



COVID 19 Outbreak Management Plan 2021/22

In the event, there are 3-5 or more confirmed cases in the same class within 10 days or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak at the school.

The re-introduction of some additional protective measures may be a necessary response to a potential outbreak. In all cases, any educational drawbacks should be balanced with the benefits of managing transmission.

Immediate outbreak response (at the level of individual settings or a cluster of settings) remains for local directors of public health to advise on.

Essex Contact Tracing Team: 0300 303 2698 / 01245 904033, provide.escontacttracing@nhs.net
DFE Helpline: 0800 046 8687 and selecting option 1

Actions to follow to contain a potential outbreak:

Guidance:	Action:
Self-isolation of close contacts <i>In some cases, health protection teams may recommend that a number of other pupils self-isolate at home as a precautionary measure. This could be the class or year group.</i>	Seek advice from Essex Contact Tracing Team regarding actions to follow and whether children are required to self-isolate as a precautionary measure.
Re-introduction of Face Coverings <i>The reintroduction of face coverings for pupils, students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern.</i>	Staff (unless exempt) will be required to wear face coverings in communal areas until this action is reviewed by Essex Contact Tracing Team.
Asymptomatic Testing <i>Additional testing may be recommended to pick up any asymptomatic testing in the school community.</i>	PCR tests will be recommended for the children in the class/es with the potential outbreak and this will be communicated to parents via letter. If a child does not have symptoms, they are not required to isolate while waiting for the test result. Staff will be advised to continue with twice weekly lateral flow tests. Staff members in affected classes will be advised to take a daily lateral flow test. Advice will be sought from the Essex Contact Tracing Team if a member of staff is not double jabbed and potentially needs to isolate.
Increased ventilation <i>The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE COVID-19 advice provides more information.</i>	All staff will be reminded about good ventilation and ensuring windows are open.
Increased cleaning	Regular cleaning will continue throughout the school day. Staff will be reminded of the importance of



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	cleaning equipment and surfaces between different groups of children.
Reduce mixing of students	The class/es with the potential outbreak will form their own bubble. They will have separate break times and lunch times. The children will have lunch in their classroom and play on a separate playground. Clubs for that year group will cease.
Reduce mixing of staff	Staff will be asked to minimise contact with others. Where possible, breaks should be taken in the year group intervention room or the classroom to avoid mixing in communal areas e.g. staffroom.
Communications to staff	All staff will be informed by email of a potential outbreak and the actions that need to be followed. Staff also informed of which children need additional homework set up should they be well enough
Communications to students	Children will be informed by the class teacher if they are required to form a bubble and what actions need to take place.
Communications to parents/ carers	Parent will be informed by letter about any potential outbreaks. A letter will be sent to the class/es it affects outlining actions and another letter may be required to be sent to the whole school if the cases are high and bubbles are reintroduced.
Visitors on site	Visitors restricted-essential only and case by case
Scheduled Visits	All visits cancelled -decide on bubble or whole school
Clubs -lunch and before/after school	Clubs cancelled-bubble or whole school
Remote Education	Any child who is required to self-isolate will be able to access remote learning through Tapestry or SeeSaw. If the child is unwell, they will not be required to complete work until they are well enough.
Planning for remote education	Staff to have at least a days' worth of planning ready in case bubble is closed
Catering/Lunchtimes	Pupils to eat in the classroom If reduced number of MDA staff, then SLT, office staff to support where possible to cover lunch duties Additional staff to help serve if catering staff absent following H&S regs



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Main Office -restrictions	Where able to staff to work at home No more than 4 staff in the office (x3 office and x1 site manager) All other staff to communicate via email/phone call/window
Staff absence	
Staffing-teaching <i>Unable to cover a class due to high teacher absence</i>	Classes to be overseen by one teacher with support staff. The number of support staff will depend on the cohort of children and where there are three classes in a year group or ratios to be covered in Early Years.
ASC and 1:1 support <i>Unable to cover pupils in ASC and 1:1</i>	Pupils to be supported by available support staff which may be numerous staff members throughout the day. Use staff with skills to support pupils with complex needs (identified staff already covered due to high absence in autumn term). May need to support in classes from across the school as to where the need is.
Reduce risk of SLT being unable to attend work	SLT to keep contact minimal HT and Inclusion Manager to be separate as full time
Safeguarding	Six members of staff currently level 3 trained Felmore -link school
Reviewing additional measures	All classes revert to bubbles, staggered drop off and pick up and one way system. All additional measures will be reviewed in consultation with the DfE and measures will be reduced/removed in line with the advice received. This may include the closing of the bubble and returning to remote learning following Public Health and DfE guidance.