



**Harrison College Ltd**  
**Pandemic Continuity Plan / Covid – 19 Risk Assessment**

Updated 11<sup>th</sup> June 2020

In the event of a pandemic illness, Harrison College Ltd will follow all guidelines and protocols established by the Department for Education and Public Health England.

In addition to following those guidelines, or upon receiving direction from Doncaster Local Authority, Harrison College Ltd will implement the following practices in buildings as needed:

### **PREVENTION AND PREPAREDNESS**

1. Harrison College will communicate the following messages:

- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Cover your mouth and nose with a tissue when you cough or sneeze, then throw the tissue in the trash and wash your hands.
- Clean and disinfect objects and surfaces.
- Stay at home and away from others if you are feeling ill.
- Any visitors to the college will be asked to wash their hands using the disabled toilets in the reception area of the college

2. Harrison College will develop and distribute information on preventive measures for staff, students and parents. There are also multiple displays around the building giving advice to all users of the building.

3. Harrison College will train designated school staff in symptom recognition and response.

4. Harrison College will identify students and staff who are most vulnerable to serious illness and encourage them to talk to their health care providers regarding special precautions.

5. Parents to be asked to notify the school if their children have travelled to one of the at risk areas or have developed any symptoms.

Countries and specified areas affected by COVID-19 with implications for returning travellers or visitors arriving in the UK can be found at:

<https://www.gov.uk/government/publications/covid-19-specified-countries-and-areas>

6. Harrison College will identify students who are considered “high risk or medically fragile” and consult with their parents, health care provider and college staff.

7. Harrison College will develop a contingency plan for alternative transportation, maintenance, teaching and administration in the case of high absenteeism of staff. See attached student plans

8. Communication with parents and carers will be done directly either using text messages, phone calls, social media and the blog on our website. The Principal will maintain direct contact with parents and carers.

9. Display public information posters around the college, specifically at reception, the kitchen and washroom facilities.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/869250/Coronavirus\\_advice\\_for\\_educational\\_settings\\_poster.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/869250/Coronavirus_advice_for_educational_settings_poster.pdf)

## **UTILISE SOCIAL DISTANCING**

1. To the extent practical, Harrison College will employ “social distancing” protocols in classrooms, lunch rooms, and transportation.

## **REVIEW COLLEGE PROGRAMS**

1. Harrison College will review all scheduled field trips and travel and determine if the trip/travel should be rescheduled or cancelled.
2. Harrison College will review all scheduled large gatherings (sports events, fundraising, etc) and make appropriate recommendations on the need to reschedule or cancel those events.

## **DISINFECT FACILITIES**

1. Harrison College will perform daily cleaning/disinfection with disinfectant (hospital type). Using best practice techniques, cleaning emphasis will be on high touch surfaces which may include door knobs, light switches, desk, table, and countertops, telephones, restroom fixtures, door push plates. Where indicated, more intensive or frequent cleaning may be initiated.
2. Harrison College will commission a third party; Harrison Facilities Management; to fully decontaminate and sanitise the building ensuring safety for students, staff and parents.

## **COMMUNICATION**

1. Harrison College will institute regular updates to the staff, students, parents and community via college websites and social media.
2. Harrison College Principal will provide regular updates to their staff on possible changes to their individual schedules.
3. Harrison College Principal will keep up to date with announcements from the DfE, Public Health England and Doncaster Local Authority via Edulog emails and adjust where necessary and make regular updates to the plan where required.
4. In the case of emergency, staff contact details can be accessed by contacting:

Gemma Peebles, Principal / Chief Executive 07921 657028

Martin Fittes, Director 07738 525753

5. In the case of emergency or the requirement from a third party agency, sensitive data can be accessed by the Principal / Chief Executive or the Director remotely via CPOMs.

## **MONITOR HEALTH CONDITIONS**

1. Harrison College will ask parents to provide information on the symptoms and conditions of their student when they call in to report an absence.
2. Harrison College will require students and staff to stay at home when they are sick and self isolate for 14 days as per the guidance from Public Health England.

## **PLAN FOR CONTINUING EDUCATION**

1. Harrison College will work with the DfE, Local Authority and UK Government on issues related to state requirements and regulations pertaining to attendance and credits and make-up days if necessary, and communicate updates to staff, students, parents and the public.
2. Harrison College will write individual student learning plans to continue education via distance learning utilising online platforms such as Harrison College Be Ready, Future Learn, Start platform and issuing appropriate assignment briefs for coursework.

## **RECOVERY**

1. If a school closure is necessary, Harrison College will consult with state and local health officials to determine when schools should reopen.
2. If a school closure is necessary, Harrison College will communicate regularly with staff, students and families regarding the status of school closures and reopening. The Principal / Chief Executive will utilise Microsoft Teams so that the college phone can be answered remotely.
3. After college is reopened, Harrison College will continue its procedures for monitoring and reporting symptoms of pandemic illness.
4. Harrison College will work to assist staff and students with any needs following a pandemic event.

## **REOPENING**

1. Harrison College will organise classrooms and other learning environments maintaining space between seats and desks where possible
2. We will consider how young people arrive and reduce any unnecessary travel public transport by requesting that parents/carers offer transport or by utilising private hire companies.
3. Refresh the timetable:
  - decide which lessons or activities will be delivered
  - stagger break times (including lunch)
  - stagger drop-off and collection times
  - Supplement remote education with some face to face support for students
  - plan parents' drop-off and pick-up protocols that minimise adult to adult contact
4. Harrison College will be de-contaminated and sanitised by Harrison Facilities Management. This was carried out and a certificate of completion can be viewed on request.

## **CLEANING AND HYGEINE**

1. Harrison College will follow the COVID-19: cleaning of non-healthcare settings guidance
2. Ensure that sufficient handwashing facilities are available and provide hand sanitiser in classrooms and other learning environments
3. Clean surfaces that young people are touching, such as books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. Anti-bacterial wipes are available for use after each person uses the bathroom facilities.
4. Ensure that all adults and young people:
  - frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning
  - Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing

- Are encouraged not to touch their mouth, eyes and nose
  - Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')
  - Ensure that bins for tissues are emptied throughout the day
  - Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units
  - Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation
  - All young people have been allocated a seat with labelled stationery including personal hand sanitiser.
5. Reduce the use of shared resources:
- By limiting the amount of shared resources that are taken home and limit exchange of take-home resources between young people and staff. Students will use their allocated laptops and this will be labelled with their name along with the battery charger. Laptops will be cleaned at the start of each day in College.
  - by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently
  - Students will sit at an allocated desk, 2m apart from another young person. Folders and stationery will be allocated to each student and cleaned at the end of each day and will only be used by the same student each day.
6. Adjust transport arrangements where necessary including:
- Encouraging parents and young people to walk or cycle to their education setting where possible
  - Schools, parents and young people following the government guidance on how to travel safely, which will be published shortly, when planning their travel, particularly if public transport is required
  - Ensuring that transport arrangements cater for any changes to start and finish times
  - Make sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus
  - Make sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers
  - Taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts

#### **CONFIRMED OR SUSPECTED CASE OF PANDEMIC VIRUS (COVID -19)**

##### **If a suspected or confirmed case arises the college will;**

- Consult the recent Public Health England/DfE guidance Ring 111 or 999 in an emergency
- Report to Public Health England Health Protection Team, telephone 0114 321 1177 of any confirmed COVID cases (in staff or students) and EDULOG (Doncaster LA)
- Follow processes outlined in Appendix 4
- If isolation of individuals is necessary the office room will be used. Tissues and yellow bag to dispose of tissues will be provided. This will be whilst advice is sought.
- Contact the health protection team for further actions/ guidance (use of education helpline)
- Inform parents/next of kin to isolated person
- Evacuate the building and following fire evacuation procedure, congregate on the grass to the left of the building, keeping all students and staff safe until parents/carers can collect their young person.

- Inform the CEO and Board of Directors and Doncaster LCOYP

**The Department for Education helpline can be used by staff, leaders and parents which complements the advice being provided by Public Health England. Details below:**



## Appendix 1

# CORONAVIRUS (COVID-19) MARCH 2020 RISK ASSESSMENT

RESPONSE STAGE	TRIGGER	Key Actions	Who
STAGE 1 – General (everyday hygiene and procedures)	None	<ul style="list-style-type: none"> <li>• General reminders for hygiene</li> <li>• Effective handwashing facilities and soap available</li> <li>• Follow usual absence periods for sickness</li> <li>• Upscale quality of cleaning</li> </ul>	All staff members; Cleaning team
STAGE 2 – Prevention	<p><b><u>Where an increased risk is present</u></b></p> <ul style="list-style-type: none"> <li>-Increased absence rates of pupils or staff</li> <li>-Local increases in sickness e.g. flu, gastric, coronavirus</li> <li>-Public health alerts</li> <li>- Suspected cases of specific illness in school or within the community (eg.coronavirus / gastric)</li> </ul>	<ul style="list-style-type: none"> <li>• Increase hygiene procedure</li> <li>• Communication with key people including key information (staff, pupils and families, users of the site)</li> <li>• Specific hygiene lessons in class</li> <li>• Increased enforced use of handwashing before eating of food</li> <li>• Enforce 48hr after symptoms have stopped for all fever, sickness, diarrhoea etc.</li> <li>• Consider the types of trips and events and make changes as necessary (e.g. those where lots of close contact / touch points)</li> <li>• Review resources such as pencils (named pencils for children)</li> <li>• Daily review of the situation</li> <li>• Increased attention, when cleaning, to high contact areas</li> </ul>	All staff; families (informed by Principal)
STAGE 3 – Mitigate/ Delay	<p><b><u>Where a significant risk is present</u></b></p> <ul style="list-style-type: none"> <li>• direct case or increased likelihood of cases</li> <li>• Public health advice for restrictions</li> </ul>	<p>Consider reducing contact situations:</p> <ul style="list-style-type: none"> <li>• College events/trips</li> </ul> <p>Consider:</p> <ul style="list-style-type: none"> <li>• Any screening measures e.g. use of a digital thermometer in school.</li> <li>• Increase time of exclusion from college for those with symptoms (beyond 48hrs) – following advice from Public Heath England</li> <li>• Sending home any student with <u>any</u> symptoms as advised by School nurse/Public Heath England</li> <li>• Additional Cleaning focus on high traffic areas</li> </ul>	SLT to inform staff and Principal to inform families
STAGE 4 – Containment	<p><b><u>Where specific and/or significant changes or restrictions need to be in place.</u></b></p> <ul style="list-style-type: none"> <li>• High levels of sickness</li> <li>• High rates of absence</li> <li>• Significance of danger of disease or illness</li> </ul>	<ul style="list-style-type: none"> <li>• Part / full closures of site / classes</li> <li>• Deep cleans by cleaning staff</li> <li>• Reduction or exclusion of visitors</li> </ul>	SLT; Cleaning team; HFM

Specific Issue	Actions (with any messages)	Who
Suspected case in college (staff or pupil)	<ul style="list-style-type: none"> <li>Contact relevant agencies e.g. NHS 111 / DfE / Public Health England</li> <li>Deep clean core areas</li> <li>Inform staff</li> <li>Core reminders of hygiene</li> <li>Contact parents – general information about sickness etc.</li> </ul>	SLT
Confirmed case in college	<ul style="list-style-type: none"> <li>Deep clean core areas</li> <li>Inform staff</li> <li>Core reminders of hygiene</li> <li>Contact parents – general information about sickness etc. and the key next steps</li> </ul>	SLT; all staff if informing
Suspected case in a family	<ul style="list-style-type: none"> <li>Parent/carer informs college</li> <li>Parents to ensure student washes hands before leaving the house.</li> <li>Student to wash hands immediately after coming into college</li> <li>Increase monitoring of students</li> </ul>	Families
Confirmed case in a family	<ul style="list-style-type: none"> <li>Parent/Carer informs college as soon as possible</li> <li>Students in the family to remain at home for the 14 days self isolation period</li> <li>Deep clean of the college</li> </ul>	Staff; cleaning team
Teacher shortage	<ul style="list-style-type: none"> <li>Supply</li> <li>Where too many – partial closure or part time / AM / PM</li> </ul>	
Protection for most vulnerable children	<ul style="list-style-type: none"> <li>Identify who these young people are e.g. underlying health conditions that may be affected by the current threat</li> <li>Discuss with parents the initial steps and agree key actions re. isolation/seclusion</li> <li>Weekly 'check ins' via phone call or home visit and recorded on CPOMs</li> </ul>	SLT
Staff with health issues (e.g. Heart)	<ul style="list-style-type: none"> <li>Ask them to contact their consultants to seek advice on their condition</li> <li>Consider working from home if relevant</li> </ul>	
Staff with symptoms	<ul style="list-style-type: none"> <li>Stay at home; follow NHS 111 advice; discuss with Principal</li> </ul>	
Admin shortage	<ul style="list-style-type: none"> <li>Principal to cover the college phone using Microsoft Teams</li> </ul>	Principal

Useful contacts:

- NHS 111
  - Foreign and Commonwealth travel advice: <https://www.gov.uk/guidance/travel-advice-novel-coronavirus>
  - Advice for travellers from Italy: <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
  - Self-isolation: <https://publichealthmatters.blog.gov.uk/2020/02/20/what-is-self-isolation-and-why-is-it-important/>
  - Handwashing: <https://youtu.be/bQCP7waTRWU>
  - Educational resources: <https://campaignresources.phe.gov.uk/schools>
  - DfE Coronavirus HelplinePhone: 0800 046 8687
  - Email: [DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk)
- Opening hours: 8am to 6pm (Monday to Friday)



## Appendix 2

### Example signage around the building



All users of the building are asked to follow the following guidance:

#### Do

- ✓ wash your hands with soap and water often – do this for at least 20 seconds
- ✓ always wash your hands when you get home or into work
- ✓ use hand sanitiser gel if soap and water are not available
- ✓ cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- ✓ put used tissues in the bin straight away and wash your hands afterwards
- ✓ try to avoid close contact with people who are unwell



#### Don't

- ✗ do not touch your eyes, nose or mouth if your hands are not clean
- ✗ enter the school if you are feeling unwell or have been in close contact with any person who is unwell (staff should contact the head teacher to discuss).

If you think you might have coronavirus, have been to a country or area with a high risk of coronavirus in the last 14 days or you've been in close contact with someone with coronavirus ring NHS 111. Visit <https://www.nhs.uk/conditions/coronavirus-covid-19/> for further details.

## Appendix 3

### Outbreak Planning Grid (Doncaster LA)

Prevention	Suspected case response	Coordinated support\Multi-Disciplinary Team	Outbreak Control Measures (inc. test and trace)	Infection Prevention & Control	Lead:
<p>What actions are possible to anticipate, educate, enforce or empower to prevent circumstances that cause spread of infection for this group/place/setting?</p>	<p>What steps are needed if someone becomes symptomatic on site / within setting?</p>	<p>Which partners should work alongside a core resource to provide support for this group/place/setting?</p>	<p>What are the most likely effective outbreak control measure approach group/place/setting? How will targeted Test and Trace be applied?</p>	<p>What is most likely effective approach to infection prevention and control for this group/place setting</p>	
<ul style="list-style-type: none"> <li>minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges</li> <li>cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered</li> <li>ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> <li>cleaning frequently touched surfaces often using standard products, such as detergents and bleach</li> <li>minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)</li> <li>Coordinate support across Senior Leadership including Governors</li> <li>Coordinate support across school to address risks proactively</li> <li>Review Risk Assessment</li> <li>Communicate expectations with staff</li> <li>Has Risk Assessment Been Shared</li> <li>Raise awareness of visitors to schools.</li> <li>Ensure children are prepared for return to school i.e. video/pictorial</li> <li>Monitoring/Review of systems in place</li> <li>Raise awareness the importance of staggered entry/exit.</li> <li>Having a designated area suspected cases</li> <li>Ensure PPE arrangements are understood.</li> <li>Ensure PPE training is completed</li> </ul>	<p><b>Pupil Symptomatic</b></p> <ul style="list-style-type: none"> <li>Staff take pupil to designated space and supervise</li> <li>Continue protocol for isolating pupils <a href="#">here</a></li> <li>Grab Bags</li> <li>Parents informed and notified of need to establish test and inform school of outcome</li> <li>Notify LA through EDULOG if it is a confirmed positive test</li> <li>minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges</li> <li>Consider requirements for Deep Clean</li> </ul> <p><b>Staff Symptomatic</b></p> <ul style="list-style-type: none"> <li>Remove themselves from site</li> <li>Register for test</li> <li>SLT to liaise with staff</li> <li>Notify Public Health England Health Protection Team, telephone 0114 321 1177 and LA through EDULOG if it is a</li> </ul>	<ul style="list-style-type: none"> <li>Senior Leadership including Governors</li> <li>EDULOG</li> <li>Public Health</li> <li>Other relevant agencies working with the child</li> </ul>	<ul style="list-style-type: none"> <li>Increased segregation in school</li> <li>Prevent staff cross contamination and securely lock down groupings</li> <li>Develop contingency plans for loss of workforce capacity</li> <li>Review Risk assessment in light of circumstances surrounding organisation and make amendments as necessary to update protocols in light of the review clearly communicating with staff / parents/ pupils as required.</li> <li>To follow guidance from the Health Protection Team (HPT) / Outbreak Control Team and distribute letters provided by PHT accordingly</li> <li>To follow advice on additional swabbing of staff or pupils and inform HTP of any further cases or outbreaks</li> </ul>	<ul style="list-style-type: none"> <li>Regular reviews of systems and process with all staff.</li> <li>Clear and concise communication with all stakeholders</li> <li>Ensure clear guidance for visitors</li> <li>Implement 'train the trainer' approach</li> <li>Support on deep cleaning</li> <li>Support staff maintaining PPE and hygiene supplies</li> <li>Vigilance on further guidance from Public Health and DFE</li> </ul>	<ul style="list-style-type: none"> <li>Coordinate support across Senior Leadership including Governors</li> <li>Designated Senior Leader</li> </ul>

Prevention	Suspected case response	Coordinated support \Multi-Disciplinary Team	Outbreak Control Measures (inc. test and trace)	Infection Prevention & Control	Lead:
<p>What actions are possible to anticipate, educate, enforce or empower to prevent circumstances that cause spread of infection for this group/place/setting?</p>	<p>What steps are needed if someone becomes symptomatic on site / within setting?</p>	<p>Which partners should work alongside a core resource to provide support for this group/place/setting?</p>	<p>What are the most likely effective outbreak control measure approach group/place/setting? How will targeted Test and Trace be applied?</p>	<p>What is most likely effective approach to infection prevention and control for this group/place setting</p>	
<ul style="list-style-type: none"> <li>• Ensure appropriate hand hygiene protocols are clearly understood.</li> <li>• Undertake individual risk assessments for vulnerable pupils</li> <li>• Ensure strict adherence to pupil/staff group or bubble</li> </ul> <p>Guidance document <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#effective-infection-protection-and-control">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#effective-infection-protection-and-control</a></p>	<p>confirmed positive test</p> <p><b>Other Actions Following Positive Test</b> Follow DfE Guidance</p> <ul style="list-style-type: none"> <li>• Where the child, young person or staff member tests positive, the rest of their class / group/ bubble within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</li> <li>• Follow the guidance of Covid-19 Cleaning in non healthcare settings <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> </ul>				

## Appendix 4

### Responding to Cases and Outbreaks of Covid – 19 Education Settings Public Health England

## Responding to Cases and Outbreaks of COVID-19 in School and Educational Settings: Developing partnership working arrangements

**Purpose:** To outline the proposed approach of the Health Protection Team in managing cases and outbreaks of COVID-19 in school and educational settings and inform the development of effective joint-working arrangements between Public Health England and Local Authorities

**Developing Partnership Working:** Each local authority area and each school setting is unique. Outlined below is a summary of the Health Protection Team’s planned approach to cases and outbreaks, but it is recognised that this will need to be adapted to reflect the needs and capacity of local systems, taking into account:

- the level of involvement of each local authority in the management of cases and outbreaks
- the input of local outbreak boards in supporting the management of school outbreaks
- local training and workforce gaps that could benefit from Yorkshire & Humber coordination
- local capacity to undertake swabbing in schools (if required)

### Confirmed Cases

- We are asking schools to notify the Health Protection Team of any **confirmed** COVID cases (in staff or students) reported to them
- Possible cases should be sent home, given isolation advice, and have a test arranged in line with the Department for Education guidance for schools available [here](#) (the Health Protection Team only need to be notified of **confirmed** cases)
- Health Protection Team *should* be notified separately through Track and Trace of any staff or student who is tested and confirmed to have COVID-19, but schools are asked to notify directly to ensure cases are not missed
- **If you are notified of a confirmed positive test Notify Public Health England Health Protection Team, telephone 0114 321 1177 and LA through EDULOG.**

### Contacting Case

- On notification of a confirmed case, the Health Protection Team will contact the case to obtain further information and undertake a risk assessment
- This will consider:
  - Whether the case was in school 48 hours prior to symptoms (or test result if asymptomatic) or within 7 days after onset of symptoms
  - Whether the case had contact with any other individuals and the nature of this contact (i.e. does the contact meet the criteria for direct / proximity / travel contact)
- Health Protection Team will provide the following isolation advice:
  - They should not attend school until 7 days after date of onset (or date of test if asymptomatic) AND have not had temperature for 48 hours
  - They can attend school if they still have a cough but no temperature if it is more than 7 days since the date of onset or date of test
- Health Protection Team will advise the case that we will be contacting the school to obtain further information (if not already done so, we will encourage case to notify school themselves)

**Contacting School**

- School will be contacted by Health Protection Team to confirm nature of case's contact with others and possible exposure
- If case has not been in school 48 hours prior to symptoms (or test result) or within 7 days after, no further action will be recommended by Health Protection Team
- Health Protection Team will work with school to identify which students and staff meet definition of direct / proximity / travel contacts during the infectious period of case
- The expected default will be that class contacts will fall into the category of direct or proximity contacts as per current Department for Education guidance available [here](#)
- Health Protection Team will provide headteacher with suggested letter to send to identified contacts advising 14-day isolation, although household contacts of contacts will not need to self-isolate
- Health Protection Team will also discuss how school are implementing social distancing and infection, prevention and control measures, and provide advice as required (relevant guidance is [here](#) and [here](#))

**Notification to Local Authority Teams**

- Health Protection Team will encourage headteacher to notify the Local Authority of the situation
- Health Protection Team will also notify the Local Authority directly if there are any operational concerns due to the public health actions taken

**Outbreaks**

- We are also asking schools to notify the Health Protection Team if they have either:
  - Two or more confirmed cases of COVID-19 among students or staff in the school/college within 14 days or;
  - An overall increase in sickness absence reporting where parents report illness with suspected COVID-19 (but where no tests have been done or results are available)

**Contacting School**

- When notified of a possible outbreak, the Health Protection Team will obtain further information from the school to inform a risk assessment (this may involve asking the school to complete a data return)
- This will include details of the setup of the school, total number of staff and students confirmed or symptomatic, vulnerability of student population, potential number of contacts and current social distancing and Infection prevention and control measures
- Health Protection Team will also discuss how school are implementing social distancing and infection, prevention and control measures, and provide advice as required (relevant guidance is [here](#) and [here](#))

**Management of outbreak**

- Health Protection Team will undertake a risk assessment to consider the severity and spread of outbreak, current control measures and the wider context (including communications from the school, anxiety level amongst students, staff and families, media interest etc.)
- Health Protection Team will inform the local authority (pending local discussions) and jointly consider need for Outbreak Control Team.
- Health Protection Team (or Outbreak Control Team) will help school to identify contacts who need to isolate (any symptomatic contacts will be encouraged to access testing)
- Health Protection Team will provide school with letters to be sent to contacts and non-contacts

**Notification to Local Authority Teams**

- Health Protection Team will notify Local Authority of any COVID outbreaks in schools
- School asked to notify Health Protection Team of any further cases or outbreak develops any concerning features such as a death in a student or staff member

***Further investigation / Swabbing***

- The Health Protection Team may advise widespread swabbing of the staff and student population, particularly in the early stages of Test & Trace
- However, it is important to note that primarily this would be to add to overall understanding of COVID transmission rather than to inform the management of individual outbreaks
- Arranging this will require discussion with partners in the local system

**Further advice and PPE**

- Department of Education's helpline for schools - 0800 046 8687 - should respond to all queries from schools (particularly in relation to published guidance)
- The Department for Education guidance asks Local Authorities to support schools to access local Personal protective equipment supplies and available stock, escalating through Local Resilience Forums if required