



Cranbrook School

COVID-19: Outbreak Management Plan

Approved by: Leadership Team **Date:** 1st September 2021

Last reviewed and updated: 8th December 2021

Next review due by: As further information is released from DfE

1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance](#), published by the Department for Education (DfE).

We will only implement some, or all, of the measures in this plan after consideration and in response to recommendations provided by our local authority (LA), directors of public health (DsPH), UK Health Security Agency (UKSHA) or the national government.

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

- To help manage a COVID-19 outbreak within the school. Actions will be considered when either of the following thresholds are met:
 - There are 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period
 - 10% of pupils or staff who are likely to have mixed closely test positive within a 10-day period
- 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

As recommended we will seek public health advice if a student or staff member is admitted to hospital with COVID-19 by phoning the DfE helpline (0800 046 8687, option 1). Hospitalisation could indicate increased severity of illness or a new variant of concern.

A group who have mixed closely will rarely mean a whole setting or year group. Examples of close mixing could include:

- A form or subject class
- A friendship group mixing at breaktimes
- A sports team
- A group in an after-school activity.

In boarding this could include:

- Staff and children taking part in the same class or activity session together
- Children who share the same common space in a boarding house
- Children who have slept in the same room or dormitory

The overarching objective is to maximise the number of children and young people in face-to face education or childcare and minimise any disruption, in a way that best manages the COVID-19 risk. The impacts of having missed face-to-face education during the pandemic are severe for children, young people and adults.

In all cases, any benefits in managing transmission should be weighed against any educational drawbacks. Cranbrook School will endeavour to keep any measures in education to the minimum number of settings or groups possible, and for the shortest amount of time possible. We will keep all measures under regular review and lift them as soon as the evidence supports doing so.

Measures affecting education and childcare settings across an area should not be considered in isolation, but as part of a broader package of measures. Attendance restrictions should only ever be considered as a last resort.

Temporary introduction of new measures as a result of the Omicron variant, as announced on 27th November 2021. Advice is subject to change.

- *Changes in isolation requirements for confirmed and suspected cases of the Omicron variant and their contacts.*

All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will be contacted directly and required to self-isolate immediately and asked to book a PCR test. They will be informed by the local health protection team or NHS Test and Trace if they fall into this category and provided details about self-isolation.

Further actions for educational settings may be advised by a local Incident Management Team (IMT) investigating a suspected or confirmed case of the Omicron variant of COVID-19. For everyone else, isolation rules are unchanged.

2. Seeking public health advice

When one of the thresholds above is met, we will review the baseline measures of testing, hygiene and ventilation already in place. We may consider the temporary reintroduction of wearing face coverings and reinstating bubbles.

We will also seek public health advice from a director of public health or health protection team. The Deputy Head, Mandy Smart, will be responsible for seeking this advice or delegating appropriately, and will do so by telephoning the DfE helpline (0800 046 8687 option 1).

The following steps will be taken as a phased approach depending on the numbers affected and the specific situation with some or all of the following implemented as appropriate. Any measures taken will be regularly reviewed and consideration given to stepping up or stepping down.

3. Baseline Measures

Strong messages will continue about signs and symptoms, isolation advice and testing to support prompt isolation of suspected cases.

Testing

Parents and students will be notified promptly of the increased numbers of positive cases via Parentmail and will be encouraged to ensure that at least twice weekly rapid asymptomatic home testing and reporting is undertaken where this has not happened. Parents and students may be asked to increase the frequency of LFD testing. Testing in boarding houses will be supervised by house staff or trained testing staff to ensure this is carried out correctly and may be increased to a maximum of daily tests. Staff will be notified by email and will also be reminded to complete home testing.

If it is advised by UKHSA that we reintroduce an asymptomatic testing site (ATS) at our school, we will do so with the support from our parent volunteers. This may be for a two week period in the first instance.

Students who do not carry out and report their home test may be asked to test in school twice a week. Notification will be received via the reporting Microsoft Forms and will be checked on a Monday morning and Thursday morning. Testing will be set up in the Hub small classroom. Students identified in the wider group of students involved in the outbreak will be invited to test in school (testing remains voluntary but is strongly encouraged). This may include a year group or house, or in the case of boarding the boarding house.

Hygiene

All hand sanitising requirements will be increased on entry to classrooms and particularly before eating lunch. Students will be reminded of the “Catch It, Bin It, Kill It” approach.

Cleaning of frequently used surfaces will be increased with the daytime cleaner ensuring that door handles, toilets and banister rails, in particular, are cleaned.

Ventilation

Where possible and mindful of thermal comfort and suitable working conditions, ventilation around the school will be increased. Windows will be opened, preferably at the top, and internal doors left open where possible. On leaving a classroom teachers should open windows to allow circulation of fresh air before the next class enters. In colder climates students will be allowed to wear outdoor coats in the classroom.

Government issued CO2 monitors will be circulated around classrooms to measure CO2. A consistent CO2 value below 800 ppm (parts per million) indicates the space is well ventilated. If consistently above 1500ppm ventilation must be increased by opening windows and doors in the first instance..

4. Face coverings

Students, staff and visitors who are not exempt from wearing a face covering:

- May be asked to wear a face covering when moving around indoors in places where social distancing is difficult to maintain, such as in communal areas and corridors

And/or:

- May be asked to wear a face covering in classrooms or during activities, unless social distancing can be maintained or a face covering would impact on the ability to take part in exercise or strenuous activity such as sporting activities.

In the first instance this could be implemented for two weeks pending regular review. In all cases any educational and wellbeing drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission.

5. Shielding

Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be clinically extremely vulnerable (CEV) will not be advised to shield again. 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. Actions will be specific to individual's high, medium or low risk needs.

6. Mixing Groups – Social Distancing

If appropriate we will consider the limiting or restricting of:

- Year group/House assemblies when face to face
- Extra curricular activities where mixing is involved
- Residential educational visits
- Open days
- Transition or taster days
- Parents coming into school
- Live performances
- Face to face meetings

Where possible, weather and practicalities considered, activities could be taken outdoors including exercise, assemblies or classes.

If recommended, we will consider the

- The reintroduction of bubbles, to reduce mixing between groups.
- Adapting lunch arrangements

The lunch rota will be reinstated to reduce the mixing of year groups. Year groups should line up outside the Dining Hall observing the distance indicators along the railings. Masks must be worn when queuing outside and when collecting food. They may be taken off when at the table. They will be directed into the Dining Hall in small groups to enter a thumb print and then immediately sanitise hands before collecting a tray and cutlery. Students will sit where directed by the member of staff on duty. Screens will be replaced in the middle of the tables. After eating the students can go to their outside supervised area. The tables will be spray cleaned by a member of the kitchen staff after each Year group.

- Staff will confine to a staff table and not mix with students.
- Wet lunch or break – students will return to the classroom in their year group area.

7. Attendance restrictions

Attendance restrictions will only be recommended as a last resort and where all other mitigations have not broken the chains of in-school transmission. Attendance restrictions will be limited to a class or a year group as necessary. If recommended, we will implement the measures in this section.

7.1 Eligibility to remain in school

If restrictions are recommended, we will stay open for:

- Vulnerable students
- Children of critical workers
- EHCP students

7.2 Education and support for pupils at home

All other identified students can be required to stay at home and will receive remote education.

We will aim to deliver remote education that meets the same quality and quantity of education that pupils would receive in school, as outlined in our Remote Learning Policy.

The school will continue to provide supermarket vouchers for students eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines.

7.4 Safeguarding

We will review our safeguarding policy to make sure it reflects the local restrictions and remains effective.

We will aim to have a trained DSL or deputy DSL on site wherever possible and where they cannot be on site they will be contacted remotely by phone.

When vulnerable students are absent, we will:

- Speak to parents/carers and, where appropriate, social workers and the local authority, to work out the reason for absence
- Encourage attendance
- Ensure vulnerable students can access appropriate education and support while at home
- Maintain contact, and check regularly that the student is able to access remote education provision

7.5 Education workforce

If restrictions on student attendance are ever needed, we will determine the workforce required onsite and if it is appropriate for some staff to work remotely.