



MARJORY KINNON SCHOOL

Outbreak Control Plan

Date Last Updated: 20/09/2021

Overview

This outbreak template is intended to support the Headteacher, or other elected COVID-19 lead, at the school to develop an outbreak control plan. This plan is broken into three sections:

1. Prevent – *general measures to stop the spread of COVID-19*
2. Identify – *how to identify if you have cases of COVID-19*
3. Control – *what to do following identification of positive cases of COVID-19*

Please complete all sections highlighted in yellow.

Setting:

Marjory Kinnon School is a SEND school in Hounslow. It has a population of c330 students aged between 4-16 and c220 staff.

The school is located at: Hatton Road, Bedfont, Middlesex TW14 9QZ.

Principles:

This outbreak control plan is based on national guidance.

Useful links for national guidance:

Schools Covid Guidance: <https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

Managing COVID-19 in Education Settings:

<https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings>

Actions for schools during a COVID-19 Outbreak:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

Positive Case and Household Contact Guidance:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

General Contacts Guidance: <https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>

Definitions¹:

Possible Case of COVID-19: An individual who has developed symptoms of COVID-19, or who has received a positive LFD test result.

<https://www.gov.uk/government/publications/covid-19-epidemiological-definitions-of-outbreaks-and-clusters/covid-19-epidemiological-definitions-of-outbreaks-and-clusters-in-particular-settings>

Case of COVID-19: An individual who has tested positive for COVID-19 on PCR.

Cluster: Two or more PCR-confirmed cases of COVID-19 among students / staff associated with the school with test dates (or symptoms start dates) within 14-days of each other.

Outbreak: Two or more PCR-confirmed cases of COVID-19 among students / staff associated with the school with test dates (or symptoms start dates) within 14-days of each other and there is an identifiable link between cases.

Useful Contacts

Hounslow Council Public Health Team

- Monday to Friday, 9am – 5pm
- E: PublicHealth@hounslow.gov.uk

Hounslow Health and safety Team

- Monday to Friday
- E: adam.stonely@hounslow.gov.uk

LCRC (PHE London Coronavirus Response Cell)

- Monday to Sunday, 9am – 5pm
- E: lcrc@phe.gov.uk
- T: 0300 303 0450

Department for Education COVID-19 Helpline

- Monday to Friday, 8am – 6pm
- Saturday to Sunday, 10am – 6pm
- T: 0800 046 8687

Prevent

General measures on preventing spread of COVID-19 through the school.

<p>Cleaning</p> <ul style="list-style-type: none">▪ Keeping the school clean reduces the potential for coronavirus to spread. It is a key part of making, and keeping, your school safer. <p>Useful link: HSE Cleaning</p>	<ul style="list-style-type: none">• Appropriately competent cleaning staff will clean after lunch and then at the beginning and end of the school day. Site staff will cover emergency cleaning throughout the day.• An increased frequency of cleaning will be carried out using the school's standard detergent and disinfectant products.• Specific attention to all surfaces but especially those that are frequently touched, such as door handles, light switches, stair rails, work surfaces, remote controls and electronic devices.• When cleaning, specific attention will be paid to bathrooms and kitchens.• Cleaning staff will only be required to wear the PPE that they would normally use for cleaning.• Areas where a symptomatic person has only passed through and spent minimal time and which are not visibly contaminated with body fluid, such as corridors, will be cleaned thoroughly as normal.• All surfaces that the person has made contact with, will be cleaned and disinfected, including all potentially contaminated and frequently touched
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	<p>areas, such as bathrooms, door handles, telephones, grab rails and stairwells.</p> <ul style="list-style-type: none"> • Disposable cloths or paper roll and disposable mop heads will be used to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following the principle of 'one site, one wipe, in one direction'. <p>For full details see Covid-19 Risk Assessment</p>
<p>Hygiene & Handwashing</p> <ul style="list-style-type: none"> ▪ Regular handwashing and good hygiene reduces the potential for coronavirus to spread. It is a key part of making, and keeping, your school, students and staff safe. <p>Useful link: HSE Handwashing & Hygiene</p>	<ul style="list-style-type: none"> • Alcohol hand rub or sanitiser will be used at regular intervals in between washing with soap and water, or where running water and soap is not available or impractical to access. • Automatic hand sanitiser dispensers are installed in classrooms, communal areas, canteen, entrances and exits. • Sanitiser has been sourced that contains at least 60-95% alcohol to be effective. • As a minimum, pupils and adults will be expected to clean their hands when they arrive at school, when returning from breaks, when changing rooms, before and after eating, after toileting and after sneezing or coughing. • Help is provided to pupils who have trouble cleaning their hands independently, e.g. very young children or those with complex needs, especially where hand-sanitiser is used, to prevent hazards such as ingestion. • Those who can't use sanitiser, e.g. because they have contact dermatitis or for religious reasons (i.e. because of the alcohol content) will be provided with skin friendly cleaning wipes or supervised to go to a sink to use soap and water. • Enough hand washing facilities are available in the school to allow safe controlled use, without overcrowding. • The school has ensured there are sufficient supplies of soap, anti-bacterial gel, disposable towels and cleaning products if needed. • Staff, parents and pupils have been advised that there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting.
<p>Ventilation & Air Conditioning</p> <ul style="list-style-type: none"> ▪ Good ventilation (including air conditioning) can help reduce the risk of spreading coronavirus. <p>Useful link: HSE Ventilation</p>	<ul style="list-style-type: none"> • Proper ventilation and regular air changes are an essential element in the prevention of the spread of the virus in enclosed environments. Our school has an automatic Air Handling system that it is different to air-conditioning. • The school will ensure that mechanical ventilation systems are maintained and running effectively, with recirculated air turned off. Therefore air is circulated regularly throughout the day and all air in the building is purged each night and replaced with fresh air. • The AHU is regularly inspected and maintained. • Site security protocols will be amended as necessary to allow external doors to be kept open if necessary and fire procedures will be amended to make it the responsibility of staff to close doors behind them and prevent the spread of fire in the event of an emergency evacuation. • Fans will not be used within the school to provide cooling, because they may disrupt the effectiveness of mechanical ventilation and

	because they blow horizontally across the room and across peoples' faces, potentially aiding in the distribution of infected respiratory droplet over a greater distance.
<p>Communicating COVID-19 prevent measures to Staff and Students</p> <ul style="list-style-type: none"> ▪ This can help encourage adherence <p>Useful link: HSE Talking to Staff</p>	<ul style="list-style-type: none"> • The Covid-19 Risk Assessment is on the school website and it is shared with all staff whenever there is a change. • It is the subject of staff briefings. • When SLT are around the building they will regularly remind staff. • All visitors that might be working in school are asked to take a Lateral Flow Test.

Identify

Identifying cases of COVID-19 in the setting to prevent further transmission and spread.

<p>Reporting & Recording of Single Cases</p> <ul style="list-style-type: none"> ▪ Schools need to be aware of students or staff who test positive for COVID-19. ▪ There should be a clear reporting system for students and staff to report if they have tested positive for COVID-19. ▪ The school should maintain a record of cases of COVID-19 linked to the school. This should be maintained according to appropriate Information Governance legislation. ▪ Notify school effectiveness team of single cases. ▪ When the notifiable threshold has been reached – the school should notify either the LCRC or Hounslow Public Health Team that they have several cases of COVID-19. <p>Useful link: Contingency Framework: Education and childcare settings</p>	<ul style="list-style-type: none"> • Anyone who becomes unwell in school with a new, persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia) will be required to take a Lateral Flow Test to give an indication of infection. Normal HR rules apply with staff requesting to leave school premises due to illness during the school day. • Pupils over 16 with symptoms and the parents of children under 16 with symptoms will need to arrange a COVID-19 test online through the NHS website as soon as they arrive home, with the aim of tests being carried out within 3-days, during which time it will be most effective. • Staff that become symptomatic are required to immediately take a PCR test before returning to work. • Staff who have come in close contact with a person who has a positive PCR test will be asked to take regular Lateral Flow Tests. If they test positive they will be asked to take a PCR test. • If the test results return positive for anyone becoming ill with COVID-19 symptoms whilst at school, their class will be required to carry out daily Lateral Flow Tests and will only be allowed to remain in school if those results prove negative. • If a pupil or staff member tests negative but their symptoms are still indicative of another illness, e.g. cold or flu, they should not return to school until they are well. • All positive cases are recorded and SLT are informed. • Core SLT decide with guidance from PHE the next steps. • As part of the national Test & Trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's Local Health Protection Team will be contacted and will conduct a rapid assessment and will advise schools and other settings on the most appropriate action to take. <p>Please see full Covid-19 Risk Assessment.</p>
<p>Testing</p>	<ul style="list-style-type: none"> • All staff are required to perform Lateral Flow Tests 2 x a week and report the results.

<ul style="list-style-type: none"> ▪ Regular asymptomatic testing (LFD) proactively identifies cases of COVID-19. ▪ Please check latest guidance on testing recommendations. <p>Useful link: Schools Guidance Testing</p>	<ul style="list-style-type: none"> • If staff have come into contact with anyone with a positive PCR test, in or out of school, they will need to carry out daily LFTs for a period of at least 4 days. • All secondary children (whose parents have given permission), will have a LFT once a week. • If children we do not have permission for, come into contact with a positive case we will seek permission to LFT on school site or send a LFT kit home to parents so a test can be carried out.
<p>Contact Tracing [Guidance correct at 19/08]</p> <ul style="list-style-type: none"> ▪ Contact tracing proactively identifies people who have been exposed to a case of COVID-19, and are at risk from developing the disease themselves. ▪ U18s and those who are double vaccinated no longer need to self-isolate. However adults who are not double vaccinated do. ▪ Schools no longer have to contact trace students, however, they still have responsibilities as a workplace to contact trace staff. <p>Useful link: Contingency Framework: Education and childcare settings (p.11)</p>	<ul style="list-style-type: none"> • If a student tests positive then we will establish the immediate contacts of that pupil and then recommend testing for all the pupils and adults. • Likewise, if a member of staff tests positive then we will establish the immediate contacts of that member of staff and then recommend testing for all the pupils and adults. • We will not share the names of the person who has tested positive with parents but inform them that someone in close contact has. • LA Transport will be informed of positive cases and the bus they travelled on.

Control

Measures to control an outbreak of COVID-19 in the school setting.

<p>Reporting & Recording</p> <ul style="list-style-type: none"> ▪ Please see previous information in 'Identify' section on 'Reporting & Recording'. ▪ When the notifiable threshold has been reached – the school should notify either the LCRC or Hounslow Public Health Team that they have several cases of COVID-19. ▪ [Correct at 10/08/2021] For most education and childcare settings, whichever of these thresholds is reached first: <ul style="list-style-type: none"> ○ 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or 	<ul style="list-style-type: none"> ▪ Please see previous information in 'Identify' section on 'Reporting & Recording'. ▪ Core SLT will meet to discuss actions once guidance has been sought from PHE. ▪ If threshold has been met, then pupils will be sent home and asked to learn remotely whilst taking LFTs. ▪ LA Transport will be notified and their Risk Assessment will be referred to.
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<p>Cleaning</p> <ul style="list-style-type: none"> Following a positive (or suspect case) of COVID-19 the areas the case has been need to be cleaned. <p>Useful link: Cleaning Guidance</p>	<ul style="list-style-type: none"> Areas where a symptomatic person has only passed through and spent minimal time and which are not visibly contaminated with body fluid, such as corridors, will be cleaned thoroughly as normal. All surfaces that the person has made contact with, will be cleaned and disinfected, including all potentially contaminated and frequently touched areas, such as bathrooms, door handles, telephones, grab rails and stairwells. Disposable cloths or paper roll and disposable mop heads will be used to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following the principle of 'one site, one wipe, in one direction'. Cleaners will wash hands regularly with soap and water for 20-seconds, and after removing gloves, aprons and other protection used while cleaning. After cleaning, disposable gloves and any cloths and mop heads used will be disposed of and put into waste bags as outlined below.
<p>Point of Contact</p> <ul style="list-style-type: none"> As part of responding to an outbreak the school may need to be involved with meetings and actions organised by the Local Authority Public Health Team, or the LCRC. The school should identify in advance who will be responsible for attending these, and leading on actions identified to halt the outbreak. <p>Useful link: Contingency Framework: Education and childcare settings</p>	<ul style="list-style-type: none"> Headteacher- Tracy Meredith. Senior Deputy Headteacher - Kevin Smith. Chief Operating Officer - Mark O'Brien.

Scenarios

Based on the actions described in the tables above, please summarise the actions the school would take for the following scenarios:

1. Student or Staff member reports COVID-19 symptoms whilst at school

<ul style="list-style-type: none"> Anyone who becomes unwell in school with COVID-19 symptoms will be required to take a Lateral Flow Test to give an indication of infection. Normal HR rules apply with staff requesting to leave school premises due to illness during the school day. If permission is not given for a pupil to have a Lateral Flow Test the parents will be asked to collect their child and carry out a LFT. If a child or member of staff is awaiting collection after displaying symptoms, they will be moved to a room, with appropriate ventilation, where they can be isolated behind a closed door. The room will have a vision panel and a clear line of sight to ensure child safeguarding. Depending on the age and needs of the child, adult supervision may be required. If it is not possible to isolate them, they will be moved to an area which is at least 2-metres away from other people or temporary screens erected. If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. Before being used by anyone else, the bathroom will be cleaned and disinfected following the cleaning procedures already outlined in the Covid-19 Risk Assessment. If 2-metres cannot be maintained, the member of staff caring for the child while they await collection, must wear appropriate PPE (such as for a very young child or a child with complex needs).
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- Once they have vacated the premises, the area around the person with symptoms must be cleaned with normal household bleach following the [COVID-19: cleaning of non-healthcare settings guidance](#) to reduce the risk of passing the infection on to other people.
- In an emergency, the school will call 999 if they are seriously ill or their life is at risk.
- COVID SLT group to be informed.
- LA Transport to be informed.

2. Student/Parent notifies school that they have tested positive for COVID-19

- Office will share email with COVID SLT group.
- Pupil/Parent told to self-isolate.
- Information will be shared with parents.
- If permission is given, then pupils will be given a Lateral Flow Test (LFT).
- There is no requirement for self-isolation unless a positive LFT is obtained.

If more than one pupil tests positive, the threshold has been breached therefore the school will contact Public Health Hounslow.

3. Staff member notifies school that they have tested positive for COVID-19

- Cover Supervisor to inform COVID SLT group.
- Staff informed to self-isolate.
- Other staff in class to be LFT but not sent home.
- Pupils to be LFT if permission, if not parents to be informed and given a kit to test pupil.
- There is no requirement for self-isolation unless a positive LFT is obtained.

If a pupil tests positive or another member of staff has tested positive, then threshold breached and the school will contact PHE Hounslow.

4. There are multiple cases of COVID-19 between students and/or staff known to have interacted with each other, all within a short space of time (outbreak)

Threshold breached- contact Public Health England – Hounslow and inform H+S 'Hounslow

- All positive cases isolated
- Parents informed
- Potential shutdown of class/es dependent on advice given

5. There are multiple cases of COVID-19

Threshold breached- contact Public Health England – Hounslow and inform H&S Advisor Hounslow.

- All positive cases isolated.
- Parents informed.
- Potential shutdown of class/es dependent on advice given.