



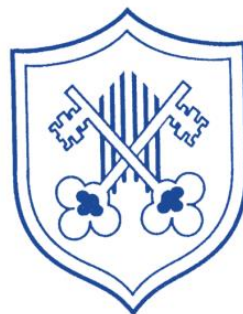
## Delivering Education during Covid-19 Pandemic Case and Outbreak Management Plan Effective: Plan B (14.12.2021)



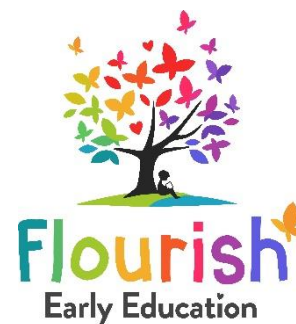
St Andrew's CE  
Primary School



Colwich CE Primary  
School



St Peter's CE Primary  
School



Flourish Early  
Education @ St.  
Peter's CE Primary  
School

<b>Setting Name :</b>	St. Andrew's CE Primary School
<b>Outbreak Management Plan Version:</b>	v3
<b>Date Completed:</b>	19.07.2021
<b>Review Date:</b>	07.09.2021, 13.09.2021, 16.09.2021, 20.09.2021, 22.09.2021, 19.10.2021, 14.12.2021
<b>Plan Owner:</b>	Paul Hayward (Headteacher)

## 1. Aims

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.

## 2. Objectives

The objective of outbreak management planning is to document the activities the school will undertake in preparing for and responding to a single or multiple cases of COVID-19 within the setting. It detail specific actions and controls which 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 the Department for Education.

## 3. Related Documents

School level documentation	National Guidance
Current Covid-19 Risk Assessment	School's Covid-19 Operational Guidance December 2021
Remote Learning Policy	Actions for Early Years and Childcare Providers during the COVID-19 Pandemic
Updated information for Parents/Carers available via the school website: <a href="https://www.st-andrews-weston.staffs.sch.uk/school-information/coronavirus-information/">https://www.st-andrews-weston.staffs.sch.uk/school-information/coronavirus-information/</a>	Contingency framework: education and childcare settings (June 2021)

This outbreak management plan was written to comply with the current guidance for Education settings. It is in addition to the school's Covid-19 Risk Assessment, which includes preventative measures in place to reduce the likelihood of an outbreak within our school. Our school risk assessment is available to view on the school website. This plan also links with the school's current business continuity plan.

## 4. Scope

This outbreak management plan covers the management of COVID-19 outbreaks (single and multiple) at any of the following settings:

- St. Andrew's CE Primary School
- St. Andrew's OOSC (CHILL)

This plan does not cover the prevention of COVID-19 transmission, which is detailed within the school's Risk Assessment.

## 5. Principles of Effective Outbreak Control

### a. Reducing transmission

The school's risk assessment outlines the preventative measures in place prior to and after an outbreak has been controlled. Scenarios and measures are considered within this plan which would further reduce transmission in the event of:

- 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)

### b. Prioritising Education

Our children have already missed chunks of education during the pandemic and we are aware of the impact of this missed learning on their academic achievement and educational wellbeing. In all cases, any benefits in managing transmission should be weighed against any educational drawbacks.

Our outbreak management plan includes continuity of education as a key feature in all scenarios and details how the school will offer high-quality remote learning provision in the event that children are not able to attend school.

**Restricting or limiting pupil attendance:** Every effort will be made to control an outbreak in school without limiting or restricting pupil attendance.

If advised by LA Local Outbreak Control or PHE, restrictions or limitations may be placed on attendance in school as a last resort.

In the case of restricted attendance vulnerable children, children of critical workers, children in reception, year 1 and year 2 will be given priority to attend school.

If attendance needs to be restricted further, vulnerable children and young people and children of critical workers should still be able to attend

### c. Effective Collaboration and Communication

Multi-agency collaboration and communication is important in ensuring consistency in approach across England wherever issues occur, so that no group of children, pupils or students is unfairly disadvantaged.

Local authorities, directors of public health (DsPH) and DfE's regional school commissioners should maintain close working relationships through their regional partnership teams (RPTs). These teams are made up of:

- Public Health England (PHE) regional directors
- Contain regional convenors
- Joint Biosecurity Centre (JBC) regional leads

Where decisions about measures in education and childcare settings are made at a national level, DfE will work with the Department of Health and Social Care (DHSC), JBC, NHS Test and Trace, the Chief Medical Officer, PHE and other government departments, as well as relevant local authorities

and directors of public health. The government will take into account the available evidence and the judgement of public health professionals.

#### d. Roles and Responsibilities

Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) are responsible for managing localised outbreaks. They play an important role in providing support and advice to education and childcare settings.

Local authorities, DsPH and HPTs can work with their regional partnership teams (RPTs) to escalate issues from the local level into the central Local Action Committee command structure. RPTs support local areas in managing outbreaks, and provide advice and insights from across the country to the Chief Medical Officer and the Secretary of State for Health and Social Care to inform decision making.

Through the Local Action Committee command structure, ministers consider and take decisions on measures on an area-by-area basis in light of all available evidence, public health advice and the local and national context.

In rare circumstances, it may be necessary to escalate issues to ministers through other central government committees (for example incident management teams), but this should be by exception only.

In the event of an outbreak in school the following persons are key to the settings immediate outbreak response:

<b>Main Contact for LA Local Outbreak Team and/or PHE:</b>	Paul Hayward (Headteacher)
<b>Outbreak Response Lead:</b>	Paul Hayward (Headteacher)
<b>Response coordinators:</b>	Kirsty Beardmore (Teaching Staff and Pupil Response Management) Dawn Palmer (Parent and Non-Teaching staff Response Management)
<b>Communications:</b>	Paul Hayward (Headteacher)
<b>School representative for Multiagency Incident Management Team meetings:</b>	Paul Hayward (Headteacher)

## Stage 1 – Prevention and Preparation

The school's current risk assessment includes measures to ensure compliance with the latest guidance.

**Guidance Document:** School's Covid-19 Operational Guidance December 2021

**Control Measures in Place:**

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.**

These control measures remain in place and, where possible strengthened, in the event of a local outbreak.

## Stage 2a – Planned Response

Scenario	What needs to happen?	Who needs to do it?	Equipment Required	Other Considerations
Suspected case of Covid-19 (person in school)	<ol style="list-style-type: none"> <li>1. Person displaying Covid-19 symptoms is removed from classroom immediately.</li> <li>2. Children are re-located to the Nurture Room to await collection, adults are removed from the premises immediately and sent home to isolate.</li> <li>3. Classroom is vacated and cleaned as a precaution.</li> <li>4. Nurture Room fans are switched on.</li> <li>5. If KS2 child isolates and is supervised from distance outside of the room.</li> <li>6. If KS1 or EYs child isolates in the room, supported by member of the teaching team (teacher/LA) wearing PPE face mask, apron and gloves.</li> <li>7. Office staff contact parents and ask to collect immediately.</li> <li>8. Office staff advise parent that child can return to school following a negative PCR (not lateral flow) test. Proof of this result will be requested upon re-entry to school.</li> <li>9. Siblings do not need to be sent home at this point in the event of a suspected case.</li> <li>10. Supervising staff member escorts child to parents.</li> <li>11. Office team alert PH of suspected case.</li> <li>12. Parents/Carers to arrange for a PCR test.</li> <li>13. Office record absence as an X until child returns to school.</li> </ol>	<p>Class teacher/ TA</p> <p>Class teacher/TA</p> <p>Class teacher/ TA</p> <p>Office team</p> <p>Office team</p> <p>Office team</p> <p>Class teacher/TA</p> <p>Parents/Carers</p> <p>Office team</p>	<p>Stocks of PPE face masks, aprons and gloves.</p>	

	<p>Suspected case of Covid-19 (person not in school)</p>	<ol style="list-style-type: none"> <li>1. Regular communication with families that children must not attend school if displaying symptoms of Covid-19.</li> <li>2. Parents/carers to contact the school to alert the school of symptoms.</li> <li>3. Office staff advise parent that child can return to school following a negative PCR (not lateral flow) test. Proof of this result will be requested upon re-entry to school.</li> <li>4. Office team to alert PH of suspected case.</li> <li>5. Parents/carers arrange for a PCR test.</li> <li>6. Siblings and other household members are welcome to attend school up to the point when a positive result is received.</li> <li>7. If a positive test is received, test and trace will recommend that the household members also take a precautionary PCR test. School will support this recommendation.</li> <li>8. Office record absence as an X until child returns to school.</li> </ol>	<p>Headteacher – newsletters and Dojo Parents/ Carers</p> <p>Office team</p>     <p>Office team Parents/Carers</p>     <p>Office team</p>		<p><b>Out of Hours Contact</b> – Parents/carers can alert the school of symptoms and PCR testing via Class Dojo out of school hours.</p>
--	--	---	---	--	--

Confirmed single case of Covid-19	1. PH to contact local outbreak control team for advice on precautionary and preventative measures to implement at this point (see on/off measures below).	Headteacher	LOC: 01785 854004  C19LOC.education@staffordshire.gov.uk 8 am – 8pm Mon-Fri 10am – 4pm W.Ends  Phone number list generated in case of Powercut/ to be used during holidays.  Teachers2parent log in information  Dojo log in information.  Cleaning stocks (antiviral spray)	<b>Out of Hours and School Holidays –</b> Parents/carers to alert the school of positive PCR test results through Class Dojo.  Close contact tracing will be conducted by NHS test and trace and school we will continue to support their efforts wherever possible.  If a Covid case is confirmed at the weekend or in school holidays and close contacts are identified from the school population, a negative PCR test will be requested upon re-entry to school, unless the holiday period is greater than 10 days self-isolation period.
	2. Additional measures advised are implemented within 24 hours, where possible.	Headteacher		
	3. Office team to inform parents/carers to book PCR test ASAP for siblings and recommend that siblings are collected from school whilst awaiting test and result.	Office team		
	4. Headteacher to identify staff deemed close contacts and recommend to <b>begin daily LFT for 7 days and arrange for a PCR test on day 2.</b>	Headteacher		
	5. Office team to contact all parents/carers of close contacts and advise them to <b>begin daily LFT for 7 days and arrange for a PCR test on day 2.</b>	Office team		
	6. If class teacher/ TA are identified as close contacts, they are to <b>begin daily LFT for 7 days and arrange for a PCR test on day 2.</b>	Class teacher		
	7. Classroom is cleaned thoroughly.	Class teachers/ TA		
	8. Parents/carers of children identified as close contacts by test and trace to <b>begin daily LFT for 7 days and arrange for a PCR test on day 2.</b>	Parents/ Carers		
	9. Office check visitors log and identify visitors who are identified as close contacts by test and trace within the transmission period.	Office team		
	10. In the event of staff absence, class may be closed for min. 24 hrs to allow for PCR tested staff results to be returned.	Headteacher		
	11. Office requests a deep clean of the confirmed cases classroom by the following morning.	Office team		
	12. PH to send letter advising parents/carers the need to <b>begin daily LFT for 7 days and arrange for a PCR test on day 2,</b> if necessary, closure of class whilst we await results.	Headteacher		

		<p>13. PH to inform LAC Chair of single case and confirm actions taken.</p> <p>14. Children and staff identified as close contacts can remain in school whilst awaiting test results <b>if daily LFT is negative.</b></p> <p>15. <b>Children under 5 do not need to take daily LFTs.</b></p>	Parents/Carers		
	Confirmed multiple cases of Covid-19	<p>1. PH to contact local outbreak control team to register every confirmed Covid case in school for monitoring.</p> <p>2. In the event of more than one case in school, advice will be sought from the local outbreak team on the precautionary and preventative measures to implement at this point (see on/off measures below).</p> <p>3. Additional measures advised are implemented within 24 hours.</p> <p>4. Actions above are followed in response to each individual case.</p> <p>5. PH to inform LAC Chair and Chair of the MAT Board of multiple cases and confirm actions taken in line with this outbreak management plan.</p>	Headteacher	<p>LOC: 01785 854004</p> <p>C19LOC.education@staffordshire.gov.uk</p> <p>8 am – 8pm Mon-Fri</p> <p>10am – 4pm W.Ends</p>	<b>Out of hours and holiday cases</b> – see above.

Following advice of the local outbreak control team, additional control measures may need to be implemented quickly in order to manage an outbreak and reduce rates of transmission. For this reason, the following control measures are pre-planned for to enable an instant response to keep our pupils and staff safe.

## Stage 2b - Additional Control Measures

What do you need to do?	Current Status	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
Ensure good hand and	<b>ON</b> 1.9.21	<p><u>School and OOSC</u></p> <ul style="list-style-type: none"> <li>Good hand and respiratory hygiene promoted by all staff.</li> </ul>	All	Always		



What do you need to do?	Current Status	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
respiratory hygiene		<ul style="list-style-type: none"> <li>Staff model and reinforce, as appropriate, key hand and respiratory hygiene messages.</li> <li>Adequate supplies of soap, sanitiser and tissues readily available in all classrooms and shared spaces.</li> <li>Bins have lids and lids are closed when not in use.</li> <li>Scheduled times in the school day and extended hours provision where all pupils wash their hands.</li> <li>System of sanitise in and sanitise out of the school building and individual classrooms remains in place.</li> <li>Signage in toilet areas and throughout the school reminding pupils and staff of the importance of good hand and respiratory hygiene.</li> </ul>	<p>All</p> <p>DP</p> <p>All</p> <p>PH</p> <p>All</p> <p>PH</p>	<p>Always</p> <p>Weekly Check</p> <p>Always</p> <p>September</p> <p>Always</p> <p>September</p>		
Maintain appropriate cleaning regimes.	<b>ON</b> 1.9.21	<u>School and OOSC</u> <ul style="list-style-type: none"> <li>Classroom, regularly use office spaces and toilets are cleaned thoroughly at the end of each day.</li> <li>OOSC space is cleaned each morning.</li> <li>Antiviral spray and blue roll is available in all rooms to enable regular cleaning of frequently touched surfaces.</li> </ul>	<p>MF, LF</p> <p>SMc</p> <p>Teachers and TAs</p>	<p>End of day</p> <p>End of day</p> <p>Throughout the day</p>	<p>Cleaning equipment</p> <p>Antiviral spray and blue roll</p>	
Keep occupied spaces well ventilated.	<b>ON</b> 1.9.21	<u>School and OOSC</u> <ul style="list-style-type: none"> <li>Windows and doors are opened at the start of each school day.</li> <li>In the event of cold weather, windows are opened slightly when rooms are occupied and opened more fully during break and lunch times.</li> <li>High-level windows should be opened in cold weather in preference to low level to reduce draughts.</li> <li>Ventilation increased (opening windows and doors fully when spaces are unoccupied).</li> <li>Staff and pupils invited to wear additional layers of clothing to keep warm.</li> </ul>	<p>SV</p> <p>All</p> <p>All</p> <p>All</p> <p>PH</p>	<p>Always</p> <p>Always</p> <p>Always</p> <p>Always</p> <p>Fortnightly</p>		

What do you need to do?	Current Status	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
		<ul style="list-style-type: none"> <li>Furniture in classrooms rearranged to avoid direct draughts.</li> <li>Outdoor learning and play is encouraged.</li> <li>CO2 monitors used regularly to check ventilation is adequate.</li> </ul>	All All PH	Always Always Weekly	Additional outdoor learning equipment CO2 Monitor	
Reintroduce 2m+ social distancing	<b>OFF</b>	<u>School and OOSC</u> <ul style="list-style-type: none"> <li>Floor spots mark 2m distance at regular queue points (lunch hall and playground).</li> <li>Pre-planned staggered start and end times implemented. Parents informed of start and end family arrival and departure times via Dojo/ text message.</li> <li>Teachers informed of family arrival and departure times via email.</li> <li>Distance markings to be refreshed on outdoor one-way system.</li> <li>Class tables arranged side by side and forward facing (KS2).</li> <li>School wide communication to all staff reminding them to maintain 2m+ distance from children if at all possible.</li> <li>Staff room use restricted to 3 to maintain 2m+ distancing. Signage put up to indicate this.</li> <li>Lunch tables rearranged to forward facing.</li> <li>KS2 classes to return to eating lunch in classrooms.</li> <li>Lunchtime changes communicated to class teachers, LTS.</li> </ul>	SV PH KB SV KB/PH PH PH PH/KB		One-way signage Floor spot markers External spray paint Pre-planned staggered starts	
Implement use of face coverings	<b>ON</b> 14.12.21	<u>School and OOSC</u> <ul style="list-style-type: none"> <li>Good stock level of disposable face coverings to be maintained in school at all times.</li> <li>Communication to all staff regarding wearing of face coverings outside of class bubbles, inc. locations of face coverings and how to take on and off correctly.</li> </ul>	DP PH/KB		Face covering stocks	

What do you need to do?	Current Status	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
		<ul style="list-style-type: none"> <li>• Communication to parents/carers of the need for face coverings on drop off and collection.</li> <li>• Enforcement of face coverings by PH presence at the start and end of the school day.</li> <li>• Regular reminders of need for face coverings on drop off and collection through dojo/ newsletter and communication tools.</li> <li>• OOSC/ LTS staff to wear face coverings at all times when indoors as staff work across multiple groups.</li> </ul>	PH  PH  PH  OOSC LTS			
Move to consistent groups/ bubbles	<b>ON</b> 14.12.21	<u>School and OOSC</u> <ul style="list-style-type: none"> <li>• Revert to pre-planned bubble timetable and staffing rotas.</li> <li>• Communicate timetable changes and staffing changes to all staff.</li> <li>• Revert to reduced bubble lunchtime plans and staffing rotas.</li> <li>• Allocate intervention spaces to specific bubble groups.</li> <li>• <b>Hall use restricted to one class per day.</b></li> <li>• Move collective worship plans to video-link/TEAMS</li> <li>• Check and cease intervention groups which involve children from more than one bubble. Communicate with parents.</li> <li>• Check and cease extra-curricular activities/ trips which involve children from more than one bubble. Communicate with parents.</li> <li>• Reduce use of shared resources.</li> <li>• 72 Hour quarantine period for shared resources or cleaned between uses.</li> <li>• Whole staff email regarding shared resources sent.</li> </ul> <u>OOSC</u> <ul style="list-style-type: none"> <li>• OOSC setting re-organised to allow children to sit with bubble groups.</li> <li>• Children to play within bubble groups.</li> </ul>	All  PH  KB All PH  JD/SG  PH/DP  All All  HO  OOSC		Shadow timetable for bubbles  Shadow staffing rota for bubbles.	

What do you need to do?	Current Status	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
		<ul style="list-style-type: none"> <li>Planned activities allow for individual rather than group activities.</li> <li>Implement 72 Hour quarantine period for shared resources or cleaned between uses.</li> <li>Resources re-labelled for specific group use.</li> </ul>	OOSC SMc SMc			
Support and promote asymptomatic testing	<b>ON</b> 1.9.21	<u>School and OOSC</u> <ul style="list-style-type: none"> <li>School to maintain stocks of lateral flow tests for staff and volunteers working with children to promote lateral flow testing.</li> <li>Lateral flow testing information session to be shared with all new staff to ensure informed consent of asymptomatic testing.</li> <li>PH to regularly check lateral flow test results to ensure that these are completed.</li> <li>Staff to be regularly reminded and updated about how to report LFT and positive results both in school and via Gov.uk.</li> </ul>	PH  PH  PH  PH	Always  Always  Always  Always	Regular stock checks of LFTs.  Regular review of guidance to check asymptomatic testing is still recommended in schools.	
Deep clean the school site	<b>ON</b> 14.12.21	<u>School and OOSC</u> <ul style="list-style-type: none"> <li>Instruct cleaners to complete deep clean the school in line with latest Covid cleaning guidance.</li> <li><b>If school closure required to allow this to happen:</b></li> <li>PH to liaise with LAC chair to arrange school closure.</li> <li>KB to inform all staff of imminent school closure and arrange for work to be set via MS teams.</li> <li>PH to inform parents (letter/ text message) of imminent school closure.</li> <li>PH to update the LA website with information of school closure.</li> </ul>	DP/PH  PH KB PH  PH	As required		

What do you need to do?	Current Status	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
		<ul style="list-style-type: none"> <li>DP/LH to record school closure in attendance registers.</li> <li>SMc/DP to remove payment for this day on bills for OOSC.</li> </ul>	DP/LH SMc/DP			
Restrict use of shared resources	<b>OFF</b>	<p><u>School</u></p> <ul style="list-style-type: none"> <li>Implement 72 Hour quarantine period for shared resources or cleaned between uses (inc. home reading books).</li> <li>Whole staff email regarding shared resources sent.</li> <li>Teachers to plan for individual activities rather than group activities where possible.</li> <li>Parents/ Children asked to bring in pencil cases of personal resources from home to avoid sharing in classrooms.</li> <li>LTS to close play shed.</li> <li>LTS to organise individual bubble sports equipment for lunch and break times.</li> </ul> <p><u>OOSC</u></p> <ul style="list-style-type: none"> <li>Implement 72 Hour quarantine period for shared resources or cleaned between uses.</li> <li>Planned activities allow for individual rather than group activities.</li> <li>Resources re-labelled for specific group use.</li> </ul>	All  KB KB  PH  LTS LTS  SMc SMc  SMc		Stocks of personal resources for children unable to bring equipment in from home. Quarantine boxes/ areas for books and shared resources.	
Restrict curriculum activities which expel increased water droplets eg. singing, indoor PE	<b>OFF</b>	<ul style="list-style-type: none"> <li><b>PE lessons:</b> Staff informed to ensure all PE activities take place outside.</li> <li>Parents informed of need for outdoor kit and waterproof jackets.</li> <li><b>Music lessons:</b> Woodwind and brass delivered in school hall instead of classroom.</li> </ul>	GL  GL  PH/ Entrust			

What do you need to do?	Current Status	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
Restrict attendance for shielding staff and children	<b>OFF</b>	<ul style="list-style-type: none"> <li>• Register of all children and staff likely to need to shield in the event of an outbreak collated.</li> <li>• Phone calls to all those listed on risk register to inform them of the need to cease attendance at school in line with LOC team guidance.</li> <li>• Staff to have remote access to enable home working where possible.</li> <li>• DP to ensure that all systems are available to load at home for all staff identified as potentially needing to shield.</li> <li>• All pupils to have log in access for MS Teams.</li> <li>• Teachers to be informed of shielding pupils and date of commencing shielding.</li> <li>• Teachers to set up MS Teams to remote individual shielding pupils into lessons directly and upload any required resources after 24 hours of shielding notification.</li> <li>• PH to re-deploy staff as per shielding plan to cover for shielding staff members.</li> </ul>	<p>DP/LH</p> <p>PH</p> <p>DP</p> <p>DP</p> <p>PH/TB</p> <p>PH</p> <p>Teachers</p> <p>PH</p>	<p>September</p> <p>September</p> <p>September</p> <p>September</p>	<p>MS Teams Log ins</p> <p>Remote access to SIMS</p> <p>Remote transfer of school phones.</p>	
Restrict attendance (No visitors or off site visits)	<b>ON</b> 14.12.21	<ul style="list-style-type: none"> <li>• All non-essential visitors not permitted on site.</li> <li>• DP to check diary and identify all visitors for the subsequent 2 weeks.</li> <li>• DP to check with PH who are essential/ non-essential visitors.</li> <li>• DP to contact all non-essential visitors and cancel/ re-schedule visits.</li> <li>• Essential visitors to be advised of the risk of entering the school setting at this time, provided with visitor charter and access to latest RA in advance of visit.</li> <li>• PH to communicate with parents/ carers that the school office is closed and advise of alternative comms methods (phone, dojo, email).</li> </ul>	<p>All</p> <p>DP</p> <p>DP/PH</p> <p>PH</p> <p>DP</p> <p>PH</p>			

What do you need to do?	Current Status	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
Restrict attendance (Keyworkers, vulnerable, Rec, Y1 and Y2)	<b>OFF</b>	<p><b>In preparation:</b></p> <ul style="list-style-type: none"> <li>• Questionnaire sent at the start of the year to identify key workers in the event of restricted attendance.</li> <li>• Registers for key worker/ vulnerable provision created.</li> <li>• Shadow staffing plan created for KW, Rec, Y1 and Y2 attendance only.</li> <li>• All children have usernames and passwords for MS Teams.</li> </ul> <p><b>In the event of:</b></p> <ul style="list-style-type: none"> <li>• Communication and advice sought from LOC team.</li> <li>• Inform Chair of LAC/ Trust Board of requirement for partial closure.</li> <li>• Letter and text message sent to parents advising of the need to restrict attendance and timeline for partial closure.</li> <li>• Organisation of emergency staff meeting at next break/lunch/end of day to advise of partial closures.</li> <li>• PH to lead emergency staff meeting, share information about the need for the partial closure, the shadow staffing plan and emerging registers.</li> <li>• Advise Y3-6 staff of need to provide remote learning and ensure clarity with staff about what is required each day and when it is required to be available.</li> <li>• Video of how to access teams and the organisation of home learning shared via Dojo.</li> <li>• Identification of vulnerable children/ staff who may be at increased risk. Individual RA created.</li> </ul>	<p>DP</p> <p>DP PH</p> <p>PH/TB</p> <p>PH PH</p> <p>PH</p> <p>KB</p> <p>PH</p> <p>PH/ KB</p> <p>LC</p> <p>PH/ AN</p>	<p>September</p> <p>September September</p> <p>September</p>		
Restrict Attendance (Keyworkers and vulnerable)	<b>OFF</b>	<p><b>In preparation:</b></p> <ul style="list-style-type: none"> <li>• Questionnaire sent at the start of the year to identify key workers in the event of restricted attendance.</li> <li>• Registers for key worker/ vulnerable provision created.</li> </ul>	<p>DP DP</p>	<p>September</p> <p>September</p>		

What do you need to do?	Current Status	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
	<b>OFF</b>	<ul style="list-style-type: none"> <li>• Shadow staffing plan created for KW, Rec, Y1 and Y2 attendance only.</li> <li>• All children have usernames and passwords for MS Teams.</li> </ul> <p><b>In the event of:</b></p> <ul style="list-style-type: none"> <li>• Communication and advice sought from LOC team.</li> <li>• Inform Chair of LAC/ Trust Board of requirement for partial closure.</li> <li>• Letter and text message sent to parents advising of the need to restrict attendance and timeline for partial closure.</li> <li>• Organisation of emergency staff meeting at next break/lunch/end of day to advise of partial closures.</li> <li>• PH to lead emergency staff meeting, share information about the need for the partial closure, the shadow staffing plan and emerging registers.</li> <li>• Advise all staff of need to provide remote learning and ensure clarity with staff about what is required each day and when it is required to be available.</li> <li>• Video of how to access teams and the organisation of home learning shared via Dojo.</li> <li>• Identification of vulnerable children/ staff who may be at increased risk. Individual RA created.</li> </ul>	<p>KB/PH</p> <p>PH/TB</p> <p>PH</p> <p>PH</p> <p>PH</p> <p>KB</p> <p>PH</p> <p>PH</p> <p>LC</p> <p>PH/ AN</p>	<p>September</p> <p>September</p>		
Close the school to all pupils	<b>OFF</b>	<ul style="list-style-type: none"> <li>• Communication and advice sought from LOC team.</li> <li>• Inform Chair of LAC/ Trust Board of requirement for full school closure.</li> <li>• Update Staffordshire website of school closures.</li> <li>• Letter and text message sent to parents advising of school closure and expected re-opening date.</li> <li>• Organisation of emergency staff meeting at next break/lunch/end of day to advise of school closure.</li> </ul>	<p>PH</p> <p>PH</p> <p>PH</p> <p>PH/DP</p> <p>KB</p>			



What do you need to do?	Current Status	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
		<ul style="list-style-type: none"> <li>• PH to lead emergency staff meeting, share information about the need for the school closure.</li> <li>• Advise all staff of need to provide remote learning and ensure clarity with staff about what is required each day and when it is required to be available.</li> <li>• Video of how to access teams and the organisation of home learning shared via Dojo.</li> <li>• Likely to need to instruct cleaning team to complete deep clean (see above).</li> <li>• Contact external catering providers to cease school lunches for the duration of the school closure period.</li> <li>• Identify current vulnerable children for safe and well checks.</li> <li>• Daily registers of attendance at online lessons and completion of work set.</li> <li>• System in place to raise concerns re: non-engagement and safeguarding.</li> </ul>	<p>PH</p> <p>PH/KB</p> <p>LC</p> <p>See above</p> <p>DP</p> <p>PH/KB</p> <p>Teachers</p> <p>All</p>			

### 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.

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
Return to standard prevention measures	<ul style="list-style-type: none"> <li>• Confirm with LOC team date to return to standard prevention measures.</li> <li>• Re-read guidance for standard prevention measures and ensure compliance with measures in school.</li> <li>• Meet with staff team to re-set required prevention measures.</li> <li>• Share prevention measures in place with parents/ carers through letters and Dojo messages.</li> <li>• Share prevention measures in place with children through whole-school assembly.</li> </ul>	PH  PH  PH  PH  PH			
Reassure and support parents/ pupils in their return to school	<ul style="list-style-type: none"> <li>• Share prevention measures in place with parents/ carers through letters and Dojo messages.</li> <li>• Give parents/carers time to ask questions and seek advice from school staff.</li> <li>• Teachers and SLT to be readily available to talk with parents/ carers.</li> <li>• Clear signposting for emotional support in school and beyond.</li> <li>• 1:1 meetings with parents/carers of non-attenders.</li> </ul>	PH  PH/KB  All  KB  PH			
Evaluate effectiveness of actions taken	<ul style="list-style-type: none"> <li>• Staff meeting to review effectiveness of actions taken.</li> <li>• School council meeting to review effectiveness of actions taken.</li> <li>• Parent/carers questionnaire review effectiveness of actions taken.</li> </ul>	PH  KE/GL  PH			

<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>
	<ul style="list-style-type: none"><li>• Lessons learned (strengths and areas for further development) document created and shared across the MAT.</li></ul>	PH/KB			