What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
Communicate Management Outbreak Plan and COVID Risk Assessment	With stakeholders, via: 1. Email 2. Staff Meeting 3. Governor Hub (governors) 4. Staff room copy 5. Website	HT/FBM	September 2021		School specific risk assessments Individual staff/student risk assessments
All other aspects relating to prevent and preparedness are within the COVID risk assessment.					

Stage 2 – Respond

Detail the actions/controls to be taken

What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
Activate the outbreak response team	By email and phone	FBM/HT	Immediately on becoming aware of a confirmed case		If afterhours use emergency numbers
Deep Clean due to positive case in setting - Closure of a classroom	Inform Chartwells cleaning contractors by email and phone Daily enhanced cleaning is already in place	FBM	Immediately on becoming aware of a confirmed case	Cleaning materials supplied by Chartwells.	COSHH risk assessments are up to date
Provide meals should the setting have to close	Contact Chartwells to request hampers or vouchers	HT/FBM	Immediately	None	Transport if supplying hampers
Home learning	Email/text/phone	Class Teachers	As soon as possible	Laptops for Class teachers/ Laptops/ipad	Internet connection Communication

What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
				s for students	Delivery of IT equipment
Communicate with stakeholders	Inform CEO Chair of LAB Staff Parent/Carers Students Any other stakeholders Visitors/Contractors Transport By text/phone/website/SCC website/emails/TEAMS meetings	HT/FBM/Office Staff	Immediately on becoming aware of a confirmed case	Laptops for home working	To ensure communication is current and available to all Ensure that all contact details are up to date
Follow the guidance of local outbreak team/PHE	Actions after communication, recorded in incident log.	HT/FBM	Immediately on becoming aware of a confirmed case	Laptops for home working	
Review risk assessment and outbreak management plan if	Follow guidance from local outbreak team/county network meetings. May need to step up control measures	HT/FBM	As soon as there is	PPE LFD testing kits	Any government guidance

What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
change in local cases or a new variant			new guidance	Face coverings	
Communication Encourage staff team to take a PCR test Letter to be sent home to parent/carers to inform them of a positive case and encourage PCR tests Inform isolation hub of any staff that have not been double vaccinated. If cases increase arrange for a meeting with the LOC (Becky Lee)	Email Text Website Phone call Contact details 01785 854004	HT/FBM	Immediately	Introduce home learning if needed Supply FSM vouchers (Chartwells) Provide IT equipment for pupils and staff if required	

What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
	C19Localoutbreakcontrol@staffordshire.gov.uk				
Minimise Mixing	Restrictions in place, staying within class Limited or no use of sensory room, hall etc	Identified Classrooms	Following guidance		Staffing
Enhanced Cleaning and good hygiene	Daily enhanced cleaning in place Make use of hand washing and sanitizer Clean equipment after and before use Promote good hygiene in class	Everyone	Daily	Cleaning stock	Stock levels
Ventilation	Maintain good ventilation. Open doors and windows when safe to do so. Identify rooms that have ventilation issues and risk assess. Make use of Co2 monitors (arriving w/c 20.09.21) Wear appropriate clothing in class	Everyone	Daily	Co2 monitors	
Transport Class children	Staff to support own classroom only	Identified classroom	Following guidance		Staffing levels
Lessons	Keep to classrooms. Hour lessons and class to move outside to allow for	Everyone	When a positive case has		Staffing

What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
	ventilation ie open doors and windows where safe to do so. Possible restrictions on moving around the school ie hall, sensory room etc		been confirmed		
Face Coverings	Introduce if school feels this would be a benefit		Following guidance	Face coverings	Levels of stock
Classrooms	Maintain enhanced cleaning	Everyone's responsibility		Cleaning materials	Appropriate stock
Lunches	Continue to eat in classrooms				Staffing Appropriate breaks
Staffroom	Reduce numbers, seating arrangements, introduce register, limit time spent, staggered breaks	Everyone	Following guidance		Appropriate breaks for staff
Water cooler	To be taken out of action	All	Following guidance		Drinking facilities in class
Restrict Visitors	Planned visits only. Contractors to attend for emergencies or statutory visits. These need to be planned out of school hours if possible	HT/FBM/Office staff	Following guidance		

What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
Restrict Trips and activities	Risk assessments required before all activities and trips	Class Teachers/HT/FBM	Following guidance		Appropriate staffing and trained first aiders
Close Classrooms/departments/whole school (If the school reaches threshold for number of COVID-19 cases) ONLY	Communication to staff/parent/carers Inform CEO	HT/FBM	Following guidance from the LOC or Public Health or government guidance	Home learning to commence IT equipment to be available	Wellbeing of staff and pupils

Stage 3 – Stand-down

The stand-down stage is triggered when the outbreak is over, usually 14 days after isolation of the last case. Measures introduced by local Director of Public Health will also be kept under review and should be stood back down when local transmission advice allows.

After standing down, Stage I activities will resume for prevention and preparedness of further outbreaks.

An important activity during the stand-down phase is to evaluate the response and update this plan.

Detail how and when actions taken/ control introduced will be removed

What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
Communicate with stakeholders	Inform CEO Chair of LAB Staff Parent/Carers Students Any other stakeholders By text/phone/website/SCC website/emails/TEAMS meetings	HT/FBM/Office Staff	Once the outbreak is over – usually 14 days after isolation of the last case	None	
Keep PHE advice under review and step back down when advice allows	Through communication with PHE/local outbreak control team.	HT/FBM	As advised by PHE/LAC team.	None	Review COVID risk assessment/school special risk assessments

What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
					Update incident log with stand down actions.
Review and update Outbreak Management Plan and Covid Risk Assessment	Paper review – meeting (Teams) with SLT/ELT/COVID Task Force/LAB/Staff	HT/FBM	Once stand down has been advised	Risk assessment Outbreak management plan Business Continuity Plan School specific risk assessments Individual risk assessments	