

St. Mary's CE Primary School, Putney
COVID-19 Outbreak Management Plan
 UPDATED JANUARY 2022
 2021-22



The triggers for the implementation plan are as follows:

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

*The definition of close mixing is on p.15 of Contingency Framework: Education and Childcare Settings (15 December 2021)

If Staff members have tested positive then the Head Teacher or their representative should call the Self Isolation Service Hub on 0203-743-6715 as soon as possible and be prepared to give the following information:

- 8 digit NHS test and trace Account ID (sometimes referred to as a CTAS number)
- The list of colleagues who the positive staff member has identified as close contacts

The positive staff member should give this information to the Head Teacher, or their representative

When the triggers above are reached or a pupil or staff member is admitted to hospital with Covid-19, the Head Teacher, or their representative, will seek Public Health Advice by calling the DfE Helpline on 0800-046-8687, Option 1

CONTROL	*RESPONSIBILITY	TIMELY	EDUCATION IMPACT	COMMUNICATION
Control Measure	Who is responsible for putting the control measure into action? (other staff will carry out some of the preparatory actions)	How will we achieve the control measure in a timely way?	How can we reduce/eliminate impact on pupil education?	How will we communicate the control measure to the necessary groups of stakeholders? Children/parents/staff/governors/contractors
I. Cleaning – review effectiveness of existing cleaning regime and/or activate deep clean	Premises Manager	<ul style="list-style-type: none"> • Arrangements for a deep clean of the school will be made in advance so that they can be activated as and when needed • Pre-written letter will be drafted and ready to send to stakeholders in the event of a closure for deep clean 	<ul style="list-style-type: none"> • Pupils will learn remotely in the event that the school has to close for cleaning • Deep cleans will be carried out on a weekend wherever possible 	<ul style="list-style-type: none"> • Pre-written ParentMail to be sent to all parents, staff and governors • PMX message sent to all parents, staff and governors to notify that control measure I is to be activated (see more detail in ParentMail)

<p>2. Ventilation – ensure all external windows and doors are open as well as internal doors</p>	<p>Class Teachers</p>	<ul style="list-style-type: none"> • A PMX message sent to all staff and governors to notify them that control measure 2 is to be activated (see more detail in ParentMail) • A pre-written message to parents will be ready to go out asking them to ensure children are wearing layers and they have cold weather clothing with them in school • A plan for additional activities which could take place outside will be constructed in advance 	<ul style="list-style-type: none"> • Pupils and staff will need to wear extra layers and possibly coats to ensure thermal comfort 	<ul style="list-style-type: none"> • Pre-written ParentMail to be sent to all parents, staff and governors • A PMX message sent to all staff and governors to notify them that control measure 2 is to be activated (see more detail in ParentMail)
<p>3. Increased testing of staff</p>	<p>School Business Manager</p>	<ul style="list-style-type: none"> • All stakeholders are familiar with the OMP and the control measures they could be asked to comply with in advance • Stocks of tests are sufficient to enable and maintain increased testing for as long as required • Existing systems for the reporting and recording of test results are efficient and effective • Pre-written communication to all staff will be ready to send 	<p>No impact</p>	<ul style="list-style-type: none"> • Pre-written ParentMail to be sent to all staff and governors • PMX message or sent to all staff to notify that control measure 3 is to be activated (see more detail in ParentMail)
<p>4. Face Coverings to be worn by adults in school (unless medically exempt)</p>	<p>School Business Manager</p>	<ul style="list-style-type: none"> • All stakeholders are familiar with the OMP and the control measures they could be asked to comply with in advance • Signage for all external doors will be laminated and ready • If the directive is made whilst staff are in school then Admin staff will circulate the message methodically around the site and staff not on site will be contacted • Sign in board to be reintroduced (could this be achieved through the DLP?) • Class Teachers will speak to their classes about the existence of the OMP – in an age appropriate and sensitive way – and explain that there may be a need for us 	<ul style="list-style-type: none"> • Masks to be removed by adults (who are happy to do so) when directly teaching groups or classes • All staff have a full set of PPE and can wear visors whilst direct teaching, if preferred to wearing NO mask, so that children can see their faces 	<ul style="list-style-type: none"> • Pre-written ParentMail to be sent to all staff and governors • Short WhatsApp message or equivalent sent to all staff to notify that control measure 4 is to be activated (see more detail in ParentMail) • Class Teachers will explain why adults might be seen to wear masks around school and will

		<p>to revert back to some of the things they have seen us do in the past e.g. wear masks, isolate at home, learn from home, cancel trips etc. in order to continue to keep everyone safe – so that they are prepared that these things may happen</p> <ul style="list-style-type: none"> All staff have a full set of PPE from the start of the academic year 2021-22 (or as close as possible) 		<p>reassure children that they do not need to wear one (unless they would like to) along with the mitigations which are in place to keep them safe</p>
5. Shielding	<p>Shielding Persons (Head Teacher to amend the OMP immediately if made aware that a stakeholder may need to shield)</p>	<ul style="list-style-type: none"> All stakeholders are familiar with the OMP and the control measures they could be asked to comply with in advance Persons who are on the shielding register should notify the Head Teacher immediately and the Head Teacher will amend the Outbreak Management Plan immediately 	<ul style="list-style-type: none"> There are currently no stakeholders who have notified the school that they are on the shielding list and therefore the instruction to shield will not affect the quality of education 	N/A
6. Cancellation of trips or events	<p>Trips – the Trip Lead Events – Head Teacher</p>	<ul style="list-style-type: none"> All stakeholders are familiar with the OMP and the control measures they could be asked to comply with in advance Initial information about any trip or event will include a warning about the possible need to cancel at short notice and will outline how this will be done efficiently and effectively e.g. via the website Class Teachers will speak to classes sensitively and in an age appropriate way to let them know that a trip or event has been cancelled and will let them know that the trip event MAY be rescheduled at a later date (only if this is a possibility) 	<ul style="list-style-type: none"> Trips should be rescheduled as far as possible or other enrichment activities planned to ensure no opportunities are missed by pupils 	<ul style="list-style-type: none"> ParentMail for trips and events Banner message on the website to cancel events such as Open Evening Additionally signage will be used for cancelled events e.g. posters etc. at the venue e.g. school for Open Evening Weekly newsletter if timely/appropriate
7. Attendance Restrictions	<p>Deputy Head Teacher</p>	<ul style="list-style-type: none"> All stakeholders are familiar with the OMP and the control measures they could be asked to comply with in advance 	<ul style="list-style-type: none"> Children at home who do not have access to remote education will be loaned a device by the school 	<ul style="list-style-type: none"> Pre-written ParentMail to be sent to all parents, staff and governors

		<ul style="list-style-type: none"> • The vulnerable children register is up to date • Pre-written communications and information on how to apply for Key Worker provision exist as well as invites to attend provision • Supervision timetables for staff are planned in advance – including which staff are responsible for premises and safeguarding • Risk Assessment A will come into force 	<ul style="list-style-type: none"> • Class Teachers will be in school leading remote learning and supervising children in school • Support staff will provide additional support for vulnerable children in school where needed • Children in school will access the same remote education along with their classmates who are at home • Class Teachers will provide an education to all pupils which is equal to that which they would have received in school (unless it is impossible to recreate enrichment activities via remote education) • Class Teachers will contact parents of children who are not present for remote lessons and ensure full access for and interaction from all 	<ul style="list-style-type: none"> • Short WhatsApp message or equivalent sent to all staff to notify that control measure 7 is to be activated (see more detail in ParentMail)
8. Remote Education	Assistant Head Teacher	<ul style="list-style-type: none"> • All stakeholders are familiar with the OMP and the control measures they could be asked to comply with in advance • The Remote Education Policy is up to date • The Remote Education Contingency Plan outlines all possible variations for the delivery of remote education and how this will be put into practice • Pre-written communications will be prepared into advance so that they can be sent out in a timely way to parents 	<ul style="list-style-type: none"> • Children at home who do not have access to remote education will be loaned one by the school • Class Teachers will be in school leading remote learning and supervising children in school • Children in school will access the same remote education along with their classmates who are at home • Support staff will provide additional support for vulnerable children where needed • Class Teachers will provide an education to all pupils which is equal to the direct teaching which they would have received in school (unless it is impossible to recreate enrichment activities via remote education) • Class Teachers will contact parents of children who are not present for remote lessons and 	<ul style="list-style-type: none"> • Pre-written ParentMail to be sent to all parents, staff and governors • Short WhatsApp message or equivalent sent to all staff to notify that control measure 8 is to be activated (see more detail in ParentMail)

			ensure full access for and interaction from all	
9. Return to Bubbles	Deputy Head Teacher/Assistant Head Teacher	<ul style="list-style-type: none"> All stakeholders are familiar with the OMP and the control measures they could be asked to comply with in advance Timetables for bubbles will be prepared in advance Pre-written communications will be prepared into advance so that they can be sent out in a timely way to parents 	No impact	<ul style="list-style-type: none"> Pre-written ParentMail to be sent to all parents, staff and governors PMX message or sent to all staff to notify that control measure 9 is to be activated (see more detail in ParentMail)

Plan reviewed on 04-JAN-2022

Author: Cheryl Payne – Head Teacher