

## COTON GREEN ATLP COVID OUT BREAK 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. The DfE's published COVID Contingency Framework states that schools should have an "outbreak management plan", outlining how they would operate if any of the measures described in the guidance were recommended for their setting or area.

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)

In these cases, the Guidance also states that councils, directors of public health and Public Health England health protection teams can recommend certain measures for individual schools or clusters of settings.

If there is a need to address more widespread issues across an area, "ministers will take decisions on an area-by-area basis".

This plan should be read alongside the latest guidance for education settings operating during COVID (this is not an exhaustive list and these documents change frequently so the reader should check they have the most up to date guidance).

- actions for early years and childcare providers during the COVID-19 outbreak  
<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcareclosures>
- actions for schools during the COVID-19 outbreak  
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirusoutbreak>
- protective measures for holiday and after-school clubs, and other out-of-school settings during the COVID-19 pandemic <https://www.gov.uk/government/publications/protective-measures-forholiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronaviruscovid-19-outbreak>
- guidance for special schools and other specialist settings: COVID-19  
<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-andother-specialist-settings>
- contingency framework: education and childcare settings  
<https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-ineducation-and-childcare-settings/contingency-framework-education-and-childcare-settings>

## GENERAL PRINCIPLES AT TRUST LEVEL:

### Scenario 1 – Single Confirmed COVID Case

If there is one case identified in school the following steps will be taken in line with the latest guidance:

- School will liaise with Public Health / NHS test and Trace passing on the relevant information and act on any isolation advice
- Schools will follow their Local Authority reporting guidance
- Consideration will be given to transport and visitor contacts
- Remote learning plan to be implemented for those isolating
- School Covid Risk Assessment to be evaluated in light of any learning from new case

### Scenario 2 – Outbreak Within Setting

The definition of an outbreak in a non-residential setting is:

Two or more test-confirmed cases of COVID-19 among individuals associated with a specific non-residential setting with illness onset dates within 14 days, and one of the following:

- identified direct exposure between at least 2 of the test-confirmed cases in that setting (for example under one metre face to face, or spending more than 15 minutes within 2 metres) during the infectious period of one of the cases
- when there is no sustained local community transmission - absence of an alternative source of infection outside the setting for the initially identified cases

An outbreak is deemed to last 28 days from the last positive diagnosis.

The best way to avoid an outbreak in a setting is to ensure preventative measures are in place. Within all settings the following will be in place:

- A risk assessment for each setting that reflects the current Government Guidance
- Appropriate PPE will be provided and worn in line with Guidance
- Hand sanitiser will be freely available
- Staff who can work from home will do so
- The ATLP COVID Response will be followed
- LFT testing will be available for staff, visitors and secondary pupils

Should an outbreak be identified the following steps will be undertaken:

- School will liaise with Public Health passing on the relevant information
- Schools will follow their LA guidance for notification
- In collaboration with Public Health and the Trust Executive Leadership Team a decision will be made as to whether school can remain open
- DfE will be informed if the school is to close
- LA will be informed if the school is to close
- In liaison with Public Health, if the school is a test site, on site testing will be reinstated
- Remote learning plan will be implemented

- External visits to the school will stop until deemed safe
- School COVID Risk Assessment will be evaluated in light of any learning from new cases

### Scenario 3 – The setting is affected by a package of Local or National measures

The COVID situation is ever changing as are the directed responses. Settings will work with the Trust to ensure that they implement any Local or National restrictions and guidance. Schools will work in collaboration with professionals and stakeholders to limit the impact on educational delivery. This will include working with the following:

- Parents/carers
- Pupils
- Public Health
- Local Authority
- Social Care
- DfE

The following plans are in place to support the continued delivery of education under local or National measures:

#### Testing:

- All schools in ATLP support with the distribution of LFD tests.
- Each test site ensures that they remain well stocked so they can mobilise their test centre if required
- All schools ensure they remain well stocked with LFD tests in case there is a requirement to increase home testing

#### Face Coverings:

- Should face coverings be recommended, schools will amend their RA in line with the cohort of pupils they have

#### Shielding:

- Should shielding be reintroduced, those on the shielded patient list will be supported to follow guidance. If this is a pupil, then the remote learning plan would be implemented. Shielding staff will be supported to work from home and measures put in place to support their wellbeing.

#### ATLP COVID Risk Assessment:

- This is a regularly updated list of documents which set out the expectations of the Trust on visits, visitors, trips, training and home visits. They are available here: [ATLP COVID RISK ASSESSMENT DOCUMENTS](#)

Attendance restrictions:

Places will be prioritised for pupils in line with current guidance

- Primary Schools: *“If some attendance restrictions are needed, all vulnerable children, children of critical workers, children in reception, year 1 and year 2 should still be allowed to attend. If, by exception, attendance is restricted further, vulnerable children and children of critical workers should still be allowed to attend.”*

**Contingency Framework: Education and Childcare Settings (DFE, 25 June 2021)**

- Where pupils have EHCPs and cannot attend school a risk assessment will be undertaken to assess if they are safer at home or in school.

Safeguarding:

- It is expected that all schools have a DSL on site, if this is not possible a senior leader will take on the responsibility for coordinating safeguarding and remote support will be given by the Trust by Sue Bailey
- Wellbeing calls will be made regularly (in line with individual pupil risk assessments) to ensure that pupils are safe and well at home.

Meals:

- Meals will continue to be provided for those on site, those in receipt of free school meals who are not on site will either be provided with vouchers or food for the time the pupil is isolating, or the school is restricting attendance.

IT Access:

- As part of the school remote learning plan, details will be held of who requires a device to be provided. These will be available to be collected from school or, if there is prior warning, they will be distributed prior to class/school closures.
- Part of the wellbeing calls will be to monitor this provision and pupil access to the remote learning so that support can be given as required.



## **SPECIFIC COTON GREEN SCHOOL COVID OPERATION AND CONTINGENCY PLAN**

### Stage 1:

Operation of school as normal with specific extra hygiene protocols – e.g. supervised handwashing, cleaning between lunch sittings, cover it, catch it and bin it. Sensible segregation and mitigations should be considered regarding large groups gathering for lengthy periods. E.G – Phase assemblies, use of extensive grounds for social times; consideration given to pick up points and times.

The DFE operational guidance will be followed and regularly checked for updates.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

### **COTON GREEN PRIMARY SCHOOL OPERATIONAL PLAN 2021-22**

School will operate in much the same way as before Covid. The following control measures are required:

#### **Control measures**

##### **You should:**

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

#### **School Opening Times:**

School opening times to revert to pre-covid times – 8:45 – 3:20 (registration by 9:00)

All pupils encouraged to enter school without parents – older pupils should be left at school gates. Younger pupils should be left at the entrances with designated staff.

Reception – Yard 1

Year 1/2 - New entrance on Yard 2 (outside new build)

Year 3/4 - Mrs Smith's class Yard 1 entrance – Mr Birch – Yard 2 own entrance – Mrs Holbrook (Pastoral Room)

Year 5/6 – Yard 3 entrance.

**Parents should not enter school buildings with children. Parents can speak to staff briefly on the doors or use the year group email messaging system. This is to avoid unnecessary crowds gathering at entrances busy times.**

School gates will be opened by 3:10pm for pick up.

## **FACE COVERINGS:**

There is no requirement for primary children to wear a face covering. There is no requirement for adults to wear a face covering other than when administering first aid if close contact cannot be avoided. Adults who are classed as vulnerable and opt to wear a face covering can do so and should be respected. However, if in a teaching capacity transparent visors will be supplied.

## **ASSEMBLIES:**

In the first instance, these will be in Key Stages. A consideration to whole school assemblies will be made after a three-week review of the operational plan.

## **PLAYTIMES:**

EYFS: as appropriate (organised by EYFS staff)

KS1 10.00am – 10.15am

KS2 10.30am – 10.45am

(An afternoon break can be taken at the discretion of the teacher if it is deemed necessary)

## **LUNCHTIMES:**

School will revert to normal lunchtime operations. New areas, once available, should be utilised to limit numbers in the hall – e.g. use of new studio for sandwiches. The field areas should be utilised whenever possible – e.g. KS2 main field, KS1 back-field. Each table sitting should be cleaned in between sittings – Supervised hand washing

12:00- 1.00 Reception 12:15 1:15 -KS1 12:30-1:30 KS2

## **KIDZONE CLUB:**

To return to normal operating procedures. This includes increasing places to 20 in the first instance.

## **Ventilation:**

School will follow guidance as below:

*When your school is in operation, it is important to ensure it is well-ventilated and that a comfortable teaching environment is maintained.*

*You should identify any poorly ventilated spaces as part of your risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example, school plays.*

*Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).*



*You should balance the need for increased ventilation while maintaining a comfortable temperature.*

*The Health and Safety Executive guidance on air conditioning and ventilation during the COVID-19 pandemic and CIBSE COVID-19 advice provides more information.*

*DfE is working with Public Health England, NHS Test and Trace, and the Scientific Advisory Group for Emergencies (SAGE) on a pilot project to measure CO2 levels in classrooms and exploring options to help improve ventilation in settings where needed.*

### **STAFF LATERAL FLOW TESTING:**

Staff should undertake twice-weekly home tests whenever they are on site until the end of September, when this will also be reviewed.

### **Current Public Health Advice:**

Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).

**If anyone in your school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice.**

### **ATTENDANCE:**

School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.

Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).

### **SCHOOL BUILDING WORKS:**

There will be no admittance other than for maintenance of IT and caretaking into the area of building that is being remodelled. The door will be locked. In the new building whilst works are completed safety barriers will be put in place as part of the ENTRUST building risk assessment. Access to the back field will not be available until landscaping is completed. The areas of work for the builders is to be self-contained and access through the playground once again limited during the school day. The HT and Operations manager will be in daily contact regarding building issues that may affect the operational aspects of school.

## **Stage 2: EXTRA ACTION - CONTINGENCIES**

The Operational Guidance sets out the measures that all education settings should have in place to manage transmission of COVID-19 day to day. For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting. The thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned. For most education and childcare settings, whichever of these thresholds is reached first:

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

The school will refer to the DFE contingency framework below:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1011704/20210817\\_Contingency\\_Framework\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf)

### **Staggered starts**

At stage 2, school will consider the re-introduction of staggered starts for pupils using the previous alphabetical system adopted previously to limit social contacts in school. At this stage, visitors to site will also be limited. Social distancing will be re-introduced where appropriate.

### **School Bubbles system:**

School can have a two tiered system of 'bubbles' if the above thresholds are reached. School would work with ATLP central team, LA and local PHE teams for the most appropriate course of action.

#### **Tier 1: Phase bubbles**

Reception - Year 1&2 - Year 3&4 - Year 5&6

These bubbles for staff and children could be maintained to deliver education with almost no impact on teaching and learning. Social times and lunchtimes would be separate and staff welfare areas can be created for these bubbles.

#### **Tier 2: Class Bubbles**

These bubbles could be created but would cause some disruption to normal classroom provision. Separate social and lunchtime isolation would be organised. Previous plans can be used to

facilitate this which are familiar to staff and pupils. At this stage extra cleaning provision should be sought.

**Tier 3: Class isolation** – classes with multiple cases could move to remote learning. See remote learning plan. For information, systems used are as follows: Reception - 2simple; KS1 - class Dojo; KS2 - Microsoft Teams. Teachers can give live or recorded lessons supplemented by Oak Academy resources if appropriate. Weekly welfare calls will be made by the pastoral team.

**Tier 4: Year Group / Phase Isolation:** As above but may move to isolate children when a significant outbreak happens in a single phase. Children deemed as vulnerable would be offered a place in school.

**Tier 5: School Closure:** School should revert to plans previously used in National lockdown events. This would only happen when advised to do so by the relevant bodies such as PHE, LA or ATLP executive team. In this event school would make provision for an extensive home learning offer and face to face teaching for vulnerable learners and children of essential workers.