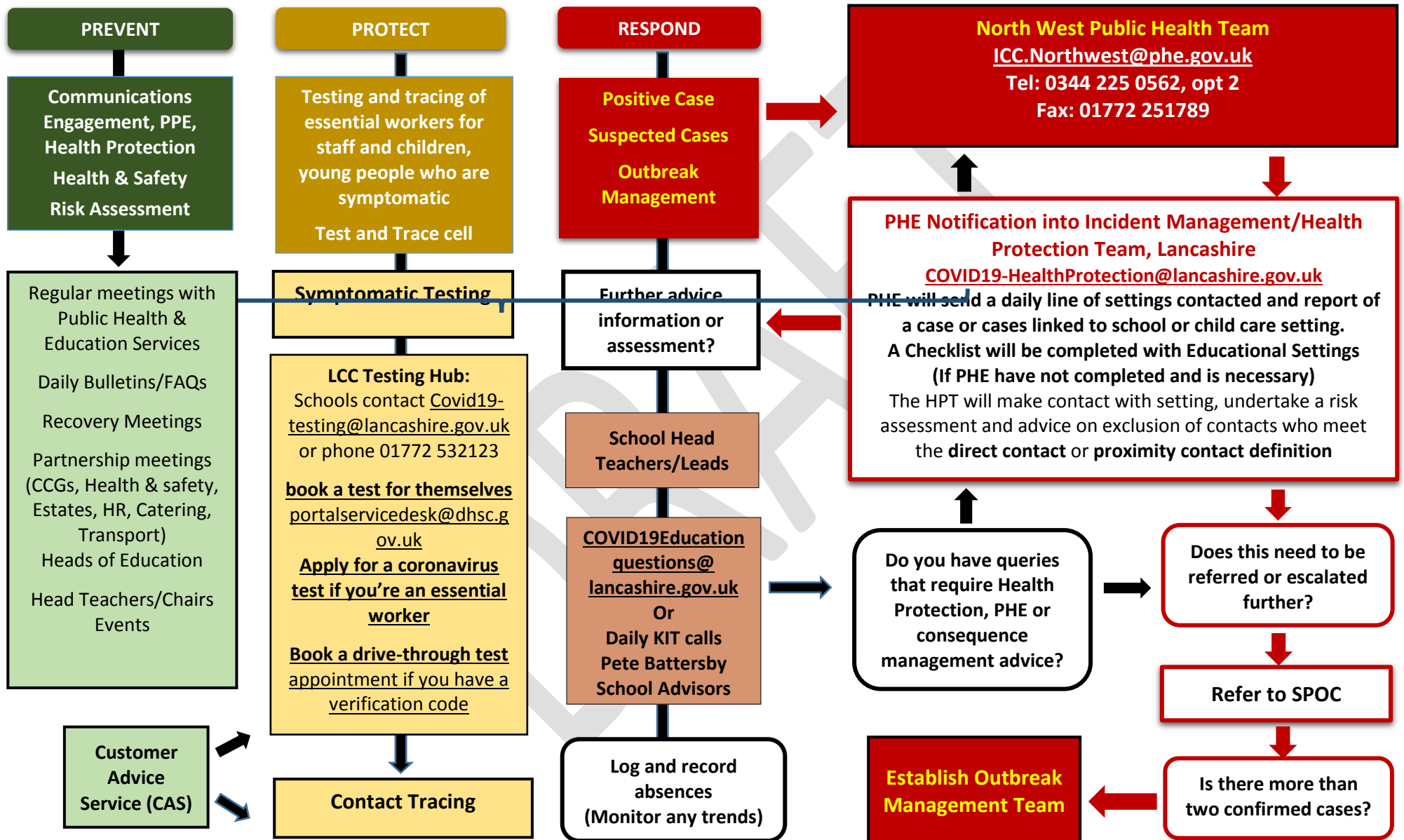


## Schools & Education Settings Strategic Outbreak Control Plan - Who is involved and Key Contacts



## A three step approach to managing Covid 19 in Education settings

### STAGE 1 Prevent

- ❖ Communications and engagement
- ❖ Regular events and daily bulletins
- ❖ Identify **vulnerable staff and pupils** and undertake individual risk assessment
- ❖ Manage **Health and safety** in schools through **undertaking Risk Assessment** and mitigating risks
- ❖ Undertake **daily risk review**
- ❖ Ensure children/staff do not attend school **if they are symptomatic**
- ❖ Use **Covid 19 Education email** to highlight issues to be signposted to various teams

#### Important Contacts

**Covid Education Email**  
[COVID19Educationquestions@lancashire.gov.uk](mailto:COVID19Educationquestions@lancashire.gov.uk)

**Pete Battersby - Schools  
Advisors**

**Health & Safety Team**  
[health.safety@lancashire.gov.uk](mailto:health.safety@lancashire.gov.uk)  
01772 538877

### STAGE 2 Protect

- ❖ Ensure appropriate use of **PPE**
- ❖ Ensure **social distancing** in place
- ❖ Ensure Schools, staff and families aware of local **testing and tracing** protocols
- ❖ Contact Health Protection Team for advise on **infection prevention**
- ❖ **Outbreaks to be reported to PHE**
- ❖ Use **daily KiT calls** to report suspected cases and absences to **Schools Advisors, Leads**
- ❖ Activate C19 Comms plan and alert LA Comms Team via Adviser

#### Important Contacts/links

[Covid19-testing@lancashire.gov.uk](mailto:Covid19-testing@lancashire.gov.uk) or  
**phone 01772 532123**

[portalservicedesk@dhsc.gov.uk](mailto:portalservicedesk@dhsc.gov.uk)  
**Apply for a coronavirus test if  
you're an essential worker**

**Book a drive-through test  
appointment if you have a  
verification code**  
<https://www.healthierlsc.co.uk/CoronavirusTesting>

### STAGE 3 Respond

- ❖ **Alert PHE** of any positive cases
- ❖ Confirm **absence data** in daily KiT call
- ❖ Support pathway into **incident management team**
- ❖ Ensure checklist or information sent to **LA incident Management Team** is completed by relevant lead (Advisors)
- ❖ LA data team will manage query or escalate to **PHE or SPOC**
- ❖ PHE will notify follow up response with schools re **contacts/ trace and test**
- ❖ **Appropriate Lead** to take part in **outbreak management team** if there is an **outbreak in educational setting**

#### Important Contacts/Details

**PHE**  
[ICC.Northwest@phe.gov.uk](mailto:ICC.Northwest@phe.gov.uk)  
Tel: 0344 225 0562, opt 2  
Fax: 01772 251789

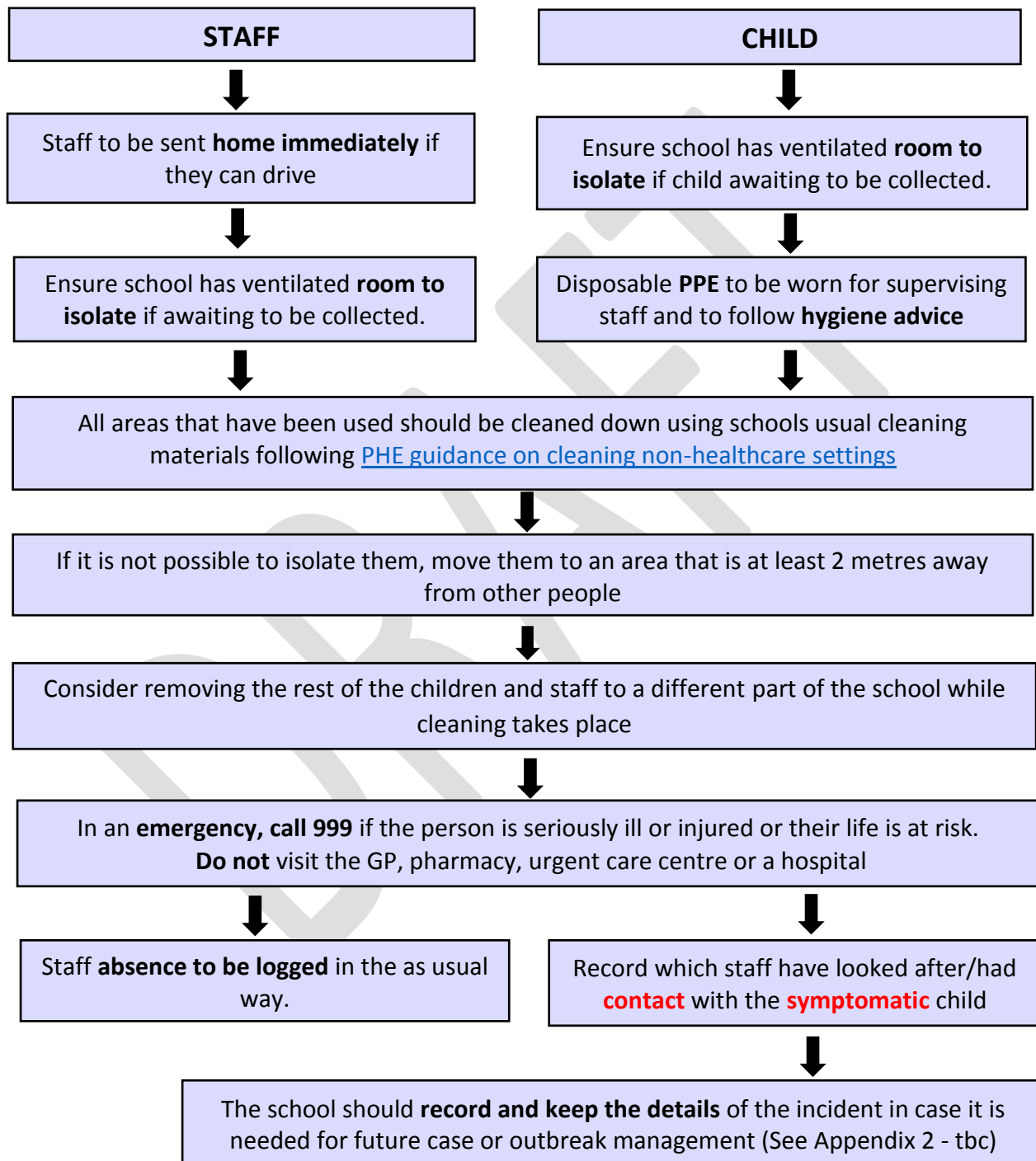
**Incident Management Team**  
[Details here - tbc](#)

## Definitions

<b>Suspected Case (COVID-19)</b>	A person with a new continuous cough OR fever OR loss of/ change in smell or taste.
<b>Confirmed Case (COVID-19)</b>	A person with laboratory confirmation of virus causing COVID-19 infection, irrespective of clinical signs and symptoms.
<b>Outbreak</b>	The occurrence of two or more cases of suspected or confirmed COVID-19 arising within the same 14-day period in a shared setting.
<b>Contact</b>	<p>A contact of a COVID-19 case is any person who has had contact with a COVID-19 case within a timeframe ranging from 48 hours before the onset of symptoms of the case to 14 days after the onset of symptoms.</p> <p>If the case had no symptoms, a contact person is defined as someone who has had contact with the case within a timeframe ranging from 48 hours before the sample which led to confirmation was taken, to 14 days after the sample was taken.</p>
<b>High-risk contact</b>	A contact of a COVID-19 case who came within 1 metre of the case for more than 1 minute, or within 2 metre for more than 15 minutes.

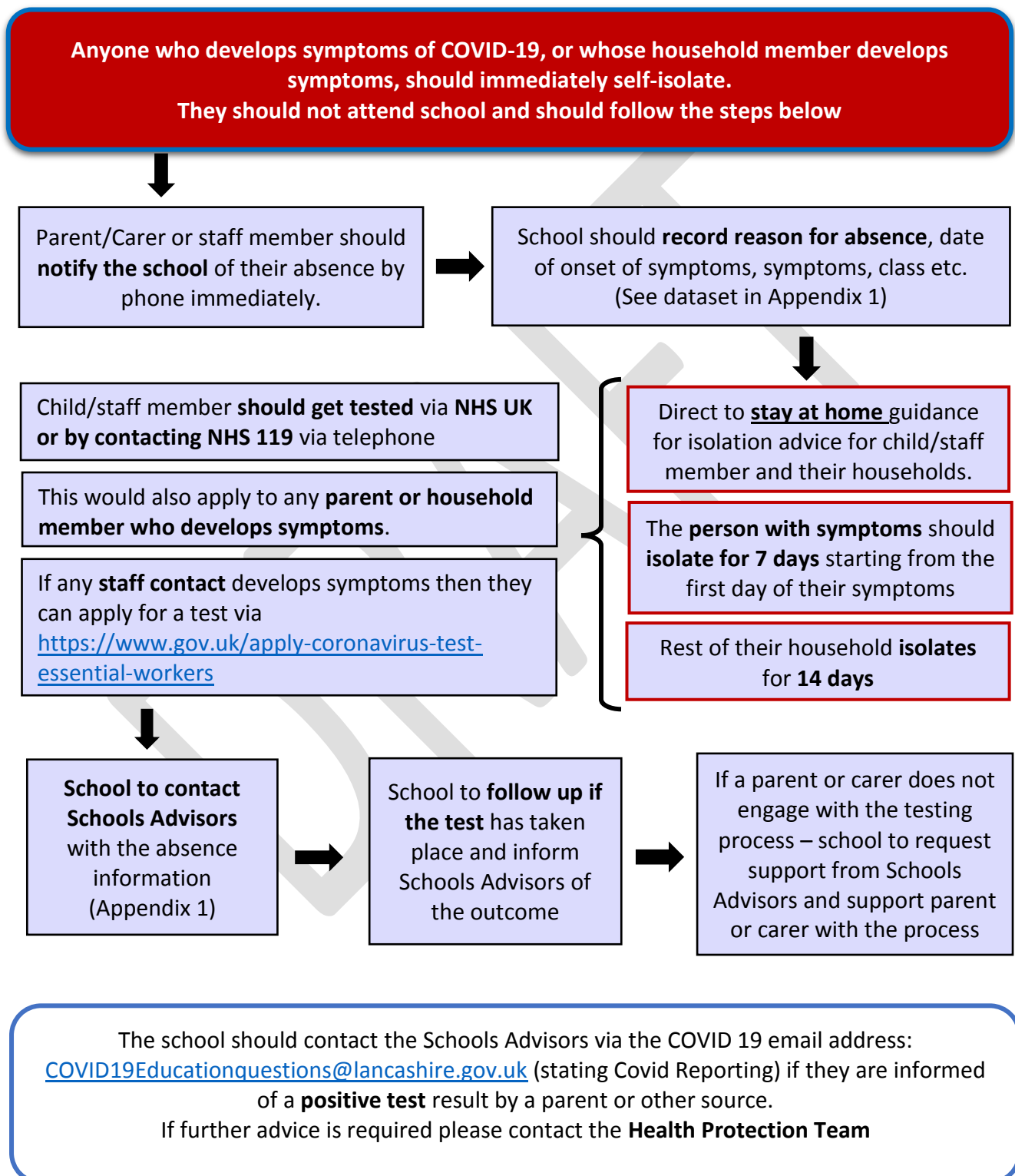
## 1. What to do if someone falls ill while at school

If anyone becomes unwell with a new continuous cough, a high temperature or a loss of or change in their normal sense of taste or smell they must be sent home as soon as possible



There is no need to notify the Local Authority or the Health Protection Team of the management of the case but **Appendix 2 must be safely stored** and sent to the Schools Advisors via the COVID 19 email address: [COVID19Educationquestions@lancashire.gov.uk](mailto:COVID19Educationquestions@lancashire.gov.uk) (stating Covid Reporting)

## 2. What to do if a child or staff member is unable to attend school because they have COVID-19 symptoms



### 3. What to do if there is an Outbreak in school

If a child who attends or staff member who works at an educational setting tests positive for COVID-19 then the school will be contacted by a contact tracer. This contact tracer may be based either in the Local Authority or the local Health Protection Team

The School will be asked to work with the contact tracer to identify **direct and close contacts** of the case **during the 48 hours prior** to the child or staff member falling ill

This is likely to be the classmates and teacher of that class

The social distancing measures put in place by educational settings outside the classroom should reduce the number of other **direct/close contacts**.

#### **Close contact** (without PPE):

- Extended close contact (between 1 and 2 metres for more than 15 minutes) with a case

#### **Direct contact** without PPE:

- being coughed on, or
- having a face-to-face conversation within 1 metre, or
- having unprotected skin-to-skin physical contact, or
- travel in a small vehicle with the case, or
- any contact within 1 metre for 1 minute or longer without face-to-face contact

All **direct and close** contacts will be **excluded from school** and advised to **self-isolate for 14 days** (starting from the day they were last in contact with the case).

Household members of contacts do not need to self-isolate unless they develop symptoms.

The contact tracer will provide a standard letter to the school containing the advice for contacts and their families; the school will be asked to send the letter to the identified contacts

Contacts will **not be tested** unless they **develop symptoms**

- If a **contact should develop symptoms**, then the parent/carer should arrange for the child to be tested via [NHS UK](https://www.nhs.uk) or by contacting NHS 119 via telephone (if no have internet access)
- This would also apply to any **parent or household** member who develops **symptoms**.
- If any **staff contact** develops symptoms then they can apply for a **test** via <https://www.gov.uk/apply-coronavirus-test-essential-workers>

The school should contact the Schools Advisors via the COVID 19 email address:  
[COVID19Educationquestions@lancashire.gov.uk](mailto:COVID19Educationquestions@lancashire.gov.uk) (*stating Covid Infection*) if they are informed of  
a **positive test** result by a parent or other source.  
If further advice is required please contact the Health Protection Team

DRAFT