by Newham PHE & Children's Services for individual settings or clusters of closely linked settings.

If attendance restrictions are required across an area, the Government will publish detailed operational guidance for schools.

If restrictions on student attendance are needed, Plashet will determine the workforce required onsite and if it is appropriate for some staff to work remotely.

Vulnerable Students

Where vulnerable girls are absent, Plashet 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 student 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 student and ensuring that the she is able to access appropriate education and support while they are at home
- have in place procedures to maintain contact, ensure she is able to access remote education support, as required, and regularly check if they are doing so.

If Plashet has to temporarily stop onsite provision on public health advice, we will discuss alternative arrangements for vulnerable girls with Newham.

School Meals

Plashet will continue to provide meal options for all students who are in school. Meals will be available free of charge to all girls whose family meet the benefits-related free school meals eligibility criteria.

Plashet will continue to provide free school meals support in the form of supermarket vouchers for girls whose family are eligible for benefits related free school meals and who are not attending school because they:

- have Covid-19 symptoms and are awaiting a PCR test result
- have tested positive for Covid-19 and are isolating at home
- are quarantining due to returning to the UK from a red list country

Testing

Plashet is prepared for the reintroduction of Asymptomatic Testing Sites (ATS). We will again erect a marquee on the school field if expected to remain open at full capacity or use the south canteen if running at reduced capacity or at full capacity with bubble and zone reintroduction.

School ATC reintroduction may be advised:

- for an individual school or a small cluster of schools only, by Directors of Public Health as part of their responsibilities in outbreak management. In most cases a "cluster" will be no more than 3 or 4 settings linked in the same outbreak
- for schools across Newham that have been offered an enhanced response package, where the London Borough of Newham and Jason Strelitz, Director of Public Health decide it is appropriate.

Plashet will reintroduce specific roles to support testing. These roles were identified in the Schools, Colleges Testing Handbook V3.7 and used on sites in March and September 2021. Refresher training for staff will be made available if required. Plashet will ensure that ATS does not negatively impact the education provided to students.

Home Testing

Plashet will continue to provide testing kits to staff and girls to enable them to test at home twice a week and encourage their use.

Additional use of home testing by staff and girls may be advised and will be encouraged by Plashet as necessary.

Evidence of negative test results may be requested for access to school sites for events as necessary in the event of an outbreak, local or national wave of cases.

Face Coverings

Plashet will introduce the mandatory use of face masks in schools for staff and girls in cases of VoC including communal areas and classrooms.

COVID-19 Risk Assessments will be updated in line with guidance and parents/carers will be informed of the reintroduction of face coverings.

School COVID-19 Risk Assessments still state that all visitors to school sites including parents and contractors are to wear face coverings at all times.

CEV Shielding

Shielding is currently paused. In the event of a major outbreak or VoC that poses a significant risk to individuals who are clinically extremely vulnerable (CEV) 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 Plashet will support individuals with remote working if required.

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

Educational Workforce

Plashet will continue to support staff and students through individual Risk Assessments and support who are:

- Clinically Extremely Vulnerable (CEV)
- Clinically Vulnerable (CV)
- Pregnant
- From Black, Asian and other minority ethnic groups

Plashet will continue to implement the system of controls set out in the COVID-19 operational guidance for educational settings. Our COVID-19 Risk Assessment explains to staff the measures that have been put in place to reduce risks to staff, including how these protective measures have been reviewed as part of an updated workplace risk assessment.

Cleaning

Plashet continues to employ an enhanced cleaning regime that includes:

- Additional COVID-19 Washroom Attendants and dedicated cleaners on each toilet block throughout the day.
- Cleaning supervisor on-site throughout the school day.
- Daily cleaning of school site with products that meet the enhanced expectations and enhance touch-point cleaning processes.

Following the identification of the person with COVID-19 symptoms on-site the COVID-19 Response Cleaner will clean and disinfect:

- All surfaces that the symptomatic person has come into contact with, including objects which are visibly contaminated with body fluids; and
- All potentially contaminated high-contact areas such as toilets, door handles, telephones, grab-rails in corridors and stairwells.

In the event of a VoC or local outbreak cleaning will be enhanced further:

- Deep cleans of whole school and specific areas including anti-microbial spraying
- Additional cleaning support
- Additional training for the cleaning team

Infection Prevention and Control

Infection prevention and control precautions continue to be implemented including:

- Windows (and doors where appropriate) in all corridors, halls, classrooms and offices being open at all times.
- CO2 levels being monitored around the site using the Wave+ system.
- Hand sanitiser units in all classrooms and communal spaces.
- Anti bacterial wipe dispenser in all classrooms.
- Students are screened using a set of health questions at the start of each day.
- Ensuring that everyone (staff and pupils) catch coughs and sneezes in tissues. If a tissue is not available, then the crook of the elbow should be used rather than hands. Dispose of tissues promptly in a waste bin and then perform hand hygiene.
- All classrooms and offices have lidded foot pedal bins.
- All toilets have paper towels and no hand dryers are used.
- Staff using their own PC keyboard and mouse and not sharing devices.
- Anyone, student or staff that wishes to continue to wear a face mask can do so.

Waste

Plasnet continues 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 it in a plastic rubbish bag and tie it 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.
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Parental Attendance in Settings

In the event of a VoC, parents/carers will be advised that we will be limiting their access to the school site as much as possible.

- Parents/carers or visitors will be permitted onto the school site by invitation only and must have an arranged appointment.
- Visitors will be collected from outside reception as soon as possible to avoid unnecessary waiting.
- All visitors will be expected to wear a face covering and will be informed of this when a meeting is booked. This can be removed in the venue for the meeting if social distancing is possible.
- Where possible conversations with parents/carers staff will be either over the phone or via the school's info@plasnet email address.
- Parent/teacher meetings in the Spring Term will take place online using School Cloud.

Open Evening

In the event of a VoC, transitional taster days and open evening will be managed through the completion of a thorough risk assessment in line with agreed system of controls and align with the advice contained from the Government roadmap out of lockdown. Individual site risk assessments will be completed and will include:

- parents/carers will be asked to produce a negative COVID-19 test before entry
- separate entry and exit points to school
- minimum number of participants (if any) & seating spaced with 1 metre distance
- CO2 monitoring of hosting venues
- All visitors to wear face coverings and regularly wash/sanitise hands

Open evening will be reviewed and potentially postponed/cancelled in the event of a VoC. We have in place a virtual promotional website.

Educational Visits

Any educational day visits must be conducted in line with relevant COVID-secure guidelines and regulations and a full risk assessment in relation to all educational visits must be undertaken to ensure they can be undertaken safely. As part of this risk assessment, we will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. Educational Visits will be reviewed and potentially postponed in the event of a VoC or rising cases.

Events

If the school is planning an indoor or outdoor face-to-face performance in front of a live audience, staff should continue to follow the latest performing arts guidance, and the guidance on delivering outdoor events.

Performances will be reviewed and potentially postponed/cancelled in the event of a VoC or a rise in cases.

Outdoor events are generally lower risk. Once Plashet has undertaken a risk assessment and planned the event in line with the system of controls, we may consider an outdoor event (for example a prom) that caters for more one year group. Such events will be reviewed and potentially postponed/cancelled in the event of a VoC or rise in cases.

Indoor events such as the Christmas Bazaar will be risk assessed and conducted in accordance with our systems of control. Years 7, 8, 9 & 10 will not mix as they will have specified times in the sport hall. There will be a limit on the number of students in the sports hall at one time. The bazaar will be cancelled in the event of a rise in cases or emergence of a VoC.

Actions considered to contain an outbreak

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|-----------------------------|--|------------------------|--|--------------|--|
| Impacted year group: | | Impacted staff: | | Date: | |
|-----------------------------|--|------------------------|--|--------------|--|

| Guidance | Action taken | Date commenced | Date of Review | Review Outcome |
|--|---|----------------|----------------|----------------|
| <p>Self-isolation of close contacts <i>In some cases, health protection teams may recommend that a number of other pupils self-isolate at home as a precautionary measure. This could be a class or year group.</i></p> | <p><i>Advice sought from Public Health and LBN. X students isolating from X to X.</i></p> | | | |
| <p>Mandatory Reintroduction of Face Coverings <i>The reintroduction of face coverings for students & staff may be advised for a temporary period in response to particular localised outbreaks, including VoC.</i></p> | <p><i>Face coverings advised for adults & students in corridors and crowded areas.</i></p> | | | |
| <p>Asymptomatic Testing <i>Additional testing in school ATC may be reinstated to pick up any asymptomatic cases in the school community.</i></p> | <p><i>Letter to parents re in school testing.</i></p> | | | |
| <p>Increased ventilation <i>The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE COVID-19 advice provides more information.</i></p> | <p><i>Reminded to keep windows & doors open as much as possible. Investigating options for improving mechanical ventilation system.</i></p> | | | |
| <p>Increased cleaning</p> | <p><i>Additional cleaners & anti-microbial spraying of ares or entire site</i></p> | | | |
| <p>Reduce mixing of students</p> | <p><i>Reviewed start and end times, lunch and break arrangements and re-instated bubbles & zones.</i></p> | | | |
| <p>Communications to staff</p> | <p><i>All staff advised of potential outbreak and mitigating actions.</i></p> | | | |
| <p>Communications to students</p> | <p><i>All students advised of potential outbreak and mitigating actions.</i></p> | | | |
| <p>Communications to parents/ carers</p> | <p><i>Letter to parents/carers advised of potential outbreak and mitigating actions.</i></p> | | | |
| <p>Remote Education</p> | <p><i>Remote education provided to those students who need to self-isolate.</i></p> | | | |