



COVID CONTINGENCY PLAN

Covering absence and managing an outbreak

FEBRUARY 2022

STAFF ABSENCE

Staff are required to stay at home if they develop any symptoms of covid-19. They are advised to take a PCR test as soon as possible.

For the purposes of calculating safe isolation periods, Day 0 is the date on which symptoms are first noticed, or if asymptomatic, the date of the first positive test result, whether LFD or PCR.

Twice weekly asymptomatic LFD testing is no longer required, and staff will not be issued with further boxes of LFD tests, except in exceptional circumstances.

If a member of staff takes an LFD test and the result is positive, even if they are asymptomatic, they should order a PCR test.

If Covid-19 is confirmed, staff may return to work if:

- they feel well and have two consecutive negative LFD test results on Day 5 and Day 6. They may return on Day 6.
- they feel well after Day 10, as long as they do not have a high temperature. They may return on Day 11.

In the event of other, non-covid illness, staff should consider the risk of passing on infection to others and stay home until they feel well enough to return. They may need to seek medical advice if suffering from a contagious illness.

In the case of an illness involving an abnormally high temperature we recommend waiting at least 24 hours after temperature returns to normal before returning to work

COVER

1. Supply agency for teachers and LSAs.
2. Colleagues, inc SLT, for Admin team.
3. SMT for SMSAs.
4. Shine for Shine coaches.

If supply agencies cannot provide cover:

- Redeploy LSAs if possible, cancelling intervention groups if necessary, but prioritising one to one support for EHCP.
- The headteacher may cover a class as long as it is deemed safe to do so: ideally one member of SMT should be available out of class.
- Redeploy pre-booked supply or Shine or Steph or Ash or Laura or Adam or Jonathan's teaching time. Log all losses of PPA or conferencing time or SMT cover that arise, and endeavour to pay back when there is a fuller complement of staff or more availability of supply.

If a class cannot be staffed:

- Teach two classes from the same year group together in the Hall, with one teacher and one LSA. This will impact on lunchtime arrangements and the PE timetable and Assemblies.
- As a last resort, inform parents and send the class home. Engage the Home Learning Plan. If the class teacher is not well enough to teach remotely, identify any member of teaching staff who is not tied to a class to lead the home learning – eg Steph, Adam, Jonathan, Sue.
- If a class has to be sent home and there is no-one available to oversee home learning, it may be necessary, in extremis, to send the whole year group home, so that the remaining teachers of that year group can deliver remote learning for all three classes and the interests of all children can be best served.

The office must be able to cover the following essential duties:

- Registration
- Dinners
- Administration of medicines
- Emergency contacts with parents
- Safeguarding
- Payroll

It should be clear which members of staff know how to do each of those things, and it may be necessary to brief others, because if one member of the office team goes out, it is possible that the others may be identified as contacts and may test positive even if asymptomatic.

CLOSE CONTACT

Staff do not need to stay at home if they have been in close contact with someone who has tested positive, unless they themselves test positive or develop symptoms. Close contacts are no longer advised to do daily LFD tests, and should only take a test if they themselves experience symptoms.

Staff who have any of the usual cold symptoms but feel well enough to work should take a covid tests and may continue to come in as long as they have a negative test result.

Staff who have coughs or colds that are confirmed by PCR test to be not covid are asked to wear face coverings in communal spaces, avoid face to face meetings and remain in the teacher zone as much as possible, if they are in all other respects well enough to be at work. If in doubt, discuss with a member of SLT and take advice from NHS.

Staff who are required to stay at home but who are well enough to work will be asked to assist with remote teaching for children in a similar situation. They will also be expected to contribute to team planning and assessment in the usual way, and may be asked to conduct pupil conferencing or learning interventions in Teams.

Particular care should be taken around colleagues or children who are clinically extremely vulnerable. Staff may be asked to wear face coverings in their presence, and to avoid close proximity in enclosed spaces, such as the office or the repro room.

THRESHOLDS FOR EXTRA ACTION

The following criteria will be used to decide whether “extra action” is required:

- Higher than previously experienced, or rapidly increasing number of staff or student absences due to covid-19.
- Evidence of severe disease, eg a case requiring hospitalisation
- Evidence of a new variant of concern
- Overwhelming pressure on the NHS
- A cluster of cases affecting a close contact group which includes clinically extremely vulnerable staff or students.

In order to monitor cases and understand when the threshold is reached, the admin team or SLT will record all reported cases or absences related to covid, whether confirmed or not, on a spreadsheet.

CONTINGENCY PLANS

Extra action may include:

- Adults to wear face coverings in communal areas.
- Request for staff to conduct daily LFT tests.
- One-off enhanced clean.
- No visitors allowed in school building.
- Reintroduction of class bubbles.
- Reintroduction of staggered timetable for lunchtime and break time. (This could be done without changing the start and end of the school day.)
- Cancellation of residential trips, or conversion to day trips.
- Return to virtual staff meetings and online assemblies.
- **As a last resort**, sending a group home to self-isolate.

ACTIONS WHEN A THRESHOLD IS REACHED

When a threshold is reached, the SLT will convene a meeting to draw up an action and communication plan. Members of SLT may attend remotely if not at work, and may be contacted on non-working days. If a member of the team is not available, other staff or governors may be invited to assist with decision making.

If it is not possible to convene an SLT meeting, the Headteacher is authorized to make a unilateral decision, based on the latest prevailing guidance. They may seek assistance from the DfE helpline 0800 046 8687, option 1.

The Action Plan will be communicated within 24 hours to:

- Staff via a post on the Staff Team General Channel, and by email to staff@henleazejuniorschool.co.uk
- Relevant parents by School Comms.
- Information at an appropriate level will be communicated with children verbally in class, and messages may be posted in Teams if necessary.
- Governors will be informed by email.

ACTIONS WHEN A CONFIRMED CASE IS REPORTED

If a positive test result is reported, advise the staff member or, in the case of a child, their parent or carer, to remain at home and follow the latest guidance for [People with Covid 19 and their contacts](#).

- In the case of children reporting suspected symptoms or positive test result, there is no need to inform others.
- In the case of a staff member reporting suspected symptoms or positive test result, they may choose to contact colleagues they have been in close contact with, or may assist SLT by providing information.
- Respond to enquiries from parents, following the following script:
 - As long as your child has no symptoms, they should still come to school.
 - If your child develops any symptoms, please inform us and keep them at home.
 - If they are well enough, we will expect them to engage with learning via Microsoft Teams and the resources signposted on the Work Space of our website.

ACTION PLAN TEMPLATE

Reason	Yes/No	Details
Higher than previously experienced, or rapidly increasing number of staff or student absences due to covid-19.		
Evidence of severe disease, eg a case requiring hospitalisation		
Evidence of a new variant of concern		
Overwhelming pressure on the NHS		
A cluster of cases affecting a close contact group which includes clinically extremely vulnerable staff or students.		
Actions considered:	Yes or no?	For whom does this measure apply
Adults to wear face coverings in communal areas.		
Request for staff to conduct daily LFT tests.		
One-off enhanced clean.		
Review policy for visitors in school building.		
Reintroduction of bubbles.		
Reintroduction of staggered timetable.		
Cancellation of trips, or conversion of residential to day trips.		
Virtual staff meetings and online assemblies.		
Sending a group home to self-isolate.		