



**Northumberland**  
County Council

**Model School COVID19 Outbreak  
Contingency Plan**

**St. Aidan's RC Primary School**

**27 August 2021**

## About this Model Outbreak Contingency Plan

Please note the following:

- It has been devised to support schools in writing their own plan which should be used in the event of an outbreak of COVID-19. It is based on the content of the [Operational Guidance for Schools](#), the [“Contingency framework: education and childcare settings”](#) document and advice from the local Health Protection Team. It has been written by the NCC Corporate Health and Safety Team, in conjunction with the NCC Education and Public Health Teams.
- This is a model template – you must read through the whole document carefully and add/remove text as appropriate to record the specific arrangements relating to your site. If schools already have such a plan in place they may find it useful to check it covers the arrangements mentioned within this policy.
- The ‘Protective Measures - Arrangements’ section is designed to highlight how a typical school may manage a covid outbreak; the recommendations and arrangements for each school type will be different. Schools should record how they would operate if additional measures were introduced. You may signpost to other separate documents such as the schools covid risk assessment.

## Introduction

All education and childcare settings are required to have an outbreak management plan (sometimes called a contingency plan) which **outlines how they would operate if any of the measures described in this document were recommended for their setting or area**. This includes how they would ensure every child, pupil or student receives the quantity and quality of education and care to which they are normally entitled.

The school management team (SMT) recognises the need to respond to outbreaks of COVID-19 quickly, effectively and proportionately, to ensure a safe school environment whilst minimising the effect of loss of face-to-face education by prioritising measures which ensure business continuity. In all circumstances, the potential benefit of measures to reduce transmission will be weighed against the potential impact on education and restrictions on attendance will only be considered as a last resort. The health and safety of staff, pupils and visitors remains our number one priority.

The COVID-19 risk assessment for the school [add link] records the key protective measures in place, including some measures which may need to be re-introduced as part of this plan.

## What is an Outbreak?

Where the number of positive cases substantially increases, this could indicate transmission is happening in the school. At this point, advice is sought from the NCC Public Health Team in the following circumstances [applicable to most settings]:

- 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

For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time [delete if not relevant]:

- 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period

Identifying a group that is likely to have mixed closely will be different for each setting. A group will rarely mean a whole setting or year group. For schools, this could include:

- a form group or subject class
- a friendship group mixing at breaktimes
- a sports team
- a group in an after-school activity

[For other settings, such as early years and wraparound care close mixing examples can be found in the [“Contingency framework: education and childcare settings”](#) document]

The school will also seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. Hospitalisation could indicate increased severity of illness or a new variant of concern. Support in managing risk assessments and communicating with staff and parents may be offered.

## Communication and Record Keeping

This plan is kept under periodic review by Michael Moran – **Acting Headteacher** and will be reviewed following an outbreak to identify any aspects which worked well or areas for improvement.

The following arrangements are in place/will be put in place in the event of a case(s) of COVID-19:

- Parents are asked to inform the school of any positive COVID-19 case as soon as possible, as per normal arrangements for reporting sickness absence **Contacting the school office on 01670 813308 or emailing the school admin email account: - [admin@st-aidans.northumberland.sch.uk](mailto:admin@st-aidans.northumberland.sch.uk). If there is no one available, a message to be left.**
- NHS Test & Trace will undertake contact tracing and provide advice to close contacts. From 16 August those under 18 will no longer be required to self-isolate at home but they will be advised to take a PCR test. *Note: staff are instructed not to share contact details of individuals with anyone other than Test and Trace/Public Health Team (staff should not share contact details of close contacts with other parents/carers)*
- Details of the positive case will be kept so that any linked cases can be identified - including dates of symptoms/date of positive test/date last in school/details of class or social group.
- NCC Public Health Team are notified of the positive case(s) via the on-line notification form. If at a later date the school become aware that an individual has been hospitalised, the Public Health Team will be notified via the enquiry form. (forms are available via the [Covid management flowchart](#) in the Resources section)
- Staff are informed when there has been a case of COVID-19 within the school and to be vigilant of anyone displaying symptoms.
- Inform and advise communications are sent to parents of groups of pupils who may be possible contacts of the positive case. This will request them to be vigilant for symptoms, keep pupils off school if they become symptomatic, go for a PCR test if they are identified as close contacts by Test and Trace.

## Activating the Plan - Collaboration

The Local Authority, Director of Public Health for Northumberland, and Public Health England local health protection teams are responsible for managing localised outbreaks. They play an important role in providing support and advice to education and childcare settings. In all situations where this plan is implemented, the school will liaise and cooperate with the above to agree on the most appropriate protective measures which may need to be reintroduced to contain an outbreak, bearing in mind the priority of maintaining school attendance.

The plan will be activated in the following circumstances:

- to help manage a COVID-19 outbreak within the school
- 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 Headteacher or representative (**Julie Teer – Acting Deputy Headteacher**) will contact the NCC Public Health Team if they consider there may be an outbreak within the school due to illness reported. The NCC Public Health Team will contact a nominated person/Headteacher from the school if they become aware of a possible outbreak within the school/area from PHE data they receive.

## **Step A – a single case or cases below the threshold of an Outbreak of COVID-19 in setting**

- Parents notify school of a positive case or the school is notified by the NCC Public Health Team.
- NHS Test & Trace will undertake contact tracing and advise close contacts to arrange a PCR test. The school is not expected to follow up the results of PCR tests.
- School should note details of the case so that any linked cases within school can be identified.
- Notify the Public Health Team of the positive case(s) via the on-line notification form.
- The actions in the **Communication and Record Keeping section** are implemented.
- Covid risk assessment/existing protective measures are reviewed to identify any areas for improvement [as a very minimum enhanced cleaning, ongoing hand and respiratory hygiene and good ventilation should already be in place].
- Staff/pupils are reminded of the importance of following the protective measures in place within the setting.

## **Step 2 - An outbreak of COVID-19 in setting**

When the school becomes aware of a possible outbreak [Name of school/setting contact] will contact the NCC Public Health Team via their enquiry line:

**The NCC Public Health Team will:**

- work with the school to identify the cohort the cases belong to and undertake an assessment including number of cases, spread within the school and evidence of ongoing transmission.
- work with the school to determine appropriate public health action in the event of an outbreak
- Hold an Outbreak Control Team meeting if required (informed by the public health team's risk assessment)
- Variant of Concern (VOC) cases – may be managed differently. Additional actions / investigations may be undertaken if a new variant is detected and that this will be led by the Health Protection Team in Public Health England (PHE).

**The school/setting will:**

- Implement the Outbreak Management Plan.
- Follow protocol as in **Step A for a single case.**
- Review and reinforce the testing, hygiene and ventilation measures they already have in place.
- Consider whether any activities could take place outdoors, including exercise, assemblies, or classes
- Consider ways to improve ventilation indoors, where this would not significantly impact thermal comfort
- Arrange a one-off enhanced cleaning focussing on touch points and any shared equipment
- Follow the advice of the NCC Public Health Team/Outbreak Control Team to implement recommended additional protective measures.
- Follow the actions in the **Communication and Record Keeping section** .

**Possible Protective Measures – Arrangements**

*[contingency plans should be in place to be able to implement measures quickly; record school specific detail below or signposted to where this is detailed in another document]*

Contingency Plan in case of a COVID Outbreak

An outbreak of COVID within school is defined as: -

- 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

In other words, children in one particular year group within school.

Should an outbreak happen within one particular class of school as defined above.

Actions: -

- Class identified would become one bubble
- Start time 8:30am – Finish 2:30pm.
- Collection and drop off routines would follow same procedures as previously used during COVID routines to enable children to enter and leave school away from other children.
- Staggered break would take place at 10:00am.
- Lunch would take place at 11:30am – served in classroom.
- Y1/2 outside area used for lunchtime break.
- Enhanced cleaning and sanitising of classrooms.
- Specified toilet provision.
- Teaching staff and TA will be bubbled with children – to support each other during break and lunchtime if applicable.
- Children within this bubble would be prevented from using any after school provision.

### **Considerations**

Depending on which members of staff are affected, it may be required to send children home after half day on Friday in order to provide members of staff PPA release time.

If Reception age children – staggered start may still apply, but use of the front entrance would be more suitable and could be more easily staggered with Nursery children.

Release of other children may be required (siblings) to allow parents to collect children at staggered start and finish times.

Home learning resources should be made available for children who are unable to attend school setting.

Should further cases continue to present within the ‘bubbled’ class, it may be appropriate to move to home learning and deep clean the class environment. All staff/pupils will revert to home learning and advice will be sought from NCC Public Health regarding a return to face to face learning.

### **Further Outbreaks**

The class would again be bubble as above. The same protocols would be followed but staggered times would be 8:40 – 2:40.

Should further cases be present in other areas of the school, a return to the full ‘bubble’ system as previously operated would be needed.

Bubbles: -

- EYFS – Seedlings and Saplings
- KS1- (Sycamores and Poplars)
- LKS2 – Maples and Elms
- UKS2 - Hawthorns and Chestnuts

EFYS Drop off and Entry- Front Nursery Entrance via one way system i.e. main Reception entrance, queuing system along the path, exit via front school car park gate. Reception Pupils (Mrs Hooper's class) Drop off at 9.00am and collection at 2.30pm.

Entry - Front Reception Entrance via one way system i.e. main Reception entrance queuing system along the path, exit via front school car park gate.

Y1/Y2 Pupils (Sycamores and Poplars) - Drop off at 8.45am and collection at 2.30pm Entry – Side Car Park Gates (next to usual path entrance) via one way system i.e. Side Car Park Gates and then exit via side path, queuing system in the side car park and then exit via side path. Children will be directed into school by school staff in the morning and then returned to this point at collection time.

Maples and Elms Pupils (Mrs Wendt and Mrs Traba's Class) - Drop off at 9.05am and collection at yard. Entry – Side Car Park Gates (next to usual path entrance) via one way system i.e. Side Car Park Gates and then exit via side path, queuing system in the side car park and then exit via side path. Children will be directed into school by school staff in the morning and then returned to this point at collection time.

Hawthorns and Chestnuts (Mrs Teer's and Mrs Menzies classes) Drop off at 9.20am and collection at 3.15pm. Entry – Side Car Park Gates (next to usual path entrance) via one way system i.e. Side Car Park Gates and then exit via side path, queuing system in the side car park and then exit via side path. Children will be directed into school by school staff in the morning and then returned to this point at collection time.

As these one way systems do involve using the car park gates and areas that are usually out of bounds, parent/carers reminded to take extra care; there is no traffic access/exit at drop off/collection times – Traffic cones places to deny access.

This will be an absolute last resort and any decisions will be influenced by NCC Public Health.

The following may be considered as additional protective measures to be reintroduced in school in the event of an outbreak.

### **Reintroduction of “bubbles”/Limits on mixing of pupils**

The DfE advise that any recommendation for the reintroduction of ‘bubbles’ is not taken lightly and would need to take account of the detrimental impact they can have on the delivery of education. However, in certain settings (e.g. early years/first/primary schools) it's likely that this can be done without too much impact on education. [These settings should already consider natural groupings as part of their COVID-19 risk assessment]

School transport seating plans are reintroduced (if not already in place).

### **Testing – Secondary Schools (or Year 7 and above)**



**The reintroduction of asymptomatic testing sites (ATS) at school or an increase in the use of home testing by staff, pupils and students in secondary schools.**

These measures may be advised:

- for an individual setting or a small cluster of settings only, (in most cases a 'cluster' will be no more than 3 or 4 settings linked in the same outbreak), or
- for settings across areas that have been offered an enhanced response package

The NCC Public Health Team will work with the school to agree what testing should be undertaken and identify appropriate resources. The school has pre-planned how on-site testing could be implemented in a way that does not negatively impact on school teaching and learning by:

- Defining testing cohorts – A pragmatic approach is needed based on arrangements within the risk assessment to allow the smallest possible testing cohort to be identified. Whilst the concept of adopting the smallest possible bubble groups has been removed, it may be sensible and practical to avoid the mixing of larger groups based on building, site layouts and natural bubbles as a control within the current school covid risk assessment.
- Warn and inform letters/messages advising parents of cases in group - get tested, symptoms, infection control advice
- If further cases are detected in the initial cohort then wider testing may be considered, however, this will depend on setting / degree of mixing / age of children etc.

[The school is not expected to keep a record of test results, however, if schools want to collect this information that is fine]

**Face coverings (staff, visitors and pupils in Year 7 and above)**

The reintroduction of face coverings is one of the least disruptive protective measures and can be quickly and easily activated. Where this is recommended the school will:

- Agree with NCC Public Health Team if these will be worn in communal areas and/or classrooms, school transport (although these are likely to be already being worn). Where reintroducing these back into the classroom the impact on learning balanced against the risk of transmission will be considered.
- Review and update the school COVID-19 risk assessment/separate face coverings risk assessment.
- Implement the control measures detailed in the risk assessment e.g. reminders on donning and doffing safely, ensure sufficient bins for disposal, ensure there is a supply of disposable face coverings
- Letter/messages home to parents informing them of the change in practice.

**Restricting Attendance**

Due to the number of days of missed on-site education, restricting attendance of pupils at school will only be considered if absolutely necessary and on the advice from the DfE/Government/Public Health Team/Director of Public Health for Northumberland. Where restrictions are put in place across a geographical area, the government will issue detailed operational guidance.

- Where restricted attendance is in place, the school will reactivate its arrangements to enable high quality remote learning [**Staff will revert to the home learning policy and provide learning materials on the school 360 platform for the affected children and will provide one live lesson per day the children are off site. Any children who do not have access to appropriate ICT equipment will be able to use devices on loan from the school. Access to internet via dongles is also available for families with no internet access. In a last resort, printed packs of materials can be put together and posted, delivered to the child/ren's home. Any vulnerable pupil will receive weekly phone calls to check wellbeing unless the child is attending the session. Families will receive any appropriate support from school.**]
- Priority for on-site attendance is given to vulnerable children and children of critical workers.
- Early years settings – all vulnerable children and children of critical workers are still able to attend.
- Primary Schools - all vulnerable children, children of critical workers, children in reception, year 1 and year 2 are allowed to attend. If attendance is restricted further, vulnerable children and children of critical workers should still be allowed to attend.
- Middle Schools - (with some primary and secondary year groups) may need to adopt a combined approach depending on the restrictions in primary and secondary schools in the local area. If, by exception, attendance is restricted further, vulnerable children and children of critical workers should still be allowed to attend.
- Secondary Schools - If some attendance restrictions are needed, all vulnerable children and young people, children of critical workers, pupils in years 10, 11, 12 and 13, and other pupils who were due to take external exams this academic year should still be allowed to attend. If attendance is restricted further, vulnerable children and young people and children of critical workers should still be allowed to attend.
- Special Schools - DfE's attendance expectations in special schools will remain in line with the equivalent age groups in mainstream schools. Strong preference is that all vulnerable children and young people and children of critical workers are still allowed to attend full-time where the parent or carer wishes for their child to be able to attend
- [See [guidance](#) for further information and add further details as appropriate to your setting e.g. wraparound care, alternative providers]

## Shielding

Shielding for those identified as clinically extremely vulnerable from COVID-19 is currently paused. In the event of a major outbreak or variant of concern that poses a significant risk to individuals 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.

Shielding can only be reintroduced by national government. If this were to happen, the school will:

- Reactivate remote learning/support for pupils of the shielding list [Staff will revert to the home learning policy and provide learning materials on the school 360 platform for the affected children and will provide one live lesson per day the children are off site. Any children who do not have access to appropriate ICT equipment will be able to use devices on loan from the school. Access to internet via dongles is also available for families with no internet access. In a last resort, printed packs of materials can be put together and posted, delivered to the child/ren's home. Any vulnerable pupil will receive weekly phone calls to check wellbeing unless the child is attending the session. Families will receive any appropriate support from school.]
- Review individual risk assessments for relevant staff. Make arrangements to support working from home.
- Additional resources may be needed – agency staff, staff redeployment.

### **Other measures**

It may be necessary to cancel, postpone or review arrangements for out of school visits, after school activities or large scale gatherings/events. This will include:

- residential educational visits - Any attendance restrictions should be reflected in the visits risk assessment and setting leaders should consider carefully if the educational visit is still appropriate and safe. Only children who are attending the setting should go on an educational visit. Education settings should consult the health and safety guidance on educational visits when considering visits.
- open days
- transition or taster days
- parental attendance in settings
- performances in settings

### **Resources:**

[COVID-19 management flowchart](#) – including link to notification/enquiry form.

[Inform and Advise communications](#) – model letter/text

### **Government Guidance:**

[Operational Guidance for Schools](#)

## [“Contingency framework: education and childcare settings”](#)

### **Document History:**

First version: 27 August 2021