

**Standard Operating Procedure (SOP)
Covid-19 Prevention and incident/Outbreak Management
Education Settings**

DRAFT v2 Updated for March 2021 (Full Opening)

Following summarises roles and responsibilities of agencies in the prevention of and response to outbreaks. This SOP will be updated to reflect any changes/strengthening of arrangements, including lessons learned from responding to incidents/outbreaks (locally / regionally / nationally).

This SOP covers Education settings, including Early years, Primary and Secondary Schools, Special Schools, Alternative Providers, and Colleges.

Oversight/implementation of SOP	
Bronze Group Ownership	
CLT lead	
Relationship manager (LBH officers leading role in communicating with settings)	
Public Health lead officer(s)	
Health and Safety lead officer	
Who holds contact details (including OOH contact details for settings)?	

Data and reporting	
Data in CTAS and HPZone systems	LCRC
Reports (from CTAS and HPZone) provided to local authorities	LCRC
Weekly report produced collating the number of confirmed cases (staff / pupils) and the number of any outbreak control investigations involving schools	LBH Education / LBH Public Health (Weekly Situations Oversight Group Meetings)

1. Prevention and early intervention

This section sets out actions required to reduce the risks of outbreaks in these settings.

	Actions	Responsible Organisation
1.1	Provide guidance to education settings on undertaking risk assessment	LBH Health and Safety/ LBH Education Services
1.2	Make infection prevention control training available to education settings	LBH Health and Safety
1.3	Encourage staff to complete infection prevention control training and keep a record of those who have completed the training	Education Settings
1.4	Ensure education setting is Covid-19 secure, including undertaking risk assessments and implementing recommendations. All aspects of education setting to be subject to risk assessment, including buildings, activities, individual staff. Education settings to risk assess individual children/staff members with additional health needs and all SEND pupils.	Education settings
1.5	Targeted comms to education setting communities based on: <ul style="list-style-type: none"> - Latest Government Guidance - Localised messaging according to need (providing the information in key community languages)	LBH Comms/ LBH Education Services
1.6	Adopt appropriate infection prevention control policies and procedures, covering for example: <ul style="list-style-type: none"> • Promoting awareness of infection prevention control among children, staff and wider education setting community (parents, carers, visitors) • Where education settings let out premises to other organisations, be assured that those organisations have undertaken risk assessments, and that the school covid-secure status is not compromised • In the event of a symptomatic staff member / child, follow DfE guidelines on isolating suspected cases, PPE and cleaning 	Education settings
1.7	In the event of a symptomatic child or staff member: <ul style="list-style-type: none"> • give appropriate advice to parents/staff, including the need to self-isolate and access a test as soon as possible 	Education settings
1.8	Education Settings to maintain contact with the parents of the symptomatic child / the symptomatic staff member until their test results are known. Advise LBH Education Services relationship manager of all cases where results are positive (confirmed case of Covid-19) and of any full/partial closures	Education settings
1.9	LBH Education Services Officers and Public Health Officers to advise/update each other in the event of any of the following: <ul style="list-style-type: none"> • Positive test in staff member or child • Notification of a positive case by NHS Test and Trace • Staff / children advised to isolate by NHS Test and Trace • Full/partial closure of any education setting 	LBH Education/ LBH Public Health

2. Incident Response

This section sets out actions required in the event of the following concerns:

- 2.1 Staff member or child become symptomatic at school
- 2.2 Staff member or child become symptomatic out of school
- 2.3 Positive test in staff or child (either PCR or LFD at local testing centre)
- 2.4 Staff member or secondary pupil tests positive using lateral flow device at home
(As part of regular asymptomatic testing programme)
- 2.5 Household contacts of staff or children test positive
- 2.6 Staff or child advised by Test and Trace to isolate

2.1 Staff member or child become symptomatic at school		
	Actions	
2.1.1	Follow DfE guidelines on isolating suspected cases, PPE and cleaning.	Education settings
2.1.2	Give appropriate advice to parents/staff, including the need for whole household to self-isolate, and that symptomatic individual must access a test	Education settings
2.1.3	Maintain contact with the family until the test results are known. Advise LBH Education Services relationship manager of any confirmed cases (where positive test results are returned) and of any full/partial closures	Education settings
2.1.4	Education Services relationship manager to inform Public Health Officers assigned to Education Bronze Group of any confirmed cases.	LBH Education
2.1.5	Public Health Officers to maintain records of all confirmed cases (detail anonymised)	LBH Public Health
2.1.6	Public Health Officer to escalate to DPH/Consultant when 2 or more individuals receive a positive test result within the same setting within a 14 day period (continue to 2.3.6 below)	LBH Public Health
2.1.7	Education setting to engage in NHS Test and Trace Programme by providing details of contacts within a bubble where appropriate.	Education settings

2.2 Staff member or child become symptomatic out of school		
	Actions	
2.2.1	Education settings to ascertain whether any unexpected absences are due to Covid-19 related symptoms	Education settings
2.2.2	Give appropriate advice to parents/staff, including the need for whole household to self-isolate, and that symptomatic individual must access a test.	Education settings

2.2.3	Maintain contact with the family until the test results are known. Advise LBH Education Services relationship manager of any confirmed cases.	Education settings
2.2.4	Education Services relationship manager to inform Public Health Officers assigned to Education Bronze Group of any confirmed cases	LBH Education
2.2.5	Public Health Officers to maintain records of confirmed cases (detail anonymised)	LBH Public Health
2.2.6	Public Health Officer to escalate to DPH/Consultant when 2 or more individuals receive a positive test result within the same setting within a 14 day period (continue to 2.3.6 below)	LBH Public Health

2.3 Positive test result in staff or child (either PCR or LFD at local testing centre)		
	Actions	
2.3.1	Education setting receives notification of a positive test result for a staff member / pupil. Close bubble/ advise close contacts to self-isolate as per flowchart in appendices and use LCRC templates to communicate to parents/ the school community	Education settings
2.3.2	Education Settings to advise LBH Education Services relationship manager of all cases where results are positive (confirmed case of Covid-19)	Education settings
2.3.3	Education Services relationship manager to inform Public Health Officers assigned to Education Bronze Group of any confirmed cases	LBH Education
2.3.4	Public Health Officers to maintain records of confirmed cases (detail anonymised)	LBH Public Health
2.3.5	Public Health Officer to escalate to DPH/Consultant when 2 or more individuals receive a positive test result within the same setting within a 14 day period (continue to 2.3.6 below)	LBH Public Health
2.3.6	Education setting to review their risk assessment and infection prevention control measures with support from the local Health and Safety and Public Health Teams where required	Education settings/Health and Safety Team/Public Health Team
2.3.7	Education Settings to advise LBH Education Services relationship manager of all incidents where confirmed cases have resulted in full or partial closures	Education settings
2.3.8	In the event of a full/partial school closure in response to an outbreak, advise relevant stakeholders to minimise disruption to their service, e.g. Vaccination UK, NELFT-School Nursing Service etc	Education settings
	In the event of an outbreak in an education setting (2 positive cases in 14 days) go to 2.3.9 In the event of a single positive case go to 2.3.14	
2.3.9	LCRC <u>may</u> convene an Incident Management Team, if considered necessary	LCRC

2.3.10	If LCRC decides not to convene an Incident Management Team, the DPH <u>may</u> decide to convene a local Incident Management Team	DPH
2.3.11	In the event of an outbreak, the DPH <u>may</u> choose to request a mobile testing unit to attend, which LBH Emergency Planning team would organise	Emergency Planning
2.3.12	Liaise with CCG and health providers, where appropriate. In the event of a full/partial school closure in response to a community outbreak, relevant stakeholders to be advised, e.g. Vaccination UK, NELFT	DPH
	Whether or not an Incident Management Team is convened, the local authority will undertake the following:	
2.3.13	Communications for <ul style="list-style-type: none"> • elected members • any further communications necessary including monitoring social media / advising education settings on messaging / responding to press enquiries 	LBH Comms / DPH
2.3.14	Support education settings with communications for: <ul style="list-style-type: none"> • parents • school governors 	LBH Comms / LBH Education
2.3.15	Providing support to vulnerable cases / close contacts who are isolating, or signposting to appropriate sources of support/advice	CAV Bronze Group
2.3.16	Reinforce prevention messages (See 1.1-1.6)	Education Settings

2.4 Staff or child test positive using home administered lateral flow device test as part of asymptomatic testing programme		
	Actions	
2.4.1	Report all results of home lateral flow device test via NHS reporting website as per test instructions. https://www.gov.uk/report-covid19-result Report positive test results directly to the education setting.	Individual- Staff member / Older Students / Parent or Carer of younger pupils
2.4.2	Give appropriate advice to individual including the need for whole household to isolate pending the results of a confirmatory PCR Test.	Education settings
2.4.3	Individual to arrange for a confirmatory PCR Test as soon as possible and inform the education setting of the results as soon as they are available.	Individual- Staff member / Older Students / Parent or Carer of younger pupils
2.4.4	If confirmatory test result is positive-Follow procedures 2.3.1-2.3.16 as appropriate. (See above)	See above

2.5 Household contacts of staff or children test positive		
	Actions	
2.5.1	Ensure that staff and parents are aware that they should self-isolate immediately in the event of a household contact becoming symptomatic	Education settings
2.5.2	Staff and parents to advise that education settings are made aware of reasons for absence (prior to confirmed test), including isolating	Education settings
2.5.3	Education settings to advise LBH Education Services relationship manager if positive test results are received and of any full/partial closures	Education settings
2.5.4	Education Services relationship manager to inform Public Health Officers assigned to Education Bronze Group of any confirmed cases	LBH Education
2.5.5	Public Health Officer to maintain records of confirmed cases (detail anonymised)	LBH Public Health
2.5.6	Public Health officer to escalate to DPH/Consultant when there is any additional complexity / concerns (i.e. family unwilling/unable to access test / several individuals becoming symptomatic at the same time etc) or when test result positive (continue to 2.3 above)	LBH Public Health
2.5.7	NHS Test and Trace make contact with positive cases and trace/advise close contacts	NHS Test and Trace

2.6 Staff or child advised by Test and Trace to isolate		
	Actions	
2.6.1	NHS Test and Trace make contact with positive cases and trace/advise close contacts. If not escalated through to LCRC this would likely indicate exposure out of education setting	NHS Test and Trace Levels 2 & 3
2.6.2	In the event of a staff member or child being advised by Test and Trace to isolate, provider to respond to requests from Contact Tracing team, providing details of any other attendees of provision.	Setting
2.6.3	Staff and parents to advise that education settings are made aware of reasons for absence (prior to confirmed test), including self-isolating. Where staff/parents have difficulty in complying with self-isolation, those individuals to be signposted to local sources of support (including Councils' helpline arrangements- Tel:0800 368 5201)	Education settings
2.6.4	Education settings to advise LBH Education Services relationship manager of any pupils / staff who test positive and of any full/partial closures	Education settings
2.6.5	Education Services relationship manager to inform Public Health Officers assigned to Education Bronze Group of any confirmed cases in pupils / staff members	LBH Education
2.6.6	Public Health Officers to maintain records of all confirmed cases relating to staff and pupils (detail anonymised)	LBH Public Health

