



COVID Outbreak Plan

Introduction

Many learners at Greenside have complex medical needs which makes them vulnerable to the impact of COVID. Greenside work in partnership with the Hertfordshire County Council COVID response team.

In the event of a COVID outbreak this plan will be implemented. Outbreak plan is implemented.

The Outbreak Plan is in 4 sections...

- 1. Ensure safe staffing levels & the provision of remote learning**
- 2. Actions to reduce the risk of transmission**
- 3. Actions in the event of someone ill in school**
- 4. Communication and support**

1. Ensuring safe levels of staffing + the provision of remote learning

Actions to enable effective cover and reduce the risk of class closures	<ul style="list-style-type: none"> ➤ In the event of insufficient numbers of staff who know the learners with an affected class, the class will be closed. ➤ Learners in affected classes maybe offered opportunities to attend on a rota basis. ➤ Senior leads must ensure that there is a trained DSL and trained first aider on the main site at all times. ➤ Learners maybe moved into different classes on a temporary basis. ➤ Classes that have a high level of learner absence maybe merged. ➤ Greenside will close for learners at 1.30 each Friday. All staff will fulfil their full hours at home. TA's undertake on line training sessions, class leads planning, preparation and assessment (PPA).
Remote learning	<ul style="list-style-type: none"> ➤ Remote learning opportunities tailored to the specific needs of learners and their parents / carers. ➤ The school can supply laptops to enable access, iPads with SIM cards are provided when there is no access to Wi-Fi. ➤ Educational resources and sensory materials can be delivered to the learner's home. Music sessions are offered via MSTeams or Zoom. Learners can access class lessons via MSTeams or Zoom.

2. Actions to reduce the risk of transmission

Learners <u>must not</u> attend school if	<ul style="list-style-type: none"> ➤ They have tested positive for COVID 19 ➤ They are displaying COVID symptoms ➤ someone in their household has tested positive
Staff	<ul style="list-style-type: none"> ➤ Vulnerable colleagues will be given duties to reflect specific needs.
Organisation	<ul style="list-style-type: none"> ➤ The school operates in 6 areas known as: Rainbow (Blue, Orange and Yellow classes) Meadow (Buttercup, Poppy, Daisy, Primrose, Clover classes) Orchard (Pear, Willow, Cherry, Elm, Ash, Yew classes) Woodlands (Jay, Lark, Robin, Wren Kingfisher classes) Barnwell (Apple, Strawberry classes) The Hyde (2Learn, Greenside Studio, Phoenix Centre) ➤ <u>Movement of learners</u> between these areas is overseen by senior leads ➤ Each area has their own outdoor recreation area (Buttercup use the main field). ➤ There are 5 separate entrances (Rainbow and Meadow share). ➤ Staff recreation spaces are: <ul style="list-style-type: none"> - Rainbow, Meadow: meeting room (dining room on Wednesdays) - Woodlands: main staff room. - Orchard and Barnwell: Food Tech room. - The Hyde: The Phoenix Centre.
Ventilation	<ul style="list-style-type: none"> ➤ Staff must ensure as much ventilation as possible in their classrooms, offices and recreation areas

Meetings and visitors	<ul style="list-style-type: none"> ➤ The majority of meeting and reviews are undertaken via MS Teams ➤ Parents and carers use the meeting room for medicals. ➤ Prospective parents are allowed to visit the school out of school hours. ➤ The school's social enterprise "The Greenside Studio" has limited opening times ➤ Only urgent building works (relating to health and safety) will be undertaken during the school day ➤ Visitors are required to wear masks and do not go into classes (without the specific permission of a member of the SLT)
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> ➤ A central supply of PPE equipment is located in the dining room ➤ Area leads must ensure that there is sufficient supplies of PPE for all staff ➤ Staff may choose to wear a face covering when working in their area
Testing.	<ul style="list-style-type: none"> ➤ Staff should take Lateral Flow Tests (LFT) twice a week
Adjustments to the curriculum	<ul style="list-style-type: none"> ➤ No assemblies (other than via MSTeams) ➤ Limited mixed dining. ➤ Whole class off site visits must include COVID as part of their risk assessment and be approved by a member of the SLT. ➤ Outreach provision operates in line with Herts CC guidance

3. Actions in the event of a positive COVID test / illness.

When someone has tested positive for COVID	<ul style="list-style-type: none"> ➤ <u>Do not</u> come into school ➤ Inform school ➤ Follow medical guidance ➤ Isolate for 5 days and return following 2x negative tests, day 5 and 6, follow government guidance
If a learner is taken ill in school	<ul style="list-style-type: none"> ➤ A senior lead must be informed, act in partnership with the nursing team – parents are contacted and asked to collect their child. Where possible staff should wear PPE maintain social distance.
If an adult is taken ill in school	<ul style="list-style-type: none"> ➤ The person must leave the classroom as soon as possible ➤ A senior lead must be informed immediately ➤ The person must follow guidance from the senior lead.

4. Communication and support

COVID communication	<ul style="list-style-type: none"> ➤ Senior leads inform the Local Authority and Public Health of new cases and will act on their advice ➤ A named governor is informed of developments – updates are shared on GovHub ➤ Regular updates provided to all parents, carers and staff via email
Support for parents, carers and staff	<ul style="list-style-type: none"> ➤ Greenside offers a COVID helpline (07748 774301) ➤ At the request of parents, supermarket gift cards are arranged for learners who receive free school dinners, but are unable to attend school due to COVID.