



COVID-19: outbreak management plan



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Applicable to	All Discovery Schools

Document History

Version	Version Date	Author	Summary of Changes
V1.0	September 2021	Director of Operations	New plan developed based on both Leicestershire and Rutland COVID-19 Outbreak Management Plan for Education Settings and The Key – Outbreak Management Plan
V1.0	07/09/2021	Director of Operations	Final document following Headteacher review.
V1.1	01/11/2021	Director of Operations	Added 'Face Mask' wearing in corridors and communal areas to Stage 1.
V2.0	15/12/2021	Director of Operations	This plan is updated following a full review of guidance. The overall structure is updated to support schools manage outbreaks locally with support from Trust Central Services and LA/LHT's
V2.1	5.1.22	Director of Operations	Updated Table 1 following update from LCC and added sections inkeeping with LA guidance and documents including: <ul style="list-style-type: none"> - Escalation 12 - UKHSA Outbreak Management – Outbreak Control Team 13 - Criteria for Outbreak Classification by UK Health Security Agency 13 - Triggers for an Outbreak Control Team (OCT) 14 - Communication - OCT 14 - Standing Down 16 - Finalising the response 16 - Notification of stakeholders 16 - Appendix C

Contents

Scope.....	4
Introduction.....	4
Day to Day monitoring and reporting to LEA.....	4
Preventing transmission within the school setting.....	5
Response to positive cases.....	5
Triggers for Local Outbreak Management Plan Response.....	6
Key Contact Details.....	9
Related resources.....	9
Other Roles and Responsibilities.....	10
Key Stakeholders.....	10
Communications.....	11
Escalation.....	12
UKHSA Outbreak Management – Outbreak Control Team.....	12
Criteria for Outbreak Classification by UK Health Security Agency.....	13
Triggers for an Outbreak Control Team (OCT).....	13
Communication - OCT.....	14
Reintroduction of consistent groups.....	Error! Bookmark not defined.
Other restrictions.....	14
Attendance Restrictions.....	14
Vulnerable children.....	14
Staffing Capacity.....	15
Standing Down.....	15
Finalising the response.....	15
Notification of stakeholders.....	15
Appendix A - Leicestershire and Rutland COVID-19 Outbreak Management Plan for Education Settings – Flow Chart.....	16
.....	16
Appendix B – City Schools Management of Outbreaks.....	17
Appendix C - Agenda for Infection Prevention and Control/Health Protection Team (LCC) Visit.....	18

Scope

The Outbreak Management Plan (OMP) is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance](#), provided by the Department for Education (DfE) and should be read in conjunction with the school COVID-19 Risk Assessment (RA). Whilst the RA considers measures that help prevent virus transmission, the OMP outlines how we will manage single cases and clusters of COVID-19, as well as how we will operate if required to reintroduce measures/mitigations to prevent transmission of COVID-19 in the event of an outbreak. This includes how the school will ensure every child receives the quantity and quality of education and care to which they are normally entitled.

Introduction

Outbreaks can differ significantly with regard to scale and significance from 2 linked cases in a group of children to multiple cases across the setting to outbreaks linked with new variants of concern. Whilst the measures used to manage outbreaks will be the same, the number of measures and extent of measures taken, alongside the degree to which they become necessary requirements will vary.

We will only implement some, or all, of the measures in this plan in response to recommendations provided by the local authority (LA), Health Protection Team (HPT), Infection Prevention and Control Team (IPC), UK Health Security Agency (formerly Public Health England (UKHSA) or the national government.

It may be necessary to implement these measures in the following circumstances, for example:

- To help manage a COVID-19 outbreak within the school.
- If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission
- As part of a package of measures responding to a 'variant of concern' (VoC) including Omicron.
- To prevent unsustainable pressure on the NHS

Day to Day monitoring and reporting to LEA

We will monitor the number of positive cases (staff and pupils) and report positive case numbers to the LA each day.

A daily email will be sent to educationeffectiveness@leics.gov.uk stating:

1. Date of positive test taken,
2. Type of test (PCR/LFD)
3. Whether it is a child or staff member (no names will be given)
4. Year group or work area
5. Postcode of case
6. Any links to other positive cases (no personal data used)

Preventing transmission within the school setting

The DfE's [Schools Operational guidance](#) is followed and Covid Risk assessments include how vaccination and good hand hygiene will be promoted among staff and parents, how cleaning regimes and good ventilation will be maintained, and how we will operate from a social distancing perspective.

Staff are encouraged to take twice weekly LFD tests and any positive LFD cases, will isolate and book a confirmatory PCR test.

Children and staff who are unwell will be advised that they should not attend the setting. Any child or staff member with one or more of the COVID-19 symptoms (new continuous cough, high temperature, loss/change in taste/smell), irrespective of how mild, will be asked to [book a PCR test](#) in line with NHS guidance and DfE [School Operational guidance](#).

We are aware of the range of less common symptoms of COVID-19: headache, sore throat, fatigue, muscle aches, blocked/runny nose, diarrhoea and vomiting, and will take this into consideration in an outbreak scenario, and when we are seeing a larger number of COVID-19 cases.

Response to positive cases

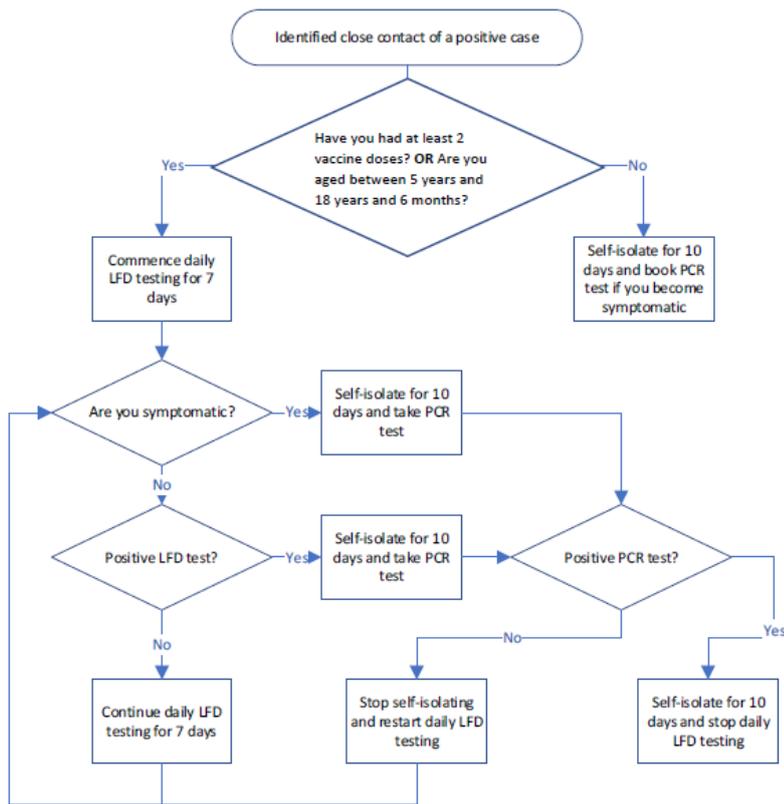
Fully vaccinated adults (more than 14 clear days after day of second dose of vaccination at the point of exposure) and children under 18yrs and 6 months are not required to isolate unless symptomatic or they test positive. Parents of close contacts and staff contacts will be informed if there is a positive case in the setting and advised to get a PCR test, alongside twice weekly LFT testing (LFT testing for children if acceptable to parents).

Staff contacts who have not had both vaccinations more than 14 clear days before the day of contact with the positive case will also need to isolate for 10 clear days following the day of last contact with the case.

Commencing 14th December 2021, staff, pupils and other Trust colleagues identified as a Close Contact of a positive covid case are strongly advised to not isolate AND participate in the Daily Testing of Contacts of Covid (DTCC). See Image below.

Commented [LB1]: Embed the hyperlink to your setting Risk Assessment here

Self-isolation and testing requirements w.e.f. Tuesday 14th December 2021



Triggers for Local Outbreak Management Plan Response

Actions will be considered in line with criteria and measures recommended by local Health Protection Team when thresholds are met as part of the Outbreak Management Stages (see table 1)

Table 1: Criteria and Measures for Outbreak Management Stages

Stage	Criteria	Measures that may be introduced
Stage 0	0-4 cases, unlinked, or linked outside of setting within 10 days	Measures to consider at all times: -Ventilation : Keep windows open <ul style="list-style-type: none"> • Face coverings on school transport

	<p>Setting has not had high case numbers previously</p> <p>Low cases in local area</p> <p>Setting in line with current guidance</p> <p>Settings to maintain ownership at this stage as minimal input from HPT is required for implementation</p>	<ul style="list-style-type: none"> • Face coverings in all communal areas and corridors where distancing cant be maintained. • Encourage vaccination for all those eligible • Regularly emphasise guidance around isolating & testing when symptomatic • Regular cleaning of frequently touched points • Remind parents of national & LCC guidance of testing (subject to change) • Close contacts to perform a testing in line with current guidance
Stage 1	<p>5- 10 cases within 10 days-linked in setting</p> <p>OR 10% of staff and pupils test positive within 10 days, and are linked</p> <p>OR setting has medium level of cases previously</p> <p>OR medium levels in local area</p> <p>Settings to maintain ownership at this stage as minimal input from HPT is required for implementation</p>	<p>All measures of stage 0 (above), plus:</p> <ul style="list-style-type: none"> • Emphasising and enhancing current measures – cleaning, ventilation, testing etc. • Encouraging uptake of asymptomatic testing (secondaries) • Consider activities taking place outdoors, including exercise, assemblies, or classes • One-off enhanced cleaning focussing on touch points and any shared equipment • Communications from the setting to the community about current cases. • Specific testing strategies (such as class testing if >5 cases) • If cases within indoor activities (such as sports/ singing, ask team to perform daily LFD test for 7 days
Stage 2	<p>11-20 cases within 10 days linked in setting</p> <p>OR approximately 20% of setting tested positive</p> <p>OR setting has medium/high level of cases previously</p> <p>OR medium/high levels in local area</p> <p>LCC HPT will aim to make contact to ensure measures are appropriate and proportionate</p>	<p>All measures listed above, plus:</p> <ul style="list-style-type: none"> • Emphasising and enhancing current measures – cleaning, ventilation, testing etc. • Encouraging uptake of asymptomatic testing • If not already suggested by national guidance, reintroducing face coverings in communal areas (template letter can be provided) • Limiting visits, performances etc.

Stage 3	21+ cases within 10 days linked in setting or 25% setting testing positive AND/OR setting has high level of cases previously AND/OR high levels in local area LCC HPT will aim to make contact to ensure measures are appropriate and proportionate	All measures listed above, plus: If cases are within one particular club, consider temporary suspension of this activity for 2 weeks <ul style="list-style-type: none"> • Reintroducing ATS (for secondary schools) • Communications from LCC about the cases <ul style="list-style-type: none"> - specific to setting circumstances • Reintroducing measures to prevent mixing between class/year groups • Reintroducing facemasks in classrooms (secondaries) • Escalation to an OCT where appropriate • IPC/HPT LCC visit where appropriate
Stage 4	50+ cases/30% of setting positive within 10 days	All measures listed above, plus: Communications from LCC about the cases- specific to setting circumstances <ul style="list-style-type: none"> • Escalation to an OCT • IPC/HPT LCC visit • Primaries: Request twice weekly LFD tests for a fortnight • 5 or more cases in a class consider offer of remote learning for 10 days. This should be discussed with the health protection team and not used as a prescriptive formula

**** Further information about establishing links can be found here**

When one of the stages in Table 1 is met, we will review the Risk Assessment measures in place, with specific reference to testing, hygiene and ventilation measures. Should the Stage 2 threshold be met;

HPT, ICT and UKHSA will contact the school to provide further public health advice. The headteacher and senior leadership team will work with these teams to introduce further preventative measures in line with guidance given. Trust Central Service Team will support and advise as appropriate.

HPT, IPC and UKHSA will assess the COVID-19 cases based on:

1. Number of current positive and symptomatic cases
2. Number of previous cases at the setting
3. Rates and cases in the local area
4. Protective measures in the setting

Based on this assessment, recommendations will be made for which stage of outbreak management the school requires. Any measures will only ever be considered for the shortest time possible, to allow the outbreak to be managed and minimise transmission of COVID-19. In all cases measures / mitigations will only be implemented to prevent larger scale setting closure.

Further details can be found in [Appendix A](#) (Leicestershire and Rutland Schools) and [Appendix B](#) (City Schools)

Commented [LB2]: Remove paragraphs that are not applicable to your setting

Key Contact Details

Organisation	Contact details	This organisation should be contacted when.....
Education Effectiveness (Leicestershire County Council)	educationeffectiveness@leics.gov.uk 01163053365	The setting is notified of a COVID-19 case. This should be via email (as above)
Health Protection Team (Leicestershire County Council)	healthprotection@leics.gov.uk 0116 305 0740 Available Monday-Friday 9-5. If support is needed outside these hours, please contact DfE helpline.	The HPT (LCC) will contact settings
Infection Prevention and Control Team (Leicestershire County Council)	infection@leics.gov.uk 0116 305 1525	The IPC team will contact settings, when requested
Educational Development Team (Rutland County Council)	EducationalDevelopment@rutland.gov.uk	The setting is notified of a COVID-19 case via email (as above)
Leicester Council	COVID-19 (Coronavirus) - Reporting confirmed cases - Information - School Forms (achieveservice.com)	The setting is notified of a COVID-19 case. This should be via online eform (as above)
Health Protection Team (Leicester Council)	c19publichealth@leicester.gov.uk	The HPT (LCC) will contact settings
DfE Helpline	Dfe.coronavirushelpline@education.gov.uk 0800 046 8687	The setting is notified of a COVID-19 case. This is via the educational setting form.
Ofsted (Early Years settings only)	https://www.gov.uk/guidance/tell-ofsted-if-you-have-a-covid-19-incident-at-your-childcare-business	The setting is notified of a COVID-19 case. Further details about reporting found via link .
UK Health Security Agency (formally Public Health England)	0344 2254524	PHE will contact settings
School Decision maker – Head teacher will work with Outbreak Control Team to determine the School’s overall response and recovery strategy	[add contact details of local school setting]	
Trust Decision Maker – Paul Stone	07870194191 pstone@discoverytrust.org	
Central Service Team	Louise Barber 07985 553027 lbarber@discoverytrust.org Nathan Odom 07398325268 nodom@discoverytrust.org	
Outbreak Control Team (OCT)	[add names and contacts of the OMP – this may be the same as the Incident Management Team on the school Emergency Planning and Recovery Document]	

Related resources

1. Local School Emergency Planning and Recovery Document
2. School Risk Assessment
3. [contingency framework for managing local outbreaks](#)

Other Roles and Responsibilities

Developing and delivering this outbreak plan requires the involvement and engagement of partners and key stakeholders at strategic and operational levels in line with the governance structures (see diagram below).



Key Stakeholders

Key stakeholders include those that attend the school (routinely or occasionally), and those who will need to know what is happening and those that have a role in outbreak management at the school.

Key stakeholder	Role for outbreak management
Staff (includes employees, and volunteers)	<ul style="list-style-type: none"> Receiver of communications from SLT related to stages - Table 1.
Pupils	<ul style="list-style-type: none"> Receiver of verbal communication from class teachers as appropriate.
Parents/carers	<ul style="list-style-type: none"> Receiver of communication related to stages - Table 1.
Visitors	<ul style="list-style-type: none"> Receiver of communication related to stages - Table 1.

Contractors and delivery personnel <i>(eg cleaners, catering staff)</i>	<ul style="list-style-type: none"> • Catering provider • School Taxi company • EPIC/SALT • Central Service Teams (as appropriate) •
Where to seek Local Outbreak Advice	<ul style="list-style-type: none"> • Education Effectiveness or Early Years Inclusion and Childcare available to support with advice and guidance when there is a confirmed case(s) associated with the Setting. • DfE helpline also available
Other relevant stakeholders	<ul style="list-style-type: none"> • Advisory Board

Communications

For consistency and accuracy of messages, and as part of the coordinated response, communications activities will be coordinated by the school with support from the Trust, and/or local authority and PHE or DfE as necessary.

Key stakeholder	What they need to know	How we'll communicate	Contact information
Central Services Team	<ul style="list-style-type: none"> • Number of cases linked to an outbreak • Membership of the internal outbreak response team • 	<ul style="list-style-type: none"> • Telephone • Teams Call • Email 	<ul style="list-style-type: none"> • Paul Stone • David Briggs • Louise Barber • Dawn White
Staff (includes employees and volunteers)	<ul style="list-style-type: none"> • Number of cases linked to an outbreak • The importance of hand hygiene, respiratory hygiene • Any changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the setting • Membership of the internal outbreak response team • Arrangements for managing any self-isolation requirements • Expectations about not attending work if symptomatic • Changes to staffing/rostering arrangements • Arrangements to support staff health and wellbeing 	<ul style="list-style-type: none"> • Meetings • Staff newsletter • Text messages • Staff Intranet • Signage 	<ul style="list-style-type: none"> • Local arrangements
Pupils	<ul style="list-style-type: none"> • The importance of hand hygiene, respiratory hygiene 	Verbal	Local arrangements

Parents and Carers	<ul style="list-style-type: none"> Any changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the setting 	Letters/Email	Local arrangements
Advisory Board	<ul style="list-style-type: none"> Number of cases linked to an outbreak Any changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the setting 	Email	Local arrangements
Visitors	<ul style="list-style-type: none"> Arrangements for managing any self-isolation requirements Expectations about not attending work if symptomatic The importance of hand hygiene, respiratory hygiene 	Verbal on arrival	Local arrangements
Contractors and delivery personnel (e.g. cleaners, electricians)	<ul style="list-style-type: none"> Arrangements for managing any self-isolation requirements Expectations about not attending work if symptomatic The importance of hand hygiene, respiratory hygiene 	Verbal on arrival	Local arrangements

Escalation

The initial assessment by HPT LCC will determine the level of response required; this is based on [Table 1](#) for guidance. The school responding to the incident or outbreak will activate arrangements to manage the additional demand on resources or disruption to services caused by the incident or outbreak in consultation with the Trust Central Services Team.

If further input is required, the outbreak may be escalated to an Outbreak Control Team.

When a decision has been made to declare an outbreak or establish an Outbreak Control Team, the Health Protection Team (PHE/UKHSA) will review the situation at appropriate intervals to determine if the formal declaration of an outbreak or convening of an Outbreak Control Team is subsequently required. This will involve consulting with the other parties, including those in education subgroup to assist with ongoing surveillance and regular updates to the dynamic risk assessment.

UKHSA Outbreak Management – Outbreak Control Team

If the school requires an Outbreak Control Team (OCT). It is expected that DPH and/or UKHSA will lead the establishment and leadership of Outbreak Control Team will exercise the appropriate measures including:

- Communications
- Community engagement
- Deployment of testing

- Enhanced surveillance and contact tracing, where necessary
- Any legal powers where necessary under relevant Public Health Acts and the Coronavirus Act 2020.

Outbreak Control Teams operate at a tactical level, coordinating the operational efforts of each partner organisation. An example agenda is included in Appendix C.

Criteria for Outbreak Classification by UK Health Security Agency

UKHSA assess COVID-19 cases in education settings according to the criteria in Table 2 below:

Table 2: Outbreak Classification Criteria from UKHSA

	Criteria to declare	Criteria to end
Cluster	Two or more confirmed cases of COVID-19 among individuals associated with a specific setting with onset dates within 14 days.	No confirmed cases of COVID-19 with onset dates in the last 14 days.
Outbreak	Two or more confirmed cases of COVID-19 among individuals associated with a specific setting with onset dates within 14 days AND ONE OF: Identified direct exposure between at least two of the confirmed cases in that setting (e.g. within 2 metres for >15 minutes) during the infectious period of the putative index case OR (when there is no sustained community transmission or equivalent JBC risk level) - absence of alternative source of infection outside the setting for initially identified cases	No confirmed cases of COVID-19 with onset dates in the last 28 days in that setting (higher threshold for outbreaks compared to clusters).

Triggers for an Outbreak Control Team (OCT)

An OCT may be triggered by a COVID-19 incident or outbreak in an education setting that meets the definition above in stage 3 and any of the below:

- Requires a multi-agency response.
- Has significant impact on public confidence and anxiety.
- Has significant media interest
- Is considered appropriate or necessary by any multi-agency partner organisation.
- There are identified challenges in ensuring adherence to control measures.
- There are concerns on the safe running of the setting in respect to COVID-19.
- There are other factors that require multi-agency coordination and decision making.

These triggers will continue to be reviewed and developed.

Communication - OCT

Good communication is key during an outbreak or incident. When a setting is being supported by an OCT, communications will be led by the OCT, and supported by UKHSA and other organisations. The communications lead will be agreed at the first OCT. The Outbreak Control Team will develop a Communication Strategy. Communications Leads should consider the following channels of communication:

- Targeted letters to individuals and groups affected by the incident.
- Local communications led by the education settings.
- Broadcast media, including television, radio, and the press.
- Corporate websites.
- Social media.
- Briefings for elected members and Members of Parliament.
- Dedicated telephone helplines where available and appropriate.

Led by the OCT, LCC communications team and the Health Protection Team (LCC) will support the Health Protection Team (UKHSA) to deliver targeted messaging and community engagement, working with partners across the system including in primary care networks and the voluntary sector.

Reintroduction of consistent groups

It may become necessary to reintroduce 'consistent groups' or 'bubbles' for a temporary period, to reduce mixing between groups and stop the spread of Covid-19.

Other restrictions

1. We may need to limit access to parents and carers into the setting (other than for drop off and pick up) e.g. open days, open evenings.
2. We may also reintroduce staggered start and finish times if needed, to minimise the number of people on the site at various times of the day.
3. We may reintroduce staggered play and lunchtimes if needed to reduce mixing between groups and stop the spread of Covid-19.

Attendance Restrictions

As a last resort, we may need to introduce attendance restrictions. We will provide high-quality remote education experiences for all children who are not able to attend the setting. Priority for onsite attendance will always be given to vulnerable children and children of critical workers.

In Wrap around Care provisions where attendance restrictions are in place, vulnerable children and children of critical workers will continue to be allowed to attend. For all other children, face-to-face provision will be provided for a limited set of essential purposes, such as parents going to or seeking work, attendance at a medical appointment, or to undertake education and training.

Vulnerable children

In the case of vulnerable children, attendance restrictions will only be introduced as a last resort and school we will be vigilant and responsive to all safeguarding threats with the aim of keeping vulnerable children safe.

If school does have to temporarily stop onsite provision on public health advice, we will discuss any alternative arrangements necessary for vulnerable children with the trust and local authority.

Where vulnerable children and young people are absent or do not take up a place offered to them, we will:

- follow up with the parent or carer to explore the reason for absence and discuss their concerns, working with the local authority and social worker where applicable.
- encourage the parent to allow the child to attend the setting, particularly where a social worker and/or the headteacher agrees that the child attendance would be appropriate.
- focus the discussions on the welfare of the child and ensure that the child can access appropriate education and support while they are at home.
- have in place procedures to maintain contact with the child and family and ensure that the child's needs are being met.

Staffing Capacity

Where staffing capacity is impacting on our ability to open fully and safely, we will follow the principles outlined in the attendance restrictions above.

Standing Down

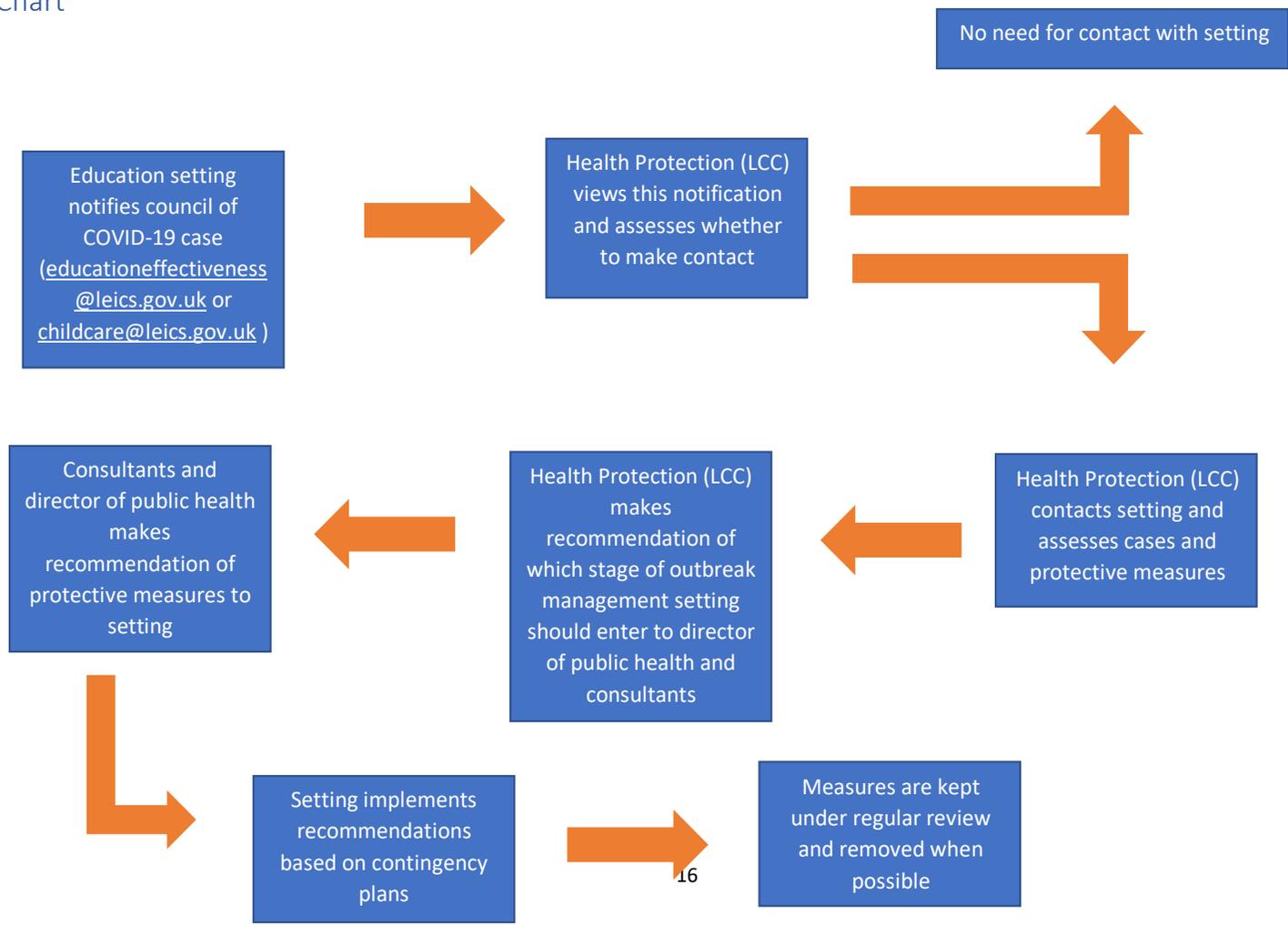
Finalising the response

The decision to finalise the response and stand down outbreak management and any protective measures will be based on the same criteria that the Health Protection Team LCC use to initially assess education settings.

Notification of stakeholders

The decision to stand down the response is communicated with all partners and stakeholders unambiguously, including the rationale for the decision and any triggers for reactivating the response.

Appendix A - Leicestershire and Rutland COVID-19 Outbreak Management Plan for Education Settings – Flow Chart



Appendix B – City Schools Management of Outbreaks

Task	Action
1. Identify	<p>DfE guidance presents thresholds that should trigger the setting to undertake an additional assessment and seek advice as necessary. Thresholds are described as:</p> <ul style="list-style-type: none"> • 5 cases or 10% (whichever is reached first) test-confirmed cases of COVID- 19 (either PCR testing or LFD with follow-up PCR) within 10 days, among students or staff clustered in a consistent group or cohort. Dates should be calculated based on illness onset, or test date if asymptomatic. (Please note this is 2 or more cases for special schools) <p>Or</p> <ul style="list-style-type: none"> • Evidence of severe illness e.g. students or staff members admitted to hospital or a death as a result of a COVID–19 infection (PCR or LFD with follow up PCR) as the setting may require advice on risk assessment and communication. <p>If you receive notification of this, you will need to contact c19publichealth@leicester.gov.uk.</p>
2. Report	<p>Contact the Leicester City Council Public Health team on c19publichealth@leicester.gov.uk. Notify the Local Authority of the cases via the online form (schools.leicester.gov.uk/informtheLA).</p> <p>The East Midlands Public Health England Health Protection Team (PHE HPT) can also be contacted for help and advice (especially outside business hours). The details are the PHE Coronavirus Response Centre on 03442 254 524.</p>
3. Respond	<p>Your local public health teams will work with you to assess the risks and advise you of what actions to take.</p> <p>Depending on the outcome, your local PHE HPT and Local Authority may establish an Outbreak Control Team to help support you to manage the situation. Any decisions about further potential measures will be decided in conjunction with you and public health, with input from DfE if there is a large outbreak.</p> <p>If the advice from the local public health teams is to partially or fully close the building, resulting in the setting not being fully open to all pupils/students, then you should notify the Department for Education via the Education Setting Status form. Refer to 'School attendance: guidance for schools' or search the title on GOV.UK for details.</p>

Information that may be requested from you

Details of the enquiry/cases:

- Record of pupils and staff in each group
- When the individual(s) became unwell or a test was undertaken
- When they were last present in the setting
- Nature of the roles/job undertaken by any staff affected
- Known links between the individual(s) with covid-19 (in or out of the setting)
- Number of people with which the individual(s) had close contact
- Nature of the environment (for example layout and nature of the building)
- Details of control measures
- Has there been any contact with other agencies? For example, local authority, health and safety executive (HSE), health and therapeutic services

Appendix C - Agenda for Infection Prevention and Control/Health Protection Team (LCC) Visit

Agenda for IPC/HPT (LCC) site visit to

Date:

Time:

Venue:

Aims of Visit: 1. to support the setting in implementing protective measures

2. To gain context of the difficulties the setting is having

3. To gather evidence for hypotheses around routes of transmission

During the site visit:

1. Introductions, aims and purpose of visit
2. Discussion of outbreak and previous cases
3. Asymptomatic testing site
4. Communal areas and staff rooms
5. 'Pinch-points' - any areas where large numbers of pupils gather/cross-over, or areas where the setting building restricts social distancing
6. Toilets
7. Classrooms or playrooms
8. Cleaning cupboards
9. Storage areas
10. Review of actions and concerns

