

COVID-19 Outbreak Management Plan (Template)

Instructions and information

This document has been put together by a Lancashire school. Other schools may wish to use the document as template to assist in recording their own COVID-19 Outbreak Management Plan.

Please ensure that you change the document as necessary to reflect your own arrangements.

This document complements the Lancashire County Council COVID-19 risk assessment template which is due to be published early September 2021.

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Section A

Introduction

In order to prepare for the return of the all children in September 2021, I have prepared this outbreak management plan alongside Governors and staff in case school need to place in additional measures based on ongoing risk assessments and government/NHS/DfE guidance in regard to Covid-19.

This plan sits alongside the existing risk assessments in place and should also be read alongside any updated Government, NHS, and DfE guidance.

In order to keep continuity and structure to school life if the need to adapt school arrangements is required, the plan is designed in the same format that school has operated between March 2020 and July 2021. I hope this will allow everyone to feel confident and familiar in our systems should we need to implement them and also ensure that we can adapt school within a clear structure in the future if needed. This plan is only in place **should** it be needed. At the start of our management plan I would like to highlight 2 key points.

- 1. School has been running successfully through the entire pandemic; leading remote learning during two school closures, ensuring provision for children of critical workers, reopening to Reception, Year 1 and Year 6 in summer 2020 and then reopening to the whole school in September 2021. Staff in school are now experienced in running systems and procedures to ensure education continues during restrictions due to Covid-19. In the event of any future government measures, school is confident, experienced and prepared to meet the needs of all children.**
- 2. I am happy to discuss concerns or issues not raised within our planning should you have them. Whilst we understand every aspect of how school will be organised and are confident in our procedures, I understand that you may have a question for an area that is not published. In the past when I have produced plans, I have responded through a clarification document and published this for parents in the consultation section. As part of this management plan that I am releasing, I ask any concerns to be emailed in so I can respond and clarify any issues.**

As we continue on our journey together, I really hope that the following pages show how school would adapt and change **if** needed based on future Government//NHS/DfE guidance and advice. This plan will be reviewed regularly and alterations may be made depending on our ongoing evaluations or further government guidance. I must stress that everything in today's world is open to change as I'm sure you are aware and ask that you continue to check our website for updates.

Section B

In the event of a Covid-19 outbreak we may be asked to implement further control measures to support reduction in the virus spreading. In this case, we would continue to run school with the measures outlined in this section. As with every aspect of school this would be reviewed in light of government/NHS/DfE guidance.

1. Wrap around provision and school lunches

As a school we understand the importance of breakfast and afterschool club as wrap around provision. Where possible, Learning Curves would continue to provide this service in school and would liaise with parents regarding how this will run.

School lunches will continue to be provided for children but lunchtimes would be staggered as outlined in the plan.

2. Class organisation

We will revert back to whole class groups staying in one bubble. Whilst each class will consist of the same children, staff can move between classes to support them in different ways. However, the re-organised school day will ensure that mixing between groups of children is limited to their own classes only. Each year group will operate within a specific **learning zone**. Classes may be organised in rows with less furniture around the room except for Reception where a different lay out to allow for continuous provision is organised. Children in years 1-6 may only sit side by side on a table of two and face the front. Break times will also see classes remaining together in an allocated **play zone**. Children will not cross into other classes as zones will continue be clearly marked to play in.

Reception	
Class teacher	Mrs Rogerson
Learning zone	EYFS Classroom
Main Play Zone	Playground and / or class garden area
T.A Support	Mrs Woodvine and Miss Hopes
Entrance and exit point	EYFS classroom door – rear of school via gated pedestrian pathway. Parents to deliver pupils to classroom door and hand over to member of staff on duty.
Drop off time	08:45 to 09:00
Lunch	12:00 to 12:45
Finish	15:15 to 15:30
Collection Point	As entrance point above. Parents to wait outside the garden area. Class teacher to dismiss children directly to parent on arrival.

Year 1	
Class teacher	Mrs Blackett
Learning zone	Year 1 Classroom
Main Play Zone	Playground as per rota
T.A Support	Mrs O'Neill
Entrance and exit point	Hall door via playground pedestrian entrance
Drop off time	08:45 to 09:00
Lunch	12:00 to 12:45

Finish	15:15 to 15:30
Collection Point	As entrance point above. Parents to wait by Year 1 collection point (signposted). Class teacher to dismiss children directly to parent on arrival.

Year 2	
Class teacher	Mr Crook
Learning zone	Year 2 Classroom
Main Play Zone	Playground as per rota
T.A Support	Mrs Smith
Entrance and exit point	Pupil entrance – rear of school via playground pedestrian gate
Drop off time	08:45 to 09:00
Lunch	12:00 to 12:45
Finish	15:15 to 15:30
Collection Point	As entrance point above. Parents to wait by Year 2 collection point (signposted). Class teacher to dismiss children directly to parent on arrival.

Year 3	
Class teacher	Mrs Pilling
Learning zone	Year 3 Classroom
Main Play Zone	Playground as per rota
T.A Support	Mrs Hindle and Miss Crosby
Entrance and exit point	Outside classroom door
Drop off time	08:45 to 09:00
Lunch	12:30 to 13:15
Finish	15:15 to 15:30
Collection Point	As entrance point above. Parents to wait by Year 3 collection point (signposted). Class teacher to dismiss children directly to parent on arrival.

Year 4	
Class teacher	Mr McKnight
Learning zone	Year 4 Classroom
Main Play Zone	KS2 playground
T.A Support	Mr Ponde
Entrance and exit point	Staffroom external door via gated pedestrian walkway to the left of the carpark. Enter school via carpark pedestrian entrance.
Drop off time	08:45 to 09:00
Lunch	See rota
Finish	15:15 to 15:30
Collection Point	As entrance point above. Parents to wait by Year 4 collection point (end bay of staff and visitor carpark). Class teacher to dismiss children directly to parent on arrival.

Year 5	
Class teacher	Mr Davis
Learning zone	Year 5 Classroom
Main Play Zone	KS2 playground
T.A Support	Mrs Wilkinson
Entrance and exit point	Usual classroom doorway. Access via playground pedestrian gate
Drop off time	08:45 to 09:00
Lunch	See rota
Finish	15:15 to 15:30
Collection Point	As entrance point above. Parents to wait by Year 5 collection point (signposted). Class teacher to dismiss children directly to parent on arrival.

Year 6	
Class teacher	Mrs Desai
Learning zone	Year 6 Classroom
Main Play Zone	KS2 playground
T.A Support	Miss Crosby
Entrance and exit point	External classroom door. Entrance via playground pedestrian gate
Drop off time	08:45 to 09:00
Lunch	See rota
Finish	15:15 to 15:30
Collection Point	As entrance point above. Parents to wait by Year 6 collection point (signposted). Class teacher to dismiss children directly to parent on arrival.

Drop off and collection of children

The gates will be unlocked at 08:45. Pupils may arrive at any point from 08:45 to 09:00 and should make their way directly to the classroom. Parents should not enter the playground. Staff will be on duty to direct pupils.

Children can be collected at any point between 15:15 and 15:30. Parents should encourage children to vacate the playground directly so as to minimise congestion. A one-way system is in place and is clearly signposted.

3. Timetable Summary

*Our school day is shortened for children by 15 minutes either at the start or end of the school day for each class to accommodate staggered pick up and drop off points. However, the slightly reduced lunch by 10-15 minutes accommodates this.

Event	Time	Further information
Drop off and entrance to school	08:45 to 09:00	Pupils to enter school via arrangements in section 2 above and should go directly to class. Parents should leave pupils at the school gate. Staff will be on duty to supervise and direct pupils.
Morning timetable	09:00 to 09:30	Whole school worship. Two classes in the hall (social distance between) Hall ventilated in accordance with Covid-19 Risk Assessment. Remaining classes to access whole school worship via zoom
	09:00 to 12:00 09:00 to 12:45	EYFS, KS1 Normal curriculum timetable (including remote learning for some). 15 minute break including snack time (toast etc). Pupils to be kept in class bubbles as per playground rota during supervised breaks. Class staff to supervise. KS2 Normal curriculum timetable (including remote learning for some). 15 minute break including snack time (toast etc). Pupils to be kept in class bubbles as per playground rota during supervised breaks. Class staff to supervise
Lunch	Lunch 12:00 to 12:30	EYFS, Year 1 and Year 2 Lunch in the main school hall. Hall ventilated as per risk assessment. Pupils to be kept in class bubbles at opposite ends of the hall as per plan. Children to move outside when ready keeping to their own area of the playground as per rota
	12:15 to 12:30	Changeover - Tables and chairs sanitised in preparation for KS2 lunches. Supervision as per rota. Children to move outside when ready keeping to their own area of the playground as per rota
	12:30 to 14:15	KS2 Lunches – as above. Three classes in hall at a time as per rota.
Afternoon timetable	12:30 to 15:30	EYFS, KS1 Normal curriculum timetable (including remote learning for some). 10 minute break. Pupils to be kept in class bubbles as per playground rota during supervised breaks. Class staff to supervise.
	13:15 to 15:30	KS2 Normal curriculum timetable (including remote learning for some). 10 minute break. Pupils to be kept in class bubbles as per playground rota during supervised breaks. Class staff to supervise

Event	Time	Further information
Leaving at the end of the day	15:15 to 15:30	Pupils to leave school via arrangements in section 2 above. Parents should wait in designated area. Pupils will be handed over to parents. Parents and pupils to leave the school grounds directly in order to avoid congestion.

4. Risk Control and Procedures

See up to date Covid-19 Risk Assessment

<https://www.st-lawrence.lancs.sch.uk/page/covid-19/85458>

5. Summary of Key protective measures to be implemented (under regular review)

1. Staggered drop of times, Zoned drop off areas, no parents allowed into school and one way systems in places for entering and leaving school site to ensure organisation and provide social distancing for key flashpoints in the day. (See timetables – section 3)
2. Social distancing drop offs marked with cones.
3. No parents allowed into school – any queries to be dealt with at drop off with a distance of 2 metre but encouraged via telephone.
4. Strict handwashing procedures upon entry to school and key points.
 - i. Entry to school
 - ii. Before break and snack
 - iii. After break one
 - iv. Before lunch
 - v. After lunch
 - vi. Before break
 - vii. After break three
 - viii. Before going home
5. All children kept in their allocated classes and play zones to ensure less contact between people in school.
6. Classrooms laid out in rows with. Children allocated their own work space and sat next to another child facing the front. These work spaces will be decided at the discretion of the class teacher and where possible will remain the same.
7. Children all allocated with their own resource and work space.
8. Work spaces and key classroom surfaces cleaned regularly throughout day.
9. Cleaning staff and all staff carrying out additional cleaning of key areas throughout the day – additional cleaning of handles and key surfaces.

10. Deep cleaning planned during school breaks and before wider reopening.
11. Audit by SLT of cleaning at start and end of every day with site supervisor.
12. All children informed of health and safety, school rules and refresh of rules.
In particular continued keeping of safe spaces when possible.
13. All children briefed on the **catch it, kill it, bin it** strategy regularly.
14. Tissues available for each child.
15. New bins for each class to have lids on.
16. Unnecessary resources such as soft toys packed away.
17. Play equipment outside to not be used.
18. Play equipment indoors and shared resources used to be cleaned daily.
19. All classrooms have own cleaning equipment allocated to them.
20. First aiders to look after their own class – all classes have a first aider and first aid kit
21. Cleaning staff to be briefed on cleaning procedures and wear gloves for cleaning.
22. Fire drill practised with social distancing measures – children to assembly in play Zones.
23. Clear procedures following government guidance as identified in section 5 should anyone become unwell, show symptoms or is diagnosed. School emergency plan in place.
24. No books and equipment to be sent home or brought into school initially.
This will remain under review

6. Emergency procedures

Key emergency procedures are important and below are some details of key considerations which are important to be aware of.

Issue	Action	Further action/consequence
Child/staff member becomes ill with symptoms or is diagnosed	Follow government guidance. See below (a and b) <i>Child/staff member is isolated within school in intervention room.</i> <i>The government has identified that children/staff showing symptoms will be eligible for a test.</i>	Potential for all of class to close down and participants asked to self-isolate. Potential need to close school.
Fire	Fire drill held for new class organisation and social distancing measure	Fire drills in the first week

Accident on site	First aider with each class at all times. Paediatric First aider available for EYFS at all times.	Daily review of first aid equipment
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7. Parent Key Guidance

Below are key points which may support parents in understanding of the return to school system.

- School staff are now incredibly experienced at working in these circumstances so reverting to these procedures would be seamless for the children.
- Attendance at school is statutory.
- Staff are very aware of how children can feel with school disruption. I'd like to reassure all parents that emotional well-being and feelings will be a key priority
- Any concerns can be communicated via email to the school and will be responded to.
- Additional guidance and parental support will be published as necessary.

8. Remote Learning for Isolating Pupils

See school website for up to date information:

<https://www.st-lawrence.lancs.sch.uk/page/remote-education-provision/103396>