



**COVID 19 – Outbreak Contingency Plan September 2021**  
**St. Joseph's Catholic Primary School & Footsteps Nursery**  
**Bracknell, RG12 9AP**



**Aim:** This plan outlines

- **SECTION 1:** The risk assessment in place which outlines the steps and procedures that St. Joseph's Catholic Primary School & Footsteps Nursery will implement based on the DfE's [Managing Coronavirus in an Educational Setting](#) \* which lays out how to manage local outbreaks of COVID-19.
- **SECTION 2:** The school's outbreak management plans (contingency plan) based on the DfE's Contingency Framework. This section describes what we would do if children, pupils, students, or staff test positive for COVID-19, or how St. Joseph's & Footsteps will operate if they were advised to (re)introduce any measures described in this document to help break chains of transmission.

**SECTION 1: MEASURES REQUIRED FROM SEPT 2021 TO MITIGATE THE SPREAD OF COVID (RISK ASSESSMENT)**

**Key changes to the current Government guidance:**

- ✓ Schools will no longer be expected to undertake contact tracing. As with any other setting, NHS Test and Trace will identify close contacts of positive cases.
- ✓ Face coverings will no longer be required for pupils, staff, and visitors either in classrooms or in communal areas.
- ✓ It is no longer necessary to keep children in consistent groups ('bubbles').
- ✓ Children under 18 will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive Covid case. Instead, they will be encouraged to take a PCR test.

**From Sept 2021 planning for School Operations all risk assessments and arrangements to control the spread of coronavirus ensures:**

1. Good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.
5. While not a legal requirement the government has strongly recommended that face coverings are worn in enclosed and crowded spaces where you may meet people you that you don't normally meet. This includes public transport and dedicated transport to school.

\*[Managing coronavirus \(COVID-19\) in education and childcare settings](#): This framework is separate to the processes in place for managing outbreaks and operational challenges. Any restrictions on education are always a last resort and should only be initiated following a decision by Department for Education/Public Health/Local Authority.

Any measures will be kept under review and should be lifted as soon as the public health and scientific advice says it is appropriate to do so.



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**St. Joseph's & Footsteps Risk Assessment to mitigate the spread of COVID-19.**

<b>Requirements</b>	<b>What to do</b>
<b>Management of direct or Indirect transmission of COVID -19 virus</b>	<ul style="list-style-type: none"><li>a) The main risk assessment, detailing the prevention and response system of controls in place, continues to be reviewed on a regular basis.</li><li>b) Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19</li></ul>
<b>Remind pupils and staff to wash their hands with soap and water, or use hand cleansers, and make sure supplies are available</b>	<ul style="list-style-type: none"><li>a) Staff and pupils must use soap and water to wash hands.</li><li>b) You may use a hand cleanser to wash your hands if they are not visibly soiled.</li><li>c) Strongly encourage staff to wash their hands to the extent possible between class or pupil contacts and after touching objects such as tissues or surfaces soiled with saliva or nasal secretions.</li><li>d) Pupils with medical conditions may need staff assistance, as they may be at greater risk if careful hygiene procedures are not followed.</li><li>e) Follow the manufacturers' guidance on the use of hand cleansers.</li><li>f) Ensure that hand-washing facilities are stocked with soap, paper towels or working hand dryers.</li></ul>
<b>Keep St. Joseph's environment clean and make sure that supplies are available</b>	<ul style="list-style-type: none"><li>a) Clean frequently touched surfaces such as door handles, desks, larger play equipment or machinery and commonly shared classroom items at least daily or sooner if when visibly soiled. Use warm water and detergent, or commonly available disinfectants/cleaning products, and follow manufacturer's instructions.</li><li>b) Keep detergents, disinfectants, and cleaning products in secured areas where they are not accessible to pupils.</li></ul>
<b>Keep occupied spaces well ventilated.</b>	<p>When St. Joseph's &amp; Footsteps is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.</p> <p>Opening external windows can improve natural ventilation, and in addition, where opening internal doors can also assist with creating a throughput of air, this should be done.</p> <p>External windows should be opened fully in between classes or when the rooms are unoccupied during school opening hours.</p> <p>If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so). All external doors be monitored during this time for safeguarding purposes.</p>



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	<p>You should balance the need for increased ventilation while maintaining a comfortable temperature. In the school environment the temperature should be at least 16°C where there is physical activity, 18°C in classrooms and 21°C where there is little activity.</p> <ul style="list-style-type: none"><li>a) Any poorly ventilated spaces will be identified as part of our risk assessment and appropriate steps will be taken to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example school plays. We may need to limit attendance or consider additional measures if this is not able to be done practically.</li><li>b) Mechanical ventilation should be adjusted to draw fresh air and increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.</li><li>c) If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.</li></ul>
<b>Remind children and staff to cover their noses and mouths when sneezing or coughing</b>	<p>The 'catch it, bin it, kill it' approach continues to be very important.</p> <ul style="list-style-type: none"><li>a) Remind children and staff to cover their noses and mouths with a tissue when sneezing and coughing and to dispose of the tissue in a bag in a closed bin, which should be emptied before it becomes full.</li><li>b) Ensure tissues are available in all rooms and where meals are provided.</li><li>c) Encourage staff and children to wash their hands or use a hand cleanser as soon as possible if they have sneezed or coughed in their hands.</li></ul>
<b>Communication</b>	<p>St. Joseph's Catholic Primary School &amp; Footsteps Nursery will maintain strong messaging about the signs and symptoms of Covid-19, isolation advice and testing, to support prompt isolation of suspected cases. We will also continue to encourage vaccination uptake for eligible staff. tendance restrictions</p>
<b>Strongly encourage sick children (through their parents) and staff to stay at home if they have symptoms of illness.</b>	<ul style="list-style-type: none"><li>a) Parents of sick children should keep them at home and away from the setting until they no longer have symptoms, to prevent spreading the infection to others.</li><li>b) If a parent or carer insists on a pupil attending St. Joseph's or Footsteps, we reserve the right to take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.</li><li>c) Sick staff must also stay at home and only return to work once completely recovered.</li></ul>
<b>Testing</b>	<p>Staff will be expected to conduct twice weekly LFD testing at home in line with government recommendation.</p> <p>If advised, we will increase the use of home testing by staff.</p>



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## **SECTION 2: OUTBREAK MANAGEMENT CONSIDERATIONS**

St. Joseph's Catholic Primary School & Footsteps Nursery will need to consider the implementation of some, or all, of the measures in this plan in response to recommendations provided by their local Public Health Team, Public Health England (PHE) Health Protection Team, the DfE or the government.

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

- 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)
- to prevent unsustainable pressure on the NHS

**Roles and Responsibilities:** Local authorities, Directors of Public Health (DPH) and PHE's Health Protection Teams (HPT) are responsible for managing localised outbreaks. They play an important role in providing support and advice to education and childcare settings.

Within St. Joseph's Catholic Primary School & Footsteps Nursery, the following roles and responsibilities are allocated to:

<b>Role</b>	<b>Name</b>
Single point of contact for Covid-19 Outbreaks	Mrs. J. Dunlop
Health and Safety Lead	Mrs. J. Dunlop
Designated Safeguarding Lead	Mrs. J. Dunlop & Mrs. Philpott

### **Definition of outbreak in context of school or other educational setting:**

- A 'confirmed case' of COVID-19 refers to someone who has a laboratory-confirmed diagnosis of COVID-19.
- An 'outbreak' is defined by several confirmed cases having COVID-19, symptoms in which there is also an association of time, place and/or contact between them within 10 days
- If the number of positive cases substantially increases, this could indicate that transmission is happening within our school. We will seek public health advice if threshold below is reached:
  - 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

NB these thresholds may be subject to change upon publication of PHE's updated Education Resource Pack



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**When and how to seek public health advice:** All settings should seek public health advice if a pupil, student, child, or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), and by notifying the Local Authority via Crest. Hospitalisation could indicate increased severity of illness or a new Variant of Concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.

Schools will review as appropriate procedures and other policy documents that may be related to this guidance such as:

- Back to School Plans and communication
- Risk Assessments – whole school and individual staff
- Online learning and remote learning provision
- Updated behaviour and safeguarding policies.
- Attendance and Sickness absence – ref clinically Extremely vulnerable staff and students and those who may not be able to attend due to reasonable concerns.

**OUTBREAK MANAGEMENT PLAN**

The below considerations should be included in a step up and down process in response to extremely high prevalence of COVID-19 /variant of concern VoC) with PHE Guidance to implement local contingency arrangements if there is a suspected or confirmed outbreak.

Considerations	What to do
No educational setting should move to implement restrictive measures of the kind set out in the contingency framework without the explicit approval or direction to act by Department for Education/Public Health/Local Authority.	
Any measures will be kept under review and should be lifted as soon as the public health and scientific advice says it is appropriate to do so.	
<b>Communication regards COVID 19</b>	St. Joseph’s Catholic Primary School & Footsteps Nursery will maintain up-to-date and strong communication about any changes by the government which would affects school life.
<b>Face coverings</b>	<ul style="list-style-type: none"> <li>a) in the event of an outbreak at St. Joseph’s &amp; Footsteps Nursery, a public health director may advise that masks should temporarily be worn in communal areas or classrooms (by staff, and visitors, unless exempt).</li> <li>b) Temporary re-introduction of face coverings would be made as a balanced REQUIREMENT rather than a mutually made offer based on preference and should allow for reasonable exemptions for their use.</li> <li>c) Where social distancing cannot be maintained in indoor or crowded locations, face coverings will be worn by staff and visitors, unless they are exempt.</li> </ul>



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	<p>d) Face visors will not be worn as an alternative to face coverings and should only be worn where additional control measures are in place to reduce transmission or where they have been identified as appropriate following an individual safety assessment.</p> <p>e) Washable Face coverings should be utilised wear possible or disposable masks made available. Face visors will be thoroughly cleaned between uses.</p> <p>f) Those who rely on lip reading or visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings but can, if they choose, wear transparent face coverings.</p> <p>g) Ensure that there is clear understanding among staff on why this is, what will be required and a consistency in how it is enforced.</p> <p>h) Ensure clear and unambiguous communication to parents as to when where and why masks should be worn <u>allowing for exemptions for their use where appropriate.</u></p> <p>i) Ensure governors, contractors, volunteers and third parties who may need access to the site have clear communication prior to attending the school site.</p>
<b>Limiting Contacts</b>	<p>a) Ensure that bubble groups have been mapped and articulated at the start of the school year should it become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing and limit contacts between year groups.</p> <p>b) Ensure contingency arrangements are in place should St. Joseph's be advised to limit:</p> <ul style="list-style-type: none"><li>• residential educational visits</li><li>• open days</li><li>• transition or taster days</li><li>• parental attendance in settings</li><li>• performances in settings</li></ul>
<b>Directed to Restrict Attendance</b>	<p>If there is significant concern that existing or recently introduced measures in an area have failed to mitigate community transmission, or that a more robust response is required to contain the outbreak of a variant of concern (VoC) it may be necessary to limit the number of children and young people in education or childcare settings through attendance restrictions.</p> <p>Attendance restrictions of this kind should not be used to address operational challenges, including staff shortages. which should be reflected in business continuity arrangements.</p>



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<b>Eligibility to remain in school:</b>	<p>The default position for St. Joseph's Catholic Primary School &amp; Footsteps Nursery (including reception classes) is to allow all pupils to attend. If attendance needs to be limited at St. Joseph's or Footsteps Nursery, DfE/PH may advise:</p> <ul style="list-style-type: none"><li>• that St. Joseph's &amp; Footsteps Nursery only allow vulnerable children, children of critical workers, children in Nursery, reception, year 1 and year 2 to attend; or</li><li>• that St. Joseph's &amp; Footsteps Nursery only allow vulnerable children and children of critical workers to attend</li><li>• In these circumstances, high-quality remote education should be provided for all other pupils.</li></ul> <p>In the order below St. Joseph's Catholic Primary School &amp; Footsteps Nursery will stay open for:</p> <ul style="list-style-type: none"><li>• Vulnerable pupils</li><li>• Children of critical workers</li><li>• Footsteps Nursery</li><li>• Reception</li><li>• Year 1</li><li>• Year 2</li><li>• Year 6 pupils</li></ul> <p>If further restrictions are recommended, we will only stay open for:</p> <ul style="list-style-type: none"><li>• Vulnerable pupils</li><li>• Children of critical workers</li><li>• Where it is appropriate to increase attendance, the school will follow the DfE advice on which groups should be prioritised for return.</li></ul>
<b>Clinically extremely vulnerable pupils</b>	<p>Updated advice is for the group to continue taking extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance page to minimise their risk of exposure to the virus.</p> <p>Pupils who are clinically extremely vulnerable should follow national guidance regarding formal shielding measures in place at the time. See guidance on <a href="#">who is at higher risk from coronavirus (clinically extremely vulnerable)</a> and <a href="#">Support pupils with medical conditions at school</a></p>
<b>Asymptomatic testing of staff</b>	<p>a) When a variant of COVID-19 is classed as a variant of concern, targeted “surge” testing will be ramped up in the area to help suppress and control any possible new cases and better understand any spread or emerging new variants.</p> <p>b) The reintroduction of on-site testing may be advised by local public health directors where an “enhanced response package” has been deemed appropriate to identify the cluster or spread of an outbreak.</p>



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	c) An increased use of home testing by staff must be considered as a control
<b>Wrap-around care - Morning Club and After School Club (ASC)</b>	<p>a) Both morning and ASC for children should be able to continue to open for both indoor and outdoor provision.</p> <p>b) Where restrictions are required, St. Joseph’s &amp; Footsteps Nursery will only offer face-to-face provision for those children that are eligible to be in school full-time and of equivalent age to those eligible groups.</p> <p>If this is necessary, we will communicate who will be eligible to attend once the restrictions are confirmed.</p>
<b>Remote Education</b>	Pupils required to stay at home will receive high quality remote education. St. Joseph’s Catholic Primary School will aim to deliver remote education that meets the same quality and quantity of education that pupils would receive in school, as outlined in the <a href="#">Remote Education plan on the school website.</a>
<b>Free School Meals</b>	The school will continue to prioritise meals or lunch parcels for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines.
<b>Safeguarding</b>	<p>We will review our child protection policy to make sure it reflects the local restrictions and remains effective. We will aim to have a member of staff who has had the designated training trained on site wherever possible. If the DSL (or deputy) can’t be on site, they can be contacted remotely by email – <a href="mailto:j.dunlop@stjosephsbracknell">j.dunlop@stjosephsbracknell</a> or <a href="mailto:n.philpott@stjosephsbracknell.co.uk">n.philpott@stjosephsbracknell.co.uk</a>.</p> <p>On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for coordinating safeguarding on site.</p> <p>Triggers for escalation to Social Care:</p> <ul style="list-style-type: none"> <li>• Significant parental / institutional/ media concern</li> <li>• Context of rapidly rising community prevalence</li> <li>• Capacity required to manage incidents concurrently exceeds supply.</li> <li>• Rapid increase in number of settings with incidents/outbreaks</li> <li>• Two or more linked settings with incidents/outbreaks</li> <li>• Evidence of ongoing transmission despite control measures being put in place.</li> <li>• Repatriation issues, especially for overseas students.</li> </ul>
<b>Safeguarding Policy</b>	a) If restrictions are implemented at St. Joseph’s and Footsteps Nursery, we would ask all staff to be vigilant and responsive to all safeguarding threats and ensure vulnerable children and young persons are safe, particularly as more children will be learning remotely.



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	<p>b) St. Joseph's &amp; Footsteps Nursery (DSL Team) will review their child protection policy so that it reflects the local restrictions and remains effective. A COVID-19 annex/ addendum that summarises any key local restriction related changes will be reviewed with latest guidance.</p> <p>c) It will be important that all staff working in St. Joseph's Catholic Primary School are aware of the revised policy.</p>
<b>Workforce</b>	<p>Employers should continue to implement the system of controls set out below:</p> <p>a) The school will explain to staff the measures they are putting in place to reduce risks to staff, including how these protective measures have been reviewed as part of an updated workplace risk assessment.</p> <p>b) The school will have regard to the <a href="#">guidance on clinically extremely vulnerable people</a>.</p> <p>c) The school will ensure consideration for Fire and First Aid provision are still adequately maintained and in place of changes or restrictions placed on St. Joseph's &amp; Footsteps Nursery, its workforce or student body</p> <p>d) The school will also consider if due to other measures there are additional opportunities for staff to work at home, given reduced numbers of pupils onsite and the use of remote education for pupils scheduled to be at home.</p> <p>e) If restrictions on pupil attendance are needed the school leadership team will be best placed to determine the workforce required onsite and if it is appropriate for some staff to work remotely</p> <p>f) Any remote working staff must have appropriate DSE or Home working assessments undertaken and SLT will ensure to work-life balance is maintained.</p> <p>g) The school will consider how best to balance the demands of onsite teaching and support for remote education, which should be done within school hours.</p>
<b>Other measures:</b>	<p>If recommended, we will limit:</p> <ul style="list-style-type: none"><li>• Educational visits (including residential educational visits).</li><li>• Open days</li><li>• Transition or taster days</li><li>• Parents coming into school</li></ul> <p>d) Live performances</p>