

# Spencer Nursery School

## Outbreak Management Plan



A new case of coronavirus (COVID-19) is an emergency. This plan contains advice on confirmed cases, contacts, contact tracing and other relevant information and links to resources. Please read through this document and be aware that national guidelines are subject to change on an ongoing basis - always check for the most up to date guidance and advice.

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### 1. Introduction

1.1 The primary objective in outbreak management is to protect public health by identifying the source and implementing control measures to prevent further spread or recurrence of the infection.

1.2 This document provides operational guidance across the school for the management of outbreaks of COVID-19.

1.3 The guidance aims to ensure an effective and coordinated approach is taken to outbreak management, from initial detection to formal closure and review, and includes a set of standards for outbreak response.

1.4 This document is intended to provide a framework for our local response to outbreaks of COVID-19 and directs to detailed guidance and information where appropriate, including the [COVID-19 London Schools Resource Pack](#). Please also refer to: [Schools coronavirus \(COVID-19\) operational guidance](#)

1.5 Every case is different and this guidance should be used alongside expert advice in response to individual circumstances.

### 2. Preparation and prevention

2.1 Prevention of cases and outbreaks of COVID-19 remains the priority. Guidance for early years and educational settings on protective measures they can take during the coronavirus (COVID-19) outbreak can be found [here](#). Specific guidance for educational settings on supporting children with Special Educational Needs and Disabilities (SEND) can be found [here](#). Guidance for holiday, after school clubs and other out of school settings is [here](#).

2.2 Guidance on shielding and protecting children who are clinically extremely vulnerable can be found [here](#).

2.3 It is important that those managing school and childcare locations familiarise themselves with the guidance to manage outbreaks of COVID-19 in advance of any cases to quickly respond if necessary.

### 3. Definitions

3.1 Possible case of COVID-19 in a school or childcare location:

- Any child, young person or staff member with [symptoms of COVID-19](#) (high temperature over 37.8 degrees Celsius, new continuous cough, and/or loss of, or change to, sense of smell or taste).
- Anyone who is over the age of 18 years and has not been fully vaccinated, who displays these symptoms must be asked to [self-isolate](#) and [testing](#) should be arranged.
- Children under the age of 18 years and adults who have been fully vaccinated are no longer required to self-isolate, however they will be advised to take a PCR test.
  - Schools should follow the guidance in SECTION 4 and refer to the [COVID-19 London Schools Resource Pack](#) for more information.

3.2 Confirmed case of COVID-19 in a school or childcare location:

- Any child, young person or staff member with laboratory confirmed diagnosis of COVID-19.
- All settings should follow the guidance in the LCRC Resource pack and complete this [form to report a confirmed case to LA](#). Setting should follow the guidance in SECTION 4.

3.3 Outbreak of COVID-19 in a school or childcare location:

- Two or more confirmed cases of COVID-19 among children, young people or staff in the setting within 14 days, and one of the following:
- Direct exposure is identified between at least 2 of the test-confirmed cases in that setting (for example under one metre face to face, or spending more than 15 minutes within 2 metres) during the infectious period of one of the cases.
- When there is no sustained local community transmission, i.e. absence of an alternative source of infection outside the setting for the initially identified case

-OR-

- An overall increase in sickness absence reporting where parents/ carers report illness with suspected COVID-19 (but where no tests have been done or results are available).

3.4 Who is a 'contact': A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they are infectious to others). If the person who tested positive is asymptomatic, a 'contact' is a person who has been close to them anytime from 2 days before the date of the positive test up to 10 days after the date of the test.

A contact can be a Direct contact:

- Anyone who lives in the same household as a case or has stayed overnight with them during their infectious period
- Sexual Partners
- Anyone who has had face to face contact with a case, for any length of time, including being coughed on or talked to
- Anyone who has been within 1 meter of a case for one minute or longer

or a Proximity contact:

- Anyone who has had face-to-face contact with someone less than 1 metre away (this will include times where you have worn a face covering or a face mask)
- Anyone who has been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
- Anyone who has travelled in a car or other small vehicle with someone (even on a short journey) or close to them on a plane

Anyone who has been identified as a contact, will be advised to have a PCR test, they need not self-isolate if they are either under the age of 18 years or are an adult who is fully vaccinated. Only unvaccinated adults will need to self-isolate for 10 days from last contact with the case, regardless of whether they have been tested or not. If any contact tests positive or develops symptoms they will need to self-isolate for a full 10 days from their symptom onset if positive. Find more information about what your test results mean at [GOV.UK](https://www.gov.uk).

### 3.5 LCRC (London Coronavirus Response Cell)

The LCRC are the local Health Protection Team (HPT) for all London Boroughs. Where Government guidance refers to local HPTs, this is the LCRC.

### 3.6 Testing definitions

PCR tests (polymerase chain reaction): PCR tests are good at finding very small amounts of the virus, especially early in infection, so these are used primarily in people who have symptoms. The swabs are sent to a lab and it will take longer to get your result. Most people get their result the next day, but it may take up to 3 days.

Lateral Flow Testing or Device (LFT/LFD): These are rapid tests (results in 20-30 minutes) used for asymptomatic people. If an LFT has a positive result, the individual and their household should self-isolate and seek a confirmatory PCR

We know that some people have Covid-19 but do not display any symptoms. Although they remain well, they can still transmit the virus to others. Therefore, asymptomatic testing is key in helping to reduce transmission for COVID-19 in the community and settings.

Additional 'outbreak testing' will be considered in the event of a suspected or confirmed case within the setting

## 4. Priority actions and when to notify LCRC

4.1 Early Years settings and schools are expected to follow [guidance](#) on daily reporting to the Department for Education (DfE) via the [DfE online form](#) and report any positive case to [the Local Authority online form.](#)

4.2. Initial action by the school or childcare setting. You will be able to manage many of the situations that arise in your school with support from the [COVID-19 London Schools Resource Pack](#). In general, you will need to take the following steps to manage a confirmed case of coronavirus in your school:

1. Isolate case: Ensure the case has been tested and is isolating as appropriate.
2. Work with Track and trace to identify contacts.
3. Contact with the Department for Education's (DfE) helpline
  - The Headteacher (or establishment manager) should be notified of a positive result and can contact the DfE helpline if needed.
  - Telephone: 0800 046 8687 selecting the option for reporting a positive case (open Monday to Friday from 8am to 6pm, and 10am to 4pm on Saturdays and Sundays)
  - The DfE helpline also remains available for all other queries about coronavirus (COVID-19) relating to your education and childcare setting on 0800 046 8687. Please listen carefully to the available options and select the one most appropriate to your setting's current situation.
  - For emergency health protection advice needed out of hours contact South London Health Protection Team on 0344 326 2052.
  - You will be put through to a team of advisors who will inform you what action is needed based on the latest public health advice, and work through a risk assessment to identify close contacts.
  - Once initial investigations and risk assessment are complete, a decision must immediately be made regarding an outbreak declaration. All confirmed outbreaks, as per the definition in SECTION 3.3 of this document, must be declared.

3. Contact with the London Coronavirus Response Cell (LCRC). The LCRC can be contacted via email or phone, it may be easier for you to get through to the LCRC via email.

Telephone: 0300 303 0450

Email: [LCRC@phe.gov.uk](mailto:LCRC@phe.gov.uk)

- All schools should follow the advice outlined in the LCRC schools resource pack, and only contact the LCRC if they have specific concerns or are a SEND school.
4. Declaration of confirmed outbreak to Local Authority
    - Confirmed cases in schools and childcare locations must immediately be reported to the following:

For schools or early years settings

- Laura Byrnes  
[laura.byrnes@sutton.gov.uk](mailto:laura.byrnes@sutton.gov.uk)
- Kieran Holliday  
[kieran.holliday@sutton.gov.uk](mailto:kieran.holliday@sutton.gov.uk)

## 5. Outbreak Control Team

5.1 Public Health England advisers will jointly consider with the Local Authority and advise whether an Outbreak Control Team (OCT) needs to be assembled given the circumstances of the outbreak.

5.2 If formed the suggested minimum membership of the OCT is as follows:

- LBS Director of Public Health
- LBS Public Health OCT Coordinator
- London Coronavirus Response Cell (LCRC) (PHE) representative
- Headteacher
- LBS Communications

5.3 The chair of the OCT should be appointed at the first meeting. This will usually be the Director of Public Health or Public Health Consultant; however, it may be another OCT member if appropriate. See [Communicable Disease Outbreak Management: Operational guidance \(section A3.2\)](#) for OCT suggested Terms of

Reference. There must be absolute clarity about the outbreak lead at all times with appropriate handover consistent with handover standards.

5.4 In the event that an OCT is not assembled, the LCRC and RBK Director of Public Health will advise on any particular action required (in addition to the actions set out for schools and childcare settings in standard guidance)

## 6. Outbreak investigation and control

### 6.1 Infection control

- It is essential that infection control measures are put in place as soon as possible. Find more guidance on hygiene, cleaning and isolation in the [Covid-19 Schools Resource Pack](#).
- Additional support can be requested for a walk around observational visit of infection control procedures at school site with Infection Prevention and Control specialist. Schools will be given suggestions for areas of improvement, where identified. Where schools have reported cases or outbreaks, this offer will be given directly to the school. To request this via Sutton Public Health, contact [covid-19ph@sutton.gov.uk](mailto:covid-19ph@sutton.gov.uk) and notify LA.

### 6.2 Personal Protective Equipment

- See [best practice and PPE rationale guidance](#). Emergency PPE requests can be made to the local authority by contacting:
- Email: [ppe.enquiries@sutton.gov.uk](mailto:ppe.enquiries@sutton.gov.uk)

### 6.3 Testing

- All those with symptoms should arrange a [COVID-19 test](#).
- LCRC will manage cases and contacts, and provide advice on testing in an outbreak.
- In the event of an outbreak, LFD testing for contacts may also be introduced.
- All schools will receive a small supply of home test kits. These test kits should only be used in the exceptional circumstance that an individual becomes symptomatic and you believe they may have barriers to accessing testing elsewhere. The best and fastest way for students or staff to get a test result is to visit a testing site. See further guidance for [when to provide a test kit](#).
- If settings run out of tests kits, more can be [ordered online](#)
- If needed and available, the DPH will request additional support with local testing through the Mobile Testing Units.

### 6.4 Tracing

### 6.5 Sources of support

- The setting and local authority should work together to ensure that if necessary, young people are supported to learn from home and have access to [free school meals](#) if they meet qualifying criteria.
- Support with food access, medication delivery and befriending can be accessed by anyone who is self-isolating in Sutton Community Hub [coronavirushelp@sutton.gov](mailto:coronavirushelp@sutton.gov).
- To ensure that school employees are able to access the government's self-isolation fund, if eligible, settings should follow procedures below:
  - Ensure that a list of appropriate contacts for the positive case in the setting has been collated.
  - Call the new Self Isolation Service Hub (020 3743 6715) with the CTAS ID of the positive case, in order to formally log the contacts linked this case. (You will need the individual who has tested positive to report their CTAS ID to you).
  - Employees can then be advised to check their eligibility and how to apply for the fund on the [Sutton Council website](#).

## 6.6 Risk Assessment

- Review risk assessment in light of evidence gathered

## 6.7 Analytical study and investigation

- The OCT will decide if an analytical study will be conducted and record the rationale for their decision (see [Appendix 8 of Communicable Disease Outbreak Management: Operational Guidance](#) for guidance on conducting an analytical study). An investigation protocol will be prepared if an analytical study is undertaken (see [Appendix 7 of Communicable Disease Outbreak Management: Operational Guidance](#) for guidance on completing an investigation protocol).

# 7. Communications

7.1 A communications strategy must be agreed at the first OCT meeting (or if no OCT assembled, a holding statement must be prepared by LBS Communications) and reviewed throughout the outbreak investigation.

7.2 Draft letters for parents and staff can be found in the [COVID-19 London Schools Resource Pack](#). DfE helpline advisors will work with the school or childcare location to provide communication materials to update other members of staff of the outbreak.

7.3 See [Appendix 9 of Communicable Disease Outbreak Management: Operational guidance](#) for guidance on a media strategy

7.4 Schools and childcare settings have been advised in the case of two or more confirmed cases of COVID-19 to contact the following for assistance with the media

## 8. End of outbreak

8.1 An outbreak is considered over when there have been no new test confirmed cases in a setting for 28 days or more. If a new case appears after the 28 day period, this must be reported as a new outbreak.

8.2 Where an OCT has been assembled to manage an outbreak, a brief final written report should be prepared. This will be led by RBK and a preliminary report must be completed and agreed by members of the OCT within 4 weeks of the end of the outbreak.

8.3 Outbreak reports for complex outbreaks with multiple OCTs will be prepared by the LCRC, if needed and if there is capacity to do so. See [Appendix 11 of Communicable Disease Outbreak Management: Operational Guidance](#) for a standard structure for a final outbreak investigation report.

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