



LOCAL RESPONSE PLAN FOR MANAGING COVID-19 IN EDUCATIONAL SETTINGS IN HOUNSLOW

PREVENTION ACTIONS/SUPPORT TO MANAGE COVID-19 IN EDUCATIONAL SETTINGS

- Risk assessment for schools – includes measures that are required to minimise the spread of infection, and individual risk assessment template for staff
- FAQs updated on Hounslow website (hounslow.gov.uk/coronavirus) (e.g. on Managing suspected cases, PPE, etc)
- Hounslow Education Partnership (HEP) /Schools Consultative Group preparatory meetings

INCIDENT DEFINITIONS

- **Single suspected/possible case** – a pupil or staff member with coronavirus symptoms (fever, persistent new cough, and/or loss of taste/smell)
- **Single confirmed case** – a pupil or staff member who has tested positive for coronavirus
- **Single complex case** – a suspected or confirmed case of coronavirus where this is complicated factors for the child, family or educational setting (e.g. special educational needs)
- **Cluster** - two or more confirmed cases of COVID-19 among students or staff in a school within 14 days; **OR** an increase in the background rate of absence due to suspected or confirmed cases of COVID-19 (does not include absence rate due to individuals shielding or self-isolating as contacts of cases)
- **Outbreak**- two or more confirmed cases of COVID-19 among pupils or staff who are direct close contacts, proximity contacts or in the same cohort* in the school within 14 days
*a cohort might be in a class, year group or other defined group within the school.

Definition of 'contact' in school setting

- **Direct close contacts**- direct face to face to face contact with a case for any length of time, including being coughed on or talked to. This will also include exposure within 1 metre for 1 minute or longer
- **Proximity contacts**: Extended close contact (within 1-2m for more than 15 minutes) with a case
- **Travelled in a small vehicle with a case**

Infectious Period = 48 hours prior to symptom onset to 7 days after, or 48hrs prior to when positive test was conducted.



London Borough of Hounslow

REPORTING

VIA NATIONAL TEST AND TRACE / PHE

National Test and Trace programme went live on 28th May 2020. In addition to a nationally recruited system of call handlers, **PHE regional teams** will be managing complex situations, including school settings. As of 1st June 2020, it is our understanding that PHE London Coronavirus Response Cell (LCRC) will take the lead on managing COVID-19 cases notified to them in school settings. These include confirmed single cases, complex cases, clusters or outbreaks (2 or more cases in school settings). PHE LCRC will inform London local authorities (via the Director of Public Health) daily of all school cases/situations they are managing. It is unclear (14.7.20) what level of detail will be provided to Hounslow Council by PHE LCRC.

VIA HOUNSLOW SCHOOLS

Whilst there is a lack of clarity around the data flows from the national Test and Trace system (and potentially beyond), Hounslow schools have been advised (by LA colleagues and via the weekly Headteachers' Bulletin) to inform the local authority in the case of:

- a single suspected case – to inform LBH health and safety/property (Adam Stonely) who will provide advice, including access to testing
- a single confirmed case of COVID-19 (test results positive) in a pupil or staff member; more than one confirmed cases in a setting; complex case(s) – to contact PHE LCRC (0300 303 0450), and also to inform LBH health and safety/property (Adam Stonely adam.stonely@hounslow.gov.uk) and Hounslow Public Health Team (publichealth@Hounslow.gov.uk).

It is important for Hounslow Council (Public Health and Health & Safety team) to be informed of all suspected or confirmed cases to understand:

- Any difficulties accessing testing
- For monitoring purposes- Hounslow Public Health will be monitoring local confirmed cases in schools
- In order to support the school with timely advice to manage a suspected case

KEY PARTNERS INVOLVED

If there is a confirmed case of COVID-19 in an educational setting in Hounslow, PHE LCRC will initially conduct a risk assessment directly with the school (headteacher). The following stakeholders may also need to be informed or involved in discussions, depending on the risk assessment.

- **School Headteacher**
- **Public Health England London Coronavirus Response Cell**
- **LB Hounslow***:



London Borough of Hounslow

- Public Health (Kelly O'Neill)
- Schools (Vicki Taylor)
- Communications (Debbie Bacon)

*Involvement will vary depending on nature of the situation

INCIDENT MANAGEMENT ACTIONS

The following actions are for various COVID-19 scenarios in schools:

1. Suspected case of COVID-19 (e.g. awaiting test or test results or unable to access testing)

Table 1: Actions for a suspected case of COVID-19 in schools

Action	Lead	Key aspects
Risk assessment	Health and Safety	Risk assess to confirm that no other cases, or any complex case scenarios requiring referral to LCRC PHE
Infection control and isolation advice	Health and Safety	Reinforce advice around infection control measures to be taken: <ul style="list-style-type: none"> - Confirmed case should go home ASAP and self-isolate for 7 days - Consider informing close contact and parents - Follow guidance on cleaning in non-clinical settings once the child/staff member has left the school, including PPE requirements - Reinforce importance of social distancing and infection prevention and control measures. These include regular hand washing, respiratory hygiene measures (“Catch It, Bin It, Kill It”), enhanced cleaning (e.g. increased frequency of high touch surfaces) as stated in DFE guidance.
PPE	LBH health and safety and PPE team	Ensure school has a stock of PPE if more children develop symptoms on site.
Testing	Health and Safety	Reinforce DFE guidance to schools that close contacts of confirmed case should access testing if they develop symptoms themselves.
Communications	School	Consider informing close contacts and parents
Monitoring	LBH health and safety and LBH public health	<ul style="list-style-type: none"> - Health and Safety will inform Hounslow Public Health team of the suspected case and actions taken - Health and Safety will create a log of suspected case and follow up if the case subsequently tests positive (advising school to call PHE LCRC-table 2). The log will be shared with the public health team, which will allow monitoring, as well as considering if there are any issues with access to testing



2. Single confirmed case (including complex case) of COVID-19

Table 2: Actions to be taken if there is a single confirmed case of COVID-19 in a school

Action	Lead	Key aspects
Risk assessment	PHE LCRC	Risk assessment to understand the situation, including confirming test results, symptoms and onset dates, details of the setting and whether student or staff members attended while symptomatic. Potential contacts meeting definition of direct close, proximity contacts or travelled in a small vehicle with the case. Vulnerable staff/students.
Infection control and isolation advice	PHE LCRC	Reinforce advice around infection control measures to be taken <ul style="list-style-type: none"> - Confirmed case should go home ASAP and self-isolate for 7 days - Close contacts (e.g. same class/group as the confirmed case) should go home and self-isolate for 14 days, including the teacher - Follow guidance on cleaning in non-clinical settings once the child/staff member has left the school, including PPE requirements. - Reinforce importance of social distancing and infection prevention and control measures. These include regular hand washing, respiratory hygiene measures (“Catch It, Bin It, Kill It”), enhanced cleaning (e.g. increased frequency of high touch surfaces) as stated in DFE guidance.
PPE	LBH health and safety and PPE team	Ensure school has a stock of PPE if more children develop symptoms on site.
Testing	PHE LCRC	Reinforce DFE guidance to schools that close contacts of confirmed case should access testing if they develop symptoms themselves.
Communications	PHE LCRC School	Letter to parents, staff and governors
Monitoring	LBH PH/contact tracing cell	Record incident in school with single case in LBH contact tracing monitoring system



		Monitor borough rates of new infection and any further information at a smaller geographical if available
--	--	---

3. Cluster of cases or outbreak of COVID-19 (two or more confirmed cases in the school)

Table 3: Actions to be taken if there is a cluster or outbreak of COVID-19 in a school

Action	Lead	Key aspects
Risk assessment	PHE LCRC, working with the headteacher	<p>Risk assessment to understand the situation, including the set-up of setting; layout, details of confirmed and possible cases; total number of pupils and staff, details on cohorts or “bubble” groups; staff roles and type. Potential contacts meeting definition of direct close, proximity contacts or travelled in a small vehicle with a case. Vulnerable staff/students. Operational impact on school, including need to temporarily close.</p> <p>Assessment made of severity of impact, based on factors such as severity of disease (e.g. hospitalised cases), spread, control measures taken/in place, context</p>
Incident Management Team (IMT) meeting	PHE LCRC	<p>PHE LCRC likely to convene an IMT if:</p> <ul style="list-style-type: none"> • there are a high number of cases • there are many vulnerable children • the outbreak has been ongoing despite usual control measures • there are concerns on the safe running of the school • there are other factors that require multi-agency coordination and decision making. • a death at the school <p>LBH PH to coordinate Hounslow partners to attend IMT with PHE and the school headteacher, and coordinate subsequent actions</p>
Infection control and isolation advice	PHE LCRC	Provide initial infection control advice for specific setting based upon risk assessment.
	Hounslow Public Health	Additional support and advice around infection control measures may be required
PPE	LBH health and safety and PPE team	Ensure school has a stock of PPE if more children develop symptoms on site.



London Borough of Hounslow

Testing	PHE LCRC	<p>Advise if further testing is required and if any specific arrangements are being made.</p> <p>Current DFE guidance to schools that close contacts of confirmed case should access testing if they develop symptoms themselves.</p>
School closure decisions	PHE LCRC School LBH, including LBH PH	<p>Closure decisions based on risk assessment considering multiple factors (e.g. number of cases, staffing levels).</p> <p>The decision to close the school would be made by the headteacher and liaising with LBH and PHE LCRC.</p>
Communications	PHE LCRC School LBH	<p>PHE LCRC will give school a template letter to send to parents if confirmed cluster/outbreak of COVID-19 in school.</p> <p>School sends communication to all staff, parents, pupils, governors.</p> <p>LBH comms team may develop reactive communications</p>
Monitoring	LBH PH	<p>Monitor situation with information communicated by PHE LCRC</p> <ul style="list-style-type: none">○ Number of potentially at risk (total staff and pupils)○ Number of symptomatic cases: confirmed and possible case○ Number of hospitalised: Note any ITU admissions <p>Outbreak declared over when 28 days have passed since the onset of symptoms in the last confirmed case in the school and the results of any possible cases in pupils or staff in that time have been negative.</p> <p>Monitor borough rates of new infection and any further information at a smaller geographical if available</p>