

# COVID19 Operational Contingency Management Plan

<b>Name of School:</b>	Anglo European School	<b>Date:</b>	4 <sup>th</sup> January 2022
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## For support contact:

Essex Contact Tracing Team: 0300 303 2698, provide.escontacttracing@nhs.net  
 DFE Helpline: 0800 046 8687 and selecting option 1

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 should be balanced with the benefits of managing transmission.

Immediate outbreak response (at the level of individual settings or a cluster of settings) remains for local directors of public health to advise on.

In the event of an outbreak, the following actions will be taken, if the school is advised to initiate the Outbreak Management Plan:-

## Actions considered to contain an outbreak

<b>Impacted year group: Numbers of Students</b>		<b>Impacted staff: Numbers of staff:</b>		<b>Date:</b>	
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### • To be completed in the event of the outbreak

<b>Risk</b>	<b>Guidance</b>	<b>Action to be taken</b>	<b>Start Date</b>	<b>Date of Review</b>	<b>Review Outcome</b>
<b>Low number of cases – no transmission in school</b>	Remind everyone of the importance of <b>control measures:</b> Good hygiene, cleaning, good ventilation, wearing masks in classrooms and all indoor shared areas and testing	<ul style="list-style-type: none"> <li>• Site team/Teachers to check all classrooms for hygiene resources and ventilation.</li> <li>• Site team and Administration staff to check offices and meeting places.</li> <li>• Tutors to remind students of importance of key measures</li> <li>• Staff and consenting students take a lateral flow test twice a week.</li> <li>• Posters advise about hygiene practices – reinforced in assembly and tutor time.</li> </ul>			
<b>A small group of staff or students who have been in close contact test positive</b>	<p><b>Affected personnel take a PCR test and only self-isolate if symptomatic or have not been double vaccinated (staff)</b></p> <p><b>On the advice of Test and Trace, a group of</b></p>	<ul style="list-style-type: none"> <li>• Advice taken from Essex HPT and actions agreed.</li> <li>• Students/ staff at immediate risk to be isolated in the hall and sent home as soon as possible with a letter of guidance.</li> <li>• In Touches sent to parents for whole groups/Year groups to inform them of isolation plan.</li> </ul>			

	<b>students could be asked to self-isolate as close contacts e.g one class or year group</b>				
	<b>Social Distancing</b>	<p>Whilst this is always advised, 2m social distancing will be enforced between staff and staff and students in the classroom. Staff will be asked to stay at the front of the classroom and minimize close contact with students.</p> <ul style="list-style-type: none"> <li>• Where close contact is necessary, PPE must be worn. (e.g for SAs)</li> </ul>			
	<p><b>Large gatherings of staff temporarily suspended</b></p> <p><b>Large indoor public performances with an audience suspended</b></p>	<p>For staff: Staff meetings will only take place where social distancing can be achieved, in large, well ventilated rooms or conducted virtually.</p> <p>Staff briefings revert to regular e-mailed bulletin.</p> <p>The number of parents on site for meetings will be reduced.</p> <p>Staff room capacity is reduced to ensure social distancing</p>			
	<b>Increased ventilation</b>	<p>Staff and students reminded to keep windows opened as much as possible and to spend as much of their breaks and lunchtimes outside.</p> <ul style="list-style-type: none"> <li>• Introduction of CO2 monitors to monitor effectiveness of ventilation.</li> </ul>			
	<b>Reintroduce face masks for the affected group (staff or students or both) in shared indoor areas and classrooms.</b>	A bulletin will be issued to parents / and/ or staff to advise them to resume wearing face masks in such areas.			
	<b>Remote Education</b>	Remote education provided to those pupils who need to self-isolate via Showbie and Showmyhomework, as previous remote learning plan, will resume.			
<b>Notable rise in school transmission – more than 5 students or staff</b>	<b>Re-introduction of Face Coverings for all</b> for a temporary period in response to particular localised outbreaks, including variants of concern.	Face coverings re-introduced for all classrooms corridors and shared areas for the affected group			

<b>who have been in close contact</b>	<b>Asymptomatic Testing</b> <i>Additional testing may be recommended to pick up any asymptomatic testing in the school community.</i>	Letter sent to parents re home testing and to check that they do not want to remove consent, or wish to be added to the consent list. Testing to be completed on site for every year group if recommended or home tests to be issued to all consenting students			
	<b>Increased intensive and targeted cleaning</b>	Intensive cleaning to be enforced around affected areas and isolating/testing sites Electro static machines used to clean whole rooms.			
	<b>Reduce mixing of students at lunchtime</b>	Students will be restricted to Year groups and zones during break and lunchtimes with 3 clear areas being designated. Year 7 & 8: Front playground: Year 7 would have the food pod and canopy and use of C Block toilets Year 8: would have G4 and B block toilets Year 9: Dining Hall and back playground, A Block toilets. Year 10 would have G4, the canopy café and canopy Year 11 would have the dining room and back playground 6 <sup>th</sup> form would stay in the 6 <sup>th</sup> form area, patio and sixth form café.			
	<b>Management of Students at Break-time</b>	In the event of a serious outbreak which affected numerous year groups, we may consider returning to a split break-time. However, in the event of one-year group being sent home, the year groups would be split – 2 year groups on the front playground and 2 groups on the back playground, depending on which group is absent.			
	<b>Large indoor gatherings are paused.</b>	No assemblies: these revert back to virtual assemblies broadcast by tutors in AM Reg.			
	<b>Communications to staff</b>	All staff advised of outbreak and initiation of outbreak management plan and mitigating actions by e-mail. Staff meetings, briefings and training will resume virtual status with a limit of 6 staff meeting together in doors in a well ventilated room.			

		Previously clinically vulnerable staff meet with line managers to review their risk assessments.			
	<b>Increased communications to students</b>	All students advised of potential outbreak and mitigating actions via student bulletin and tutors. Outbreak Management plan explained with new mitigating actions.			
	<b>Increased communications to parents/ carers</b>	Letter (via In Touch) to parents/carers to advise of outbreak, initiation of outbreak management plan and mitigating actions.			
	<b>Limiting, adapting or postponing indoor sporting event, visits or performances</b>	AES will contact parents and staff via a bulletin to inform them of new measures			
<b>Covid Cases are rising rapidly within a 10 day period and Covid is spreading widely across the school</b>	<b>Liaison with Incident Management Team between school and Essex Track and Trace Public Health to agree further measures for a limited period</b>	Measures could include:-  Whole school reverts to mask wearing in all indoor areas Reintroduction of Year Group bubbles Limiting all non-essential adults on school site Postpone all non-essential events or revert to virtual events Reintroduction of remote learning for affected groups/ Year Groups.			
<b>The school becomes operationally unsafe due to low staffing or outbreaks in several year group.</b>	<b>Liaison with Incident Management Team between school and Essex Track and Trace Public Health to agree further measures for a limited period</b>	The school will close on site. All Year groups revert to remote learning except for those with EHCPs, Disadvantaged students and those identified by the school to be vulnerable who will be taught in the library on site. The library will be closed to all other students.			