

COVID-19 Outbreak Management Plan Britannia Community Primary School



January 2022

Contents

Section A

Introduction

Section B

School restructure and additional measures in case of Covid-19 outbreak

Section C

School Closure in case of Covid-19

Section A

Introduction

In order to prepare for the return of the all children in January 2022, I have prepared this outbreak management plan alongside Governors and staff in case school need to place in additional measures based on ongoing risk assessments and government/NHS/DfE guidance in regard to Covid-19.

This plan sits alongside the existing risk assessments in place and should also be read alongside any updated Government, NHS, and DfE guidance.

In order to keep continuity and structure to school life if the need to adapt school arrangements is required, the plan is designed in the same format that school has operated between March 2020 and July 2021. I hope this will allow everyone to feel confident and familiar in our systems should we need to implement them and also ensure that we can adapt school within a clear structure in the future if needed. This plan is only in place **should** it be needed. At the start of our management plan I would like to highlight 2 key points.

- 1. School has been running successfully through the entire pandemic; leading remote learning during two school closures, ensuring provision for children of critical workers, reopening to particular year groups in summer 2020 and then reopening to the whole school in September 2021. Staff in school are now experienced in running systems and procedures to ensure education continues during restrictions due to Covid-19. In the event of any future government measures, school is confident, experienced and prepared to meet the needs of all children.**
- 2. I am happy to discuss concerns or issues not raised within our planning should you have them. Whilst we understand every aspect of how school will be organised and are confident in our procedures, I understand that you may have a question for an area that is not published. As part of this management plan that I am releasing, I ask any concerns to be emailed in so I can respond and clarify any issues.**

As we continue on our journey together, I really hope that the following pages show how school would adapt and change **if** needed based on future Government//NHS/DfE guidance and advice. This plan will be reviewed regularly and alterations may be made depending on our ongoing evaluations or further government guidance. I must stress that everything in today's world is open to change as I'm sure you are aware and ask that you continue to check our website for updates.

Section B

In the event of a Covid-19 outbreak we may be asked to implement further control measures to support reduction in the virus spreading. In this case, we would continue to run school with the measures outlined in this section. As with every aspect of school this would be reviewed in light of government/NHS/DfE guidance. The measures that may be put in place will be based upon the risks and number of outbreaks placed in school.

When schools are notified a pupil or staff member is absent it is important to record whether this is due to COVID-19 confirmed by a PCR test. If when monitoring absences, any of the following thresholds are met, schools are advised to seek public health advice and work with their local authority contacts to identify any additional measures that need to be put in place.

- 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; or
- If a pupil, student, child or staff member is admitted to hospital with COVID-19.

<p>Stage 1</p> <p>Class will be isolated and put into a bubble.</p> <p>Reduced visitors to class.</p> <p>Segregated playtime.</p> <p>No singing in class.</p>	<p>Stage 2</p> <p>All classes put into bubbles.</p> <p>Separate playtimes</p> <p>No singing</p> <p>No visitors to school only essential.</p> <p>No assemblies</p> <p>Siblings recommended to have PCR tests.</p> <p>Additional testing.</p> <p>Face coverings for communal areas.</p> <p>Limited staff in staff room.</p>	<p>Step 3 – multiple outbreaks in multiple classes across the school.</p> <p>Continue with all the measures in Step 2.</p> <p>Escalate to Public Health Outbreak Management Team who will risk-assess situation</p> <p>An Outbreak Management Team Meeting will be scheduled with your school leads, Director of Public Health, and other members such as UKHSA, Communications</p> <p>In addition to no mixing across year groups – where possible be no mixing across classrooms, forms, groups to contain any further transmission.</p> <p>No mixing in sports activities across other years or different schools – especially if indoors</p> <p>No assemblies (to avoid mixing of pupils – but can be done virtual or online in school)</p> <p>Avoid activities such as singing</p> <p>Limit, delay or re-arrange residential educational visits, open days, transition or taster days, parental attendance in settings and live performances</p> <p>Face coverings as in Step 2 but for all staff and pupils within classrooms (unless exempt) and for any visitors into school (should limit visitors in school where possible)</p>
--	--	--

		<p>Daily Lateral Flow Device (LFD) testing for pupils who are close contacts in particular sibling and household contacts whilst they await PCR results</p> <p>Primary schools can also advise pupils who are identified as close contacts in particular sibling and household contacts to undertake daily LFD testing (7 days)</p> <p>Close contacts of households/siblings where routine or daily testing may not be possible to be advised to stay away for 10 days (this is only advice and may apply to very young children or children who cannot be tested). School will need to consider needs of vulnerable children.</p>
--	--	--

1. Wrap around provision and school lunches

As a school we understand the importance of breakfast and afterschool club as wrap around provision. Where possible, BEST club would continue to provide this service in school and would liaise with parents regarding how this will run.

School lunches will continue to be provided for children but lunchtimes may be staggered where necessary to avoid mixing as far as possible.

2. Class organisation

We will revert back to whole class groups staying in one bubble inside. Whilst each class will consist of the same children, staff can move between classes to support them in different ways. Where children mix for educational purposes a list of children will be kept and this will be monitored in the event of an outbreak. Movement around school will be restricted to avoid unnecessary mixing. Classes may be organised in rows with less furniture around the room except for Reception where a different lay out to allow for continuous provision is organised. Children in years 1-6 may only sit side by side on a table of two and face the front. Break times will also see classes remaining together in an allocated **space**. Children will not cross into other classes as zones will continue be clearly marked to play in.

Reception	
Class teacher	Mrs Isherwood
Learning zone	Reception
Main Play Zone	EYFS play area
Main T.A Support	Mrs Bromley and Mrs Wright
Entrance and exit point	Reception entrance and door
Drop off time	8.55am
Lunch	12pm
Finish	3.20pm

Year 1	
Class teacher	Miss Birch
Learning zone	Year 1 Classroom
Main Play Zone	KS1 playground
Main T.A Support	Mrs Greenwood, Mrs Dawson
Entrance and exit point	Year 1 ramp
Drop off time	8.50am
Lunch	12:15 pm
Finish	3:20 pm

Year 2	
Class teacher	Mrs Nuttall
Learning zone	Year 2 Classroom
Main Play Zone	KS1 playground
Main T.A Support	Mrs Lord, Miss Whiteley
Entrance and exit point	KS1 Ramp
Drop off time	8:50 am
Lunch	12:15 pm
Finish	3:20 pm

Year 3	
Class teacher	Miss Rothwell
Learning zone	Year 3 Classroom
Main Play Zone	KS2 playground – ³/₄ playtime
Main T.A Support	Mrs Taylor
Entrance and exit point	KS2 Ramp
Drop off time	8.45am
Lunch	12.15pm
Finish	3.20pm

Year 4	
Class teacher	Miss Holmes
Learning zone	Year 4 Classroom
Main Play Zone	KS2 playground 3/4/ playtime
Main T.A Support	Mrs Broadbelt
Entrance and exit point	KS2 door
Drop off time	8.45 am
Lunch	12:15 pm
Finish	3.15 pm

Year 5	
Class teacher	Mr Toddington
Learning zone	Year 5 Classroom
Main Play Zone	KS2 playground
T.A Support	Mrs Ennis
Entrance and exit point	KS2 ramp
Start	8.55am
Lunch	12:15 pm
Finish	3:25 pm

Year 6	
Class teacher	Miss Connolly
Learning zone	Year 6 Classroom
Main Play Zone	KS2 playground
T.A Support	Miss Nester
Entrance and exit point	KS2 door via Year 4 class
Start	8:55am
Lunch	12:30 pm
Finish	3:25 pm

Drop off and collection of children

Please see section 10 for drop off and collection procedures.

Drop off

For households where more than 1 pupil attends school in different year groups, both children can be brought to school together as they are siblings living in the same house. Once they enter school, they will go to their classrooms and be registered and they will have a quiet and independent activity in their place until school starts for their class. You should select the earlier time when possible to ensure your children have the full time with their class teacher.

Pick up

Similarly, both children can be collected from school together as they are siblings living in the same house. Again parents should choose the later time to ensure their child has full time with their class.

3. Timetable Summary

When dropping children off we ask that parents and children queue in a socially distanced manner down the school drive.

Playtimes will be staggered EYFS- own yard, KS1 playtime – Year 2 on running track, Year 1 on the yard at 10.20am, Year 3 and 4 10.20-10.35 am (split top and bottom yard, Year 5 and 6 10.40-10.55am (split top and bottom yard)

Teachers will plan for the children using the curriculum in place. In addition, they will be considering home learning, where they left off at school closure for most children and assessment baselines upon return. English, Maths, grammar, phonics and reading will form the large part of the curriculum in the morning and additional lesson time will be used in the afternoon if required.

Lunchtimes will be staggered and staff allocated to each class to support with social distancing. Children will eat in the main school hall sat with their own classes. Tables will be distanced where possible and then children will be allocated space to play on the playground. Windows will be open to ensure ventilation.

End of day collection – parents will queue up in a socially distanced manner and children will be brought to the main gates for collection by the class teachers.

4. Risk Control and Procedures

Whilst not exhaustive, below are the key control measures that apply from previous government guidance and current school control measures. Many of these have been in place since the start of the pandemic. These measures would be reviewed and refreshed depending on Government guidance.

Key Government advice on control measure	Key school control measures
Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges.	Advice sent to parents and whole school community on self-isolation in case of symptoms. Children are to be sent home if they have symptoms and follow Government procedures for this – outlined in section 6.
Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.	All children wash hands on entry to school and at key points during the day including break times and lunch times. School supplied with adequate supply of soap and hand sanitiser. Hygiene rules discussed with children regularly and poster evident around school.
Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.	Tissues available and all children briefed on procedures of blowing noses. Lidded bins in each area to dispose of in. Children briefed on importance of behaviour and school rules revisited with them. School rules have been refreshed to reflect

Key Government advice on control measure	Key school control measures
	COVID – 19 and are discussed with all children daily and evident around school.
Cleaning frequently touched surfaces often using standard products, such as detergents and bleach.	Each classroom to have its own cleaning material. All surfaces cleaned at the end of each day, at the start of the day and during the day.
Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times).	Each class remains in its bubble where appropriate. Playtimes staggered and distanced to avoid mixing wherever possible.
Refresh your risk assessment and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective measures (such as the things listed below). Also ensure that all health and safety compliance checks have been undertaken before opening.	School risk assessments reviewed and adapted upon review and to reflect any occurring incidents and guidance changes. Each group to use a separate entrance and reduced movement.
Organise small class groups, as described in the 'class or group sizes' section above.	Children normal class sizes and don't mix with the wider school.
<p>Refresh the timetable: decide how lessons or activities will be delivered</p> <p>Consider which lessons or classroom activities could take place outdoors</p>	<p>Curriculum across school will continue as normal with morning subjects predominantly being:</p> <ul style="list-style-type: none"> • English – Reading, Writing, Grammar, phonics • Maths <p>Wider curriculum areas will be taught across school in the afternoons. Wider review of shared resources to ensure cleaning of shared resource can take place.</p>
Use the timetable and selection of classrooms or other learning environment to reduce movement around the school or building.	Each Class will have their own zone only requiring to leave their zone for a play time and lunch. Lunch will be staggered and lunch hall tables will be cleaned before a new group comes in.
Stagger assembly groups.	Assemblies in own class and remotely.
Stagger break times (including lunch), so that all children are not moving around the school at the same time.	Play times and lunches staggered – as outlined above
Stagger drop-off and collection times.	Each group allocated a separate drop off and collection time as outlined above
Plan parents' drop-off and pick-up protocols that minimise adult to adult contact.	Different drop off points and times as noted above.
Consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing.	<p>Classes: Children in classes of their own year group and do not cross into other groups where possible.</p> <p>Toilets: Classes will be allocated a toilet and toilets will be cleaned regular through the day. Toilets to be monitored by staff.</p>
Consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and	Any play equipment such as balls that are used at breaks will be cleaned after use and after break times and kept for use within a group. Classes should have their own play equipment.

Key Government advice on control measure	Key school control measures
that multiple groups do not use it simultaneously.	
Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere.	Classroom to be organised and stripped down to bare minimum furniture and resources as much as possible and decided by the class teacher.
Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)	Classroom to be organised and stripped down to bare minimum furniture and resources as much as possible as decided by the class teacher.
Consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible.	Children all walk or are dropped off by parents in car. Staggered drop off and collection times. All families encouraged to walk when possible
Visitors to school restricted	Please see our school visitor policy

5. Summary of Key protective measures to be implemented (under regular review)

1. Staggered drop of times, no parents allowed into school and one way systems in places for entering and leaving school site to ensure organisation and provide social distancing for key flashpoints in the day. (See timetables – section 3)
2. Social distancing drop offs.
3. No parents allowed into school – any queries to be dealt with at drop off with a distance of 2 metre but encouraged via telephone.
4. Strict handwashing procedures upon entry to school and key points.
 - i. Entry to school
 - ii. Before break and snack
 - iii. After break one
 - iv. Before lunch
 - v. After lunch
 - vi. Before going home
5. All children kept in their allocated classes and play zones to ensure less contact between people in school.
6. Classrooms laid out in rows with. Children allocated their own work space and sat next to another child facing the front. These work spaces will be decided at the discretion of the class teacher and where possible will remain the same.
7. Children all allocated with their own resources where appropriate and work space.
8. Work spaces and key classroom surfaces cleaned regularly throughout day.

9. Cleaning staff and all staff carrying out additional cleaning of key areas throughout the day – additional cleaning of handles and key surfaces.
10. Deep cleaning planned during school breaks and before wider reopening.
11. All children informed of health and safety, school rules and refresh of rules. In particular continued keeping of safe spaces when possible.
12. All children briefed on the **catch it, kill it, bin it** strategy regularly.
13. Tissues available for each child.
14. New bins for each class to have lids on.
15. Unnecessary resources such as soft toys packed away.
16. Play equipment outside to not be used.
17. Play equipment indoors and shared resources used to be cleaned daily.
18. All classrooms have own cleaning equipment allocated to them.
19. First aiders to look after their own class – all classes have a first aider and first aid kit
20. Cleaning staff to be briefed on cleaning procedures and wear gloves for cleaning.
21. Fire drill practised with social distancing measures – children to assemble in zones and kept socially distanced where possible.
22. Clear procedures following government guidance as identified in section 5 should anyone become unwell, show symptoms or is diagnosed. School emergency plan in place.

6. Emergency procedures

Key emergency procedures are important and below are some details of key considerations which are important to be aware of.

Issue	Action	Further action/consequence
Child/staff member becomes ill with symptoms or is diagnosed	Follow government guidance. See below (a and b) <i>Child/staff member is isolated within school in intervention room.</i> <i>The government has identified that children/staff showing symptoms will be eligible for a test.</i>	Potential for all of class to close down and participants asked to self-isolate. Potential need to close school.
Fire	Fire drill held for new class organisation and social distancing measure	Fire drills termly
Accident on site	First aider with each class at all times. Paediatric First aider available for EYFS at all times.	Daily review of first aid equipment

7. Parent Key Guidance

Below are key points which may support parents in understanding of the return to school system.

- School staff are now incredibly experienced at working in these circumstances so reverting to these procedures would be seamless for the children.
- Attendance at school is statutory.
- Staff are very aware of how children can feel with school disruption. I'd like to reassure all parents that emotional well-being and feelings will be a key priority
- Any concerns can be communicated via email to the school and will be responded to.
- Additional guidance and parental support will be published as necessary.

Parents are asked to email in concerns or queries so school can continue to answer concerns, consult with our families and add clarification to any issues.

Please email into: bursar@britannia.lancs.sch.uk

Section C

In the event of school closure due to Covid-19, school will continue the education of all children in line with our remote learning policies. These can be accessed on the website.

When possible and if required, school will work within Government guidance to continue to provide care for vulnerable children and children of critical workers as during previous school closure periods. Parents will be sent details of applying for these places upon the event of school closure.