

Wyke Sixth Form College Outbreak Management Plan COVID-19

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1.3	<input checked="" type="checkbox"/> Approved	02.09.2021	SLT	Final – Updated Appendices

Contents

1. Context	Page 3
2. Documents Authorisation	Page 3
3. Aims	Page 3
4. Objectives	Page 3
5. Scope	Page 4
6. Governance	Page 4
7. References	Page 5
8. Associated Documentation	Page 5
9. Definitions	Page 5
10. Impact Analyses and Regulations	Page 6
11. Stage 1 – Prevent and Prepare	Page 6
12. Stage 2 – Outbreak Management Response	Page 8
13. Stage 3 – Outbreak Management Stand Down	Page 10
14. Appendices	
a. Communication Plan	Page 12
b. Preventative Mitigations	Page 13

1. Context

Wyke Sixth Form College is committed to taking a proactive approach to protect the health and wellbeing of our students and staff throughout the evolving Coronavirus (COVID-19) pandemic. This includes being prepared to manage a COVID-19 outbreak (suspected or confirmed).

This Outbreak Management Plan intends to assist the College prepare, detect and respond to a COVID-19 outbreak and outlines the course of action that will be taken should a suspected or confirmed COVID-19 outbreak occur.

2. Document Authorisation

This document forms part of Wyke Sixth Form College's management response to COVID-19 in line with Government guidance for maintaining further education provision with COVID-19.

This document is owned and ratified by the Senior Leadership Team and endorsed by the Covid 19 Leadership and Governance Group.

3. Aims

The aim of this COVID-19 Outbreak Management Plan is to:

- Prevent the spread of COVID-19 within the College setting or local community.
- Minimise the impact of COVID-19 on students, staff, other operating within the College, key stakeholders and the overall business/organisation.

4. Objectives

The objective of this Outbreak Management Plan is to document the activities that the College will undertake in preparing for and responding to multiple cases of COVID-19 within the College setting.

Local Public Health Services will support the College in ensuring scaled response measures are delivered according to the level of risk, effectiveness of response measures and availability of resources, in close collaboration with key stakeholders

including the Outbreak Management Team, Senior Leadership Team and wider staffing.

5. Scope

This policy applies to all students, staff and visitors accessing the College site. All individuals should familiarise themselves with the policy to understand the College's approach during a COVID-19 Outbreak.

6. Governance

The College's Local Health Protection Team and Public Health Officials will recommend measures as part of its outbreak management responsibilities.

Hull City Council

School nursing team Covid duty on 01482 336634 or 344301

Covid19.dph@hullcc.gov.uk

DfE helpline 0800 046 8687, option 1 Mon-Fri 8am-6pm

or

Local Public Health Team

PHE North Yorkshire and the Humber Health Protection Team,

Block 2 The Food and Environment Research Agency (FERA),

Sand Hutton,

York,

YO41 1LZ

0114 304 9843 - Local

0114 321 1177 – National

For public health emergencies, the PHE regional Health Protection Team out of hours 0151 9091219.

The Senior Leadership Team will lead the organisational response and authorise the College Outbreak Management Plan. The Vice Principal – Finance, Resources and Systems will coordinate the College response during a suspected outbreak in line with the Outbreak Management Plan, in conjunction with the Outbreak Management Team.

The College Covid 19 Leadership and Governance Group will support and enable the Senior Leadership Team to maintain a safe environment for all Students, Staff and Visitors during a potential outbreak.

7. References

GOV.uk - Further Education COVID-19 Operational Guidance

GOV.uk - Contingency Framework: education and childcare settings

GOV.uk - Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person

GOV.uk - COVID-19: cleaning of non-healthcare settings outside the home

GOV.uk - Guidance on protecting people who are clinically extremely vulnerable from COVID-19

GOV.uk - NHS Test and Trace in the workplace

GOV.uk - Coronavirus: how to stay safe and help prevent the spread

8. Associated Documentation

Covid Risk Assessment

Covid Controls from September 2021

Staff Coronavirus Guidance

Suspected COVID cases – process

Student Return Information

Local Department Risk Assessment

Extremely Vulnerable Staff Risk Assessment

Vulnerable Staff Risk Assessment

9. Definitions

COVID-19 (Coronavirus) – is an illness caused by a new virus (SARS-CoV-2) that affects the respiratory system. Symptoms include but are not limited to fever, coughing and a sore throat. The virus can spread from person to person, but good hygiene and physical distancing can prevent infection.

PPE – means Personal Protective Equipment.

Suspected COVID-19 cases – are referred to as a ‘suspect case’ until a causative pathogen is identified through diagnostic testing.

COVID-19 outbreak – is if the COVID-19 virus (SARS-CoV-2) is detected across a multiple number of individuals within the College setting defined below;

- 5 students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- 10% of students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period.

10. Impact Analysis and Regulations

10.1.1 Equality

The College is committed to designing and implementing services, policies and measures that meet the diverse needs of its population and workforce, ensuring that no individual or group is disadvantaged.

In developing and applying this Outbreak Management Plan, the College will have due regard to the need to eliminate unlawful discrimination, promote equality of opportunity, and foster good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in addition to offending background, trade union membership, or any other personal characteristic.

10.1.2 General Data Protection Regulation (GDPR)

The College is committed to ensuring that all personal information is managed in accordance with current data protection legislation, professional codes of practice and records management and confidentiality guidance.

11. Stage 1 – Prepare and Prevent

The College understands that the COVID-19 Pandemic is an ever-changing situation and works proactively with all students, staff and visitors to prioritise a safe environment to deliver the best possible education experience. The College acknowledges that the Local Health Protection Team and/or Public Health Officials will

act in an advisory role to assist the College to detect, characterise and manage a COVID-19 outbreak should it occur. This includes but is not limited to:

- Assisting the College to confirm outbreaks by applying the case definition correctly.
- Providing advice on obtaining testing kits.
- Providing guidance on outbreak management.
- Monitoring for severity of illness (record deaths and hospitalisations).
- Informing relevant stakeholders of outbreaks.
- Monitoring the number of COVID-19 outbreaks occurring as the pandemic progresses.
- Contributing to surveillance.

Whilst this Outbreak Management Plan and related policies outline the current public health advice relevant to infection prevention control and outbreak management planning for Further Education providers, the College acknowledges that the pandemic could affect the entire health care system and the community. It is therefore essential that the College keeps up to date with the most recent Government advice, stays in contact with local health services and deals with each suspected case of COVID-19 on a case-by-case basis.

Whilst all of the College's preventative strategies and procedures are outlined in the Covid Risk Assessment and Covid Controls document and will not be outlined in detail within this Outbreak Management Plan, the College will proactively review all relevant documentation on a weekly basis to ensure it continues to be prepared for an outbreak as circumstances change.

Key Control Measures

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

Prevention - Keeping Safe

- ✓ The College prioritises the safety of all students, staff and visitors and prevention is the initial milestone to mitigating a COVID-19 outbreak. The following steps are integral to the Outbreak Management Plan;

- ✓ Hands – All Students, Staff and Visitors are reminded that regular hand washing and sanitising remains important.
- ✓ Face - In line with latest guidance, face coverings will be a personal choice when onsite and are recommended on college transport when you are coming into contact with people you do not normally mix with.
- ✓ Space - 'Keep left' throughout the college site.
- ✓ Fresh air - All windows open enough to allow airflow.
- ✓ Testing - All students and staff are to undertake twice weekly lateral flow tests and report results to the NHS.
- ✓ Response - Stay home if you have symptoms, seek a PCR test via the NHS and let covidconcerns@wyke.ac.uk for students and urgent@wyke.ac.uk for staff know of positive results for outbreak monitoring.

For suspected Case of COVID-19, any individual who has any COVID-19 symptoms or does not feel well should follow the Suspected COVID cases process, summarised below;

If the suspected case is a student:

Student will be taken to a quiet room to be assessed, if it is considered to be a genuine suspected case, parents will be informed, and the student sent home and advised that they must arrange to take a test and self-isolate.

If the suspected case is a member of staff:

If the staff member becomes unwell during the working day and it is considered to be a genuine suspected case, they should contact the office as soon as possible. The staff member will be sent home and advised that they must arrange to take a test and self-isolate.

12. Stage 2 – Outbreak Management Response

The College has identified an Outbreak Management Team to manage a COVID-19 outbreak (suspected or confirmed) effectively and efficiently. This includes but is not limited to directing, monitoring and overseeing the outbreak, confirming roles and responsibilities and liaising with the Local Health Protection Team and/or Public Health Officials. It will further consider the progress of the response, undertake ongoing monitoring, deal with unexpected issues and implement change as required.

If an outbreak is declared the Outbreak Management Team will initially meet daily to:

- Direct and oversee the management of the outbreak.
- Discuss roles and responsibilities.

- Monitor the outbreak progress and initiate changes in response, as required.
- Liaise with health professionals and the Department of Health and Social Care, as required.

The Outbreak Management Team consists of the following staff:

Name	Role	Responsibility
Senior Leadership Team	Assurance and Oversight	Responsible for oversight of the management of COVID-19 related risks including this Outbreak Management Plan.
Alan Woodcock	Premises Manager	Health and Safety lead for the day to day management of COVID-19 related risks at an operational level including this Outbreak Management Plan.
Dave Featherston	IT Manager	Coordinate and set up required equipment (eg computers, mobile devices, network access) and resolve information technology issues to deliver the Outbreak Management Response.
Leanne Stone	Office Manager	Coordinate the organisation of Internal Outbreak Response Team meetings and record and distribute minutes of meetings. Coordinate the collection and collation of data to help control the outbreak (eg number of people in the setting, number of symptomatic people, test results). Provide daily reports for the Outbreak Management Coordination Team and other key stakeholders as requested.
Richard Hopper and Elaine Roberts	Premises and Cleaning Teams	Liaise with the Outbreak Management Coordination Team about infection prevention and control measures. Ensure adequate supplies of PPE and cleaning products. Ensure staff are trained in infection prevention and control precautions. Ensure cleaning staff are kept informed about enhanced cleaning and infection prevention and control measures. Oversee cleaning activities; hire additional cleaners as required.
Other Roles		
College Leadership Team	Monitor and mitigate	Responsible for monitor and mitigating COVID-19 related risks in line with this Outbreak Management Plan.
Covid 19 Governance & Leadership Group	External oversight and review	Provide external support and review to the Senior Leadership Team in delivering its responsibilities outlined within the Outbreak Management Plan.

Whilst the Department of Health and Social Care will provide guidance in declaring an outbreak, the following definitions are a guide:

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period.

Once an outbreak is declared the Outbreak Management Team will meet on a daily basis to:

- a) Discuss and ensure all recommendations of the Department of Health and Social Care and other regulatory bodies are adhered to.
- b) Monitor the Outbreak process including but not limited to the following:
 - i. Increased promotion of testing for all students and staff.
 - ii. Keeping record and incident reports for any staff or students displaying symptoms.
 - iii. Identify and implement enhanced infection control measures.
 - iv. Recommend management approach in line with college scenarios; Fig 1. Outbreak Management Plan Scenarios.
- c) Further implementation of standard precautions including increased performing hand hygiene, mandated face masks onsite, re-implementation of one-way system and social distancing measures in full and increased cleaning routines throughout the day.
- d) Review the Outbreak Management Plan and control measures and requirements for implementation.

The Outbreak Management Team will immediately seek further advice from the Local Health Protection Team and Public Health Officials in line with the latest national guidance.

Fig 1. Outbreak Management Plan Scenarios

Scenario	Onsite / remote
A	Fully onsite
B	50:50 onsite : remote
C	Fully remote

13. Stage 3 – Outbreak Management Stand Down

The Outbreak Management Team will be guided by the Local Health Protection Team and/or Public Health Officials as to when the outbreak can be declared over. Generally, a COVID-19 Outbreak can be declared over if no new cases occur within 14 days following the date of isolation of the case.

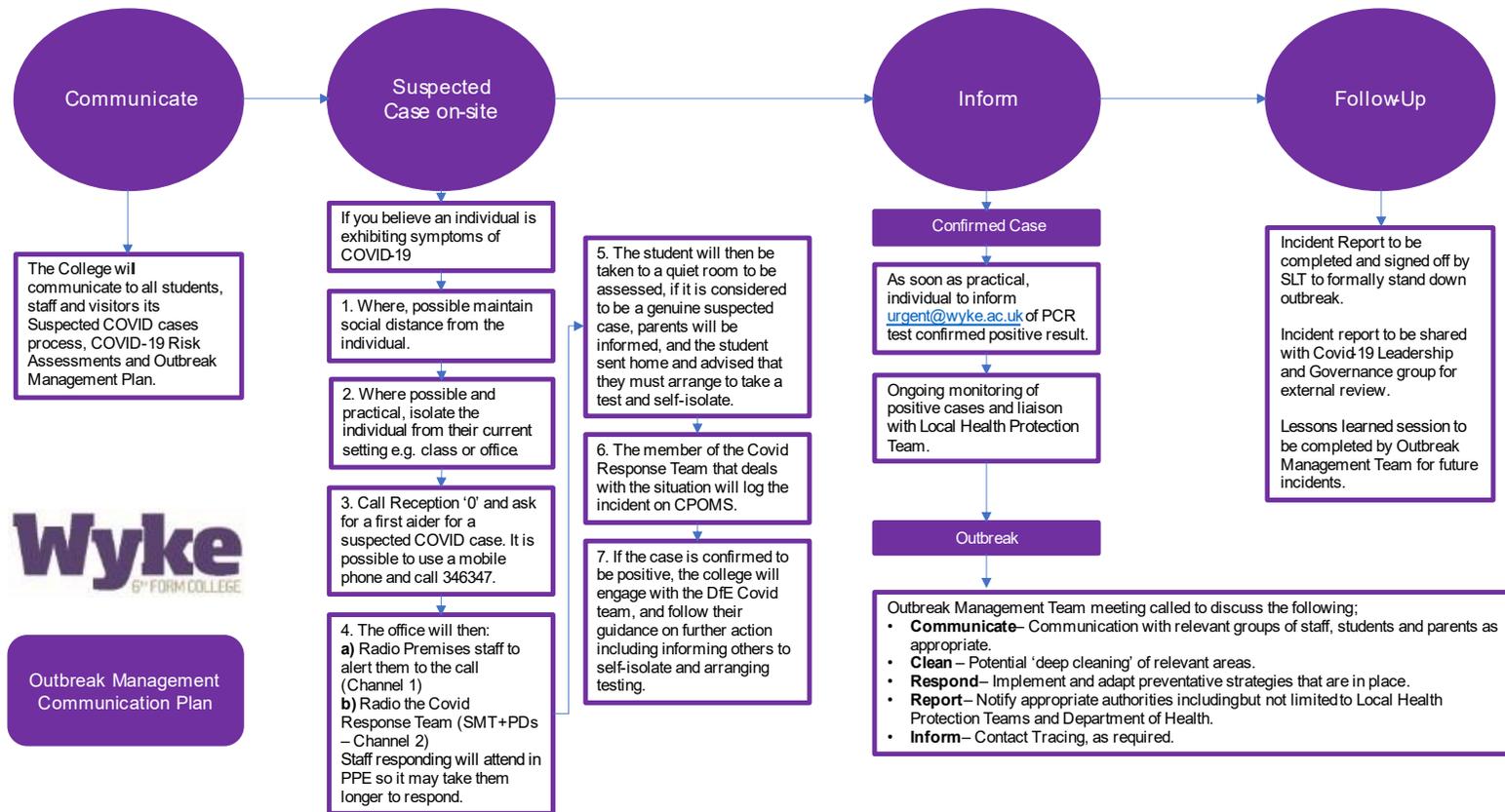
The Outbreak Management Team will continue to communicate on a regular basis to consider the following:

- a) To review and maintain general infection control measures.
- b) To monitor the status of ill staff and/or students.
- c) Communicate with the public health authority, as required.

- d) To ensure that the Local Health Protection Team and/or Public Health Officials are notified of any further potential outbreaks.
- e) To communicate and liaise with any external stakeholders, as required.
- f) To review the Outbreak Management Plan.

14. Appendices

Appendix A. Communication Plan



Appendix B. Preventative Mitigations

The College will work up a number of stages prior to implementation of scenario B and C as outlined within section 12. Details of such preventative measures include, but are not limited to, the following;

- Further enhanced cleaning routines throughout the whole college.
- Additional ventilation measures such as doors and windows being mandated as open during lessons.
- Staff members who have been in contact with positive cases to wear masks on site and test daily, with potential requirements to work from home, where appropriate.
- Increased LFT routines such as daily testing during outbreaks.
- Mandated face coverings across the whole site.
- Reduction in site visitors with potential closure to all non-staff or students.
- Reintroduction of contact tracing, one-way flow around the site and fixed seating arrangements within classrooms.
- High risk assessed areas being removed from timetable.

The College will work proactively with Public Health colleagues to ensure a safe environment is maintained throughout the term whilst prioritising the best possible education environment for our students. In doing so, Public Health colleagues may consider the following actions;

- Reviewing and reinforcing existing measures on-site.
- Encourage reduced mixing between groups.
- Set up a multiagency Management Incident Team.
- Increased LFT or PCR testing.
- Active contact tracing.
- Limit attendance, where other measures have failed.