



# THE FULHAM BOYS SCHOOL

A Church of England School

The Fulham Boys School  
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London  
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[www.fulhamboysschool.org](http://www.fulhamboysschool.org)

## Outbreak Plan

*Last updated Friday 26th February 2021*

### DEFINITIONS:

#### **Contact**

A contact is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they are infectious to others). A contact may include:

- people who spend significant time in the same household as a person who has tested positive for COVID-19
- sexual partners
- a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19
- being coughed on by someone who has tested positive for COVID-19
- A person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes
- In contact within one metre for one minute or longer without face covering
- a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19

#### **Outbreak**

2 or more confirmed cases in a year group

### ACRONYMS

AW - Alex Wade  
DAE - Alun Ebenezer  
DfE - Department for Education  
DS - Dave Smith  
DSL - Designated Safeguarding Lead  
DDSL - Deputy Designated Safeguarding Lead  
EMP - Elly Plant  
HODs - Heads of Department  
HOH - Heads of House

LM - Line Managers  
MAH - Mark Harris  
MO - Maggie Olszewska  
MS - Meriel Stinson  
PHE - Public Health England  
RA - Ruth Adams  
SBA - Sam Barton  
SBR - Sam Brown  
SJK - Simon Kellie  
SLT - Senior Leadership Team

### **STAGE**

1. If a member of staff or pupil develops COVID-19 symptoms they are to stay at home until they can be tested. If the test is negative they return to school.
2. If someone they have been in 'contact' with has tested positive for the virus they are to isolate at home for 14 days
3. If a pupil tests positive for COVID-19 and is a confirmed case, DAE to phone DfE/PHE for advice.
4. Dependent on the advice, DAE will work with colleagues on establishing who the pupil has been in contact with over the last 2 days. This will be teachers who have taught the pupil and pupils who have been in the same class, sat next to in assemblies and also friendship groups. DAE to provide class lists and seating plans (lessons, form time and assemblies) to DfE/PHE
5. Pupils and staff affected will be sent home to isolate for 14 days.
6. Those affected will be asked to come to the Sports Hall and DAE explain what is happening. Once we have contacted their parents (see point 7) boys are sent home.
7. Parents of those pupils affected to be telephoned to say their son needs to be sent home.
8. DAE to alert AW/MS to the situation.
9. DAE to send a letter home to parents, using a template provided by DfE/PHE.
10. HODs to ensure work is available for pupils who have been sent home and manage their department's blended learning strategy i.e. staff who have been sent home from the department to isolate could be responsible for remote learning.
11. Pupils who are at home isolating to be monitored to ensure they are completing the work that is set.

12. If a member of staff tests positive for COVID-19 and is a confirmed case, DAE to phone DfE/PHE.
13. Dependent on the advice, DAE will work with colleagues on establishing who the member of staff has been in 'contact' with over the last 2 days. DAE to provide timetable, calendar, meetings of member of staff to DfE/PHE.
14. The HOD(s) of the affected department(s) to work with EMP and LM on covering classes in their department(s)
15. Depending on the staffing situation, DAE and DS in consultation with SLT, make a decision regarding co-curriculum and Sports Afternoon
16. If a member of SLT tests positive for COVID-19 and is a confirmed case, the same applies as point 12 above, and DAE to prioritise FBS over work on MAT/Services to be more of a presence at FBS.
17. If a member of Facilities tests positive for COVID-19 and is a confirmed case, the same applies as point 11 above, and dependent on the situation, MAH to work with the remaining Facilities team and decide on over time or bringing in external help.
18. If there is a local lockdown and the school has to close the school will follow the <a href="#">Lockdown Procedures</a>