



The Avenue Pre-Preparatory School and Nursery

COVID-19 Outbreak Management Plan

Authorised by Mary Fysh, principal and Martin Ayres, Chair of Advisory Body

1. Introduction

As part of the return to education for 21/22 academic year, the DfE's published COVID guidance states that schools should have an "outbreak management plan", outlining how they would operate if advised of any changing Covid situation in their area.

This plan is based on the [Actions for early years settings](#) and the [Contingency framework: education and childcare settings](#), published by the Department for Education (DfE).

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (Haringey), Public Health England (PHE) health protection team 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 setting. Actions will be considered when either of the following thresholds are met based on local health protection team advice:
 - There are 5 positive cases amongst students or staff who are likely to have mixed closely within a 10-day period
 - 10% of students or staff who are likely to have mixed closely (clustered in a consistent group or cohort) test positive within a 10-day period
- If there is extremely high prevalence of COVID-19 in the community, 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

2. Seeking public health advice

When one of the thresholds above is met, we will review the testing, hygiene, and ventilation measures already in place. For consistency and accuracy of messages, and as part of the coordinated response, communications activities will be coordinated by the setting with support from LA local outbreak control team/PHE or DfE in close liaison with the setting outbreak management coordination team.

Mary Fysh and/or Sarah Tapp will be responsible for seeking this advice, and will do so

- by telephoning the **DfE helpline (0800 046 8687)**
- **emailing Haringey Public Health team** PublicHealth@Haringey.gov.uk
- If multiple cases that reach the DfE threshold, contact local health protection team LCRC: Coronavirus Response Cell, telephone: 0300 303 0450 or email: LCRC@phe.gov.uk

3. Risk Assessment

The school Covid Risk Assessment will be maintained and reflect the current guidance and procedures in place.

4. Mixing and Year Bubbles

From September 2021, the school will no longer implement Year group bubbles, as per DfE guidance. It is also unnecessary to maintain strict social distancing between staff and pupils within classrooms.

However, should there be a local outbreak of Covid-19, the school may elect, or be directed, to undertake a temporary reintroduction of 'bubbles'. Whilst only undertaken on a short-term basis, this action would aim to replicate the conditions in place during the 2020/21 academic year and is likely to include measures such as designated break areas for each Year group.

5. Testing

If recommended, we will increase the use of home testing (LFT) by staff.

6. Face coverings

Following DfE guidance, the use of face coverings will no longer be advised for students, staff and visitors, although individuals may elect to wear them. Should local conditions change, the school may, after taking advice, elect to reintroduce the wearing of face coverings in limited measures.

If recommended, students, staff and visitors who are not exempt from wearing a face covering:

- Will be asked to keep on or put on a face covering when arriving at school and moving around indoors in places where social distancing is difficult to maintain, such as in communal areas

And/or:

- Will be asked to wear a face covering (not the children) 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

7. Shielding

We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the shielded patient list. We will speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning.

8. Other measures

Parents, carers, students and staff will be informed promptly about the reintroduction of control measures. This will be done via email/text messages once a decision has been made.

If recommended, we will restrict/limit/cancel:

- Educational visits
- Prospective Parent Tours
- Taster sessions
- Parents coming into school
- Live performances

9. Attendance restrictions

Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures in this section.

- **Eligibility to remain in school**

If restrictions are recommended, we will stay open for:

- Vulnerable students
- Children of critical workers

- **Education and support for pupils at home**

- All other pupils will 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 plan.

- **Wraparound care**

We will not be facilitating wraparound care

- **Safeguarding**

We will review our child protection 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.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for coordinating safeguarding on site.

When vulnerable pupils 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 pupils can access appropriate education and support while at home
- Maintain contact, and check regularly that the pupil is able to access remote education provision

Summary

Actions to be undertaken if there is a confirmed Covid-19 case

If there is one case identified in school, the following steps will be taken in line with the latest guidance:

- If the individual is within the school environment, they are to be isolated immediately until they can be collected by their parent / carer.
- The school will notify Public Health.
- Close contacts will be identified by NHS Track & Trace. Fully vaccinated staff will not be required to isolate.
- Individuals who have been required to self-isolate due to testing positive will be provided with the appropriate learning materials and guidance while in isolation.

Additional actions to be undertaken if there are multiple cases of Covid-19

The school will initially act as per the single case scenario until advised otherwise by Public Health.

Should it be deemed necessary to send individuals or groups of the school population home, then these students will be expected to undertake Guided Home Learning.

Key Stakeholders

Key stakeholder	Role for outbreak management
Staff (includes employees, and volunteers)	<ul style="list-style-type: none"> • Mary Fysh and/or Sarah Tapp along with Wendy Frankel in Nursery, lead the contact tracing (identifying persons in close contact with the confirmed case during their infectious period). • Mary Fysh and/or Sarah Tapp activates and leads the outbreak management plan.
Class teachers	<ul style="list-style-type: none"> • Work with the management team to identify contacts • Isolate all contacts (children) until they can be collected to take home
Parents / Carers / Visitors	<ul style="list-style-type: none"> • Site visiting rules
Contractors and delivery personnel (e.g. cleaners, catering staff)	<ul style="list-style-type: none"> • Site visiting rules
Where to seek Local Outbreak Advice	<ul style="list-style-type: none"> • Haringey Public Health can be contacted via email: publichealth@haringey.gov.uk • DfE Helpline can be reached on 0800 046 8687 • London Coronavirus Response Cell (LCRC) is the local health protection team led by Public Health England. DfE will escalate to them when appropriate to do so. (Coronavirus Response Cell, telephone: 0300 303 0450 or email: LCRC@phe.gov.uk) <ul style="list-style-type: none"> • Advise to settings on actions needed to take to protect others and stop the spread of illness, including infection prevention and control measures. • Determine when the outbreak is over.
Other relevant stakeholders	<ul style="list-style-type: none"> • Advisory Body members: Martin Ayres, Susie Fischgrund, Chris Godwin & Gabriel Fysh

Communications

For consistency and accuracy of messages, and as part of the coordinated response, communication activities will be coordinated by the setting with support from LA local outbreak control team/PHE or DfE in close liaison with the setting outbreak management coordination team.

Key stakeholder	What they need to know	How we'll communicate	Contact information
Staff and Advisory Body (Including all peripatetic employees and cleaning staff)	<ul style="list-style-type: none"> • Number and location of cases linked to an outbreak • The importance of hand hygiene, respiratory hygiene, and physical distancing measures • Outbreak control measures being implemented, including changed arrangements for accessing the setting • Arrangements for managing any self-isolation requirements • Expectations about not attending work if symptomatic • Changes to staffing/rostering arrangements • Arrangements to support staff health and wellbeing 	<ul style="list-style-type: none"> • Daily Meetings • Text messages • Email messages • Signage 	<ul style="list-style-type: none"> • All contact information is on ScholarPack and accessible by all senior staff.
Pupils	<ul style="list-style-type: none"> • Hand hygiene reminders & social distancing if recommended 		
Parents and careers	<ul style="list-style-type: none"> • Emphasis on keeping children out of the setting if they are unwell and organising a PCR test if COVID-symptoms are present 		
Visitors	<ul style="list-style-type: none"> • Enforcing infection control measures / restricting access to school. 		
Contractors and delivery personnel (e.g. maintenance, cleaning)	<ul style="list-style-type: none"> • Measures to prevent spread when maintenance/cleaning on site 	<ul style="list-style-type: none"> • Signage • Communicate on arrival 	
Local Outbreak Teams	<ul style="list-style-type: none"> • Haringey Public Health – email: PublicHealth@Haringey.gov.uk • DfE Helpline: 0800 046 8687 If multiple cases that reach the DfE threshold, contact local health protection team LCRC: LCRC@phe.gov.uk 		

Stage 1 – Prevent and Prepare *prevention and preparedness activities that are relevant to your Setting.*

Refer to the school COVID-19 risk assessment

Any additional measures are detailed below

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
Maintain access to LFT kit supplies for staff & distribute	Order when needed	Sue O'Donovan	Regularly checked	LFT kits	
Ascertain staff vaccination levels	Annual Health declaration	Sue O'Donovan	Annually		Encourage where hesitant
Communication	Notice Boards and Meetings	Mary Fysh and/or Sarah Tapp	Ongoing		

Stage 2 – Respond

The response stage is triggered by the identification of one or more cases of COVID-19 within or linked to the setting. The goal is to contain the virus as quickly as possible while providing appropriate care and support to confirmed cases. Local Directors of Public Health may direct certain activities be implemented to a individual setting,(such as face coverings, reintroduction of bubbles etc).

In the event of an outbreak confined to 5 positive cases or more:

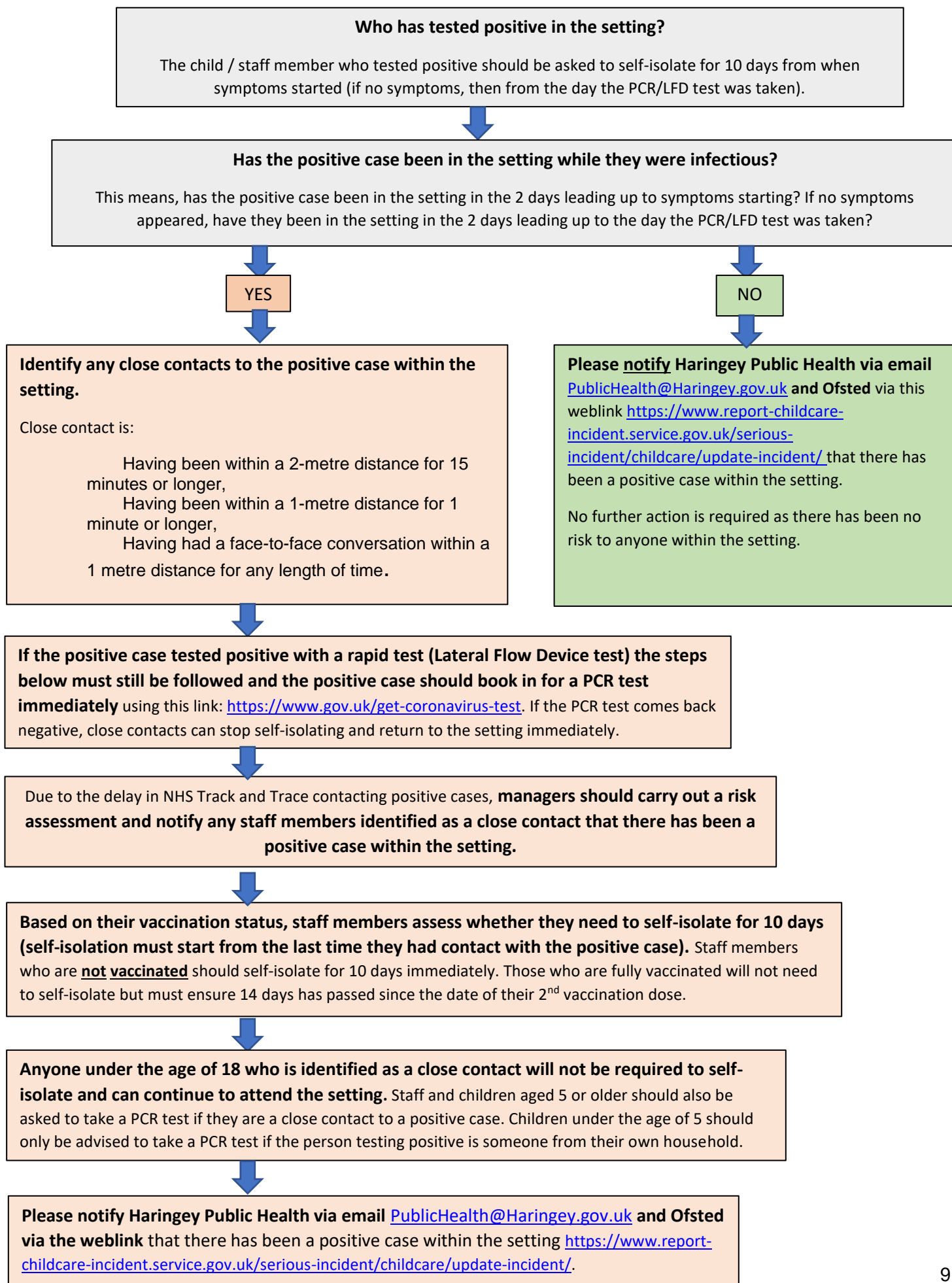
Actions/controls to be taken

What do you need to do?	How will you do this?	Who will be responsible?	When will it happen?	What supplies or resources are needed?	Other considerations
Activate the outbreak response plan with Key Stakeholders and contact Local Outbreak Teams (see communications above)	By email and phone (including if outside school hours)	Mary Fysh and/or Sarah Tapp	Immediately on becoming aware of a confirmed case	None –	If after hours, contact all team members by mobile phone
Identify all close contacts, isolate and arrange to go home.	Phone and email	Mary Fysh and/or Sarah Tapp	Immediately on becoming aware of a confirmed case	Use ScholarPack messaging	Arrange for staff and students to self-isolate and test according to guidelines
Distribute PPE	In person	Mary Fysh and/or Sarah Tapp	Immediately on becoming aware of a confirmed case	PPE	Maintain stock levels
Deep Clean due to positive case in setting	Arrange with cleaning team	Neville Humphreys – supervised by Mary Fysh and Sarah Tapp	Immediately on becoming aware of a confirmed case	Detail the cleaning materials or approach	

Actions/controls to be considered

What do you need to do?	How will you do this?	Who will be responsible for this action?	When will it happen?	What supplies or resources are needed?	Other considerations
Initiate contact tracing / risk assessment from the positive case and identify close contacts	Principal and/or Head will communicate with all classroom teachers	Mary Fysh and/or Sarah Tapp	As required	Risk assessment template	Was the positive case within the setting during the infectious period?
Self-isolation of close contacts, based on their age and vaccination status. Close contacts will also be advised to take a PCR.	Messages will be sent by text message and email using ScholarPack	Mary Fysh and/or Sarah Tapp	As required		
Reintroduce remote learning if students are required to stay at home and isolate	Class teachers will move to online learning program	Sarah Tapp (KS1) Wendy Frankel (EYFS)	As required	IT equipment Access to Zoom Access to Parent Portal	
Re-Introduction of face coverings for parents/carers and staff	This will be communicated with all pupils/parents and staff	Mary Fysh and/or Sarah Tapp	As directed		
Step up asymptomatic testing of staff	Additional LFD testing including onsite testing	Mary Fysh and/or Sarah Tapp	As directed	Additional LFD kits	Maintain stock levels
Increased ventilation	Open all windows and doors	All staff	Ongoing		
Re-introduction of bubbles to limit the spread of the virus	Staff in all areas	Mary Fysh and/or Sarah Tapp	As directed	Nil	
Suspend visits all events / prospective parent visits	Immediate suspension of any trips / events etc	Mary Fysh and/or Sarah Tapp	As required	Communicate by email/text using	

Appendix 1: Flowchart for settings when there is a positive case of COVID-19 (PCR and LFD test)



Appendix 2: Template letter to notify parents/carers of a positive case

Notification: Positive case of coronavirus COVID-19 within the setting

Date:

Dear Parents and Carers,

Case of COVID-19

We have been advised that a person in our setting has tested positive for coronavirus (COVID-19).

As per Government guidelines, we will no longer be sending the bubble home to self-isolate, and your child can continue to attend the setting as long as they are feeling well and not showing any symptoms of coronavirus. Although you/your child do not need to isolate, if they are identified as a close contact of a positive case, it would be advisable to avoid contact with anyone who is clinically vulnerable to COVID-19 over the next 10 days.

If your child is 5 years or older, NHS Track and Trace may contact you and ask you to arrange a PCR test for your child.

What do you need to do?

The setting remains open and if your child is well, they can continue to attend as normal. We will continue to monitor and review the situation with Haringey Public Health.

Do be alert for the symptoms of coronavirus and keep your child at home if they feel unwell, and arrange for a PCR test immediately if they display any of the following symptoms (however mild):

- A high temperature
- A new continuous cough
- A loss of, or change in, normal sense of taste or smell.

PCR tests can be arranged by following this link: <https://www.gov.uk/get-coronavirus-test> and is available from sites at Alexandra Palace, Haringey Irish Centre Car Park and Stamford Hill Primary Setting (appointment only).

For further information visit www.nhs.uk/conditions/coronavirus-covid-19/symptoms

Please be reassured that for most people, especially children, coronavirus will be a mild illness.

We thank you for your support as we continue to strive towards keeping our setting and wider community safe.

Yours sincerely,

Mary Fysh
Principal

For more information:

www.gov.uk/coronavirus/education-and-childcare
www.nhs.uk/conditions/coronavirus-covid-19/symptoms/ or by phone 111

[Template letter to staff identified as close contact to a positive case](#)

Notification: Close contact to a positive case of coronavirus COVID-19

Date:

Dear Colleagues,

Case of COVID-19

We have been informed that a person within our setting has tested positive for coronavirus (COVID-19) and you have been identified as a close contact to the person testing positive.

What should you do now?

- If you are fully vaccinated, and it has been 14 days since the date of your 2nd vaccination dose, you can continue to attend work.
- If you are **not** fully vaccinated, you should go home to self-isolate immediately until 23:59 on (INSERT DATE – 10 days from last contact)
- You should book in for a PCR test which can be arranged by following this link: <https://www.gov.uk/get-coronavirus-test>. Tests are available from sites at Alexandra Palace, Haringey Irish Centre Car Park and Stamford Hill Primary School (appointment only).
- Please continue to use lateral flow device tests (rapid test) routinely either at home or at the setting – especially during the next 10 days where you will be more likely to test positive.

Because it can take up to 10 days before symptoms appear after having had contact with a positive case, we kindly ask you do not attend work if you start to feel unwell during this time. If you start to feel unwell within the next 10 days, you must arrange for a PCR test immediately – regardless of having previously tested negative a few days before.

We thank you for your support as we continue to stride towards keeping our setting and wider community safe.

Yours sincerely,

Mary Fysh
Principal

For more information:

www.gov.uk/coronavirus/education-and-childcare
www.nhs.uk/conditions/coronavirus-covid-19/symptoms/ or by phone 111