



Contingency Plans for Outbreaks (COVID-19)
Smith's Wood Primary Academy- updated for Sept 21
Updated for Jan 22

Introduction

This document is produced to provide guidance in dealing with the various scenarios that may arise as a result of an outbreak or multiple outbreaks of COVID-19.

Scenarios:

The following scenarios will each be addressed, outlining our plans for continued education in each case:

Scenario /Issue	Potential Impact on Business Continuity	Action to Minimise Disruption
<ul style="list-style-type: none"> • One or more children have COVID -19 symptoms and need to self-isolate until a PCR test result is obtained 	<ul style="list-style-type: none"> • Disruption to each child's education. • Members of staff, linked to the bubble, need to isolate 	<ul style="list-style-type: none"> • Year group lead/ class teacher will contact parents by end of the day to arrange remote learning. • Pupils affected will receive remote learning in line with the school policy
<ul style="list-style-type: none"> • Member(s) of the teaching team have COVID -19 symptoms and need to self-isolate until a PCR test result is obtained. Or someone in their household has symptoms. 	<ul style="list-style-type: none"> • Disruption to the teaching of bubbles. • Disruption to the children's education. 	<ul style="list-style-type: none"> • Teachers will take part in remote learning as per policy. • Pupils in that class/ bubble will be taught by other staff within the school, or HLTA's/ support staff where necessary • Communication between teachers and parents established through school email system
<ul style="list-style-type: none"> • Member(s) of the premises team have COVID -19 symptoms and need to self-isolate until a test result is obtained. Or someone in their household has symptoms. 	<ul style="list-style-type: none"> • Problems opening and closing the building • Issues responding to fire alarms • Maintenance reporting issues 	<ul style="list-style-type: none"> • Relief site manager will be contacted by Business manager • DG & members of SLT to be on call for the duration • SLT will open and close the building assuming key holding responsibilities. • School Business Manager to manage and report maintenance issues to Property Services.

<ul style="list-style-type: none"> • Member(s) of the cleaning team have COVID -19 symptoms and need to self-isolate until a test result is. Or someone in their household has symptoms. 	<ul style="list-style-type: none"> • Problems ensuring all areas of the school are cleaned • Issues covering cleaning duties • Impact on lunchtime cover, as many cleaners have dual roles 	<ul style="list-style-type: none"> • SBM will contact site manager and cleaning lead to discuss cover of duties • DG & members of SLT to be on call for the duration to clean offices of their own • TA's/ class teachers to clean down furniture in own classroom throughout the day • School Business Manager to contact local cleaning companies if additional staffing is required
<ul style="list-style-type: none"> • Member(s) of the lunchtime supervisor team have COVID -19 symptoms and need to self- isolate until a test result is obtained. Or someone in their household has symptoms. 	<ul style="list-style-type: none"> • Problems ensuring lunchtime bubbles are covered • Impact on cleaning cover, as many dinner supervisors have dual roles 	<ul style="list-style-type: none"> • SBM will contact SLT and lunchtime lead to discuss cover of duties • DG & members of SLT to be on call for the duration to cover lunchtime duties as required • School Business Manager to contact relief dinner supervisors as required
<ul style="list-style-type: none"> • Member(s) of the admin/ finance team have COVID - 19 symptoms and need to self-isolate until a test result is obtained. Or someone in their household has symptoms. 	<ul style="list-style-type: none"> • Disruption to front of house procedures. • Disruption to finance procedures. 	<ul style="list-style-type: none"> • Cover will be provided internally between the admin team/ School Business Manager to undertake duties. • Where possible staff will work remotely to complete any jobs from home
<ul style="list-style-type: none"> • Member(s) of the SLT team have COVID - 19 symptoms and need to self-isolate until a test result is obtained. Or someone in their household has symptoms. 	<ul style="list-style-type: none"> • Disruption to the whole school organisation. 	<ul style="list-style-type: none"> • SLT duties, in terms of gate cover/ lunch time cover will be reassigned by most senior member of staff on site • Where possible staff will work remotely to complete any tasks from home. • Year leaders/ phase leaders to manage behavioural issues in school & deal with any issues from parents
<ul style="list-style-type: none"> • Member(s) of the Catering team have COVID -19 symptoms and need to self-isolate until a test result is obtained. Or someone in their household has symptoms. 	<ul style="list-style-type: none"> • Disruption to school meal provision. 	<ul style="list-style-type: none"> • Cover will be assumed across the catering service provided by Solihull Council.

<ul style="list-style-type: none"> Someone in a child's household has tested positive for Covid-19 and the child needs to access a PCR test. 	<ul style="list-style-type: none"> Disruption to each child's education for one day whilst waiting for the test result . 	<ul style="list-style-type: none"> Year group lead and team to contact parent to discuss next steps if the test were to come back positive. Child to return to school if negative Daily laterals to be undertaken for child under 18 to ensure child can still attend school
<ul style="list-style-type: none"> Child tests positive for COVID- 19. 	<ul style="list-style-type: none"> Disruption to each child's education. Disruption to the teaching of bubbles. Disruption to any sibling(s) education. 	<ul style="list-style-type: none"> SLT will discuss with staff members close contact and arrange a PCR as required Class teacher/ year group lead to make contact with affected child to ensure remote learning is in place by the end of Day 1 Business manager to ensure that FSM provision is in place for identified child Isolate for 7 days for child. With lateral flows being taken on day 6 and 7 with parental agreement. Siblings in school daily laterals to be taken
<ul style="list-style-type: none"> Member(s) of the teaching team tests positive for COVID- 19. Or someone in their household has tested positive. Member of teaching team, or someone in their house tests positive 	<ul style="list-style-type: none"> Disruption to the teaching of classes Disruption to the children's education. Minimum 7 day period of isolation required, with LFT's on day 6 & 7 	<ul style="list-style-type: none"> Member of teaching team self-isolates for the 10 days if they test positive. The children of that class will receive lessons by another teacher within the school If it is a household member who tests positive, then the teacher books and takes a PCR, isolates until the result is in and then returns to school if negative. If positive, revert to first bullet point Isolation for 7 days for adults. For members of teaching team in a house with a confirmed case, current guidance is for close contacts to take LFT's each day and if negative, continue to attend work
<ul style="list-style-type: none"> Member(s) of the premises team tests positive for COVID- 19. Or someone in their household has tested positive. As above 	<ul style="list-style-type: none"> Problems opening/ closing the building Maintenance reporting issues As above 	<ul style="list-style-type: none"> Relief site manager will be contacted by Business manager DG & members of SLT to be on call for the duration SLT will open and close the building assuming key holding responsibilities. School Business Manager to manage and report maintenance issues to Property Services. If it is a household member who tests positive, then the member of the premises team books and takes a PCR, isolates until the result is in and then returns to school if negative.

		<ul style="list-style-type: none"> As above
<p>Member(s) of the cleaning team or lunchtime team tests positive for COVID- 19. Or someone in their household has tested positive.</p> <ul style="list-style-type: none"> As above 	<ul style="list-style-type: none"> Problems ensuring all areas of the school are cleaned Issues covering cleaning duties Impact on lunchtime cover, as many cleaners have dual roles Problems ensuring lunchtime bubbles are covered Impact on cleaning cover, as many dinner supervisors have dual roles As above 	<ul style="list-style-type: none"> SBM will contact site manager and cleaning lead to discuss cover of duties DG & members of SLT to be on call for the duration to clean offices of their own TA's/ class teachers to clean down furniture in own classroom throughout the day School Business Manager to contact local cleaning companies if additional staffing is required SBM will contact SLT and lunchtime lead to discuss cover of duties DG & members of SLT to be on call for the duration to cover lunchtime duties as required School Business Manager to contact relief dinner supervisors as required If it is a household member who tests positive, then the member of the cleaning team books and takes a PCR, isolates until the result is in and then returns to school if negative. As above
<ul style="list-style-type: none"> Member(s) of the admin team / finance tests positive for COVID -19. Or someone in their household has tested positive. As above 	<ul style="list-style-type: none"> Disruption to front of house procedures. Disruption to finance procedures. As above 	<ul style="list-style-type: none"> Cover will be provided internally between the admin team/ School Business Manager to undertake duties. Where possible staff will work remotely to complete any jobs from home Senior team will identify any contacts with other members of staff If it is a household member who tests positive, then the member of the admin/ finance team books and takes a PCR, isolates until the result is in and then returns to school if negative. As above

<ul style="list-style-type: none"> • Member(s) of the SLT team tests positive for COVID -19. Or someone in their household has tested positive. • As above 	<ul style="list-style-type: none"> • Disruption to the whole school organisation. 	<ul style="list-style-type: none"> • SLT duties, in terms of gate cover/ lunch time cover will be reassigned by most senior member of staff on site • Where possible staff will work remotely to complete any tasks from home. • Year leaders/ phase leaders to manage behavioural issues in school & deal with any issues from parents • If it is a household member who tests positive, then the member of the SLT books and takes a PCR, isolates until the result is in and then returns to school if negative • As above
<ul style="list-style-type: none"> • Member(s) of the Catering team tests positive for COVID- 19. Or someone in their household has tested positive. • As above 	<ul style="list-style-type: none"> • Disruption to school meal provision. 	<ul style="list-style-type: none"> • Solihull Catering team will identify any contacts with other members of staff. • Cover will be assumed across the catering service provided by Solihull Council. • As above •
<ul style="list-style-type: none"> • Multiple positive child cases of COVID-19. • 	<ul style="list-style-type: none"> • Disruption to the whole school organisation. 	<ul style="list-style-type: none"> • Contact PHE for advice and guidance. • Teachers will take part in remote learning using Zoom live lessons and in line with policy • Provision of food vouchers/ food parcels for those eligible for Free school Meals provided by office and coordinated by SBM. • Staff and pupils affected will move to online learning for period of isolation
<ul style="list-style-type: none"> • Multiple positive staff cases of COVID-19. 	<ul style="list-style-type: none"> • Disruption to the whole school organisation. 	<ul style="list-style-type: none"> • Contact PHE for advice and guidance. • Organise cover in house as far as possible- consider wider school closure and revert to remote learning if numbers of staff absence become unmanageable • Teachers will take part in remote learning using Zoom live lessons and in line with policy • Isolation for 7 days for adults. For members of teaching team in a house with a confirmed case, current guidance is for close contacts to take LFT's each day and if negative, continue to attend work • Increase mask wearing areas for staff in school • Increase the frequency of LFT if multiple cases, or sharp increase in cases

<ul style="list-style-type: none"> Increase in cases in the local area 	<ul style="list-style-type: none"> Impact on education of large numbers of school community, including pupils and staff 	<ul style="list-style-type: none"> Contact PHE for advice and guidance. School to review existing measures to mitigate in school-change plans accordingly to limit visitors to school Request visitors to school wear a face masks and take a LFT before entering school premises
<ul style="list-style-type: none"> Child has travelled and now has to self-isolate as a period of quarantine. 	<ul style="list-style-type: none"> Disruption to each child's education. 	<ul style="list-style-type: none"> Year group lead and team to contact parent to arrange remote learning in line with school policy Remote learning lead to ensure provision as required Business manager to ensure that FSM provision is in place for identified child As per guidance, request a PCR on day 2 of arrival back in the country if not a red country
<ul style="list-style-type: none"> Shielding is reintroduced due to a major outbreak or VoC that poses a significant risk 	<ul style="list-style-type: none"> Disruption to Nursery staffing Disruption for one named child Some parental issues with getting children to school whilst parents are isolating 	<ul style="list-style-type: none"> Nursery teacher to Zoom live lessons whilst support staff monitor children within the room Named child to revert to remote learning offer School to work with parents to support drop off and pick up on named children where possible
<ul style="list-style-type: none"> Advised by PHE/ LA to limit educational visits, performances, parent attendance at events in school 	<ul style="list-style-type: none"> Disruption to planned activities for external visits Parents unable to be in school 	<ul style="list-style-type: none"> Only plan trips and visits which do not require external booking/payments so that they can be easily rearranged Ensure clear lines of communication in order to be able to change plans at short notice School to review existing measures to mitigate in school-change plans accordingly to limit visitors to school Request visitors to school wear a face masks and take a LFT before entering school premises
<ul style="list-style-type: none"> Government restrictions recommend limiting attendance of pupils within school 	<ul style="list-style-type: none"> Impact on education of large numbers of school community 	<ul style="list-style-type: none"> Use Survey Monkey to identify children of key workers Have a list of vulnerable/SEND pupils Open the school for the education of these groups If possible, open to pupils in reception, Y1 and Y2 as well Revert to remote learning for the remainder of pupils Ensure safeguarding procedures are followed for all pupils, both in school and at home
<ul style="list-style-type: none"> 5 pupils/ staff members of 10% of an identified close contact bubble (in case of SWPA) a class, tests positive in a 10 day period 	<ul style="list-style-type: none"> Disruption to pupils' education. 	<ul style="list-style-type: none"> Notify PHE of identified cases Respond with restrictions/ advice, as given by PH or LA Consider whether any activities can move to outdoors Increased ventilation opportunity indoors where possible Review Covid risk assessment from Summer 21 and

		reintroduce measures as required <ul style="list-style-type: none"> • Issue letter to identified year group where a trigger has been hit • Review measures in school for identified year groups • Move back to virtual assemblies/ staff meetings
<ul style="list-style-type: none"> • Child, who has previously been identified as CEV is requested to shield again 	<ul style="list-style-type: none"> • Disruption to individual child's education 	<ul style="list-style-type: none"> • Contact parents of child • Implement remote learning policy • Regular contact with the parent/ child