



Team Devon Local Outbreak Engagement Board

Decision and Action log

TEAM DEVON (LOCAL OUTBREAK ENGAGEMENT BOARD)

Date Thursday, 10 September 2020

Present

Councillor John Hart, Councillor Andrew Leadbetter, Councillor Roger Croad, Tony Gravett, Dr Louise MacAllister, Councillor James McInnes, Professor Janice Kay CBE, Dame Suzi Leather, Cara Stobart, Sue Wilkinson, Diana Crump, Sean Mackney and Rhys Roberts

Apologies

Dr Paul Johnson, Councillor Judy Pearce and Shaun Sawyer

No.	Decision/Action/Message	Who Will action?	When?
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1.	<p>Notes of the Previous Board Meeting</p> <p>The notes of the previous Board meeting on 12 August 2020 were endorsed.</p>		
2.	<p>Urgent Items from the Health Protection Board</p> <p>The Deputy Director of Public Health advised that there were no urgent items for escalation from the Health Protection Board.</p>		
3.	<p>Report / Presentation from the Health Protection Board</p> <p>The Board received a Report from the Health Protection Board on current issues, data and matters for information.</p> <p>Matters included in the Report were as follows.</p> <ul style="list-style-type: none"> • The most up to date picture relating to the current statistics, demonstrating the interactive maps available on the website (https://www.arcgis.com/apps/webappviewer/index.html?id=47574f7a6e454dc6a42c5f6912ed7076). • The Board noted the increase in positive cases, the majority being linked to international travel and that there had been 53 cases in last week (6.6 per 100,000 pop so still below England's average). • The comparison across each of the district council areas and the ability to drill down further into locality / smaller areas 		

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	<p>In relation Test and Trace, the Deputy Director of Public Health advised that the current system worked best when there was total honesty with those being questioned about their contacts and behaviours. There had been good compliance in terms of tracing contacts, however, some of the data received posed more questions which meant the need to seek further clarification.</p> <p>In relation to complex settings, the current process was working well.</p> <p>The Deputy Director of Public Health also gave feedback on the recent 'exercise' plan, highlighting that a final report would be made available shortly. The key headlines arising from that emergency planning exercise was the importance of the excellent working relations that existed in Devon, clear communications in respect of who needed to be informed (and when) and engagement with the community. The importance of testing and exercising plans was also emphasised in preparation for a real event / situation.</p> <p>The Board also noted that as part of the web resources, there was information regarding community and wider VCSE support and how to access this alongside routes for funding and response in the event of further outbreaks.</p> <p>Members asked questions in relation to the data and also the capacity for testing, both locally and nationally.</p> <p>AGREED</p> <p>(a) That the key elements arising from emergency planning exercise be brought back to Board; and</p> <p>(b) That Board Members also be asked to cascade the dashboard links to their respective organisations, networks and contacts. The weblink was https://www.devon.gov.uk/coronavirus-advice-in-devon/coronavirus-data/</p>	<p>KES / Emergency Planning / PH</p> <p>All Board Members</p>	

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4.	<p>Local and National Updates</p> <p>The Deputy Director of Public Health gave a brief update on the National Institute for Health Protection (Government Body for Public Health Protection and Infectious Disease Capability), advising that the recruitment for a Chief Executive had commenced.</p> <p>He also advised that Public Health did not receive early warnings of any announcements or changes of policy direction by Government, for example the recent announcements relating to groupings of 6 and the new requirements for some businesses (licensing) from the 18th September to capture more information to support test and trace. There would need to be some clear communications moving forward in response to the rise in cases and the new requirements as outlined above.</p> <p>The ongoing campaigns in relation to hands, face and space were still key public health interventions which were crucial to adhere to.</p> <p>The Deputy Director of Public Health also gave an update on local testing, access and availability and the challenges in accessing testing. Pillar 2 testing in Devon was in the region of 6500 tests per week.</p> <p>There was however a proportion of people obtaining tests (thought to be in the region of 25%) who had no symptoms or who had not been instructed to do so by a medical practitioner.</p> <p>The challenge, which was a national issue, was the capacity of laboratories. Whilst there were plans to increase capacity, on a local level and as a short term solution, local laboratories were being utilised and in addition the CCG were supporting when people were having issues accessing tests.</p>		

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	<p>The Board also received an update on the recent announcement by Exeter University who would be offering a test to any students showing symptoms or who was deemed high risk. The saliva-based tests should give results within 24 hours.</p>		
5.	<p>Schools and Colleges and the Safe Return of Pupils</p> <p>The Board received a presentation from the Council's Head of Education and Learning on the work that had been done to prepare for the return to school and good practice.</p> <p>The Head of Education and Learning highlighted that 92.5% of pupils had been attending school. The rates for student with an ECHP were 88.54% and 85.1% for those pupils with social worker support.</p> <p>There had been a significant amount of work to prepare for the return to school including;</p> <ul style="list-style-type: none"> • education welfare calls at the end of last term; • transition planning and guidance; • additional links with youth and health services; • advisory teacher support for individual children with SEN; • outreach support for year 11; • communications to Parents/Carers and specific webpages. <p>The Presentation also focussed on the early years and schools risk assessments, the DfE guidance and compliance with health and safety law. The risk assessments were very detailed in terms of minimising contact, bubbles, one-way systems, zoned areas, cleaning (especially in specialist areas), actions required if a child displayed symptoms, test and trace and training and monitoring.</p>		

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	<p>The presentation also focussed on the work carried out for colleges and HE, including detailed return plans, socially distanced learning, staggered returns etc. Whilst every site was unique, South Devon College had provided a strong example of the approach being taken and the presentation outlined those key measures.</p> <p>There was also advice from the Public Health Team in terms of creating safe environments and supporting PHE to disseminate information, guidance and information about webinars for schools and further education settings.</p> <p>Finally, the work in relation to school transport was explained, with additional Covid measures in place (e.g. boarding by year group and face masks for 11 year olds and over) and the work with transport providers to put in over 70 additional dedicated transport vehicles for additional capacity, the communications with parents and a social media campaign on travelling.</p> <p>Board Members expressed their gratitude to the Head of Education and Learning and her team for the hard work undertaken to prepare for the return to school and education.</p> <p>AGREED that the presentation be appended to and circulated with the minutes.</p>	<p>KES</p>	
6.	<p>Communications and Engagement Triggers</p> <p>The Deputy Director of Public Health and the Head of Communications reported on the current scenario's which triggered a specific set of communications in a range of given outbreak circumstances.</p> <p>The draft generic standard operating procedure allowed the Council to think about notifications and agree any necessary actions from a tactical management position as well as a communications perspective.</p>		

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	<p>There were 5 risk ratings ranging from low (potentially a single case, very few contacts) etc through to high risk with high and rising numbers of cases.</p> <p>The Head of Communications outlined that every setting and situation was different, so the required response was generally tailored to that scenario.</p> <p>AGREED that the Board receive the community support plan at a future meeting.</p>	<p>KES / Simon Kitchen</p>	
<p>7.</p>	<p>Public Questions / Other Questions for the Board</p> <p>Two further questions had been raised for the Board;</p> <p>(1) How is Test and Trace working in Torridge?</p> <p>We don't have detailed statistics for Torridge but at present, the national NHS led Test & Trace system is performing well for Devon. For Devon, since its launch to 16th August, 86% of people were reached by Test & Trace which is one of the best in the country (15th out of 150 nationally), and 68% of close contacts were identified (21st out of 150 nationally). These rates have improved locally and nationally in recent weeks, so the figures for Devon will be higher again although they are not available yet. Complex cases are referred to the Public Health England Local Health Protection Team for follow-up: they are currently reaching 100% of cases.</p> <p>(2) Do we have any data on how many of the positive cases in Devon are asymptomatic?</p> <p>No, this information is not available. It is important to note that it not known whether all people who is asymptomatic and test positive are infectious (able to spread the virus, although clearly asymptomatic transmission can occur).</p>		

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8.	<p>Key Messages to be Communicated</p> <p>The Board and Head of Communications and Media considered the key messages coming from the meeting, as outlined below.</p> <ul style="list-style-type: none"> • The Council urged extra caution (whilst the number of cases was still very low in Devon with very few deaths, numbers continued to rise slightly. The increase in cases mostly related to people returning from travel abroad). • Some concern that the pattern of infection was changing in line with the national situation which may put the vulnerable and elderly at risk if extra care was not taken. • the local situation was being very closely monitored, based on good local data and local intelligence. • close working with schools, colleges and the university to ensure a safe return for children and students. • continued working to identify other potential flash points and plan for a range of situations. <p>Other messages included;</p> <ul style="list-style-type: none"> • compliance with prevention messages and national guidance continued to be generally good in Devon – although there were concerns about the non-compliant behaviours of some younger adults, the return of students to university from areas of greater infection and ongoing protection and support of the most vulnerable. • tourism and business and that no impact had been seen from increased visitor numbers over the summer. Work continued to support the sector and the majority of business owners had been compliant and had operated in line with national guidance and advice, however a more rigorous enforcement regime relating to licenced premises was due to be put in 	<p>Board Members to disseminate</p>	

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	<p>place from the 18th September.</p> <ul style="list-style-type: none"> School/Education and the importance of children returning to school, however, further messaging was required in asking parents to observe social distancing when dropping off and picking up children. 		
9.	<p>Date of Next Meeting Members noted the date of the next meeting as 8th October 2020 @ 11.00am</p>	All to note	

Return to Education in September

Planning before the summer break
now paying dividends.

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- 92.5% of pupils attending
- Students with an EHCP attendance rate 88.54%
- Pupils with social workers attendance rate 85.1%



Devon Support for the full return to school

Education Welfare Calls at the end of last term to provide support and advice about plans for individual people return.

All Early years settings reviewed to identify children who did not return before the summer holidays to ensure transition planning was in place.

Transition guidance for schools, special schools and early years settings (especially for pupils with increased anxiety)

Extra links with youth and health services for pupils know to CAMHS etc and Youth intervention team

Advisory teacher support for individual children in all main stream schools for any child with SEN.

Outreach support for year 11 to College from AP providers in the autumn term

Multi agency support and monitoring at child level via Missing Monday

Schools have also put in place support to help children return to school.

Communications to Parents/Carers



Keeping parents informed

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Introduction

Information about coronavirus is [available in different formats and languages](#), including easy read, BSL and for people who are not online.

Return to school in September

The government plan is that all children and young people, in all year groups, will return to school and college full time from the beginning of the autumn term. This is because the prevalence of coronavirus (COVID-19) has decreased since schools and colleges restricted their opening in March, the NHS test and trace service is up and running and more is understood about the measures that need to be in place to create safer environments in schools.

It's really important for children and young people that they return to school and college, for their educational progress, wellbeing, and wider development.

So, school and college attendance will again be mandatory from the beginning of the new academic year. That means there's a legal duty for parents and carers of compulsory school-age to send their child to school regularly.

Where children are not able to attend school because parents are following medical and/or public health advice, the absence will not be penalised.

What to expect

Teachers and staff have been working hard to implement the necessary steps so they can welcome all pupils back in the autumn term. However, it's important to note that this year all pupils may not be asked to return on the first day of term. Some schools may ask pupils to return one year group or class at a time so that they can get used to any new arrangements.

All children should have been given a return date within the first two weeks of term, though there may be a few exceptional cases.

Your school will have told you about the plans they have made for pupils to return, and you might have received this information directly from the school, or it will be published on their website.

Safety measures

Each school will have its own arrangements and will let you know about the measures they have put in place to help keep everyone safe. This could include:

- introducing a one-way system
- marking the floor to support social distancing
- putting up signs to remind everyone to wash their hands and cover their mouths when coughing or sneezing
- creating 'bubbles' or groups of children and teachers by class, or year group
- having different start and finish times, break times and mealtimes throughout the day to manage the flow of children through the school

Parents can find out [more information about how schools are making their preparations](#) online. There is also [guidance for parents](#) which sets out some of the changes and protective measures the government is asking schools and colleges to put in place, and about what parents, carers, children and young people will need to do to help ensure schools and colleges are as safe as possible for everyone.



BACK TO SCHOOL SPECIAL

In this update:

- Why are all children going back to school?
- School return dates and safety measures in schools
- Information on clubs, childcare support and free school meals funding
- Information on school transport and travelling to school safely
- Supporting your child's mental health and tips to help your child prepare
- Useful resources and links



Detailed DfE guidance for Early Years Providers, Schools, Colleges and Higher Education

They must also comply with health and safety law, which requires them to assess risks and put in place proportionate control measures.

All providers have reviewed their health and safety risk assessments and shared these with governors and the LA or their trust.

Risk assessments are very detailed and include how they will,

- Minimise contact by using:
 - bubbles, one way systems, zoned areas, etc
- Increase the frequency of cleaning especially in specialist areas (eg music and PE)
- What to do if a child displays symptoms
- How to engage in test and trace
- Training for staff in the event of positive case in school.

CC are working very closely with school so we can share information and get good feedback from them.

Monitoring childrens return to school so we can support as soon as possible and also identify.

Action for all schools and local authorities

- communicate **clear and consistent expectations** about attendance to families
- identify pupils who are reluctant or anxious about returning to school, are at risk of disengagement and **develop plans** for them
- **put measures in place for those families who will need additional support** to secure pupils' regular attendance
- work closely with other professionals as appropriate to support return to school, including continuing to notify the child's parent/carer, if they have one, of non-attendance

Guidance for adult settings from DfE both comprehensive and detailed, reflecting additional issues around peripatetic learner groups, mixed staffing complements, large and often complex site and departmental structures, and differing learning environments. All the challenges of a school, large employer and manufacturing / production site rolled together.

Every College and HE environment now has a detailed return plan in place, with larger scale return due to be begin from 7 September. Significant staff, student and wider community briefing has been ongoing over recent weeks, with web and virtual approaches used extensively. Strong leadership from Principals / Vice Chancellors and wider SMT members.

Provision has been running in many college and university settings throughout the COVID period, with some level of socially distanced learning ongoing from at least early May. Focus on supporting the most vulnerable in Colleges in particular. As such, many in FE / HE seeing return as an evolution of the approach initially rolled out last term, rather than a revolution.

Colleges and Universities also not immediately seeking 100% return of cohort, with blended provision likely to continue for around 40% of learners for the foreseeable future. Reflects both pressures of COVID, but also a shift in learning patterns amongst adults.

In general, less bubbling than within school environments, as difficult to achieve with adults and tutors given learning patterns and approach. However, majority have separated out A Level, SEND and broader adult cohorts, with differing teaching and learning / social distancing approaches for each. Strong focus across FE on 2 metre separation and PPE even before Government guidance.

No formal role for Local Authorities on implementation with FE and HE per say, so approach has been more about providing advice and sharing best practice where appropriate.

- Every site unique, but South Devon provides a strong example of the approach being taken by Colleges and other settings. Key measures include:
 - Reduce operating timetable for entire college site, from 8:30 to 5pm. Reduced staffing across site in general, with clear rota approach.
 - All students and staff fully briefed in advance of return around changes. Strong lines taken about not attending if any symptoms present. Students also advised not to use public transport if possible, though provision has been made for most vulnerable.
 - All staff and students required to sign in for track and trace purposes.
 - Car parks and barriers reviewed and two of three closed to ensure controlled flows into College.
 - Face masks and PPE have been provided to all staff. Students over 18 required to wear a mask.
 - Building by building review of flows and distancing undertaken, with all external doors electronically locked to act as either in or out points. Entire college estate shifted to a one way system, with two metre marking throughout, with all staircases allocated within one way system and lifts locked down for only those with mobility access on a one person limit basis.
 - All classroom and learning environments capacity reduced to provide 2 metre clearances between workstations / desks. Teaching area also set out in all classrooms to provide a consistent distancing approach.
 - Staff have all undergone virtual training to lead supervision of social distancing and to understand new regulations. Facility and SMT leading on enforcement and practise at each individual site and building location. Curriculum / departmental leads leading on staff rotation.
 - Risk assessments taken forward for every building, curriculum and learning approach by lead staff, with central approval process instituted before learning can begin.
 - Staff rooms and offices socially distanced, with embargo on hotdesking in day. Work from home sustained with all non student facing staff. CLT given lead role
 - Perspex screens installed at core locations, including reception and information points. Direct facing staff numbers reduced, with students asked to use web based advice provision as appropriate.
 - Café / catering provision limited to three core sites internally. All payment contactless.
 - Smoking shelters and all non essential gathering point facilities in wider estate closed
 - Reduction in access to toilets to only accessible facilities in the interim. Single occupancy approach in place.
 - Air conditioning cycles and airflows increased and redirected to improve relative airflow in all buildings and learning environments.
 - Enhanced cleaning and cleansing ongoing at all times. Individual curriculum areas also given additional responsibilities around their own workspaces and learning environments.
 - All trips banned in the interim

A safe environment (Emily)

- Supporting PHE to disseminate information, guidance and information about webinars for schools and Further education settings
- Supporting Devon County Council Health and Safety to ensure appropriate emphasis on public health and infection protection and control measures within the framework for risk assessments
- Supporting Devon County Council Education, Transport and Health and Safety to interpret national public health guidance and respond to queries relating to education and childcare settings
- Attending Education meetings with Head Teachers to answer direct questions and explain what to do if there is a confirmed case or outbreak in their setting
- Meeting with Further Education Settings to answer queries and explain what to do if there is a confirmed case or outbreak in their setting
- Development of a Standard Operating Procedure for the Prevention and Management of COVID-19 Outbreaks in Education and Childcare settings
 - Aims to clearly set out processes, roles and responsibilities of different stakeholders
 - Tested at a workshop involving representatives across Devon County Council
- Formation of Education and Childcare Cell by linking Public Health Tactical Management Group with Schools Covid-19 meeting to ensure clear route for escalation of issues to Tactical Management Group
- Responding to queries and situations from schools, further education settings and DCC colleagues as they arise

Dedicated school transport in place with additional Covid measures in place (eg boarding by year group and face masks for 11yr olds and over.

We have worked with transport providers to put in over 70 additional dedicated transport vehicles to provide additional capacity to routes (thereby removing the social distancing requirement on public transport and giving more capacity to ensure children can get to school and College.)

Communications with parents individually and information on the website.

Social media campaign on travelling during Covid

99% of pupils known to the team had transport in place on the first day.

Issues

- Not applying in time (1000 less bus passes than this time last year)
- Moving and not notifying us (200)
- Schools not informing us of a change in time (<6)

Overall given the scale of what had to be achieved, and the late DFE guidance, it has gone very well.

