

St Matthew Academy outbreak management plan

Date:

1. About

- 1.1. St Matthew Academy, St Joseph's Vale, London SE3 0XX is an all-through Academy based ages 4-16. There are currently approximately 1000 pupils on role and 137 staff.

2. Introduction

- 2.1. Current government guidance states that, as COVID-19 becomes a virus that we learn to live with, it is really important to reduce the disruption to children and young people's education. In step 4 of the government's plan, most restrictions previously in place will be lifted, and the responsibility of contact tracing cases will move centrally, away from schools.
- 2.2. Our priority is to deliver face-to-face, high quality education to all our pupils in a safe environment. This outbreak management plan sets out what measures we will take to prevent a case, and how we will respond to any cases or outbreaks notified to us by Public Health England (aka the UK Health Security Agency) or NHS test and Trace.
- 2.3. This outbreak management plan should be read alongside the school's policies and the latest guidance for education settings operating during and after COVID.

[Actions for schools during the coronavirus outbreak](#)

[Guidance for special schools and other specialist settings](#)

[Actions for FE colleges and providers during the coronavirus outbreak](#)

[Actions for early years and childcare providers during the coronavirus outbreak](#)

[Use of PPE in education, childcare and children's social care](#)

The following principles underpin all planning and actions:

- Children's needs are paramount; disruption to their education will be kept to a minimum and considered only after all other alternatives have been exhausted
- Staff physical and emotional well-being must be considered at all stages of planning and implementation.
- Risk assessment and planning should be undertaken in consultation with staff, Health and Safety/ Union representatives, governors and parents.

Using these documents

- **Sections 1 to 5 provide an outline the ongoing prevention and planning measures the school has in place.**
- **Appendix B provides a template to record actions taken to contain an outbreak**

Existing policy and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety policies and the school's suite of risk assessments, which will be reviewed to reflect any relevant COVID guidance.
- COVID operational risk assessments
- First Aid and medical needs policy
- Child Protection policy
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'
- HR policies

More information on what is required of schools in relation to health and safety risk assessments and managing risk can be found [here](#)

The school also has a remote learning plan which outlines:

- Plans to enable vulnerable children and children of critical workers to attend during periods of restricted attendance.
- Safeguarding arrangements: DSL on site, if this is not possible a senior leader will take on the responsibility for coordinating safeguarding
- Wellbeing calls to be made regularly (in line with individual pupil risk assessments) to ensure that pupils are safe and well at home and are able to access learning.
- Arrangements for meals to be provided for those on site and arrangements for those in receipt of free school meals who are not on site to be provided with vouchers or food for the time the pupil is isolating, or the school is restricting attendance.
- IT Access: details held of who require a device to be provided and how this will be provided/collected

1. Outbreak management planning process

	Guidance	Measures/ Arrangements in place*	Monitoring arrangements & date	Recommendations/ changes to be made
1a	Risk assessments and outbreak management planning process fully engages staff, governing body and union representatives. Prevention measures and outbreak management plan shared and communicated with stakeholders.	<p><i>This plan will be presented to the Health & Safety Committee for ratification and provided to all staff as well as being accessible on the Academy Website.</i></p> <p><i>Stock checks on PPE and testing equipment to be done weekly</i></p>	<p>PLA / MIB</p> <p>MDU / JJM / PLA</p>	

2. Prevention

The best way to avoid an outbreak in a setting is to ensure preventative measures are in place. Sections 2 to 5 outline the ongoing prevention and planning measures the school has in place.

	Guidance	Measures/ Arrangements in place*	Monitoring arrangements & date	Recommendations/ changes to be made
2a	<p>Good hand hygiene – Frequent and thorough hand cleaning should now be regular practice. We continue to ensure that pupils clean their hands regularly with soap and water</p> <p>Hand sanitiser is available as necessary</p>	<p><i>Hand washing to be encouraged to all staff and pupils.</i></p> <p><i>Hand Sanitising Stations to be maintained at all entrances to the academy and outside all classrooms.</i></p> <p><i>Pupils to be reminded on good hygiene practices before and after Breakfast and Lunch</i></p> <p><i>Signs / Posters throughout reminding pupils and staff of good hand hygiene</i></p>	<p>PLA / AYO</p> <p>Termly or when advised by LBL or Public Health England</p>	
2b	<p>Respiratory hygiene - The 'catch it, bin it, kill it' approach continues to be very important and we continue to encourage our pupils and staff to follow this advice.</p>	<p><i>Lidded bins in all classrooms and offices</i></p> <p><i>Tissues and hand sanitiser provided in all classrooms and offices</i></p> <p><i>Government posters in all classrooms, offices and communal areas.</i></p> <p><i>All to remain open to allow air-flow</i></p>	<p>PLA / MDU / JJM</p> <p>Termly or when advised by LBL or Public Health England</p>	
2c	<p>Appropriate PPE - Although no longer a requirement, we follow good practice to have PPE available in the event of a symptomatic person or outbreak.</p>	<p><i>The reception has hand-sanitiser, and face-masks ready to dispense if COVID is suspected (by means of visitor/guest).</i></p> <p><i>RAs for pupils requiring physical care include PPE requirements</i></p>	<p>JDU / JJM</p> <p>HVY</p>	
2d	<p>Ventilation- The school will be well ventilated whilst maintaining a comfortable teaching</p>	<p><i>Facilities to open windows daily each morning. Monitor which classrooms have closed windows at the end of the day.</i></p>	<p>MDU / JJM</p>	

	Guidance	Measures/ Arrangements in place*	Monitoring arrangements & date	Recommendations/ changes to be made
	<p>environment, this includes opening internal and external doors. Poorly ventilated areas will be identified and steps taken to improve fresh air flow in these areas. Mechanical ventilation systems should be adjusted to increase the ventilation rate wherever possible, with only fresh outside air circulated.</p> <p>HSE guidance on ventilation & air conditioning</p>	<p><i>Central staircase classrooms on the south block will need to be monitored. Ensure that doors will be open throughout the day to encourage air-flow</i></p> <p><i>Mechanical air-flow devices in east block, drama, dance will be monitored and maintained.</i></p>		
2e	<p>Regular cleaning - High-touch area cleaning is to be continued considering the step-down from Covid-19 restrictions, as this is in line with the local community's infection rate that has significantly increased. Ensure all cleaning products/solutions have been tested to BS/EN14476 standards (virucidal products).</p>	<p><i>The Academy has a day cleaner on site to ensure that all high-touch areas are regularly cleaned.</i></p> <p><i>Toilet cleaning will be on a strict rota which will be signed by the cleaning operatives.</i></p>	MDU / PLA	
2f	<p>Seating plans to aid complex outbreaks and assist NHS test and trace</p>	<p>Seating plans to be maintained and held by Headteachers PA</p>	RJO	
2g	<p>An isolation room must be identified for any persons suspected of having Covid. Access to PPE for this room is a must. The isolation room should not be used to house any person indefinitely, but for a brief period until transport has been arranged to deliver the</p>	<p><i>Reception meeting room has been identified. Clear access to PPE equipment.</i></p> <p><i>If the an outbreak of multiple people is identified then the academy will utilise the sports hall with access and exits available via the rear of the academy.</i></p>	PLA / AYO	

	Guidance	Measures/ Arrangements in place*	Monitoring arrangements & date	Recommendations/ changes to be made
	person into suitable custody of an adult or home if a member of staff. Self-isolation rules apply. The room must also be adequately ventilated.	<i>Once the person(s) have vacated the room the day cleaning operative will sanitise the area.</i>		
2h	From 19 July, face coverings will no longer be advised for pupils, staff and visitors either in classrooms or in communal areas. The government expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college. In the event of an outbreak we will consider recommending the use of face coverings in some/all areas of the school	<i>Emergency supply of face coverings stored in Reception and Facilities storage area.</i> <i>Pupils and Staff to be reminded of government expectations when on public transport going to and from school and on School trips.</i> <i>Staff and pupils will be encouraged to cycle, walk or drive in to work where possible.</i>	PLA / MDU / JJM MIB / SLT MIB / SLT	
2i	Use of space- On 19 July, social distancing requirements will be removed. Arrangements to reduce crowding at entrances, in communal areas and circulation spaces can still be considered.	<i>In event of full school outbreak the Re-introduction of bubbles will be examined.</i>	MIB / SLT	

3. Identification & management

	Guidance	Arrangements in place	Monitoring arrangements	Recommendations/ changes to be made
3a	Testing- staff- Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.	<i>Regular communication reminds staff to test and of where to obtain testing kits</i> <i>Arrangements for reporting shared</i> <i>Visitors are requested to confirm LFD tests</i> <i>Emergency supply of tests kept on site</i>	MIB / PLA / SWI	
3b	Testing- pupils- All secondary school pupils should receive 2 on-site LFD, 3 to 5 days apart, on their return in the autumn term. Settings may commence testing from 3 working days before the start of term and can stagger return of pupils across the first week to manage this. Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed.	Testing schedule to be put in place. Testing begin on 31 st August. Parents will be advised two weeks before via letter and text. Reminder sent one week before. Dedicated COVID testing team to be assembled. 4 testing bays will be in operation in the sports hall. Students will continue to test from home using the same service as per 2020/21	PLA / AYO PLA FWA	
3c	Symptoms and self-isolation Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do . They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).	<i>Regular reminders to staff, parents & pupils about symptoms & self-isolation</i> <i>Staff to notify SLT / Deputies if they suspect a pupil is displaying symptoms</i> <i>Staff to notify HR / PLA if they are onsite and are displaying symptoms</i> <i>Anybody on site that is displaying symptoms to be held in the identified isolation room.</i>	MIB JCH / AYO / PLA PLA	
3d	All pupils and staff must follow travel legislation and current travel advice	<i>Communication with parents re. requirements to notify school of any travel undertaken through letter</i> <i>Expectations of notification shared with staff to be shared in staff briefing at the start of the year with on-going reminders via staff announcements</i>	MIB / RJO	

4. Workforce

	Guidance	Arrangements in place	Monitoring arrangements	Recommendations/ changes to be made
4a	School leaders are best placed to determine the workforce required to meet the needs of their pupils.	<i>Regular assessments to ensure staffing capacity meets the needs of pupils, health and safety & safeguarding requirements.</i>		
4b	Staff in schools who are CEV should currently attend their place of work if they cannot work from home. DHSC will publish updated guidance before Step 4.	<i>Individual risk assessments regularly updated to identify any specific measures/arrangements required. HR to identify CEV and conduct assessments on their return in September</i>	PLA / JST	

5. Educational Visits

	Guidance	Arrangements in place	Monitoring arrangements	Recommendations/ changes to be made
4a	You should undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. H&S on educational visits OEAP	<i>Advice sought to ensure adequate insurance cover (including cancellation)</i> <i>Update risk assessment to include COVID risks</i>	FWA / PLA MDU / FWA	

6. Outbreak Management

- 6.1. Any outbreak management measures in St Matthew Academy which will only be considered with advice from Public Health, kept to the minimum number of pupils/staff or groups possible, and for the shortest amount of time possible.

6.2. This plan will focus on the following main themes in the school's response to a COVID outbreak

- a) Prevention: put in place control measures (further details in section 2 above)
- b) Identification and management: work with NHS test and trace, the London Borough of Lewisham, and the London Coronavirus Response Cell (LCRC) to support the identification of emerging outbreaks; control and risk mitigation to reduce spread of COVID-19.
- c) Isolation of cases at home, and virtual learning
- d) Testing: ongoing lateral flow device (LFD) testing in staff and secondary aged pupils
- e) Contact tracing: supporting NHS test and trace when further, detailed information is needed
- f) Data collection: accurately record on the registers when students and staff are isolating
- g) Engagement and communication: keep staff, pupils and their families informed with current situations.

6.3. The following scenarios are considered below, mapped to the themes above. For definitions of confirmed and possible COVID-19, and of being identified as a contact, see Glossary.

- A. When a confirmed diagnosis of COVID-19 has been at St Matthew Academy (see Glossary for 'case-definition')
- B. Multiple people diagnosed with COVID-19 (2 or more linked diagnoses within 14 days) are reported within St Matthew Academy
- C. What to advise when someone is unwell with COVID symptoms in the school setting

7. Scenario A – Single Confirmed COVID Case

- 7.1. Pupils, staff and other adults should follow public health advice about when to self-isolate. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID e.g. they are required to quarantine.
- 7.2. Prevention – control measures will be in place across the school (see section 2 above)
- 7.3. Identification and management - School will be notified of the case/absence and will record the absence on the school register
- 7.4. Isolation of cases – cases will requested to provide their end of isolation date and this will be recorded on the school system
- 7.5. Testing – Staff and secondary aged pupils will be encouraged to continue testing on LFD twice a week (from the start of the autumn term until review due end of September 2021)
- 7.6. Contact tracing - School will encourage the case to engage with NHS test and trace
- 7.7. Data collection – school will keep accurate records of absences and end of isolation dates
- 7.8. Engagement and communication – instructions on virtual learning for those self-isolating will be clearly communicated with the school community

8. Scenario B - Multiple people within the school setting diagnosed with COVID-19: an outbreak

- 8.1. Prevention – control measures will be in place across the school (see section above) including consideration of exclusion of non-essential visitors to the site during the outbreak. Face coverings are no longer advised for pupils, staff, and/or visitors. However, in the event of an

outbreak face coverings may be recommended on a temporary basis. Should this happen, they must be worn unless exempt from wearing face coverings. Social distancing is no longer a requirement but may be reinstated in the event of an outbreak.

- 8.2. Identification and management - School will be notified of the cases/absence and will record the absence on the school register. Bubbles no longer exist. However, should an outbreak occur, bubbles may be reintroduced after consideration of its impact on the wider school community and taking account of the detrimental impact they can have on the delivery of education in our school.
- 8.3. Isolation of cases – cases will be requested to provide their end of isolation date and this will be recorded on the school system
- 8.4. Testing – Staff and secondary aged pupils will be encouraged to continue testing on LFD twice a week (from the start of the autumn term until review due end of September 2021)
- 8.5. Contact tracing - School will encourage the case to engage with NHS test and trace. Schools are no longer required to contact trace pupil or staff cases. However, in special circumstances, they may be required to assist NHS test and trace with contact tracing. The school will respond in a timely way to any direct approaches from NHS test and trace or public health England.
- 8.6. Data collection – school will keep accurate records of absences and end of isolation dates. Schools will share seating plans with NHS test and trace if required to do so.
- 8.7. Engagement and communication – instructions on virtual learning for those self-isolating will be clearly communicated with the school community. The school will liaise with NHS test and trace and their local authority to communicate the situation to the wider school community. DfE will be notified of any decisions that impact on the teaching within the school.
- 8.8. In some situations it may be necessary to set up an Incident Management Team (IMT) meeting to bring together all relevant partners. An IMT will usually, but not always, be called by Public Health England, or the local authority public health team. A draft agenda for the IMT is included at appendix A.
- 8.9. The purpose of the IMT is to agree and coordinate the activities of the key stakeholders involved to manage the investigation and control of an individual outbreak situation. This includes assessing the risk to the public's health and ensure control measures are implemented as soon as possible.
- 8.10. Notification of an incident or outbreak will come via various sources and this will trigger data flow. IMT meetings may be convened when there are:
 - 3 or more cases in a complex setting / 3 or more bubbles affected/self-isolating in an educational setting
 - Where there is concern/very high potential for ongoing transmission at the setting
 - Where there is high potential for additional interventions in relation to a large outbreak
 - Any COVID-19 related deaths associated with a complex setting
 - Concern about stakeholder communications for an outbreak in a complex setting

9. Scenario C - When there is substantial community transmission, involving an outbreak within the wider local community.

- 9.1. Prevention – control measures will be in place across the school (see section above) including consideration of exclusion of non-essential visitors to the site during the period of increased transmission. Face coverings are no longer advised for pupils, staff, and/or visitors. However, in the event of increased transmission, face coverings may be recommended on a temporary basis.
- 9.2. Identification and management - School will be informed of the increase in cases via the local authority. They will take advice from the local Director of public health and their team and NHS test and trace.
- 9.3. Isolation of cases – cases will be requested to provide their end of isolation date and this will be recorded on the school system

- 9.4. Testing – Staff and secondary aged pupils will be encouraged to continue testing on LFD twice a week (from the start of the autumn term until review due end of September 2021)
- 9.5. Contact tracing – Schools are no longer required to contact trace pupil or staff cases. However, in special circumstances, they may be required to assist NHS test and trace with contact tracing. The school will respond in a timely way to any direct approaches from NHS test and trace or public health England.
- 9.6. Data collection – school will keep accurate records of absences and end of isolation dates. Schools will share seating plans with NHS test and trace if required to do so.
- 9.7. Engagement and communication – The school will liaise with NHS test and trace and their local authority to communicate the situation to the wider school community. DfE will be notified of any decisions that impact on the teaching within the school.

10. Scenario D - What to advise when someone is unwell with COVID symptoms in the school setting

- 10.1. Pupils, staff and other adults should follow public health advice about when to self-isolate. They should not come into school if they have symptoms. If anyone develops symptoms whilst in the setting, they should be sent home and told to follow public health advice.
- 10.2. An isolation room must be identified for any persons suspected of having Covid. Access to PPE for this room is a must. The isolation room should not be used to house any person indefinitely, but for a brief period until transport has been arranged to deliver the person into suitable custody of an adult or home if a member of staff. Self-isolation rules apply. The room must also be adequately ventilated.
- 10.3. Anyone with symptoms should avoid using public transport and, if necessary, be collected by a member of their family or household.
- 10.4. Prevention – control measures will be in place across the school (see section above)
- 10.5. Identification and management - If a pupil or staff member is unwell, they should be escorted to the isolation room. They should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Any rooms they use should be cleaned after they have left.
- 10.6. Isolation of cases – cases will be requested to isolate from the date of the symptoms start date if they go on to test positive. Their end of isolation date will be recorded on the school system
- 10.7. Testing – Staff and secondary aged pupils will be encouraged to continue testing on LFD twice a week (from the start of the autumn term until review due end of September 2021)
- 10.8. Contact tracing – the school will encourage the case to engage with NHS test and trace. Schools are no longer required to contact trace pupil or staff cases. However, in special circumstances, they may be required to assist NHS test and trace with contact tracing. The school will respond in a timely way to any direct approaches from NHS test and trace or public health England.
- 10.9. Data collection – school will keep accurate records of absences and end of isolation dates. Schools will share seating plans with NHS test and trace if required to do so.
- 10.10. Engagement and communication – instructions on virtual learning for those self-isolating will be clearly communicated with the school community.

11. If the whole school has to move to virtual learning

- 11.1. In exceptional circumstances, schools may need to move to virtual learning and close their physical setting. The following will be considered:

- 11.1.1. If some attendance restrictions are needed, all vulnerable children & children of critical workers should still be allowed to attend. If, by exception, attendance is restricted further, vulnerable children and children of critical workers should still be allowed to attend.
- 11.1.2. Safeguarding: • It is expected that all schools have a DSL on site, if this is not possible a senior leader will take on the responsibility for coordinating safeguarding
- 11.1.3. Wellbeing calls will be made regularly (in line with individual pupil risk assessments) to ensure that pupils are safe and well at home.
- 11.1.4. Meals will continue to be provided for those on site, those in receipt of free school meals who are not on site will either be provided with vouchers or food for the time the pupil is isolating, or the school is restricting attendance.
- 11.1.5. IT Access: As part of the school remote learning plan, details will be held of who requires a device to be provided. These will be available to be collected from school or, if there is prior warning, they will be distributed prior to class/school closures. Part of the wellbeing calls will be to monitor this provision and pupil access to the remote learning so that support can be given as required



Insert name of setting

Incident Management Team (IMT) Meeting

Insert date

Insert time

AGENDA

Agenda Items:

1. Introductions – Chair
2. Purpose of the meeting
3. Review of situation
 - a. Cases / Contacts
 - b. Exposure
 - c. Test results
4. Public Health England (PHE) / London Coronavirus Response Cell (LCRC) advice – LCRC representative
5. Current Risk Assessment
6. Control Measures
7. Decision making
 - a. Self-isolation
 - b. School closure
 - c. Testing
8. Communications required
 - a. Staff / Students
 - b. Media
 - c. Healthcare providers
 - d. Others
9. Agreed Actions
10. AOB
11. Date for next meeting

Appendix B

Actions taken to contain an outbreak

Impacted year group:		Impacted staff:		Date:	
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Guidance	Action taken	Date commenced	Date of Review	Review Outcome
Self-isolation of close contacts <i>In some cases, health protection teams may recommend that a number of other pupils self-isolate at home as a precautionary measure. This could be the class or year group.</i>	<i>Advice sought from Public Health Lewisham. X students isolating from X to X.</i>	15/09/21	27/09/21	<i>Self-isolation period ended, X further cases within group tested positive and isolating with household.</i>
Re-introduction of Face Coverings <i>The reintroduction of face coverings for pupils, students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern.</i>	<i>Face coverings advised for adults and students in corridors and crowded areas.</i>	15/09/21	20/09/21	<i>Compliance is high. Plan to continue arrangements for another week.</i>
Asymptomatic Testing <i>Additional testing may be recommended to pick up any asymptomatic testing in the school community.</i>	<i>Letter to parents re home testing.</i>	15/09/21	17/09/21	<i>Home testing uptake not increased. Onsite testing considered.</i>
Increased ventilation <i>The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE COVID-19 advice provides more information.</i>	<i>Reminded to keep windows opened as much as possible. Investigating options for improving mechanical ventilation system.</i>	15/09/21	27/09/21	
Increased cleaning	<i>Reinforced importance of cleaning in between groups. Enhanced cleaning schedules & recording sheets in (list places)</i>	15/09/21		
Reduce mixing of students	<i>Reviewed start and end times, lunch and break arrangements and re-instated small groups for PE etc.</i>	15/09/21		
Communications to staff	<i>All staff advised of potential outbreak and mitigating actions.</i>	15/09/21		
Communications to students	<i>All students advised of potential outbreak and mitigating actions.</i>	15/09/21		
Communications to parents/carers	<i>Letter to parents/carers advised of potential outbreak and mitigating actions.</i>	15/09/21		

Remote Education	<i>Remote education provided to those pupils who need to self-isolate. Devices distributed to identified pupils</i>	15/09/21		
Free School Meals	<i>Catering company providing vouchers for FSM children who are at home</i>	15/09/21		