

## **Biddulph High School**

**Outbreak Management Plan Version: 1:1**

**Date Completed: 29th<sup>t</sup> July 2021**

**Review Date: After an outbreak from September 2021**

**Plan Owner: TCO**

### **Context**

#### **Aim of COVID-19 Case and Outbreak Management Plan**

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.

#### **Objectives of Outbreak Management Plans**

The objective of outbreak management planning is to document the activities Biddulph High School will undertake in preparing for and responding to a single or multiple cases of COVID-19 within the setting. What actions and controls will be stepped up and stepped back down at relevant points in responding to and recovering from an outbreak.

Biddulph High School 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 DFE.

### **Scope**

Management of COVID-19 outbreaks at Biddulph High School

## Key Stakeholders

Key stakeholder	Role for outbreak management
<b>Governing Body and School Leaders</b>	<ul style="list-style-type: none"> <li>• To make key decisions to activate bubble closures and isolation notices</li> </ul>
<b>Staff (includes employees, and volunteers)</b>	<ul style="list-style-type: none"> <li>• To respond to and action decisions from LG</li> </ul>
<b>Pupils</b>	<ul style="list-style-type: none"> <li>• To respond and comply with instructions from staff</li> </ul>
<b>Parents/carers</b>	<ul style="list-style-type: none"> <li>• To be notified and advised to comply with school decisions</li> </ul>
<b>Visitors, contractors and delivery personnel</b>	<ul style="list-style-type: none"> <li>• To be notified and advised on reasonable adjustments</li> </ul>
<b>Where to seek Local Outbreak Advice</b>	<ul style="list-style-type: none"> <li>• LA Local Outbreak Control Team /PHE/DFE Helpline available to support with advice and guidance when there is a confirmed case(s) associated with the Setting.</li> <li>• Advises our setting on actions we need to take to protect others and stop the spread of illness, including infection prevention and control measures.</li> <li>• Leads contact tracing (identifying persons in close contact with the confirmed case during their infectious period).</li> <li>• Activates and leads the outbreak management coordination team.</li> <li>• Determines when the outbreak is over.</li> </ul>

## Communications

For consistency and accuracy of messages, and as part of the coordinated response, communications activities will be coordinated by Biddulph High School with support from LA local outbreak control team/PHE or DFE in close liaison with the Leadership Group the Governing Board, CEO and Trust Directors.

Key stakeholder	What they need to know	How we'll communicate	Contact information
<b>Staff (includes employees and volunteers)</b>	<ul style="list-style-type: none"> <li>• Level of risk, number and location of cases linked to an outbreak</li> <li>• The importance of hand hygiene, respiratory hygiene and physical distancing measures</li> <li>• Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the building</li> <li>• Membership of the internal outbreak response team</li> <li>• Arrangements for managing any self isolation requirements</li> <li>• Expectations about not attending work if symptomatic</li> <li>• Changes to staffing/cover arrangements</li> <li>• Arrangements to support staff health and wellbeing</li> </ul>	<ul style="list-style-type: none"> <li>• Meetings</li> <li>• Email</li> <li>• E Briefing</li> <li>• Text messages</li> <li>• Staff Portal</li> <li>• Signage</li> </ul>	<ul style="list-style-type: none"> <li>• All staff email</li> </ul>
<b>Pupils</b>	<ul style="list-style-type: none"> <li>• The importance of hand hygiene, respiratory hygiene and physical distancing measures</li> <li>• Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the building</li> </ul>	<ul style="list-style-type: none"> <li>• E Briefing</li> <li>• Assemblies</li> <li>• Form Time</li> <li>• Signage</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal</li> </ul>

<b>Parents and carers</b>	<ul style="list-style-type: none"> <li>Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the building</li> </ul>	<ul style="list-style-type: none"> <li>Email</li> <li>Text Messages</li> </ul>	MCAS
<b>Visitors and contractors</b>	<ul style="list-style-type: none"> <li>Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the building</li> </ul>	Verbal on arrival or prior notice via telephone /email	
<b>Local Outbreak Teams</b>	<ul style="list-style-type: none"> <li>Outbreak management risks specific to the setting.</li> <li>Names and contact details of potential contacts of the confirmed case.</li> </ul>	<ul style="list-style-type: none"> <li>Email</li> <li>Telephone</li> <li>Meetings</li> </ul>	

## Stage 1 – Prevent and Prepare

All the prevention and preparedness activities Biddulph High School has undertaken and continues to undertake are detailed in the school's COVID-19 Risk assessment.

## Stage 2 – Respond

The response stage is triggered by the identification of one or more cases of COVID-19 within or linked to the school. The goal is to contain the virus as quickly as possible while providing appropriate care and support to confirmed cases.

*Detail the actions/controls to be taken*

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
Identify contacts	Contact Positive case person: <ul style="list-style-type: none"> <li>• Discuss peer groups</li> <li>• Travel Arrangements</li> <li>• Seating Plans - Staff</li> </ul>	LG	Immediately on becoming aware of a confirmed case	Time Staff	If afterhours, contact all affected by mobile phone
Activate the outbreak response team	By email and phone	TCO	Immediately on becoming aware of a confirmed case	None	If afterhours, contact all team members by mobile phone
Deep Clean due to positive case in setting	Who informs cleaners	TCO	Immediately on becoming aware of a confirmed case	Cleaning Approach as specified on Covid 19 Risk Assessment	

### Stage 3 – Stand-down

The stand-down stage is triggered when the outbreak is over, usually 10 to 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.

After standing down, Stage I activities will resume for prevention and preparedness of further outbreaks.

An important activity during the stand-down phase is to evaluate the response and update this plan.

Detail how and when actions taken/ control introduced will be removed

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
Evaluate Plan	Feedback from staff / LG	LG	As soon as possible after stand down	Time	<i>Inform LAGB and Trust CEO</i>

