



# Fairfields School

## COVID-19: Outbreak Management Plan

**2021-2022**

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## Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19, the [schools operational guidance from step 4, SEND Guidance](#) provided by the Department for Education (DfE).

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), director of public health (DsPH), Public Health England (PHE) health protection team or the national government.

It may be necessary to implement these measures in the following circumstances, for example:

- To help manage a COVID-19 outbreak within the school
- If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission
- As part of a package of measures responding to a 'variant of concern' (VoC)

## Preventative Measures

The following preventative measures will be followed in line with the government guidance.

### *Ensure good hygiene for everyone.*

- **Hand hygiene**  
Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.
- **Respiratory hygiene**  
The 'catch it, bin it, kill it' approach continues to be very important.
- **Use of personal protective equipment (PPE)**  
Most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the [use of PPE in education, childcare and children's social care settings](#) provides more information on the use of PPE for COVID-19.

### *Maintain appropriate cleaning regimes.*

You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.

### *Keep occupied spaces well ventilated.*

When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.

### *Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.*

Pupils, staff and other adults should follow public health advice on [when to self-isolate and what to do](#). They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).

If anyone in your school develops [COVID-19 symptoms](#), however mild, they will be sent home and they should follow public health advice.

If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Any rooms they use should be cleaned after they have left.

#### *Self Isolation Guidance (Government – 17<sup>th</sup> August)*

*The main symptoms of coronavirus (COVID-19) are:*

- *a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)*
- *a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)*

- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

### **People who develop symptoms of COVID-19**

If you have one or more of these symptoms, you must continue to follow the rules in guidance on self-isolating straight away for 10 days – or longer if you still have symptoms other than cough or loss of sense of smell/taste – unless you get a negative PCR result. Your isolation period includes the day your symptoms started and the next 10 full days.

### **Exemptions from self-isolation for close contacts**

**You are not required to self-isolate if you are notified you have had close contact with someone with COVID-19 and any of the following apply:**

- you are fully vaccinated
- you are below the age of 18 years and 6 months
- you have taken part in or are currently part of an approved COVID-19 vaccine trial
- you are not able to get vaccinated for medical reasons

Even if you do not have symptoms, you will be advised to have a PCR test as soon as possible

### **If you are told to self-isolate**

If we identify you as someone who has had close recent contact with someone who has tested positive for COVID-19 and are not exempt from self-isolation as a contact, we will notify you that you must self-isolate in line with medical advice and the law.

### **Confirmatory PCR tests (DfE - 17<sup>th</sup> August)**

Staff and pupils with a positive LFD test result should self-isolate in line with the [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They will also need to [get a free PCR test to check if they have COVID-19](#).

Whilst awaiting the PCR result, the individual should continue to self-isolate.

If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.

### **Shielding**

We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the [shielded patient list \(SPL\)](#).

We will speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning.

### **Threshold or National Restrictions (DfE – 17<sup>th</sup> August)**

The Government have introduced thresholds for the point at which settings should contact Public Health (PHE via the DfE helpline)

*The thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned. For most education and childcare settings, whichever of these thresholds is reached first:*

- 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

### **Close mixing**

For early years, this could include:

- a childminder minding children, including their own
- childminders working together on the same site
- a nursery class
- a friendship group who often play together

- *staff and children taking part in the same activity session together*

*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*

In the event of increased restrictions, outbreak or an enhance response being recommended we will limit:

- Educational visits
- Open days
- Transition or taster days
- Parents and visitors coming into school
- Live performances

If recommended, we will reintroduce:

- Bubbles and zones, to reduce mixing between groups
- Face coverings in communal areas for staff and visitors (unless exempt)
- Only essential visitors
- High levels of PPE
- Increased cleaning of touch points across the school

#### ***Actions to consider once a threshold is reached (DfE - 17<sup>th</sup> August)***

*At the point of reaching a threshold, education and childcare settings should review and reinforce the testing, hygiene and ventilation measures they already have in place. Settings should also consider:*

- *whether any activities could take place outdoors, including exercise, assemblies, or classes*
- *ways to improve ventilation indoors, where this would not significantly impact thermal comfort*
- *one-off enhanced cleaning focussing on touch points and any shared equipment*

*Settings may wish to seek additional public health advice if they are concerned about transmission in the setting, either by phoning the DfE helpline (0800 046 8687, option 1) or in line with other local arrangements.*

*A director of public health or an HPT may give settings advice reflecting the local situation. In areas where rates are high, this may include advice that local circumstances mean that the thresholds for extra action can be higher than set out above. They might advise the setting to take some of the other measures described in this document.*

#### ***Additional action that could be advised by public health experts (DfE – 17<sup>th</sup> August)***

*If you have called the DfE helpline and a Director of Public Health (DsPH) or a Health Protection Team (HPT) subsequently judges that additional action should be taken because they have assessed that transmission is likely to be occurring in the setting, they may advise settings take extra measures such as:*

1. ***Strengthened communications*** to encourage staff to undertake twice weekly rapid asymptomatic home testing and reporting, if they are not already doing so
2. ***Temporarily reinstating face coverings*** for staff and visitors in primary, early years, out-of-school, and specialist settings. This should be for two weeks in the first instance, pending regular review

### Attendance restrictions

Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures in this section.

In the first instance, we will stay open for:

- Vulnerable pupils – whilst we acknowledge that as a special school we are required to stay open for all pupils, we know in this scenario that pupils are safest at home. Parents will not be penalised for keeping their child at home. We will provide a place for any child whose parents have asked for them to remain at school.
- Pupils who fall in the clinically vulnerable or clinically extremely vulnerable will be asked to remain at home.
- Children of critical workers

If further restrictions are recommended or there is a health and safety risk e.g. Section 44 letter, we will remain open for a small group of pupils. We will risk assess which children need to come to school due to their SEN and safeguarding needs. Safety will be of the upmost importance.

- Vulnerable pupils – those who are safest in school
- Children of critical workers

As a school we need to ensure that all our pupils are safe. The number of pupils we will have will also reflect the level of staffing we have available.

### Education and Support for pupils at home

We will aim to deliver remote education that meets the same quality and quantity of education that pupils would receive in school. This learning will focus on EHCP outcomes and Emotional Wellbeing. IT Access:

- As part of the school's remote learning plan, details will be held of who requires a device to be provided. These will be available to be collected from school or, if there is prior warning, they will be distributed prior to class/school closures.
- Part of the wellbeing calls will be to monitor this provision and pupil access to the remote learning so that support can be given as required.

The school will continue to provide meals or lunch parcels for pupils eligible for benefits-related free school meals whilst they are not attending school due to COVID-19 isolation guidelines. This will be in line with West Northamptonshire Council Voucher scheme.

### Safeguarding

We will review our Covid addendum to the child protection policy to ensure that it identifies the measures in place to keep children safe and reflects the local restrictions and remains effective.

We will aim to have a trained Senior DSL or deputy DSL on site wherever possible.

All staff will be able to raise concerns about pupils using My Concern, which can be accessed remotely if required.

### Risk Assessment

Our COVID risk assessment provides further details of the control measures in place as part of our Normal Operation and in the event of Increased Restrictions. The Covid Risk Assessment will be evaluated in light of any learning from new cases if required.

### Notification of Positive Cases

Schools do not need to report cases to the LA just to DfE.

IPC education team will contact settings who are picked up online lists with:

**Primary, Secondary & Further Education:** have minimum of 5 cases with at least 2 of the cases in the same class or linked (we do not expect them to carry out contact tracing).

Schools can also directly report into the [healthyschools@northnorthants.gov.uk](mailto:healthyschools@northnorthants.gov.uk) email if they have increase of cases and have concerns or have any enquires around how to manage covid-19 in their setting. The IPC team will then make contact and support.

### Example Scenario's - Plan of Operational Steps in Appendix A

The scenarios below provide guidance on the steps that will be taken to manage COVID within school. These steps will be taken in line with the latest government guidance.

#### Scenario 1 – Single Confirmed COVID Case

- Schools will follow their Local Authority reporting guidance
- Those in close contact will be contacted by test and trace and be advised
- School transport and visitor contacts will be informed if required
- Remote learning plan to be implemented for those isolating
- School Covid Risk Assessment to be evaluated in light of any learning from new case
- Class may close due to unsafe staffing levels

#### Scenario 2 – Outbreak Within Setting

The definition of an outbreak in a non-residential setting is:

Two or more test-confirmed cases of COVID-19 among individuals associated with a specific non-residential setting with illness onset dates within 14 days, and one of the following:

- identified direct exposure between at least 2 of the test-confirmed cases in that setting (for example under one metre face to face, or spending more than 15 minutes within 2 metres) during the infectious period of one of the cases
- when there is no sustained local community transmission - absence of an alternative source of infection outside the setting for the initially identified cases

An outbreak is deemed to last 28 days from the last positive diagnosis.

Should an outbreak be identified, the following steps will be undertaken:

- School will liaise with Public Health passing on the relevant information
- School will follow their LA guidance for notification
- In collaboration with Public Health England a decision will be made as to whether school can remain open. If school remains open, classes will move into the bubble and zone model (see Appendix B), additional PPE, increased cleaning and Face Coverings for Staff will be worn in communal areas
- DfE will be informed if the school is to close
- LA will be informed if the school is to close
- Remote learning plan will be implemented for those pupils at home
- External visits to the school will stop until deemed safe
- School COVID Risk Assessment will be evaluated in light of any learning from new cases
- Classes may close due to unsafe staffing levels

#### Scenario 3 – The setting is affected by a package of Local or National measures

The COVID situation is ever changing as are the directed responses. School will ensure that they implement any Local or National restrictions and guidance. Schools will work in collaboration with professionals and stakeholders to limit the impact on educational delivery. This will include working with the following:

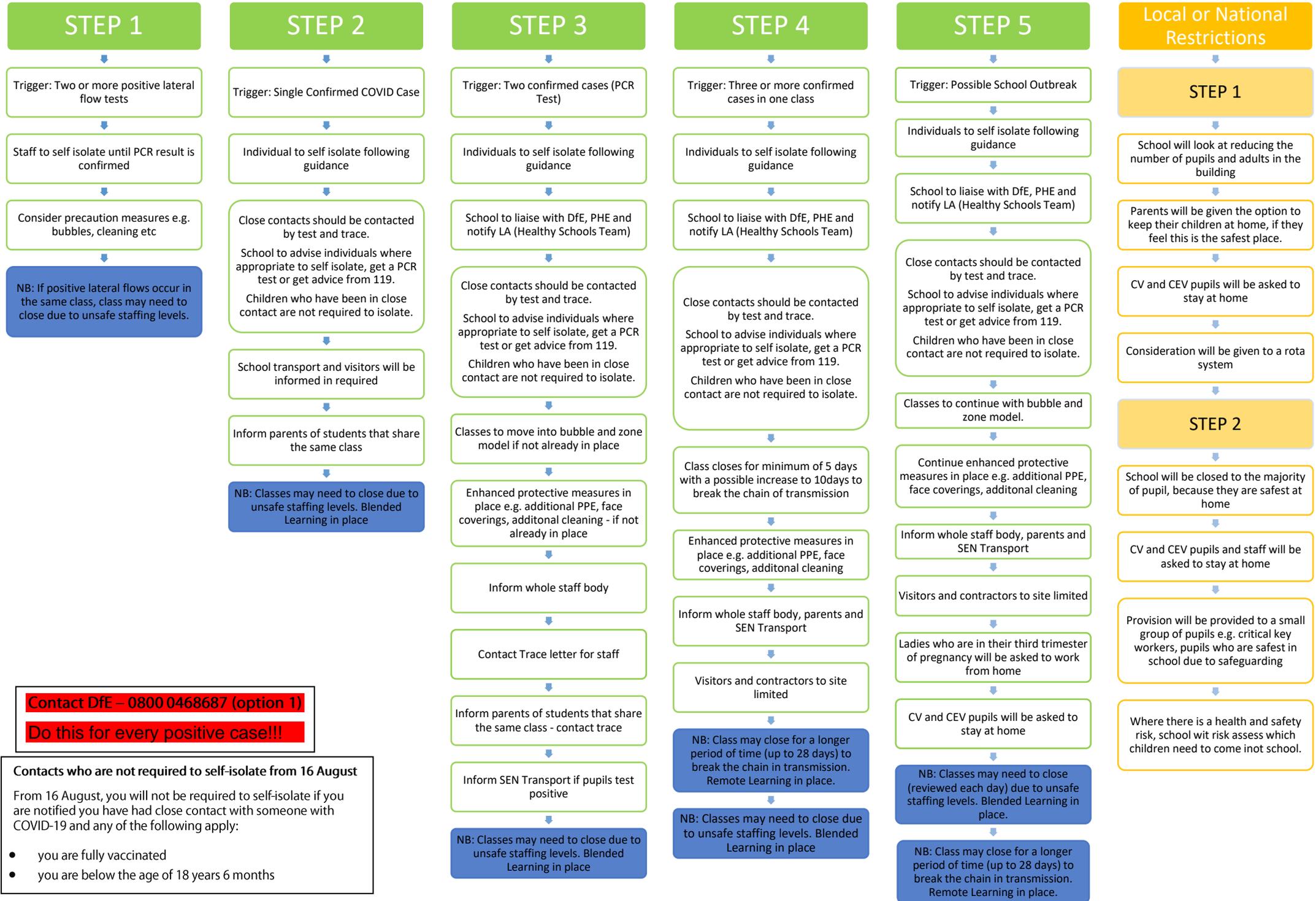
- Parents/carers
- Pupils
- Public Health
- Local Authority
- Social Care
- DfE

The following plans are in place to support the continued delivery of education under local or National measures:

- Step 1: School will look at reducing the number of pupils and adults in the building. Parents will be given the option to keep their child at home, if they feel this is the safest place. A rota system will be considered for pupils and staff e.g. Team A: Monday & Tuesday, Team B: Thursday & Friday, Wednesdays will be used to deep clean in between groups and for teachers to plan/record remote learning for pupils.
- Step 2: If deemed necessary school will be closed to the majority of pupils, this is because they are safest at home. Provision will be provided to a small group of pupils e.g. critical key workers, pupils who are safest in school due to safeguarding.

# Fairfields COVID Operation Plan

## Appendix A



**Contact DfE – 0800 0468687 (option 1)**  
**Do this for every positive case!!!**

**Contacts who are not required to self-isolate from 16 August**

From 16 August, you will not be required to self-isolate if you are notified you have had close contact with someone with COVID-19 and any of the following apply:

- you are fully vaccinated
- you are below the age of 18 years 6 months

# Appendix B: Map of Bubbles and Zones

