

## COVID-19 Outbreak Management Plan

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Reviewers : Leadership Team

## Aim of COVID-19 Case and Outbreak Management Plan

- Prevent the spread of COVID-19 within the setting and/or manage impact of community transmission;
- Minimise the impact of COVID-19 on staff, pupils, supporters and other key stakeholders;
- Abide by the Government's priority for the School to deliver face-to-face, high-quality education to all pupils.

## Objectives of Outbreak Management Plan

The objective of outbreak management planning is to document the activities and steps The Yehudi Menuhin School (YMS) will undertake in preparing for and responding to multiple cases of COVID-19 amongst its staff or pupils (an 'outbreak'). YMS will 'step up' and 'step back down' the response measures according to the level of risk, effectiveness of response measures, availability of resources, number of staff or pupils infected, in close collaboration with the Local Outbreak Control Team, the Department for Education (DfE) and other relevant Government agencies.

This document will be reviewed at least termly and as required until no longer needed.

## 1. Introduction

This plan, is based on the contingency framework for managing local outbreaks of COVID-19, provided by the Department for Education (DfE). It is written to help manage a COVID-19 outbreak within the school if COVID-19 infection rates in the school community exceed the thresholds stated in the contingency framework document,

and other measures have failed to reduce transmission, or as part of a package of measures responding to a 'variant of concern' (VoC). Given the detrimental impact that restrictions on education can have on children and young people, any measures will only ever be considered as a last resort, kept to the minimum number of groups possible, and for the shortest amount of time possible. Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission. The **threshold** for an outbreak in a school with a residential setting as defined by the DfE is:

- **2 pupils or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or**
- **10% of pupils or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period.**

Should we reach the thresholds, the Director of Patoral Care, School Nurse or Head, will contact the DfE helpline on 0800 046 8687 option 1 to inform and seek advice, and the Chair of Governors will be informed.

Any decisions to make short-term changes to our provision in line with this plan will be communicated to pupils and parents/guardians as soon as possible. Staff and Governors will be notified via email with only urgent updates to staff communicated verbally.

## Stakeholders

Key Stakeholder	Role for outbreak management
Governing Body	<ul style="list-style-type: none"> <li>• Review and authorise changes recommended by Leadership Team</li> <li>• Review initiated by Governing Body, Head or Bursar &amp; COO</li> </ul>
Leadership Team	<ul style="list-style-type: none"> <li>• To make key decisions in response to outbreak management, hand in hand with the local health team</li> <li>• To communication decisions to Governors, Staff, Pupils and Parents &amp; Guardians (See "Communication" table below)</li> </ul>
Staff (including workers and volunteers)	<ul style="list-style-type: none"> <li>• To respond to and action, decisions from LT</li> <li>• To communicate with Visitors, Contractors and Delivery personnel (See "Communication" table below)</li> </ul>
Pupils	<ul style="list-style-type: none"> <li>• To respond to, and comply with, instructions from Staff</li> </ul>
Parents/Guardians	<ul style="list-style-type: none"> <li>• To be notified and comply with changes necessary to protect the School community and facilitate ongoing education for pupils</li> <li>• To support and encourage COVID-19 testing and vaccination programme</li> </ul>
Visitors, Contractors and Delivery personnel	<ul style="list-style-type: none"> <li>• To be notified and advised on reasonable changes put in place by the School</li> </ul>
Public Health England	<ul style="list-style-type: none"> <li>• Contact when threshold reached. This will be passed to the Local Health Team who will co-ordinate any response they consider necessary.</li> </ul>
Local Health Team	<ul style="list-style-type: none"> <li>• Activates and leads the outbreak management co-ordination Team</li> <li>• Determines when the outbreak is over</li> </ul>
NHS Test and Trace	<ul style="list-style-type: none"> <li>• Leads contact tracing (identifying persons in close contact with the confirmed case during their infectious period). Function supported by YMS.</li> </ul>
GOV.uk	<ul style="list-style-type: none"> <li>• Access for latest guidance and advice on COVID-19</li> </ul>

## Communication

Key Stakeholder	Information to Share	Communication methods
<b>Staff (includes workers and volunteers)</b>	<ul style="list-style-type: none"> <li>The importance of hand hygiene, respiratory hygiene and physical social distancing measures</li> <li>Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing physical spaces/timetable changes</li> <li>Membership of the internal outbreak response team</li> <li>Arrangements to support staff health and wellbeing</li> <li>Level of risk, number and location of cases linked to an outbreak</li> </ul>	Meetings, emails, briefings & signage
<b>Pupils</b>	<ul style="list-style-type: none"> <li>The importance of hand hygiene, respiratory hygiene and physical distancing measures</li> <li>Changes to procedures; outbreak control measures being implemented, including changed arrangements for accessing physical spaces</li> </ul>	Meetings, emails, verbal reminders & signage
<b>Parents &amp; Guardians</b>	<ul style="list-style-type: none"> <li>Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the site/timetable/term dates</li> </ul>	Email / iSAMS
<b>Visitors and Contractors</b>	<ul style="list-style-type: none"> <li>Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the site</li> </ul>	Email, telephone, verbal instruction on arrival
<b>Local Health Protection Team</b>	<ul style="list-style-type: none"> <li>Outbreak management risks specific to YMS</li> <li>Names and contact details of potential contacts of confirmed cases (where these are outside the School Community)</li> </ul>	Email, telephone and meetings

## 2. Prevent and prepare

All the prevention and preparedness activities YMS has undertaken, and continues to adhere to, are detailed in the School's :

- Infectious Diseases Risk Assessment (RA-012)
- COVID-19 Risk Assessment (RA-013)
- Use of Menuhin Hall during COVID-19 (RA-015)
- Red List Country Pupil Quarantine Risk Assessment (RA-018)

The School is required to comply with health and safety law and to put in place proportionate control measures. This includes regularly reviewing and updating our risk assessments – treating them as ‘dynamic documents’ as the circumstances in the School and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned.

Should either of the thresholds be met, we will immediately review our the relevant risk assessments to review and reinforce the testing, hygiene and ventilation measures already in place, and consider what additional actions might be necessary.

### 3. Response

At the point of reaching a threshold, LT will review and reinforce the testing, hygiene and ventilation measures that are in place. Wherever additional measures are considered, the objective is to maximise the number of pupils in face-to-face teaching and minimise control measures that disrupt education, balanced against the risks of COVID-19 transmission.

Consideration will be given to:

- Whether any activities could take place outdoors, including exercise, meetings or classes;
- Ways to improve ventilation indoors, where this would not significantly impact thermal comfort;
- Further enhancing cleaning measures;
- Strengthened communications to encourage pupils and staff to undertake twice weekly LFD asymptomatic testing
- Encouraging and continuing to support pupil and staff take up of COVID vaccination programme
- Reducing/removing the use of shared equipment
- Altering or removing some activities deemed higher risk (e.g. Choral or Orchestra practice)

Extra measures which could be considered include:

- Reinstating use of face coverings for pupils, staff and visitors in indoor and/or communal spaces (where the wearer is not exempt)
- Moving all meetings to on-line only;
- Reducing the number of visitors, contractors and outside coaches to the site (or stopping this completely)
- Cancelling or reducing participants or audience numbers at events in the Menuhin Hall
- Cancelling staff and/or pupil appearances at external events/concerts
- Suspending the use of School swimming pool
- Reinstatement of one-way systems around school
- Reintroduction of 'bubbles' for staff and pupils.
- Use of disposable plates for boarding pupil meals
- Ceasing use of water jugs and glasses in Dining Room and pupils using their own water bottles instead
- Using two halves of Dining facilities to support pupil 'bubbles'
- Ceasing provision of meals for non-resident staff
- Increased testing in extreme cases where multiple close contacts are identified
- Short term pupil attendance changes such as:-
  - Day pupils accessing remote learning and not coming into school
  - Boarding pupils accessing remote learning from boarding houses
  - Boarding pupils being allowed to go to Parents/Guardians in the UK and access remote learning
  - Boarding pupils being allowed to go to Parents/Guardians overseas and access remote learning (to prevent pupils from becoming 'stranded' over holiday periods due to border closures)
- Short term staff attendance changes such as:-
  - Music & Academic teachers teaching remotely;
  - Music & Academic teachers teaching from School site but to pupils accessing lessons remotely;
  - Support staff working remotely or changing work patterns to reduce numbers on school site;

The Local HPT / Government may require that all Schools close in which case YMS will close and support to pupils to return to Parents/Guardians will be given by resident staff.

Where necessary, high-quality remote learning will be provided for all pupils well enough to learn from home/guardians, or where appropriate, from boarding houses.

The school has a remote learning policy for pupils and procedure as well as a remote working procedure for staff.

At the time of writing, YMS does not have any pupils deemed vulnerable or who are children of critical workers.

Where the School has been advised to take extra measures, the Local HPT will work closely with the school to keep the situation under regular review. They will inform settings when it is appropriate to stop additional measures, or if they should be extended.

The additional measures below are all based on control measures from risk assessments, and as such, could be implemented at short notice.

What do we need to do?	How will we do this?	Who will do it?	When will it happen?	What resources are needed?	Other considerations
Inform family of positive LFD test for child.	Contact positive case parent/guardian to try to ascertain any other close contacts E.g. friends, events attended etc. which school does not know about.	School Nurse  Or  House parents	Immediately on becoming aware of a confirmed case	Time  Staff	
Send communication to all parents/guardians of confirmed PCR result (either staff or pupil)	Inform via email using established template, keeping name of infected person confidential if they wish	Head  Or  Director of Pastoral Care	As soon as informed of positive PCR test	Time  Access to iSAMS	Consider whether communication will breach confidentiality.
Send communication to staff of confirmed PCR test & ask them to identify if they think they are a close contact	Inform via email using established template. Provide details of relevant times and dates to be considered.	Head  Or  Director of Pastoral Care	As soon as informed of positive PCR test	Time  Access to All Staff Email	
Enhanced cleaning of common areas after suspected cases	Inform Cleaning Supervisor via email and cc to Assistant Bursar (Estates & Compliance)	Nurse  Or  Director of Pastoral Care	As soon as informed of positive PCR test	Cleaning team member (note only available from 6am to 12 noon)	Outside of 6am to 12 noon – Nurse or boarding staff will need to

Deep clean quarantine rooms		Or Head of Boarding	As soon as pupil leaves room to return home/back to normal room	Cleaning materials & PPE	undertake cleaning.
Place pupil in quarantine whilst awaiting PCR test result	Quarantine room in Music House (Tower) or Duty Room in Harris House. Both have en-suite facilities.  Other pupils may have to temporarily relocate if more than 2 rooms are needed at once.	Nurse  Director of Pastoral Care  Head of Boarding	As soon as pupil shows symptoms or has positive LFD test  (Note no need for pupils to quarantine if they are a close contact but must LFD test daily for 10 days)	Clean room  Arrangements for meals to be delivered  Put sign on door showing no entry.	Regular contact with pupil maintained. Protect mental health.  Ensure pupil can access remote learning provision if well enough.
Arrange for pupil to go to Parent/Guardian to complete quarantine/await PCR test result/recover	Telephone parent/guardian to arrange for pupil to be collected within 2 hours or as soon as possible.	Director of Pastoral Care  Or  Head of Boarding	As soon as positive PCR test is received	Staff time	
Reintroduce 'bubbles'	Email pupils, staff and parents/guardians  Split Dining Hall into two spaces for bubbles  Ask staff to work remotely where practicable	Head  Or  Director of Academic Studies	Once agreed by LT	One way system signage in communal areas including Dining Room	Mental Health of pupils  Impact on musical performances
Reintroduce face masks in communal areas and/or classrooms	Email pupils, staff and parents/guardians	Director of Pastoral Care  Or  Director of Academic Studies	Once agreed by LT	Supply of disposable masks for those who have lost/forgotten reusable masks	
Catering Team depleted – needs additional help	Advise Bursar by phone/WhatsApp or email	Catering Manager	As soon as possible	Rearrange shifts where possible with existing catering staff.	Consider purchasing take-aways, ready made meals,

				Ask other staff to support catering function temporarily.	sandwiches etc.  Notify HR of any changes impacting payroll or TOIL
Housekeeping Team depleted – needs additional help	<p>Consider what changes to routine can safely be made (e.g. not cleaning bursary)</p> <p>Ask remaining housekeeping staff to increase working hours</p> <p>Ask other staff to undertake some tasks</p> <p>Consider ‘closing’ some areas of school if they cannot be kept clean to prioritise other areas.</p>	<p>Cleaning Supervisor</p> <p>Or</p> <p>Assistant Bursar (Compliance &amp; Estates)</p> <p>Or</p> <p>Bursar &amp; COO</p>	As soon as possible	Training for other staff; additional PPE; basic COSHH training.	Notify HR of any changes impacting payroll or TOIL
Boarding Team depleted	<p>Ask remaining boarding team to swap shifts.</p> <p>Ask other resident staff to increase shifts.</p> <p>Ask other non-resident staff to take on day-time roles.</p>	<p>Head of Boarding</p> <p>Or</p> <p>Director of Pastoral Care</p> <p>Or</p> <p>Head</p>	As soon as possible		Notify HR of any changes impacting payroll or TOIL
Instigate remote learning provision	Email all staff, pupils and parents/guardians	<p>Head</p> <p>Or</p> <p>Director of Academic Studies</p>	Once agreed by LT		
Safeguarding in event of remote learning	Email all staff and remind them to follow normal safeguarding procedure and remind staff of Appendix B of	<p>DSL/Director of Pastoral Studies</p> <p>Or</p> <p>DDSL</p>	Once remote learning provision is instigated	Attach copy of latest safeguarding policy.	

	Safeguarding Policy.				
Cancel school run events at Menuhin Hall	Email school staff, pupils & parents to advise.  Contact customers who have booked tickets via Spektrix.  Co-ordinate with Accounts team.	Head or Director of Music  Hall Manager & Box Office Team  Hall Manager	As soon as decision is made by LT & Hall Manager	Staff  Access to Spektrix system  Access to telephone (to contact customers where necessary)	
Cancel off site events involving pupils	Email school staff, pupils & parents to advise.  Contact event organisers.	Director of Music	As soon as decision is made by LT	Support from CW	
Cancel contracts for hire of Menuhin Hall	Email hirers.  Check contracts regarding refund policy etc.	Hall Manager  Or  Bursar/COO	As soon as possible once decision is made		
Cancel fundraising events / supporter events	Email attendees / supporters	Director of External Relations	As soon as possible once decision is made	Access to Spektrix	

## 4. Shielding

We will adhere to Government guidance regarding any reintroduction of shielding. We will ask staff to refresh any previously provided information regarding their health needs which may place them at increased risk from COVID.

## 5. Attendance restrictions

Attendance restrictions will only be implemented as a last resort and will be used for the shortest time possible. Remote learning and support will be provided for pupils accessing education either from home, from a Guardians or from their boarding house.

## 6. Safeguarding

We will review our P2.2 Safeguarding and Child Protection Policy to make sure it reflects the current situation and remains effective.

We will always have a trained DSL or a deputy DSL available via telephone and email.