

WBC Schools & Academies Infection Control Plan

<p><b>Objective</b></p> <p>To be have an effective process for managing Covid-19 outbreaks in school settings.</p>
<p><b>Context:</b></p> <p>In West Berkshire there are 66 primary, 10 secondary schools and 2 special schools, these are a mixture of maintained schools and academies. In addition there are 11 independent schools, 4 alternative provision settings, 1 FE college and a residential setting supporting families with respite care.</p>
<p><b>What's already in place (including prevention action):</b></p> <ul style="list-style-type: none"><li>• Established process for critical incidents for schools. The process enables schools to access support and guidance readily and establishes lines of communication. This is provided to WBC schools and academies.</li><li>• Established communication lines, including out of hours, for mass communication between the LA/schools/parents</li><li>• Covid-19 support pages on SLA Online which link to guidance and are kept current. This again is available to WBC schools and academies.</li><li>• Signposting to guidance and general information provided to all schools. National Government and PHE guidance on cleaning, PPE, social distancing including Bubble size and hierarchy of access to education.</li><li>• Action plan and risk assessment developed for schools to assist in the wider opening from 1<sup>st</sup> June 2020 and again for wider opening from September 2020 for WBC schools and academies.</li><li>• Review of risk assessments and further advice provided as required for WBC schools and academies.</li><li>• Interpretation of guidance and development of support documents such as FAQs for WBC schools and academies.</li><li>• Availability of pupil data to understand movements between communities and schools as well as mapping capability in WBC schools and academies.</li></ul>
<p><b>What else will need to be put in place:</b></p> <ul style="list-style-type: none"><li>• Action cards to be issued to all education settings</li><li>• Apply similar approach and issue of documents for holiday provision</li></ul>
<p><b>Local Scenarios and Triggers:</b></p>

### Scenario 1 (suspected case)

An individual within the school community showing any one of the key COVID-19 symptoms:

- A high temperature;
- A new continuous cough;
- A loss of, or change to, sense of taste or smell.

### School Actions

1. If an individual becomes unwell at school then move them to an unoccupied room - the Medical room. Inform parents/carers that they should be collected. The parent/carer should call Reception by 'phone on arrival at school and the student should be walked out at 2 m distance. The parent/carer must not come into school. If a member of staff needs to remain in the room and cannot maintain a distance of at least 2m then PPE should be worn, packs are available in the medical room. Further information can be found in the guidance document [Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\) - GOV.UK](#).
2. Individuals with suspected cases should self-isolate for 10 days from the onset of symptoms, and the rest of their household should isolate for 14 days, unless they become symptomatic. Family to follow [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection - GOV.UK](#).
3. As soon as you are informed of a suspected case please contact the LA using 01635 519038/519366. Alternatively [mark.lewis@westberks.gov.uk](mailto:mark.lewis@westberks.gov.uk) or [Fiona.simmonds@westberks.gov.uk](mailto:Fiona.simmonds@westberks.gov.uk). Support will be provided to enable the school to continue to operate.
4. Clean any rooms the suspected case has used in the 48hrs prior to developing symptoms, as recommended by [COVID-19: cleaning in non-healthcare settings - GOV.UK](#).
5. The individual should be allowed to return to school after 10 days<sup>1</sup>.
6. In the event of a positive test result being reported, follow actions in Scenario 2.
7. Any further actions taken to be discussed with the LA and HPT beforehand.

### PHE Actions

1. Notify the LA of any operational concerns due to public health actions taken, if any.

### LA Actions

1. The Critical Incident Team (CIT) will take the lead on the case on behalf of the Education Service.
2. Inform PH and PPP of the suspected case.
3. Inform the Critical Incident group of the suspected case. This will include members; senior officers and Education Service colleagues as appropriate. Provide regular updates as necessary.
4. Provide support to the school and work with the senior staff to keep the school operational.

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<sup>1</sup> On the condition that they have not had a temperature in the previous 48hrs. A post-viral cough and/or continued alteration to the sense of smell/taste does not indicate that the individual is still infectious.

### Scenario 2 (confirmed case)

An individual within the school community has tested positive for COVID-19, with or without showing symptoms.

#### School Actions

1. The individual should remain at home and should follow the medial advice given. Those who test positive should isolate for at least 10 days, either from date the symptoms started or from the date of the test if asymptomatic. Family to follow [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection - GOV.UK](#).
2. As soon as you are informed that an individual has tested positive please contact the HPT on 0344 225 3861 to inform them of the confirmed case.
3. Formally notify the LA using [CV19Notifications@westberks.gov.uk](mailto:CV19Notifications@westberks.gov.uk).
4. Support can continue to be accessed from [mark.lewis@westberks.gov.uk](mailto:mark.lewis@westberks.gov.uk) or [Fiona.simmonds@westberks.gov.uk](mailto:Fiona.simmonds@westberks.gov.uk). Support will be provided to manage the impact on the school community and keep the school operational as far as possible.
5. Clean any rooms the confirmed case has used in the 48hrs prior to developing symptoms, as recommended by [COVID-19: cleaning in non-healthcare settings - GOV.UK](#).
6. The child/staff member should be allowed to return to school after 10 days<sup>2</sup>.
7. Any further actions taken should be as advised by the HPT or LA.

#### PHE Actions

1. Conduct a risk assessment and provide infection control advice if required.
2. Provide template letters as appropriate to the numbers and types of contacts reported by the school.
3. Advise the school to contact the LA if any further support is required.

#### LA Actions

1. PPP/Out of Hours Service to contact Education Leads as per Outbreak Management Plan.
2. The Critical Incident Team (CIT) will take the lead on the case on behalf of the Education Service.
3. CIT will inform the wider Critical Incident group of the confirmed case. This will include members; senior officers and Education Service colleagues as appropriate. Provide regular updates as necessary.
4. Provide support to the school and work with the senior staff to keep the school operational. Consider support to staff and opportunities for reassurance. CIT and PH to work jointly to support the school community.
5. CIT will work with the comms team, school and Portfolio holder to prepare joint statements as necessary.
6. CIT will provide central point of contact for Council services and staff.

### Scenario 3 (possible or confirmed outbreak)

Two or more individuals within the school community have tested positive for, or are showing symptoms of, COVID-19.

#### School Actions

1. Follow the steps outlined above for each individual, depending on whether they are a suspected (Scenario 1) or confirmed (Scenario 2) case.
2. Inform the HPT on 0344 225 3861 of any new suspected cases.
3. Formally notify the LA using [CV19Notifications@westberks.gov.uk](mailto:CV19Notifications@westberks.gov.uk).
4. Be prepared to send a representative to join an Incident Control Team (ICT) if required.
5. Any further actions taken should be as advised by the HPT or LA.

#### PHE Actions

1. Conduct a risk assessment and provide infection control advice as required.
2. Provide template letters as appropriate to the numbers and types of contacts reported by the school.
3. Notify LA of suspected or confirmed school outbreak.
4. Discuss with LA colleagues whether there is a need to form an ICT.
5. Provide comms assistance (including letter templates to send out to parents).

#### LA Actions

1. PPP/Out of Hours Service to contact Education Leads as per Outbreak Management Plan.
2. Agree with PHE the need for an ICT and the Officers that will attend.
3. The Critical Incident Team will take the lead on the case on behalf of the Education Service.
4. CIT will inform the Critical Incident group of the suspected case. This will include members; senior officers and Education Service colleagues as appropriate. Provide regular updates as necessary.
5. Provide support to the school and work with the senior staff to keep the school operational. Consider support to staff and opportunities for reassurance. CIT and PH to work jointly to support the school community.
6. CIT will work with the comms team, school and Portfolio holder to prepare joint statements as necessary.
7. CIT will provide central point of contact for Council services and staff

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<sup>2</sup> On the condition that they have not had a temperature in the previous 48hrs. A post-viral cough and/or continued alteration to the sense of smell/taste does not indicate that the individual is still infectious.

**Resource capabilities and capacity implications:**

CIT – Critical Incident Team within Education. See Schools Critical Incident Manual for details of membership of the team.

Out of hours response provided by two Officers – will need to monitor to ensure sufficient resources depending on scale of out of hours response required. May need to be resourced from within the service.

**Data sources and links to additional information:**

[Coronavirus \(COVID-19\): Education and childcare - GOV.UK](#)

[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection - GOV.UK](#)

[COVID-19: cleaning in non-healthcare settings - GOV.UK](#)