**Covid 19 – Outbreak Management Communication Plan**

This plan remains dormant until reactivated following national or local health services reactivating in response to the need to reduce the spread of Covid-19 (or another similar outbreak).

All our education and support settings should have a contingency plan describing what we would do if learners/customers or staff test positive for COVID-19, or how we would operate if we were advised to reintroduce any control measures to help break chains of transmission.

The Outbreak Management Communication Plan is based on the overarching objective to respond to changing circumstances and keep learners learning and customers accessing support in preferably in face-to face settings and to minimise any disruption, in a way that best manages the COVID-19 risk. These responses will be issued in real time and and should link to Risk Assessments in place that require updating accordingly.

**Communication Plan relating to:** *(Who are we communicating with eg Adult Ed commissioned partners)*

**Date:** *(Date issued)*

**Response:** *(what circumstances are we responding to eg Increasing infection rates as a result of Omicron variant and seasonal impact on infection rates)*

**Considerations: Related to updating of organisational/venue/session risk assessments as required and communicated to front line delivery staff.**

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| **Testing:**  Providing advice on frequency of asymptomatic testing by staff and potential increasing of frequency | **Response from CW&C Skills & Employment:** |
| **Availability of PPE:**  What additional arrangements are required around the provision of PPE. |  |
| **Face Coverings:**  We may be advised that face coverings should temporarily be worn in our settings in their area. This may include face coverings in communal areas and/or classrooms |  |
| **Social Distancing:**  If social distancing measures are reintroduced, how would we continue to deliver our service? |  |
| **Delivery Environment:**  **Ad** |  |
| **Shielding:**  Shielding is currently paused. In the event of a major outbreak that poses a significant risk to individuals on the shielded patient list (SPL), ministers can agree to reintroduce shielding. Shielding can only be reintroduced by national government.  If shielding is reintroduced, how would we deal with it? |  |
| **Work placements:**  If we have learners about to go on work placement or who are on a work placement at the time of the outbreak/heightened restrictions? |  |
| **Activities/visits**  If we have activities or visits planned at the time of the outbreak/heightened restrictions?  Are we checking outbreak levels in the proposed geographical location prior to visit? |  |
| **Staff Health and Wellbeing:**  Reporting requirements re staff testing positive plus additional support required around wellbeing. |  |

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| **Review of Covid risk assessment arrangements:** | |
| **Name:** |  |
| **Position in organisation:** | **Date:** |