



Outbreak Management Plan October 2021 (Post Step 4 of the Government's Road Map)

In keeping with the guidance issued in July 2021 Schools Covid-19 Operational Guidance, our **four** established control measures will remain in place in September:

- A. good hygiene for everyone;
- B. appropriate cleaning regimes;
- C. buildings well ventilated;
- D. following PHE advice if there is an outbreak.

Although the specific mitigations which we shall adopt will be responsive to the nature of the outbreak with which we may be faced, these mitigations will, in keeping with the above advice, be targeted, brief, monitored and proportionate.

What are the main hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<i>Covid-19 Infection Risk</i>	<i>All Staff, Visitors & Students through indirect transmission</i>	<ul style="list-style-type: none"> • Social distancing measures (2m apart where possible) • Posters for handwashing and hygiene guidance around school site, and at all toilet facilities • Minimising contact and mixing • Floor markers within the building to help pupils gauge and maintain distance set at 2m • Pupil Reception to be open for isolation purposes 	<ul style="list-style-type: none"> • Planning altered learning environment • Consider TA support for some students. • Minimum 1m distance, use of shields, no face to face contact. • Desks as far apart as possible and all facing forwards where possible. • Teachers will have an exclusion zone of 2m at the front of the class. • Bells reconfigured to allow staff to leave lessons before student movement in relevant areas (1 minute) • Cleaning of workspace by students at regular intervals 	JLS/RPK JHH JLS/RPK RPK All staff	<i>Ongoing (or by date of opening)</i>	
		<ul style="list-style-type: none"> • Hand sanitiser to be made available on entry and exit (but handwashing 	<ul style="list-style-type: none"> • Enhanced/frequent cleaning of flat surfaces and touched surfaces by onsite cleaner 	RPK/Norse		

		<p>prioritised and required every time pupils enter the building)</p> <ul style="list-style-type: none"> • One-way system: main foyer to upper Granville Street gate Year groups will be allocated an area of the school and will form a bubble for tutor and social time. • Each bubble will have a set of rooms allocated as well as an outside space for break and lunchtime, this will minimise mixing. • Each bubble will be allocated an entry and exit point. • [discuss] The start of the school day will be naturally staggered and the use of separate entrances creates distance. • [discuss] The end of the day will be staggered to create distance between year groups • All visitors are required to make an appointment, and wear a face covering. • External visitors may attend school by prior arrangement where the work is deemed essential to the wellbeing of students. 	<ul style="list-style-type: none"> • Student communication about bringing own equipment, no equipment sharing • Reduce movement around school where possible, off-site activities must be risk assessed by leader and approved by JLS before they take place. This does not include Embankment/Field and Madeley House. • Visual health check of students on arrival at school • Rooms naturally ventilated with windows and doors to be open at all times where possible • Daily reinforcement of importance of washing hands, water, soap, 20 seconds • Tissues 'catch it, bin it, kill it' - bins to be emptied throughout the day • Sanitiser stations will be located at every entry/exit point where possible • For some technical lessons groups may move to other specialist rooms, this will be closely managed to ensure there is no mixing with other year groups. • Non-specialist staff using specialist rooms will be briefed on relevant procedures where required. • Guidance on use of public transport to be issued to parents. • Test and trace arrangements to be highlighted to all, official procedures to be followed in the event of a suspected and positive case • Regular review of student movement around school/entry and exit points/provision of sanitiser stations and any other issues. • All staff requested to keep accurate seating plans for all groups to ensure close contacts can be identified. 	<p>JLS/LAW/CJA/ Tutors</p> <p>All staff</p> <p>All staff</p> <p>Tutors</p> <p>RPK</p> <p>RPK</p> <p>JLS/MLW</p> <p>JLS/CJA/LAW</p> <p>JLS</p> <p>DR</p>		
--	--	---	--	---	--	--

		<ul style="list-style-type: none"> The wearing of face coverings has been strongly will be considered by HT during circulation and social time if infection rates suggest this is necessary. 	<ul style="list-style-type: none"> For exam invigilators the public health guidance on exams should be followed. Staff will be made aware of the protocols. From Monday 7 December, and continuing from wider reopening on Monday 8 March, all staff and students are requested to wear face coverings in all indoor areas, including classrooms. Monitoring of infection rates, both locally and school specific Windows in certain rooms can be taken off latches by requesting this through the site team. Staff must remain in the room at all times when the window is off the latch and it must be closed during lesson change over. <p>Lateral Flow Testing of Staff and Students</p> <ul style="list-style-type: none"> Staff will be supplied with home testing kits until the end of October. In the event of a positive test at home individuals will be asked to isolate and a follow up PCR test will be required. Students will be tested twice on return in September. They will also receive guidance on how to conduct the test and report the result. A small on site ATS will be maintained for those that are unable or unwilling to test at home. 	<p>MDD</p> <p>HT</p> <p>HT/JLS</p> <p>All staff</p> <p>JLS</p>		
--	--	--	---	--	--	--

	<p><i>All staff and students through direct transmission</i></p>	<ul style="list-style-type: none"> • Social distancing measures (2m apart where possible) 	<ul style="list-style-type: none"> • Minimising contact with unwell individuals - stay at home if symptomatic. Clear communication of this message to parents. <p><u>In the event of a suspected case in School</u></p> <ul style="list-style-type: none"> • Pupil Reception to be used as an isolation room. • Staff involved in supervision to use full PPE • Individual remains in the room until collected, in the case of staff, if they are well enough they should leave immediately. • Government guidelines on self-isolation to be followed until results of a test are known. • Staff briefing on procedure 	<p>JLS/CJA/LAW</p>		
			<ul style="list-style-type: none"> • R:\Senior Leadership Team\Reopening\CCC and PCC Test and Trace Poster for schools.pdf • In the event of a case being reported the procedure above will be followed by relevant staff • In the event of more than one possible case identified in school alternative isolation rooms have been identified and discussed with Pupil Reception 	<p>JLS/RPK</p>		
	<p><i>All parents through direct and indirect transmission</i></p>	<ul style="list-style-type: none"> • Only one parent to attend for pick up and drop off • Guidance on transport to be shared with parents. 	<ul style="list-style-type: none"> • No parents allowed into the building or on site, other than the usual collection zone outside our gates or for a pre-arranged appointment • Times for drop off and collection to be clearly stated, with parents asked to stick as closely as possible to these times to reduce congregating and to maintain social distance 	<p>JLS/CJA/LAW</p> <p>JLS/CJA/LAW</p>		

	<i>Clinically vulnerable</i>	<ul style="list-style-type: none"> • Maintain social distancing where possible 				
	<i>Clinically extremely vulnerable</i>	<ul style="list-style-type: none"> • Follow medical advice and risk assess appropriately 				
	Additional Measures Following IMT Meeting on 13 October 2021	<ul style="list-style-type: none"> • Remote staff meetings • Touch point cleaning 	<ul style="list-style-type: none"> • Letter sent to parents and staff 	DA	14 October 2021	
		<ul style="list-style-type: none"> • Advice that face coverings “should” be worn 				
	Additional Measures Following a H&S Visit to School on 14 October 2021	<ul style="list-style-type: none"> • Maximum numbers agreed for office space and rooms within rooms • Better use of windows to ventilate and create airflow 	<ul style="list-style-type: none"> • Message sent by DA to staff and HoDs to liaise with Premises Manager 	DA/RK	14 October 2021	

Please note: The items crossed-out in this document are not being implemented at present, but were included in our previous plan, and may be required again at some point in the future.