Bradgate Education Partnership

Outbreak Plan Guidance template.
August 21 onwards.

Head Teacher: Tim Marston

Key Stakeholders

Key stakeholder	Role for outbreak management
Staff (includes employees, and volunteers)	• To follow all procedures and advice and to notify the appropriate line management of any concerns, risk of infection or positive result.
Pupils	• To follow the instructions of staff and work collaboratively with other students to keep themselves and each other safe.
Parents/carers	• To communicate openly with school and to work in line with national guidance and protocols.
Visitors	• As above
Contractors and delivery personnel *(eg cleaners, catering staff)*	• *As above*
Where to seek Local Outbreak Advice	• BEP SLT /PHE/DFE Helpline available to support with advice and guidance when there is a confirmed case(s) associated with the Setting. • Advises our setting on actions we need to take to protect others and stop the spread of illness, including infection prevention and control measures. • Leads contact tracing (identifying persons in close contact with the confirmed case during their infectious period). • Activates and leads the outbreak management coordination team. • Determines when the outbreak is over.
Other relevant stakeholders	•

Communications

For consistency and accuracy of messages, and as part of the coordinated response, communications activities will be coordinated by the setting with support from BEP SLT /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 (includes employees and volunteers)	- Level of risk, number and location of cases linked to an outbreak - The importance of hand hygiene, respiratory hygiene and physical distancing measures - Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the setting - Membership of the internal outbreak response team - 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	- Meetings - Staff newsletter - Text messages - Staff Intranet - Signage	MIS
Pupils	- The importance of hand hygiene, respiratory hygiene and physical distancing measures - Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the setting	Regular briefings and home – school communication	Arbor

Parents and careers	• The importance of hand hygiene, respiratory hygiene and physical distancing measures • Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the setting	Proactive home school communication and regular updates via Arbor.	Arbor
Visitors		Clear signage, notification of protocols prior to visit and contact information.	Signing in book
Contractors and delivery personnel *(e.g. cleaners, electricians)*			
Local Outbreak Teams	• Outbreak management risks specific to the setting. • Names and contact details of potential contacts of the confirmed case.	• Email • Telephone • Meetings	Covid contact directory
GPs/allied health practitioners providing services to people within the setting			

Stage 1 – Prevent and Prepare

Refer to the covid re opening documentation

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.

Detail the actions/controls to be taken

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
Activate the outbreak response team	*By email and phone*	*Nicola Morland / Tim Marston*	*Immediately on becoming aware of a confirmed case*	*None*	*If afterhours, contact all team members by mobile phone*
Deep Clean due to positive case in setting	Who informs cleaners	*Nicola Morland / Tim Marston >*	*Immediately on becoming aware of a confirmed case*	Detail the cleaning materials or approach	

Stage 3 – Stand-down

The stand-down stage is triggered when the outbreak is over, usually 14 days after isolation of the last case. Measures introduced by local Director of Public Health will also be kept under review and should be stood back down when local transmission advice allows.

After standing down, Stage I activities will resume for prevention and preparedness of further outbreaks.

An important activity during the stand-down phase is to evaluate the response and update this plan.

Detail how and when actions taken/ control introduced will be removed

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
Re instigate full reopening	Following the step by step guidance from PHE and in line with National guidance at the time.	Full team, instructed by Tim Marston	In line with guidance and only step by step.	As directed at the time	