

Lakeside Primary Local Outbreak Control Plan (Individual Class Outbreak)



Individual Class Outbreak - Lakeside Specific

There may be a possibility and a need to reintroduce control measures including 'bubbles' for a temporary amount of time if an outbreak of COVID-19 is experienced in the local community or in school. If this is the case, this will be done under recommendation from external bodies such as the Local Outbreak Control Team (LOC), Public Health England (PHE) or the Department for Education (DfE). If we are advised to do this and measures return, this document will detail what steps will be put in place.

When the required threshold in school has been met, school will contact the Local Outbreak Control Team:

Staffordshire (LA) Local Outbreak Control:

C19LocalOutbreakControl@staffordshire.gov.uk

or/and

C19LOC.education@staffordshire.gov.uk

Staffordshire LA Local Outbreak team: 01785 854004

After taking advice, the school will implement the contingency measures detailed in this plan. An electronic version can be accessed via the link below:

<http://www.lakeside.staffs.sch.uk/parentscarers/covid-19/>

Confirmatory PCR tests

When an outbreak has been confirmed, this will be communicated with parents it concerns via email. Staff and pupils identified as close contacts will be invited to book a PCR test for their child.

Pupils under the age of 18 years and 6 months who are not displaying symptoms, will still be able to attend school and are NOT REQUIRED TO ISOLATE while they await the results of the PCR test. If the test comes back negative, they can continue their normal routines.

Adults who HAVE BEEN FULLY VACCINATED and are NOT displaying symptoms, will still be able to attend school and are NOT REQUIRED TO ISOLATE while they await the results of the PCR test. If the test comes back negative, they can continue their normal routines.

If an adult has NOT been fully vaccinated and is classed as a close contact, they MUST isolate for a 10 day period.

If at any point a PCR test returns a positive result, that person must begin a period of isolation. For further advice, please access the governments [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

LFT should not be used if you are displaying COVID symptoms.

If you have any of the COVID symptoms (see COVID-19 Symptoms Reminder below), you MUST get a PCR test.

Please inform school of the results of the test whether positive or negative using the email below:

Email: covidreport@lakeside.staffs.sch.uk

Or

office@lakeside.staffs.sch.uk

COVID-19 Symptoms Reminder

Staff and Pupils should **NOT** come into school and will be sent home from school if they have symptoms:

- A new, continuous cough
- A high temperature (above 37.8 degrees)
- Has a loss of or a change in their normal sense of taste or smell (anosmia)

If a child becomes symptomatic at home, please inform the school immediately and ensure the child begin isolating. The child MUST get a PCR test and will not be allowed to return to school until a negative result is returned, or their isolation period has ended.

'Bubbles'

To ensure that we can adhere to the guidance and continue to control the transmission of any potential infection, a 'Bubble' system for those affected classes will be introduced when advised by the Local Outbreak Control team. This will be slightly different to how it operated in the past but the same principle of keeping consistent groups of children and stopping them from interacting with others will remain.

The children will only interact with the members in their bubble and will not come into contact with any other pupils in school; they will effectively be isolated from the rest of the school. These additional measures will be in place for a period of 10 days from the last confirmed positive PCR test shared with school.

Start of the Day

To try and accommodate children entering the school safely, all classes that have been asked to 'bubble', will begin school at:

- **8:30am**

Below is a list of instructions we are asking families to follow in order to safely get the children into school:

- Parents can enter the school site from 8:30am via any of the school gates
- Children immediately walk round to their classroom and enter school via their classroom door.
- If parents have other siblings to drop off in a class that has not been deemed as a 'bubble' (no outbreak been confirmed), then we ask that parents wait patiently on one of the playgrounds (KS2 for Year 3-6 or KS1 for Year 1 and 2) or if they are in Reception, walk back round to the Reception green gate, until doors open for the rest of the school at 8:45am.
- We ask that parents be mindful of others in this situation and safely manage their distance.
- We would also ask that only one adult comes to drop their child/ren at school in an attempt to once again limit the amount of contacts on site.
- If parents do not have any other children to drop off at school, please do not linger and leave site promptly.
- **Pupils are still expected to wear school uniform.**

End of the Day

To try and accommodate children leaving the school safely, all classes that have been asked to 'bubble', will finish school at:

- **3:00pm**

Below is a list of instructions we are asking families to follow in order to safely collect their children from school:

- Parents can enter the school site from 3:00pm via any of the school gates and make their way round to their children's class door.
- A member of staff will then release the children from the classroom once they have identified the adult the child is going home with.
- If parents have other siblings to collect from a class that has not been deemed a 'bubble' (no outbreak been confirmed), then we ask that parents wait patiently on one of the playgrounds (KS2 for Year 3-6 or KS1 for Year 1 and 2) or if they are in Reception, walk back round to the Reception green gate, until school ends for the rest of the classes at 3:15pm.

- We ask that parents be mindful of others in this situation and safely manage their distance.
- We would also ask that only one adult comes to collect their child/ren at school in an attempt to once again limit the amount of contacts on site.
- If parents do not have any other children to collect from school, please do not linger and leave site promptly.
- If you need to speak to a class teacher or any other member of staff regarding any issues or questions, please contact the school office via:

Tel: 01827 213990

Email: office@lakeside.staffs.sch.uk

Lunch time and Break times

Like the start and end of the day, to ensure bubbles do not interact with each other, these will take place at different times of the day to the rest of the school.

Break times will work as follows:

- Break time for 'bubbles' will take place at **10:15am**
- Children will be able to have a snack at break time but this will need to be provided from home. Children will follow good hygiene practices before eating their snack on the playground.
- The children will be supervised by a staff member from the bubble or where this is not possible, Mr Probert. Once it is clear of pupils, high touch points within the classroom will be cleaned.
- Staff working in the bubbles will take their break in the classroom, but can use the staff room to make drinks.
- When the school has a class working as a bubble, when moving around corridors and in communal areas **inside**, **all** staff are requested to wear a face covering. Face coverings are **not** required when outside.

Lunch times will work as follows:

- Lunchtime for each bubble will last for 60 minutes.
- Lunch time will begin for bubbles at **11:45am**.
- Children will go out to play for a 30minute period.
- Bubbles will return to the class before the rest of the school go out at lunchtime at 12:15pm.
- At 12:15pm, children will return to their classroom and will eat their lunch in the classrooms.
- **The full school menu will still be available will be made by Louise (School cook). The children will order their lunches in the morning as usual and then they will be delivered to the classroom door by a member of staff at 12:15pm.**

- If you wish to provide your child with a lunch box from home, please feel free to do so.
- If there is more than one 'bubble' in operation at any one time, the school will utilise the three school playgrounds and segregate the classes like we have done in the past.

Observing Good Hygiene Practice

One of our measures to safeguard the pupils is to ensure frequent hand cleaning as well as observe good hygiene practices. This will mean the children will have to wash their hands at different points throughout the day. This will include:

- On entry into school in the morning,
- Before break times
- After break times,
- Before lunch times,
- After lunch times,
- Before leaving school at the end of the day,
- After each time they go to the toilet,
- Any time staff deem it appropriate.
- Posters will be displayed in the classroom at each sink modelling the steps to wash their hands correctly.

During the school day, children will be constantly reminded of the need to observe good respiratory hygiene (coughing into their elbow). If they cough/sneeze into their hands they will be asked to wash their hands immediately after. Boxes of tissues will also be readily available in each of the classrooms.

Additionally, periodically throughout the day, work stations, door handles, toilets and any other necessary high touch points will be cleaned.

School will be thoroughly cleaned before the start of each school day.

Classroom layout

This will remain at the discretion of the class teacher and there is no requirement for classrooms to be arranged in a specific way.

The classrooms will continue to be well ventilated and all windows will be open throughout the day. Periodically, the external doors to the classroom will be open to allow fresh air to flow in. This could mean that your child may become cold while in the classroom, particularly as we enter the winter months. Please feel free to dress your child in adequate 'base layers' in order for them to keep warm while this system of control and mitigating factor is in place.

Toilets

Toilets and cloakroom areas are located inside the classrooms. When pupils need the toilet, they will be allowed to go one at a time. This will be to control the distancing. Children will still need to maintain good hand hygiene when they come out of using the toilet. Toilets will be cleaned down periodically through the day to maintain good hygiene.

The Year 5 classroom does not have its own toilet and hand washing facility. To combat this, hand sanitiser stations (60% alcohol content) will continue to be used in the Year 5 classroom that will be accessible for pupils and staff working in this classroom. Additionally, pupils from Year 5 will continue to use the toilet located near to the Headteacher's office.

First Aid/Intimate Care

- Each bubble will have access to a member of staff who is first aid trained.
- Each bubble will have access to a classroom first aid kit.
- PPE will be provided to all staff when administering first aid. This will be housed in each individual classroom. Once used the PPE must be disposed of in a bin/container.
- PPE will be provided when delivering intimate care. This will be housed in each individual classroom. Once used the PPE must be disposed of in a bin/container.

When an individual develops COVID-19 symptoms or has a positive test

If a child becomes symptomatic while in school, they will be removed and isolated in the Rainbow Room. If a pupil needs to access the toilet while being symptomatic, they can do so via the toilet next to the Rainbow Room. That toilet will then need to be cleaned once the pupil has left the school site.

Once the child has been isolated, the children will be removed from the classroom where the room shall be thoroughly cleaned. Cleaning staff will wear PPE before entering the room to clean down. Further information on this can be found in the [use of PPE in education, childcare and children's social care settings](#) guidance.

The household (including any siblings) should follow the PHE [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).