



Lady Manners School

COVID-19 Emergency Plan

Overview

- Section A** If a student (or a member of their household) has coronavirus symptoms AT HOME
- Section B** If a student (or a member of their household) receives a void or positive result from a lateral flow home testing device (LFD)
- Section C** If a member of staff (or a member of their household) has coronavirus symptoms AT HOME or has a positive result on the LFD test
- Section D** If a student has coronavirus symptoms AT SCHOOL (or a member of their household has been sent home due to symptoms)
- Section E** If a member of staff has coronavirus symptoms AT SCHOOL (or a member of their household has been sent home due to symptoms)
- Section F** When the school has been informed of a positive case
- Section G** When a member of staff or student has been contacted by Track and Trace
- Section H** If a student or staff member, who has been asked to self-isolate, develops symptoms themselves within their 10-day isolation
- Section I** Containing an outbreak by following local health protection team advice
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Overview

We require that all students and staff:

- **clean hands thoroughly more often than usual**

All staff and students must:

- wash their hands/sanitise on arrival
- wash their hands/sanitise after each lesson/break/lunch
- wash their hands/sanitise before and after eating
- wash their hands/sanitise after visiting the toilets

Hand sanitiser is available in every classroom

- **ensure good respiratory hygiene**

All staff and students must:

- ensure good respiratory hygiene using the 'catch it, bin it, kill it' approach

Tissues and bins are available in all classrooms

- **minimise contact between individuals**

All staff must:

- maintain social distancing wherever possible
- sit 2m apart in staff areas
- stay 2m from students wherever possible

All staff must wear face coverings when the 2m distance from the students or other adults cannot be guaranteed

All students must

- remain in their year group bubbles
- maintain distance from each other and avoid face to face contact
- respect the 2m distance from staff
- only use the rooms, toilets and social areas allocated to their year group zone or a toilet nearby in an emergency

All students must wear face coverings on buses

SECTION A

If a student has coronavirus symptoms at home (or a member of their household), they must:

- Follow [government guidelines](#) The student and any members of the household should remain at home and self-isolate
- Arrange to have a [Polymerase Chain Reaction \(PCR\) test](#) for anyone showing symptoms
- The student's parent must send a message via Class Charts absences or call school **01629 812671** (option 1 for Y7-11 or 2 for Sixth Form and speak to the Attendance Officer or leave a message explaining the symptoms and the date planned for the test and any associated absences

- **Please share the test result with school immediately.**
 - If the test result is **negative** the student and their family can stop self-isolating and return to school. Please send a message via Class Charts absences to the attendance officer.
 - If the test result is **positive**, please email covidcase@ladymanners.derbyshire.sch.uk and School will then contact you to discuss the next steps and identify close contacts.
 - The student and the rest of the household must
 - follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'
 - actively engage with NHS Test and Trace
 - continue to self-isolate for at least 10 days from the onset of their symptoms. Then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste.
 - Other members of their household must self-isolate for 10 days from the day of the first symptom

If a member of the household has coronavirus symptoms whilst at home

Please follow the above for the family member showing symptoms and keep other family members off school until the test results are known.

SECTION B

If a student (or a member of their household) receives a void or positive result from a lateral flow home testing device (LFD), they must:

- **Void result** - do another lateral flow test. If negative, your child should attend school. Please inform school of the void result by emailing info@ladymanners.derbyshire.sch.uk. We will keep track of void results to ensure your child receives a new pack in time to continue with testing without running short. **Void results** should be reported to both [NHS Test & Trace](#) and school.
- **Positive result** - if your child receives a positive result you should immediately inform school by emailing covidcase@ladymanners.derbyshire.sch.uk. School will then contact you to discuss the next steps and identify close contacts. Then follow **Section A**

Please note the LFD home testing is not to be used for someone who is displaying symptoms.

SECTION C

If a member of staff (or a member of their household) has coronavirus symptoms at home or has a positive result on the LFD test, they must:

- Follow [government guidelines](#), remain at home and self-isolate
- Email covidcase@ladymanners.derbyshire.sch.uk a member of SLT will then contact you to discuss the next steps and identify close contacts.
- Arrange to have a [Polymerase Chain Reaction \(PCR\) test](#)

- Report their absence by calling **01629 812671**. Press option 3 and speak to/leave message for HR (HD or RF) to explain their symptoms and the date planned for the test ([testing and tracing for coronavirus website](#))
- **Please share the test result with school immediately.**
 - Staff should contact HR/SLT
- If the test result is **negative**, the staff member can stop self-isolating and return to school. Other members of their household can also stop self-isolating.
 - If the test result is **positive**, the staff member and the rest of the household must
 - follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'
 - actively engage with NHS Test and Trace
 - continue to self-isolate for at least 10 days from the onset of their symptoms. Then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste.
 - Other members of their household must self-isolate for 10 days from the day of the first symptom

SECTION D

If a STUDENT starts with coronavirus symptoms AT SCHOOL (or a member of their household has been sent home due to symptoms)

- The student must immediately go to the medical room
- If during a lesson the teacher must notify **covid-on call** who in turn will confirm that the student has arrived at medical or take action to locate the student
- Medical staff will wear PPE and assess the student - take temperature and talk to them about their symptoms
- Medical staff will call home and arrange for the student to be picked up
- The parent will be instructed to park in the visitors' car park and go to reception when they arrive
- Medical staff will inform SLT
- Medical staff will call the cleaning team and ensure the area where the student has been is thoroughly cleaned with bleach to reduce the risk of passing the infection on to other people
- Once at home, parents follow **Section A**
- Medical staff will mark the register accordingly

SECTION E

If a member of STAFF starts with coronavirus symptoms AT SCHOOL (or a member of their household has been sent home due to symptoms), they must:

- notify **covid-on call** (if teaching) who will ensure another member of staff will arrive at the classroom to supervise the students and reassure them
- notify their Curriculum Leader/SLT/HR by telephone or email to ensure their lessons are covered for the rest of the day

- go home and follow **Section B**

SECTION F

When the school has been informed of a positive case:

- The SLT will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious.
 - **Close contact** means direct close contacts - face to face contact with an infected individual for any length of time, within 1m, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin).
 - **Proximity contacts** - extended close contact (within 1 to 2m for more than 15 minutes) with an infected individual or travelling in a small vehicle, like a car, with an infected person
- The school will contact home for the close contact students and inform them to isolate from the last day of contact with the positive case
- Household members of those contacts who are isolating do not need to self-isolate themselves unless the student or staff member who is self-isolating subsequently develops symptoms and then follow **section A**.
- An email will be sent to parents and staff
- The school is not allowed to share the names or details of staff/students with coronavirus unless essential to protect others.
- The school will notify Public Health England (if necessary) and the local authority

SECTION G

When a member of staff or student has been contacted by Track and Trace

- If a member of staff or student (aged 16 and over) is contacted via the app due to being in contact with a positive case, they must follow the isolation period explained on the app.
- If Track and Trace contact the staff member or student, then the isolation period advised by Track and trace must be followed.
- In either case the staff member or parent/carer of the student must contact school to inform them of the isolation period and expected date of their return to school.

SECTION H

If a student or staff member, who has been asked to self-isolate, develops symptoms themselves within their 10-day isolation

- They should follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'
- They should arrange a test
- If the test result is **negative**:

- o they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus within the remaining days.
- If the test result is **positive**:
 - o they should inform school immediately,
 - o isolate for at least 10 days from the onset of their symptoms
 - o their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms.

SECTION I

Containing an outbreak by following local health protection team advice

- If schools have an overall rise in sickness absence where coronavirus is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.
- In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure.
- Whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.
- In consultation with the local Director of Public Health, the outbreak management plan may be implemented

SECTION J

Outbreak Management Plan

An outbreak management plan may be required in some circumstances, for example:

- to help manage a COVID-19 outbreak within Lady manners School
- if there is extremely high prevalence of COVID-19 in the community and other measures have failed to reduce transmission
- as part of a package of measures responding to a Variant of Concern (VoC)

Public Health may ask schools to implement the following additional control measures:

Testing

Public health may advise us to:

- increase the use of home testing by staff and students

or

- reintroduce our Asymptomatic Testing Site (ATS). We will implement this in a way that does not negatively impact on the education of our students.

Face coverings

Public health may advise us that face coverings should temporarily be worn more widely in School. This may include face coverings in communal areas and/or classrooms (for both students and staff). Any guidance will allow for reasonable exemptions for their use.

Shielding

Shielding is currently paused. In the event of a major outbreak or VoC that poses a significant risk to individuals on the Shielded Patient List (SPL), ministers can agree to reintroduce shielding.

If shielding is reintroduced, Lady Manners School will ensure that any SPL student can access their education remotely and any SPL staff member can work from home.

Other measures

Public Health may advise us to limit:

- residential educational visits
- open days
- transition or taster days
- parental attendance in school
- performances in school

Attendance restrictions

Attendance restrictions will only ever be considered as a last resort, and will follow scientific and public health advice. In this situation, Lady Manners School will implement an attendance rota and provide high-quality remote education for all students not attending.

Summer schools (delivered under DfE's summer school funding scheme)

In most circumstances, children will be allowed to attend our summer school as planned. If attendance restrictions are needed as a last resort, elements of the programme may be delivered remotely.