



CONTINGENCY PLAN FOR THE CONTROL OF CORONAVIRUS

(Covid-19)

MARCH 2020

Revised April 2020

Revised June 2020: Added Flow chart

Revised July 2020: 7 Day Isolation Period Extended to 10 Days. Quarantine Statement

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1. Background to the Learning Academies Trust and basic demography

The Learning Academies Trust Schools consists of eight primary schools within the city. Originally formed by three primary schools in November 2016 it has now grown to its current 8 schools comprising:

- Salisbury Road Primary School, where the Trust Central Team is also based.
- Mount Wise Primary School
- Mayflower Community Academy
- Mount Street Primary School
- Knowle Primary School
- Woodfield Primary School
- Prince Rock Primary School
- Shakespeare Primary School

The school roll at time of writing is 2891 and approximately 500 staff members. The schools are all within a 5-mile radius within the City, with the extremes comprising Woodfield Primary to the North, Mount Wise to the South West and Prince Rock to the South East. It is not believed there are sibling links across the MAT however, there are known Staff links to multiple sites as well as older siblings and Staff to Secondary Schools across Plymouth and the wider area.

2. Introduction to Incident/Outbreak Plan

This plan links to current Public Health England Guidance via <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

This plan identifies that the current risk is dynamic and fluid and changes on a daily basis on a both UK level as well as Global scale.

The plan recognises that each incident is unique, requiring specific measures to deal with the individual circumstances. It outlines the mechanisms for identification of outbreaks of infectious disease, the stage at which the outbreak control plan should be implemented, and the roles and responsibilities of key individuals involved.

The South West Health Protection Unit has executive responsibility in surveillance, prevention and control of communicable disease in the community and legal responsibility for the control of notifiable disease (of which Covid-19 is one of a number).

3. DFE Academies guidance recommendations

DFE Academies guidance generally recommends that each Academy / School and Trust ensures that it has:

- Good channels of communication with students, staff and the public
- Effective support arrangements for pupils and parents
- Strong links to health protection units and local General Practitioners
- Direct access to appropriate advice on the management of infectious diseases

4. Recommendations for pupils and staff to reduce the possibility of contracting infectious diseases

4.1 Pupils and Parents/staff should be encouraged to register with a local GP.

4.2 Prevent the spread of infection

Make sure parents/staff and children follow these general principles to prevent spreading any respiratory virus:

- Wash your hands often – with soap and water for at least 20 seconds, or an alcohol-based sanitiser if soap and water aren't available
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Avoid close contact with people who are sick
- If you feel unwell, stay at home cover your cough or sneeze with a tissue, then throw the tissue in a bin
- Clean and disinfect frequently touched objects and surfaces in the home
- If worried about your symptoms, call NHS 111 or 119– don't go directly to your GP or other healthcare environment

4.3 Current Public Health England Guidance

With regard to Coronavirus (Covid -19) the current PHE Guidance is based on social distancing and reducing risks to more vulnerable demographics.

The current Central Government has introduced significant control measures to limit the spread of infection under Legislation known as The Coronavirus Act 2020 and The Health Protection (Coronavirus) Regulations 2020

The full guidance can be found here: <https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-away-from-others>

Additional Control Measure and Monitoring

The following procedures are also to be observed.

- staff, young people and children should stay at home if they are unwell with a new, continuous cough , loss of taste or smell or a high temperature to avoid spreading infection to others. Otherwise, those who are eligible or required to attend should attend education.
- if staff, young people or children become unwell on site with a new, continuous cough or a high temperature , or new loss of taste or smell they must be sent home as soon as possible. See Appendix !
- Where this is delayed, they are to be relocated to a well ventilated room until they can be collected. This room is then to be thoroughly cleaned in accordance with the following document: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
- clean and disinfect regularly touched objects and surfaces more often than usual using standard cleaning products
- supervise young children to ensure they wash their hands for 20 seconds more often than usual with soap and water or hand sanitiser and catch coughs and sneezes in tissues
- posters and lesson plans on general hand hygiene can be found on the [eBug website](#)

According to other [official guidance](#), while you wait for further advice:

- Avoid contact with others
- Stay at home – don't go to work or school
- Don't travel while sick
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing, throwing tissues in the bin
- Wash your hands often with soap and water for at least 20 seconds (or an alcohol-based sanitiser if soap and water aren't available)

4.4 Learning Academies Trust Additional Measures.

All open school buildings are fully managed by appropriate staff and cleansing standards are enhanced including, but not limited to ensuring “touch surfaces” are cleaned more frequently, hand washing facilities are fully stocked and where possible additional hand sanitiser is available for all staff, pupils and visitors.

Learning Academies Trust are monitoring staff absence at each site and utilising this information accordance with General Data Protection Regulations to ensure adequate staffing levels as well as suitable Sickness recording in line with National Guidance. Where necessary this information can be utilised to commence Contract Tracing if required.

Staff that report as ill are to remain at home and in isolation in accordance with PHE Guidance for 10 or 14 days as appropriate.

Learning Academies Trust have also specified that all staff who are not required to attend school to maintain the required staffing levels are also to “work from home” and only visit premises where specifically required to undertake essential work and Full Social Distancing can be undertaken. Social Distancing is classified as remaining a minimum of 2 metres from other persons or 1m+ if additional mitigation (such as facemasks) is utilised.

Learning Academies Trust are undertaking Social Distancing where possible for childcare provision and premises are utilised to the full extent as required to facilitate these measures.

Should a premise not be able to remain open due to staffing level shortfall or pupil attendance all parents as well as the Local Authority will be informed as necessary and alternative premises made available within The Trust where possible.

All staff returning from abroad are also required to comply with the latest FCO and Government legislation with regards to mandatory quarantine periods. Staff failing to adhere to this legislation are liable for disciplinary action should this be deemed negligent.

Learning Academies Trust will fully co-operate with NHS Test and Trace Processes in line with The General Data Protection Regulation

Should a premise be closed for a period greater than 7 days, full shut down and re-opening procedures will be undertaken in conjunction with the Estates team and Local Site Management A copy of this document is available on request.

5. Case definitions

Three case definitions are used in order to establish the appropriate plan of action:

Possible – where a diagnosis other than Coronavirus (Covid 19) is at least as likely. Dissemination of information about the disease may be helpful after a possible case depending on levels of concern.

Probable – Coronavirus (Covid 19) is the most likely diagnosis.

Confirmed – clinical signs and symptoms are present, and the diagnosis has been confirmed by the laboratory.

It will not normally be necessary to convene an outbreak meeting for a single case.

In the event of a single case of Coronavirus (Covid 19), the Health Protection Practitioner will arrange isolation and treatment. The Health Protection Practitioner will liaise with the Learning Academies Trust regarding dissemination of information for staff and students. An information letter for parents and staff is appended to this plan.

6. Definition of an outbreak

The Health protection Unit undertakes surveillance of all infectious diseases. Therefore, monitoring is in place to identify more than one case within the City of Plymouth.

The outbreak control team will determine the definition of an outbreak, but an outbreak will usually be declared if **two confirmed or probable cases of Coronavirus occur at the same school within a four week period in the same term which are, or could be, caused by the same serogroup, serotype and serosubtype and for which a common link e.g. same social network, siblings can be determined.**

7. Duties of the major outbreak control team

7.1 Assess the microbiological and epidemiological evidence relating to the outbreak. Decide when to mobilise an incident control room and whether to activate the Major Outbreak Contingency Plan.

7.2 Co-ordinate investigation of the outbreak.

7.3 Decide control measures to be implemented and issue necessary instructions.

7.4 Make arrangements for informing the community. There may be media interest and therefore a draft Press Release should be prepared. The content of any information given to the media will be decided by members of the Senior Leadership Team, but information should be disseminated by one agreed person.

Maintaining clear lines of communication within the Trust and externally with the South West Health Protection Unit, Plymouth Hospitals NHS Trust, regional Primary Care Trusts (PCT), Local Authorities, media and the public is paramount. To this effect the Chief Executive Officer or authorised deputy will be responsible for the Trust and the South West Health Protection Unit for all NHS communication.

7.5 The outbreak control team will meet as often as required during the outbreak. Administrative support will be provided by the Trust with assistance from the Health Protection Unit if required.

7.6 Decide when the outbreak is finished.

7.7 After the outbreak, assist in the reporting process to the various bodies, Health Protection Agency, Trust Board, Local Boards of Governors and Local Authority.

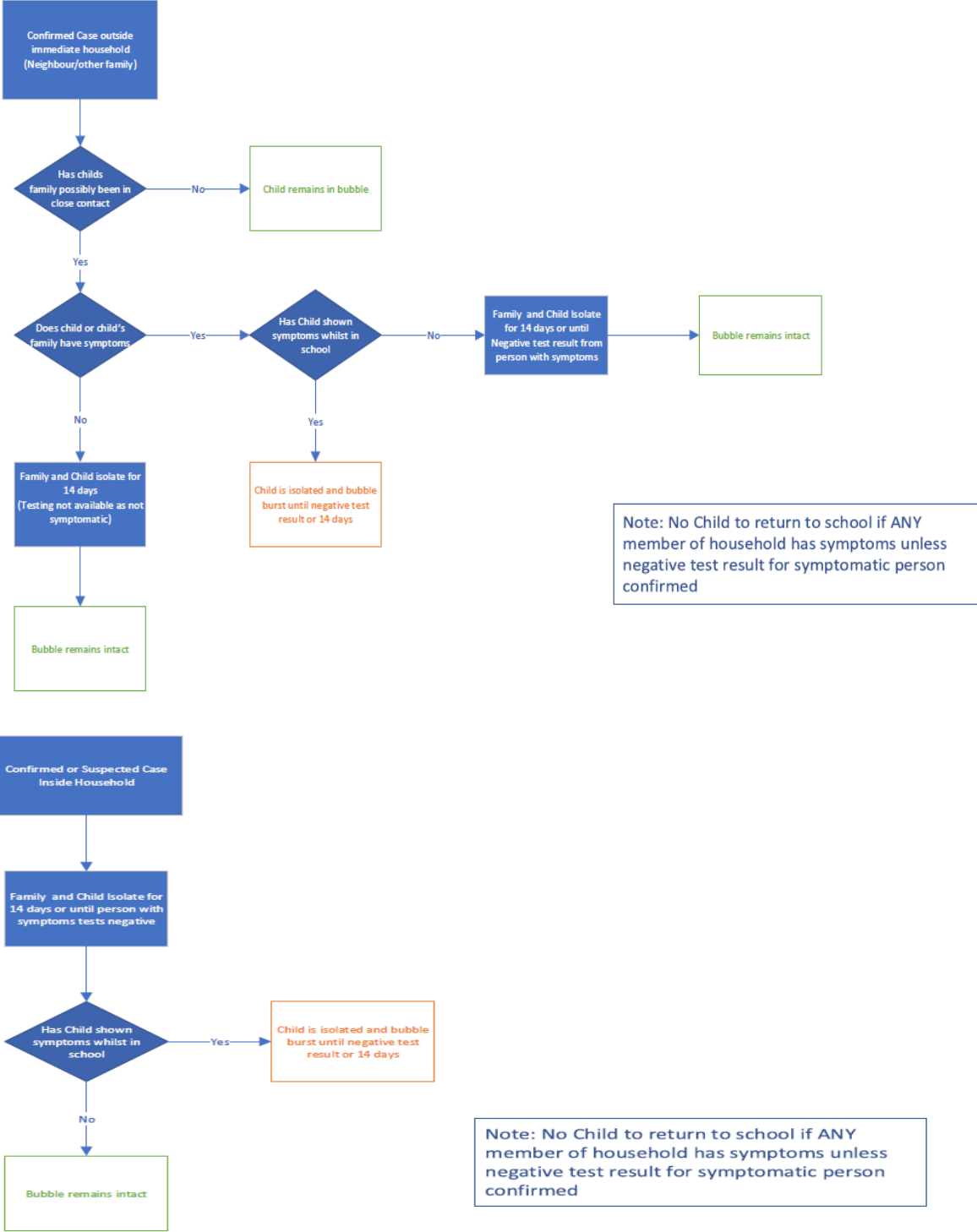
7.8 The Health Protection Practitioner will be responsible for informing the Communicable Disease Surveillance Centre, NHS Direct, General Practitioners, Out of Hours Services, and other health related agencies.


7.9 The Chief Executive Officer will be responsible for the strategic oversight of this plan. Any decision to close a school or building or staff will only be made with the advice and support of the Health Protection Unit, the Primary Care Trust and Public Health England.

8. Review of Plan

These plans should be reviewed monthly and may be subject to tabletop exercise as required.

Appendix I: Action for staff/pupil with symptoms of Coronavirus (Covid-19)
 Consideration for “Bubble Bursting”





What to do if your child needs a Covid-19 Test

If your child has shown symptoms of Covid-19 you need to take them home and arrange for them to be tested urgently. You should isolate at home until you have a test outcome.

Your child may not return to school until they have a negative test result.

All other children in your child's group must also isolate until you have a negative test result so it is important to get a test as quickly as possible.

How to arrange a test:
You must apply online for a drive through test at:
<https://www.nhs.uk/ask-for-a-coronavirus-test>

- Please keep in touch with the school and let us know when your test is due. 01752 660 566
- Let us know as soon as you have a test result. You should email or text us your test result as proof
- In case of a negative test, it will be safe for your child and their group to return to school and we will make contact to let everyone know
- In case of a positive test your child and their group will not be able to return to school for 14 days

Please stay in touch!

Appendix III: Action for a known outbreak of Coronavirus (Covid-19)

¹ HPU: Health Protection Unit

² Major Outbreak Control Team consists of the Chief Executive Officer, Central Team Leads including Estates, Human Resources and IT as well as relevant School Leadership, A representative of the Trust Board

³ School Response Team consists of the Head Teacher (and Executive Head where applicable), Business Manager or Office Manager, Site Manager or Caretaker and Cleaning Supervisor

NO.	ACTION	PERSON/ORGANISATION RESPONSIBLE
1	Activate major outbreak control team and contact HPU on 0300 303 8162 (option 1, then option 1) Out of hours advice 0300 303 8162 (option 1) ²	<i>Lead office:</i> HPU ¹
2	Instigate Trust Response Team and mobilise Incident Control Room CEO / Board Room/Virtual Calls	<i>Lead office:</i> Central Team
3	Contact Local School Staff, Trust Board and Local Board of Governors	<i>Lead Office:</i> Central Team
4	Notify Public Relations/ Media Management Office at PCC	Lead Office: Central Team
5	Within 4 hours of activating outbreak plan, contact parents of pupils at specific school Issue information to all appropriate schools via website, email, texting service or any other appropriate form of communication (not social media). Telephone helpline to be operational – opening hours to be determined as circumstances a) Reinforce message of signs and symptoms of Covid 19	<i>Lead office:</i> Major Outbreak Control Team Local School Leadership team Luke Pollard IT Lead

	<p>b) 'PHE information</p> <p>c) 'where to go, what to do'</p> <p>d) (Potential to use an office in alternative school as an out of hours press office)</p>	
6	<p>Decide on degree of school isolation as current guidance.</p> <p>NOTE: Current Guidance as 03/03/20 is NOT to close school, but allow self-isolation should parents wish.</p> <p>Define target group and arrange a meeting for those concerned.</p> <p>Consider presentation to all parents/staff.</p>	<i>Lead Office:</i> Individual School SLT with support from CEO
7	<p>Alert local GP's – (Salisbury Road For Example: Friary House and Beaumont Villa (Other GP Practices as appropriate), Director of Public Health, NHS Direct, Out of hours services and local accident and emergency department in Derriford Hospital .</p>	<i>Lead office:</i> HPU
8	<p>Notify others:</p> <ul style="list-style-type: none"> • Local schools • Neighbouring Health Protection Units 	<i>Lead office:</i> Directorate HPU
9	<p>Issue combined press release/conference.</p>	<i>Lead office:</i> Local School SLT
10	<p>Continue monitoring and up-dating situation.</p>	<i>Lead office:</i> Central Team
11	<p>Draft report on incident Health Protection Unit.</p>	<i>Lead office:</i> Central Team