



Autumn 21 COVID Contingency Plan

This document is intended to be read alongside the [COVID Risk Assessment](#) and the [COVID Policy](#)

Expectations of the Department of Education:

All education settings should already have contingency 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. COVID-19 resilience and planning is now more important than ever.

A good plan should cover:

- roles and responsibilities
- when and how to seek public health advice
- details on the types of control measures you might be asked to put in place (described in measures that settings should plan for and your sector's guidance) For each control measure you should include:
 - actions you would take to put it in place quickly.
 - how you would ensure every child, pupil or student receives the quantity and quality of education and support to which they are normally entitled.
 - how you would communicate changes to children, pupils, students, parents, carers and staff.

Situation	Action	Person responsible
No cases.	Ensure good hygiene for everyone <ul style="list-style-type: none"> Pupils will continue to be reminded to clean their hands regularly using soap and water or hand sanitiser. The 'catch it, bin it, kill it' approach will continue to be promoted. 	All staff
	Maintain appropriate cleaning regimes using standard products such as detergents An appropriate cleaning schedule will continue to be implemented, including regular cleaning of areas and equipment with particularly focus on frequently touched surfaces.	Santa
	Keep occupied spaces well ventilated Strike a balance between keeping the school well-ventilated whilst maintaining a comfortable teaching environment. Measures adopted will include: <ul style="list-style-type: none"> opening windows to provide natural ventilation. (In cooler weather this may be just enough to provide background ventilation and then the 	All staff

	<p>windows opened more fully during break times to purge the air in the space.);</p> <ul style="list-style-type: none"> • opening internal doors to assist with the throughput of air; • opening external doors where they are not fire doors or there is no safety risk. <p>Steps will be taken to improve fresh air flow in any poorly ventilated areas, giving particular consideration when holding events where visitors such as parents are on site, for example school plays.</p> <p>Testing Staff will continue to be given Lateral Flow Tests to use twice weekly.</p>	All staff
One child, pupil or staff member shows symptoms for COVID-19	<p>Staff member sent home to do a PCR test and advised to isolate. Child moved to the isolation room to be collected by a parent and advised to follow public health advice. If close contact is necessary whilst waiting, staff member should wear PPE (mask at the least). When a positive case is reported, communicate this with the rest of the school. Report positive case to the LA. Report positive staff cases to the Self-Isolation Service Hub on 02037436715 in order that NHS Test and Trace can begin their work.</p> <p>Review and reinforce current measures relating to testing, hygiene and ventilation. For example, consider enforcing the wearing of masks by adults in communal areas.</p> <p>Child absent will be provided with remote learning from the 2nd day.</p> <p>Current Public Health Advice states that close contacts under 18 do not need to isolate. They can take regular LF tests.</p> <p>It also says, adults who are close contacts who have been fully vaccinated do not need to isolate. They can take regular LF tests.</p> <p>Adults who are close contacts and are not fully vaccinated should isolate for 10 days and take frequent LF tests unless they are not able to receive a vaccination due to medical reasons.</p> <p>Communicate cases with parents withholding individuals' identities.</p> <p>Areas used by individual should be cleaned thoroughly.</p> <p>If staff are well enough, they should work from home. SLT will manage any staff absences.</p>	<p>SLT</p> <p>SLT</p> <p>Class teacher</p> <p>Individual adults</p> <p>Individual adults</p> <p>SLT</p> <p>Office staff to direct cleaner</p> <p>SLT</p>
Five children, pupils or staff, who are likely to have mixed closely, test positive for COVID-19 within a	<p>All those with positive test results / symptoms without a test should isolate. Where positive result is using a LF test, individual should take a PCR test which overrides the LFT.</p>	<p>Individual/ individual's family</p> <p>SLT</p>

10-day period	<p>Review and reinforce current measures relating to testing, hygiene and ventilation. For example, consider enforcing the use of masks in communal areas and enforcing more frequent LF tests. Report cases to the LA. Seek additional public health advice by calling the DFE helpline 0800 046 8687. Report positive staff cases to the Self-Isolation Service Hub on 02037436715 in order that NHS Test and Trace can begin their work.</p> <p>Where there are 5 or more children absent from one class remote learning plus a daily Zoom session will be provided from the second day.</p> <p>Areas used by individuals should be cleaned thoroughly.</p> <p>If staff are well enough, they should work from home. Any staff absences will be managed by SLT.</p>	<p>Class teacher</p> <p>Office staff to direct cleaner SLT</p>
10% of children, pupils or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period	<p>All those with positive test results / symptoms without a test should isolate for 10 days.</p> <p>Review and reinforce current measures relating to testing, hygiene and ventilation. For example, consider enforcing the use of masks in communal areas. Report cases to the LA. Seek additional public health advice by calling the DFE helpline 0800 046 8687. Report positive staff cases to the Self-Isolation Service Hub on 02037436715 in order that NHS Test and Trace can begin their work.</p> <p>Where there are 5 or more children absent from one class remote learning plus a daily Zoom session will be provided from the second day.</p> <p>Communicate cases with parents withholding identities.</p> <p>Areas used by individuals should be cleaned thoroughly.</p> <p>If staff are well enough, they should work from home. Any staff absences will be managed by SLT.</p>	<p>Individual/ individual's family</p> <p>SLT</p> <p>Class teacher</p> <p>SLT</p> <p>Office staff to direct cleaner SLT</p>
Advised by PHE to close parts or the whole of the school.	<p>We will scale up our blended learning approach so that all pupils will be able to access remote education from home (see remote education below).</p> <p>Where possible, vulnerable pupils and children of critical workers will be able to learn on site. LSAs will remain on site for this plus at least one member of SLT each day.</p>	<p>SLT</p> <p>SLT</p>
Close contacts within school	<p>Close contacts are no longer required to isolate if:</p> <ul style="list-style-type: none"> • they are fully vaccinated • they are below the age of 18 years and 6 months • they have taken part in or are currently part of an approved COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons 	Individuals/Individuals' parents

	<p>These individuals should increase their testing regime for the next week (if adults).</p> <p>Those who do not fit into these categories, should isolate as instructed by NHS Track and Trace.</p>	
Local Outbreak	<p>Thomas's Academy will continue to work with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases or if central government offers the area an enhanced response package, a director of public health might advise a school to temporarily reintroduce some control measures.</p>	SLT

Remote education

High-quality remote learning will be provided for all pupils from day 2 if:

- they have tested positive for COVID-19 but are well enough to learn from home; or
- attendance at their setting has been temporarily restricted

We will lend digital resources and stationery to pupils where necessary. Staff will communicate with parents via email.

All remote learning will:

- Be of equivalent length to the core teaching pupils would receive in school
- Include daily work in a number of different subjects, and staff will monitor pupils' engagement
- Include a planned and sequenced curriculum so that knowledge and skills are built incrementally, with clarity about what's intended to be taught and practised in each subject
- Provide frequent explanations of new content, delivered by a teacher in your school or through curriculum resources and/or videos
- Use digital platforms (Tapestry, Seesaw, Google Classroom) unless the family prefer printed resources

When there are 5 or more from one class engaging with remote learning:

- Include a daily Zoom in order that the children can connect with a staff member and have the opportunity to discuss the learning

Where it is the entire class engaging with remote learning (with some vulnerable children/children of critical workers in school):

- Include a morning Zoom each day to introduce the learning
- Include a daily English/Maths meeting (Y1 - 6)
- Include sessions where staff read to children each day (EY)
- Make use of published resources ie Oak Academy
- Include lessons from specialist teachers

We recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so we will need to work with families to deliver our curriculum

Free school meals

We will continue to provide free school meals support in the form of lunch parcels for pupils who are eligible for benefits-related free school meals and who are not attending school because they have had symptoms or a positive test result themselves. These can be collected by family members or, if necessary, can be delivered by staff.

Educational visits

Any attendance restrictions should be reflected in the visits risk assessment and setting leaders should consider carefully if the educational visit is still appropriate and safe. Only students who are attending the setting should go on an educational visit. Education settings should consult the health and safety guidance on educational visits when considering visits.



Protocol for Symptomatic Children and Safe Use of PPE.

The main symptoms of COVID-19 are a temperature (37.8°C) or chest/back feeling hot to the touch) and/ or new, continuous cough, and/or a loss or change to the sense of smell or taste.

Please remind the children in your pod to let you know if any of them is feeling unwell.

If any child presents with any of these symptoms, please follow the following procedure:

1. Take the child directly to the Isolation Room (Welcome Room) ASAP.
2. One member of staff should stay with the child, while another goes to alert the office - do not take a child with suspected symptoms to the school office.
3. The member of staff who remains with the child should put on PPE if they have to be a close contact as outlined in the video below. While waiting for collection, the windows of the isolation room should be opened and the door closed. The member of staff should remain at least 2m away from the child.
4. Office staff should call parents and ask for the child to be collected immediately. Parents will be advised of the following points:
 - To self-isolate and organise a COVID-19 test for their child and possibly the family.
 - Symptomatic individuals should self-isolate for 10 days, or longer if still unwell or feverish
 - If household members develop symptoms, they should isolate for 10 days (or longer if still unwell) from the start of their symptoms.
5. Once the child has been collected, any used PPE should be removed and disposed of into the yellow bin as per the attached video. The supervising staff member and the rest of the pod should wash hands thoroughly
6. The Isolation Room should be cleaned before future use.
7. Where there has been a positive case, any classrooms used that day by the individual should be cleaned with disinfectant by the cleaner
8. Unless a negative COVID-19 test result is provided, any child who has been sent home with suspected symptoms will be expected to stay at home for 10 days. On receipt of a negative PCR test result, a pupil or staff member may return.

.PPE is located in the isolation room and will be checked weekly by the head of First Aid.