



COVID-19 Outbreak Management Plan
Boreham Primary School
Updated January 2022

The DFE guidance states:

If schools have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak.

The re-introduction of some additional protective measures may be a necessary response to a potential outbreak in school. In all cases, any educational drawbacks will be balanced with the benefits of managing transmission.

Possible Actions

In the event of an outbreak of COVID-19 in our school, the following restrictions will be considered:

- Re-introduction of year group or class group bubbles.
- Staggered start and finish times for pupils.
- Parents not to come on to school site except in emergencies.
- Social distancing to be re-introduced, with appropriate signage and reminders to pupils and staff.
- Visitors to be restricted.
- Re-introduce face masks/visors for staff, visitors etc.
- Library areas - consider closure or more regular cleaning of shared spaces and equipment.
- Restrict use of playground equipment.
- Desks to be forward facing, children to sit side by side, and remain in same seat throughout the day.
- Break and lunchtime to be staggered.
- Reduce movement around the school, re-introduce one-way systems.
- Assemblies and the coming together of large groups to be suspended or bubble based.
- Sharing of equipment limited to bubble and cleaned between uses.
- Restrict staffroom use.
- Lunchtime to revert to seating in bubbles.

- Visors/masks and gloves to be worn by Mid-Day staff in the hall at lunchtime.
- Meetings to be virtual where possible.
- Suspension of educational visits.

In the event of 5 or more positive confirmed cases of Covid-19 in one class, (3 for our smaller Year 5 classes), the Covid Co-ordinator will do the following;

1. Contact Essex Track & Trace Team to share and seek approval on school's proposed plan to manage outbreak.
2. Contact School Communication Team to inform them and send Line List confirming number of positive cases currently across the whole school.
3. Covid Co-ordinator to advise Headteacher of proposed plan.
4. Headteacher to inform remaining SLT members.
5. Covid Co-ordinator and Head teacher to agree plan (ie) how bubbles / staffing will be organised / period of time.
6. Covid Co-ordinator will inform relevant staff, ideally the class teacher in first instance, via the internal classroom telephone.
7. Covid Co-ordinator informs parents.
8. Covid Co-ordinator emails all staff to confirm arrangements.
9. Covid Co-ordinator will advise all relevant staff / parents / visitors to take a LFD test every day for 7 days.
10. Head teacher to inform Chair of Governors
Covid Co-ordinator and Head teacher to review daily and maintain lines of communication with all staff and parents.
11. Head teacher and Deputy Head teacher will liaise with teaching staff to organise remote learning and communicate accordingly with staff, pupils and parents.

In the event the Head Teacher considers there is a safeguarding issue due to lack of staff, he has the right to close the school in consultation with the Chair of Governors, Mr Roger Leeke and the Local Authority.

The outbreak plan will be reviewed regularly to take into account any updated guidance from the DfE.