

# COVID-19 safety plan

Health and safety/Wellbeing policy statement.

## School details

School name: Waitaki Boys' High School	Manager approval:	Worker representative consultation:
Division/group: Staff and students		
Contract name: Covid-19 Safety Plan		
Type of work: CPF Red setting	Name of manager:	Name of worker representative:
Date completed: 18/02/22      Date distributed: 23/02/22	Roger van Booma	
Revision date: Tuesday March 22		

Refer to WorkSafe guidance for more detail.

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<b>How we will manage the risks of starting/continuing part or all of our operations when required?</b>	<ul style="list-style-type: none"> <li>- Cleaners to disinfect all furniture and surfaces in classrooms, bathrooms and high traffic areas of the school before school reopens.</li> <li>- Property checklist completed to ensure buildings are prepared.</li> <li>- Posters warning of risks upon entering school with instructions to be posted at main entrances.</li> <li>- "Protect Yourself" posters to go up in every classroom and in high traffic areas</li> <li>- Disinfectant spray and hand sanitiser to be in every classroom.</li> <li>- Brief staff on minimum physical distancing requirements, hand hygiene, monitoring for COVID-like symptoms, what to do if they believe someone is unwell, who onsite has first aid responsibilities, guidance on what to do in an emergency.</li> <li>- Specialist areas e.g. canteen, library, workshops to put in place extra specific precautions and procedures.</li> </ul>	<p><i>Caretaker to liaise with and instruct cleaners</i> <i>Caretaker</i></p> <p><i>Senior Leadership Team</i> <i>Rector</i></p> <p><i>HoD's and specialist staff</i></p>
<b>How will we ensure all staff are able to keep themselves safe from exposure to COVID-19?</b>	<ul style="list-style-type: none"> <li>- Regularly reinforcing messages and guidance via staff meetings, email etc.</li> <li>- Encouraging staff and students to share feedback on systems and procedures and responding to these concerns</li> <li>- Checking Ministry of Health updates daily and communicating these with staff &amp; students</li> <li>- Enforce the wearing of mask mandate for all staff and students as of the 3<sup>rd</sup> of February except in cases of exemptions or health needs like deafness.</li> <li>- Encourage staff and students who are sick to stay home.</li> <li>- Provide medical grade masks for all staff and students. Create a culture where mask wearing is normalised for all.</li> <li>- Keep occupied spaces as well ventilated as possible.</li> <li>- Ensure students or staff members with COVID-19 symptoms get a COVID-19 test and remain at home until a negative result is received and they are symptom free for 24 hours.</li> <li>- Reduce mixing of students and staff.</li> </ul>	<p><i>Rector</i> <i>Senior Leadership Team</i></p> <p><i>Rector</i></p> <p><i>Senior Leadership Team</i></p> <p><i>Teaching staff/First Aid officer</i></p> <p><i>Senior Leadership Team</i> <i>Rector/office staff</i></p> <p><i>Senior Leadership Team</i></p>

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	WHAT WE WILL DO	WHO IS RESPONSIBLE
<p><b>How we will gather information on our staffs' wellness to ensure they are safe and well to work?</b></p>	<ul style="list-style-type: none"> <li>- Be available and invite all staff to share any health and safety concerns.</li> <li>- Share the MOE guidelines on leave and sick pay.</li> <li>- Ask staff how they are feeling regularly and look out for signs of illness.</li> <li>- Any staff showing symptoms of COVID-19 or flu/cold, will be sent home.</li> <li>- <b>Mitigating key person or key service dependencies</b> – ensure we have a number of key service staff available e.g. qualified first-aid staff and staff to oversee the contact management process or emergency management response capability.</li> <li>- <b>Backups for cleaning or other services</b> – in case of illness/isolation requirements, so that minimum service standards can continue to be met.</li> <li>- EAP services and onsite/zoom counsellor available.</li> <li>- Families self-isolating who need extra support can call the COVID Welfare Phone Line on 0800 512 337, it is available seven days a week.</li> <li>- All staff vaccinated with a booster by 1<sup>st</sup> of March or 183 days after 2<sup>nd</sup> vaccination</li> </ul>	<p>SLT Rector</p> <p>Rector</p> <p>SLT Caretaker</p> <p>School Counsellor, Rector</p> <p>All staff</p>
<p><b>How will we operate our school in a way that keeps staff and students safe from exposure to COVID-19?</b></p>	<ul style="list-style-type: none"> <li>- Ensuring compliance with the guidelines in the CPF for red settings and any government mandates e.g. wearing of masks indoors for staff and students</li> <li>- Consider all curriculum/non-curriculum gatherings/events; safety dependant on who is involved. Cancel or postpone if safety for all cannot be achieved e.g. Vaccine pass requirements, EOTC rules, venue rules, outside provider rules, indoor and outdoor numbers</li> <li>- Non-essential visitors to the school to be limited as much as can be practicable and limited to curriculum events/reasons only.</li> <li>- Move to home online learning for students if the school cannot be open due to safety issues e.g. not enough staff, families keeping students home, covid cases connected to the school.</li> <li>- Where safe to do so, doors are wedged or latched open and windows are open to ensure across the room air circulation.</li> <li>- Staff at risk of severe illness (those with existing medical conditions) are encouraged to stay at home where possible and take additional precautions when leaving home. They may choose to work from home with pay.</li> <li>- High traffic areas like the canteen and library to put in safety procedures that minimises the number of students in one place and one metre distancing.               <ul style="list-style-type: none"> <li>- Information and instructions are provided for any visitors and parents to the school.</li> <li>- Parents to pick up and drop off students in carparks without coming into school.</li> <li>- All visitors/parents to sign in and out, using Covid app.</li> <li>- Students needing to go home communicate this to the office who will arrange parent pick up.</li> </ul> </li> <li>- Do not hold events and activities, including those that bring parents and caregivers onsite (that is, more than 100)</li> </ul>	<p>All staff</p> <p>SLT</p> <p>All Staff</p> <p>Rector</p> <p>Specialised Staff</p> <p>Rector</p> <p>Senior Leadership Team</p> <p>Administration/SLT Rector</p>
<p><b>How will we/you manage an exposure or suspected exposure to COVID-19?</b></p>	<ul style="list-style-type: none"> <li>- If a staff member, parent or caregiver notifies the school that they or their child are a confirmed case, the Principal will contact our regional Director of Education or our region's COVID-19 contacts.</li> <li>- The school will need to be able to identify who the student/staff/parent/visitor has been in contact with at the school through the attendance register and sign in register. We will also need to identify the following:               <ul style="list-style-type: none"> <li>- if the COVID-19 case was wearing a mask at school</li> <li>- if they were at least 1.5 metres away from other students</li> <li>- how long the COVID-19 case spent with other students</li> <li>- how they arrived at school (that is, whether they were on public or school transport)</li> <li>- who they spent most of their time with during breaks</li> <li>- whether they had any contact with any non-teaching staff – cleaners, school office people etc.</li> </ul> </li> <li>- Close contacts will then be contacted. The Ministry of Education Single Points of Contact will assist with contacting students, staff, whanau or visitors who were on site at time of infection.</li> </ul>	<p>Rector</p> <p>Rector/Deputy Rector</p> <p>Rector</p>

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	DESCRIBE WHAT WE WILL DO	WHO IS RESPONSIBLE
<b>How we will check to see if our work processes and risk controls are effective?</b>	Regular staff meeting/briefings check in to review procedures and make any initial changes.	SLT
	SLT to meet regularly to discuss the latest updates and share with staff.	
	Regularly check in with staff and take feedback on any proposed changes from students and parents as well.	
	- Review all procedures regularly and make adaptations according to new requirements and changes to alert levels.	All staff
	- <b>Readiness for localised restrictions</b> – tighter restrictions are still an option under the framework if public health systems are overwhelmed and/or there are extremely high case numbers locally. These restrictions will likely take effect with little notice	SLT
		All Staff
<b>How do any changes impact on the risks of the work we do?</b>	- Regular reminders to students of hand hygiene, mask wearing and monitoring their spacing out.	All staff
	- Regular monitoring of students hand sanitising in the classroom.	All staff
	- Regular maintenance of cleaning surfaces with disinfectant.	All staff
	- Extra relief and support staff supervision in classrooms when teachers and students are away sick or self-isolating.	All staff
	- Regular check ins with staff to check on their wellbeing and physical health	All staff
	- Regular check ins with House Groups to check on student wellbeing and physical health.	All staff
	- <b>Scale and timeframe of outbreak</b> – in some communities an Omicron outbreak may occur very quickly and infect a large proportion of people and affect those people isolating as a close contact at the same time. In other situations, there may be continuous impact on the community with rolling absences over much longer period.	All staff

## Notes:

1. Refer to [Managing-COVID-19-A-public-health-toolkit-for-schools-and-kura-PHASE-2-1 \(1\).pdf](#)
2. Refer to [Flow-chart-events-and-activities-at-red.pdf](#)
3. Refer to [Don House Covid 19 Traffic Light System 2022.pdf](#)