

21st November 2021

Key Procedures and Considerations



**SPRINGFIELD
JUNIOR SCHOOL**

Control Measures

This document has been updated with reference 'Public Health framework for managing COVID-19 in Suffolk childcare and educational settings' 15th November 2021 – Adaptations as a result have been made in this colour.

This is the set of actions schools must take.

- 1. Ensure good hygiene for everyone***
- 2. Maintain appropriate cleaning regimes, using standard products such as detergents***
- 3. Keep occupied spaces well ventilated***
- 4. Follow public health advice on testing, self-isolation and managing confirmed cases***

Schools COVID -19 Operational Guidance – 17.8.21

'Measures affecting education and childcare may be necessary in some circumstances, for example:

- to help manage a COVID-19 outbreak within a setting*
- as part of a package of measures responding to a Variant of Concern (VoC) or to extremely high prevalence of COVID-19 in the community*
- to prevent unsustainable pressure on the NHS*

***All education and childcare settings should have contingency plans (sometimes called outbreak management plans) describing what they would do if children, pupils, students or staff test positive for COVID-19, or how they would operate if they were advised to reintroduce any measures described in this document to help break chains of transmission.'* – [Suffolk plan in place from 15th November](#)**

For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting. The thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned.

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period.*

Contingency Framework: education and Childcare Settings – August 2021

Any precautions implemented from the Outbreak Management Plan will be the responsibility of the SLT and be communicated quickly with staff via meetings/briefings and to families via Arbor and the school website. The office staff will support with this, and ensure that EAL families understand any additional measures.

Consultation and Preparation:

From March 2020, each version of the procedures has been updated on our website onwards for parents to view.

The procedures will be reviewed regularly following feedback from staff, parents and pupils and through monitoring of the number of cases and any outbreaks. Any additional guidance from the Government or Local Authority (<https://www.suffolk.gov.uk/coronavirus-covid-19/schools-guidance/>) is reviewed and incorporated as necessary.

Where changes are made to the procedures, these will be made in purple and dated in brackets. These will also be shared via email and through staff briefings.

Prevention Measures

Hazard/ Consideration	Guidance for November 2021	Review Date	Outbreak Management Plan (Tier 2 and 3)	Review Date
Ensure good hygiene for everyone – Hand hygiene	<ul style="list-style-type: none"> - Sanitiser stations remain across the school and pupils will be encouraged to use this regularly. These will be replenished as required. - Sanitiser will be available on arrival - Pupils may provide their own sanitiser or wash hands instead depending on parental preferences. 		<ul style="list-style-type: none"> - Reviewed and increased if required 	
Respiratory hygiene	<ul style="list-style-type: none"> - All classes have a lidded bin for used tissues - Pupils will be reminded of ‘catch it, bin it, kill it’ approach to hygiene. 		<ul style="list-style-type: none"> - Reviewed and increased if required. 	
Use of PPE	<ul style="list-style-type: none"> - Most staff in schools will not require PPE beyond what they would normally need for their work 		<ul style="list-style-type: none"> - Reviewed and increased if required 	
Maintain appropriate cleaning regimes, using standard products such as detergents	<ul style="list-style-type: none"> - Vertas will fulfil the daily cleaning schedule identified for the school. - Boxes of cleaning materials will be created and labelled for each classroom/area with gloves, antibac wipes/sprays and cloths. - Toilets are cleaned additionally during the middle of the day by lunch staff member. - Tables will be cleaned before lunch in the classroom. Common touch points will also be wiped – door handles etc. - The water fountains will remain out of use as they cannot be cleaned between use. 		<ul style="list-style-type: none"> - Cleaning schedule will be reviewed and increased - Number of items shared by pupils will be reduced - Deep clean of key areas to be arranged 	
Keep occupied spaces well ventilated	<ul style="list-style-type: none"> - Open windows where possible and keep internal doors open where possible to increase air flow. - Identify poorly ventilated areas and take steps to improve fresh air flow. - Mechanical ventilation can be used if it is circulating fresh air or is supplemented by outdoor air supply. <p>* Balance the need for increased ventilation while maintaining a comfortable temperature.</p>		<ul style="list-style-type: none"> - Review and adapt if necessary 	

Response to Infection Measures - Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

Recommended control measures – 15th November onwards

Threshold	Suffolk Measures	School Actions	Review
Level 1 – All schools	<p>All control measures (see table above)</p> <p>Essential visiting only</p> <p>Visitor face masks whilst on site</p> <p>Staff face coverings in communal areas.</p> <p>Twice-weekly LFD testing for asymptomatic staff.</p> <p>Daily LFD testing of vaccinated staff and pupils (at parental discretion) who are household and close contacts. They can attend the setting, undertake daily LFD test and take a PCR test on day 5 from first contact with the positive case.</p> <p>Staff/pupil admissions to hospital from Covid-19 – SCC to support</p>	<p>Reminders to visitors</p> <p>Contact to staff</p> <p>Record cases via Suffolk flowchart</p> <p>Provision of LFD tests to staff as required</p> <p>Office staff to advise staff and families – letter guidance.</p> <p>Spreadsheet of testing results and cases updated regularly.</p>	
Level 2 – 10 – 29% (3 pupils/staff +) of a class/group of pupils or staff who are likely to have mixed closely test positive within a 10-day period.	<p>As per Level 1</p> <p>Any measures agreed at Incident Management Team meeting/ contact with COVID Support Team</p> <p>No face-to-face events – only exceptional circumstances</p> <p>Re-introduce ‘bubble’ arrangements indoors for</p> <p>Consider staggered start and end times to reduce mixing</p> <p>Re-introduce Internal Contact Tracing – close contacts advised to undertake daily LFD testing and PCR test on day 5.</p>	<p>Record cases via Suffolk flowchart – request contact.</p> <p>Cancel necessary events</p> <p>Work with class staff to introduce new measures</p> <p>Convey temporary measures to families</p> <p>Office staff to advise staff and families – letter guidance for contact tracing</p> <p>Spreadsheet of testing results and cases updated regularly.</p>	
Level 3 – 30% (9 pupils/staff +) of a class/group who are likely to have mixed closely test positive within a 10 – day period.	<p>As per Level 2</p> <p>No face to face events</p> <p>If chains of transmission are not broken by all other measures, consider attendance restrictions as last resort – Affected class/group to move to remote learning for as short a period of time as possible. On-site provision for vulnerable and key worker children.</p>	<p>Record cases via Suffolk flowchart – request contact.</p> <p>Cancel all events</p> <p>Work with class staff to identify period for remote learning</p> <p>Convey temporary measures to families</p> <p>Office staff to advise staff and families – letter guidance for remote learning</p> <p>Spreadsheet of testing results and cases updated regularly.</p>	

Expectation	Response	Any actions for the school	Review
<p>When an individual develops COVID-19 symptoms or has a positive test</p>	<p>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).</p> <p>If anyone in your school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice.</p>	<p>Details sent in a letter to parents.</p> <p>Staff to read and understand</p>	

	<p>For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>If a pupil is awaiting collection, 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.</p> <p>The household (including any siblings) should follow the PHE guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p>	<p>Relevant information is available from school office.</p> <p>Office to maintain stock of PPE and have relevant cleaning materials available.</p> <p>Clear guidance available for parents and staff.</p>	
Asymptomatic testing	<p>Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.</p> <p>Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.</p>	<p>Office staff to order tests and allocate these to staff as required.</p>	
Confirmatory PCR tests	<p>Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</p>	<p>Support staff/families to access PCR tests where necessary.</p>	
A member of the school community is admitted to hospital with Covid	<p>All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.</p>	<p>Contact DfE</p> <p>Work with PHE and implement any actions as soon as possible.</p>	
5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period.	<p>This indicates an outbreak in the school setting – See Tier guidance from Suffolk in table above</p>	<p>School to implement additional actions in line with outbreak management plan.</p>	

Additional Considerations

Consideration	Guidance for November 2021	Review	Outbreak Management Plan (Tier 2 and 3)	Review
Mixing and 'Bubbles'	<ul style="list-style-type: none"> - Classes will mix across year groups where appropriate - Pupils can freely move around classrooms to work with different partners and groups; they do not need to sit in rows. - Mixing will be mainly limited to year groups for the Autumn term then reviewed for the Spring term. - Cross school groups that meet will be minimised for the first term. - Staff can teach across the school. 		<ul style="list-style-type: none"> - Classes will revert to staying as a bubble – reduced access to additional clubs with other pupils. - Pupils will have a set place in class and remain in this position; return to rows. - 	
Arrival and Collection	<p>A staggered collection has eased congestion at the end of the day.</p> <ul style="list-style-type: none"> - Pupils can arrive between 8.30 and 8.50 via the playground gate. - Years 3 and 4 will finish at 3.10, Years 5 and 6 will finish at 3.20. - Pupils will continue to use class specific routes to the classroom 		<ul style="list-style-type: none"> - Return to 4 staggered timeslots for collection to further reduce mass gatherings 	
Assemblies	<p style="text-align: center;">'Assemblies can resume'</p> <p>Online assemblies have been successful so a mix of assembly types will be provided:</p> <ul style="list-style-type: none"> - Year group Picture News Assembly in the hall - Whole School Singing Assembly - Zoom assemblies for Wednesday and Friday 		<ul style="list-style-type: none"> - Assemblies in class for those classes managing an outbreak - All assemblies will be delivered via the classroom 	
Lunchtimes	<p style="text-align: center;">'no need to make alternative arrangements to avoid mixing'</p> <p>Lunchtimes will continue with restrictions in place as less accidents and incidents occurred:</p> <ul style="list-style-type: none"> - Staggered lunches (see rota) - 30 mins inside eating and 30 mins on playground - School dinners and pick and mix pupils to eat in the hall - Playground to be split in two initially and year group staff to oversee 		<ul style="list-style-type: none"> - Class with outbreak to all eat in class; coned area for break outside - All measures to prevent mixing to remain in place 	
Face Coverings	<p>Suffolk CC have requested the return to face coverings in the short term because of the high number of cases in the locality. This includes:</p> <ul style="list-style-type: none"> - Staff when moving around the building and corridors and outside of normal classroom. - Parents when collecting pupils from the playground. - All visitors to the school site. <p style="text-align: right;">(Nov 2021)</p>		<ul style="list-style-type: none"> - Increased use in classroom as necessary. 	
Social Distancing	<p>Social distancing guidelines have ended. However, individual staff may choose to maintain some distancing depending upon their preferences.</p>		<ul style="list-style-type: none"> - Social distancing to return - Restrictions on numbers in the staffroom. 	
Equipment sharing	<ul style="list-style-type: none"> - Pupils are still encouraged to bring their own small pencil case with school equipment. - Shared equipment in the classroom will be wiped regularly. - There will be 4 sets of equipment for lunchtime chosen by each year group and wiped after use. 		<ul style="list-style-type: none"> - Review and restrict use further. 	

<p>CEV Pupils</p>	<ul style="list-style-type: none"> - All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend. 		<ul style="list-style-type: none"> - Risk assessment to be completed for CEV pupils - Review attendance of CEV pupils – shielding may be reintroduced (only by national government) 	
<p>CEV Staff</p>	<ul style="list-style-type: none"> - Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. - Risk Assessments are available upon request. 		<ul style="list-style-type: none"> - Risk assessment to be completed for CEV staff - Return to shielding if necessary (only by national government) 	
<p>Remote Learning</p>	<ul style="list-style-type: none"> - Not all pupils with Coronavirus will have symptoms. The school will support pupils to learn at home if they are well enough via google classrooms. This should be equal length to core teaching in school. - Reasonable adjustments need to be made for SEN pupils - Government laptops can be provided to support with this learning where required. <p><i>Attendance restrictions should be short-term and last resort (by Government instruction)</i></p> <ul style="list-style-type: none"> - <i>individual settings, on public health advice in extreme cases where other recommended measures have not broken chains of in-setting transmission; or</i> - <i>across an area, on government advice in order to suppress or manage a dangerous variant and to prevent unsustainable pressure on the NHS.</i> <p><i>In all circumstances, priority should continue to be given to vulnerable children and young people and children of critical workers to attend to their normal timetables.</i></p>		<ul style="list-style-type: none"> - The plan for remote learning remains in place from 20 -21. This can be used in the instance of class, year group or school isolation. - Devices/resources required will be made available where possible - Additional staffing used to support those remote learning 	
<p>School Trips/Visits/Events with parents/performances</p>	<ul style="list-style-type: none"> - Activities are able to go ahead with appropriate risk assessments. - Essential visitors only to visit the school site (Nov 21) 		<ul style="list-style-type: none"> - Classes with outbreaks to miss any activity with others including swimming - All activity to be reviewed and limited if required. 	