

COVID-19 Outbreak Management Plan (OMP)

The College has a risk assessment in place to prevent and control COVID-19. In addition, we also have this Outbreak Management Plan, describing how the College would manage outbreaks of COVID-19 and how we would operate if we were advised by Worcestershire County Council Local Outbreak Response Team (LORT) and PHE Health Protection Teams (HPTs) to use any of the control measures that are described in the [contingency framework](#).

Roles and Responsibilities

Local Authorities, Directors of Public Health (DsPH), via the LORT, and PHE Health Protection Teams (HPTs) are responsible for managing localised outbreaks. They provide health protection support and advice to education and childcare settings.

This plan will be reviewed regularly to reflect any changes in national guidance

Role	Who
Production of the plan	PA to the Principal
Authorisation of the plan	Principal
Updating the plan in the light of new guidance and situations	PA to the Principal
Review of the plan	Principal
Implementation of the plan (see table below)	Senior Leadership Team, Premises Manager

It may be necessary to implement the measures in this plan to manage any COVID-19 outbreak within the College. If an outbreak occurs, the College will record details internally (as advised by the LORT). Should matters escalate e.g. a member of staff or a student is hospitalised, we will work with Worcestershire Local Outbreak Response team (LORT) to seek Public Health advice and respond accordingly.

Stage 1. On reaching the threshold. Implemented by the College.

Outbreak Management Principle	How the College would implement this requirement quickly;	Constraints to be addressed in advance/Comments	Who will implement in the event of an outbreak?
Increased hand and respiratory hygiene	See College COVID risk assessment, which will be reviewed if the threshold is reached. Hand sanitising stations to remain in various locations around College. Good hand and respiratory hygiene communicated and encouraged.	Plentiful supplies of sanitiser so additional stations can be introduced if needed.	Premises Manager
Restrict potential for physical contact and interactions	One-way systems can be introduced promptly on staircases and through communal areas such as the Cafeteria.		Premises Manager
Testing Families and staff can access tests here: <u>Order coronavirus (COVID-19) rapid lateral flow tests – GOV.UK (www.gov.uk)</u>	We will adhere to any government requirement in relation to onsite COVID-19 testing. Home testing available to staff and students (whilst stocks last).	Monitoring of home test supplies to ensure sufficient quantity should the frequency of home testing need to increase.	Principal
Ventilation <u>Ventilation of indoor spaces to stop the spread of coronavirus (COVID-19) - GOV.UK (www.gov.uk)</u>	See College risk assessment.	Staff may cease to comply. They will be reminded regularly of the importance of ventilation at staff briefings. Cold weather may require additional heating.	Principal Premises Manager
Cleaning <u>COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK (www.gov.uk)</u>	See College risk assessment. In the event of a local outbreak, deep cleaning of areas where positive cases may have mixed to take	Rota of cleaning staff can be put in place to ensure enhanced cleaning regime throughout the College day.	Principal/Premises Manager

	place along with more frequent cleaning of surfaces and touch points.		
Outdoor activities	The College will review whether any activities can be undertaken outdoors. It is, however, unlikely that this will be feasible so consideration would be given to moving some aspects of provision e.g. enrichment to remote delivery if advised.	The College is well-prepared to move to remote delivery. Refer to Policy on Remote Learning. Some students might lack access to appropriate IT devices during the College day.	Principal Senior Leader for ILT Strategy
Large gatherings	See College risk assessment. Assemblies and staff meetings can be held remotely should the College be advised to avoid large gatherings.	Lack access to appropriate IT devices	Senior Leader for ILT Strategy
Cases in staff <u>Contingency framework: education and childcare settings</u> <u>(publishing.service.gov.uk)</u> <u>NHS Test and Trace in the workplace - GOV.UK</u> <u>(www.gov.uk)</u>	We will liaise with the Local Outbreak Response Team should a member of staff be hospitalised further to testing positive.		Principal
Educational Visits (including residential) Limitations may be advised by the LORT.	Any education visit is risk assessed. Consideration given to postponing or cancelling planned visits in light of any outbreak.		Principal/ Senior Leader for ILT Strategy (EVC)
Open Events Limitations may be recommended by the LORT.	Consideration given to postponing/cancelling planned in-person events in light of any outbreak with virtual events in their place.	The College has successfully delivered virtual events and could revert to this format if advised that this was necessary.	Principal
Parental Attendance Limitations may be recommended by the LORT.	Parental visits on an appointment basis. Parents' evenings are held remotely using School Cloud software.		Heads of Year

<p>Performances and Sport Limitations may be recommended by the LORT.</p> <p><u>Events and attractions - Working safely during coronavirus (COVID-19): guidance from Step 4 - Guidance - GOV.UK (www.gov.uk)</u></p> <p><u>Coronavirus (COVID-19): grassroots sports guidance for the public and sport providers - GOV.UK (www.gov.uk)</u></p>	<p>Any advice issued by the LORT will be followed and additional measures put in place to enable performances and sport to continue.</p> <p>The College will cancel any planned performance or sporting fixture if advised to do so.</p>		Principal
<p>Work with the Local Outbreak Response Team (LORT) in the event of an outbreak</p>	<p>If there are links in time and or place between the cases, we will work with Worcestershire Local Outbreak Response Team (LORT) to identify outbreak management control measures to be implemented.</p> <p>The College has a single point of contact for recording confirmed cases who will liaise with the Principal to identify any links or connections between positive cases. Any outbreak and additional measures would be communicated by email to staff, students and parents.</p>		Principal PA to the Principal
<p>Advice to anyone (staff or student) who is known be at increased risk of severe infection.</p>	<p>See College risk assessment. Individual discussions and risk assessments completed with staff members who have previously advised of an underlying health condition which puts them at higher risk.</p> <p>Communication with students and parents to suggest they discuss concerns with their tutor or the Principal.</p>	Principal met with staff (January 2022) with significant underlying health condition in response to increase in local and national rates.	Principal

Stage 2. On reaching the threshold, after consultation with the LORT. Implemented by the College.

Outbreak Management Principle	How the College would implement this requirement quickly; consider:	Constraints to be addressed in advance/Comments	Who will implement in the event of an outbreak?
<p>In College asymptomatic testing site</p> <p>ATS is only for implementation after consultation and advice from the LORT/Public Health Consultant.</p>	<p>We may, if advised, reintroduce an asymptomatic testing site (ATS) at the College.</p> <p>Gym can be promptly set up for onsite testing.</p>	<p>Staffing for onsite testing might be difficult to implement immediately but staff would be allocated as needed until additional staffing could be put in place.</p> <p>(Successful day of local HPT onsite testing December 2021 further to potential local outbreak.)</p>	<p>Principal</p>
<p>Face Coverings</p> <p>Only for implementation after consultation and advice from the LORT/Public Health Consultant.</p>	<p>If advised, students, staff and visitors who are not exempt from wearing a face covering:</p> <ul style="list-style-type: none"> • Will be asked to keep on or put on a face covering when arriving at College, in corridors and communal areas where physical distancing cannot be maintained. <p>And/or:</p> <ul style="list-style-type: none"> • Will be asked to wear a face covering in rooms/classrooms or during activities, unless physical distancing can be maintained or a face covering would impact on the ability to take part in exercise or strenuous activity. <p>Face coverings to be available for students and staff on arrival at College if needed. Any change to the guidance on face coverings will be clearly communicated along with guidance on the safe wearing, storage and disposal of face coverings.</p>	<p>NB: Current government guidelines require students to wear face coverings in classroom and communal areas.</p>	<p>Principal</p>

<p>Maintaining quantity and quality of education and care</p> <p><u>Contingency framework: education and childcare settings</u> (publishing.service.gov.uk)</p>	<p>All students required to stay at home if they have tested positive for COVID-19 and are well enough to learn or if attendance at the College is temporarily restricted, will receive remote education.</p> <p>We will aim to deliver remote education that meets the same quality and quantity of education/care that students would receive at College, as outlined in our policy on Remote Learning.</p> <p>The College will transfer funds to students eligible for benefits-related free meals while they are not attending College because of COVID-19 restrictions.</p>	<p>Lack access to appropriate IT devices</p>	<p>Senior Leader for ILT Strategy</p> <p>Vice Principal</p> <p>Senior Leader for Student Wellbeing</p>
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