

## **Covid-19 Pandemic Response Plan for Pakiri School**

### ***Introduction:***

The purpose of this plan is to set out the required actions for Pakiri School to effectively mitigate, prepare for, respond to, and recover from the impact of COVID-19 virus outbreak. It is to be read in conjunction with the Pakiri School Policies and topics on School Docs:

- Infectious diseases
- School Closure
- Civil Defence Emergency management
- Communicating with Parents

The Principal and Board will regularly update the community based on the most recent information available from the Ministry of Health, Healthline and the Ministry of Education.

The Board and community will be advised of events and initiatives that have or may be cancelled or postponed, along with the financial, staffing, learning and other impacts, especially if we are required to close to the public in response to a Government directive on a temporary basis.

### ***In any emergency or serious event our priorities in order are:***

- 1. Safety and care of people**
- 2. Protection and security of the buildings and property**
- 3. Protection of other assets**
- 4. Protection of the school's reputation**

**Nothing is more important than the health and safety of students, staff, and community. We will actively monitor the situation and follow the New Zealand Ministry of Health's expert advice.**

**While the risk of contracting COVID-19 in New Zealand remains low, we will manage any risks to ensure the school remains a safe and welcoming space for everyone.**

Our response to the COVID-19 outbreak will be informed by the following:

- Ministry of Health & Government – [www.covid19.govt.nz](http://www.covid19.govt.nz) and [www.health.govt.nz](http://www.health.govt.nz)
- Ministry of Education – [www.education.govt.nz](http://www.education.govt.nz)
- The Government's 4 stage alert assessment and requirements
  - **Level 1 – Prepare**
  - **Level 2 – Reduce**
  - **Level 3 – Restrict** – affected educational facilities closed
  - **Level 4 – Eliminate** – educational facilities closed

**(refer to the attached Ministry of Education Matrix for detail about these levels and required actions).**

**NOTE** that the content and impact of this document may be updated regularly by way of addenda in response to national and international guidelines, and the Principal or Board Chair will monitor, manage and communicate any applicable changes.

## **SECTION 1 - EXPECTATIONS**

### **Pakiri School Principal and Board of Trustees are expected to:**

- take all reasonable steps to ensure that precautions are put in place to keep staff, students and families safe while on school premises.
- provide regular updates as required, which will be delivered via email, or text message & the website.
- advise staff should there be a requirement to temporarily close the whole or any part of the school, and what impact that closure will have on the staff member in relation to working from home, remuneration, and/or leave.
- notify staff directly by when they are expected to commence work again.
- notify school families if there is a requirement to temporarily close the whole or any part of the school, and what impact that closure will have on the students' learning.
- endeavour to support continuity of learning for students off site as much as possible in the event of school closure.

### **Pakiri School Staff are expected to:**

- immediately notify the Principal/Board if they are required to self-isolate under Ministry of Health guidelines in relation to COVID-19.
- Immediately notify the Principal if they have been in contact with any person who has tested positive for COVID 19.
- not travel overseas and will limit national travel to essential requirements where possible.
- notify the Principal/Board if required to travel for personal reasons to an overseas destination.
- contact the Principal in the first instance if they need any information about the COVID 19 event as it concerns the school.
- check that they have access to key phone numbers and an updated staff phone list.
- take care when communicating details of the school's response with colleagues from other schools or members of the wider community. Key messages should only come from the Principal or the Board Chair after consultation.

### **Pakiri School Whanau are expected to:**

- notify the Principal if they have travelled overseas.
- notify the Principal if they have been in contact with any person who has tested positive for COVID 19.
- immediately notify the Principal if they or any member of their family are required to self-isolate under Ministry of Health guidelines in relation to COVID-19.
- follow all instructions to self-isolate to keep others safe.

- respect requests to remove a child or themselves from school if they exhibit symptoms of COVID 19 and seek medical advice.

## **SECTION 2 - ROLES AND RESPONSIBILITIES**

### ***Board of Trustees Chairperson***

The Board of Trustees has the ultimate responsibility for the implementation of this plan.

The Board Chair will ensure that the Board is briefed and is fully appraised of all emergency policies and response actions.

The Board Chair shall be responsible for any public notifications, press releases, public statements or media interviews on the school's behalf.

The Board Chair, in consultation with the Principal and the rest of the Board if possible, will determine the necessity for moving to a higher level of response.

The Board, through the Principal will support the students with learning in the event of self-isolation of school closure.

### ***Principal***

The Principal will be fully appraised of all emergency policies and response actions.

The Principal shall liaise with the Board Chair, and in turn will ensure that the Board is notified of any material issues that may affect the school or arise in relation to this plan.

The Principal will keep up to date with official releases on the outbreak, and advise the Board of appropriate responses, including temporary processes and policies that deal with any aspect of the outbreak.

The Principal will ensure communication with school whanau is regular, up to date and clear.

The Principal will ensure that the Board Chair is briefed on any recommended changes to the Plan and brief the Board Chair and the Board on any issues that may materially impact on the school.

The Principal will work with teachers to have in place a contingency plan for learning from home in the case of self-isolation or school closure.

## **SECTION 3 – RESPONSES**

### **Visitors**

- Visitors to classrooms will be limited to essential visitors only and those people are to be screened and follow precautions before entering.
- People entering the classroom must wash their hands first or use hand sanitizer and must avoid touching any surfaces. Safe physical & social distancing between the visitor and staff/students will be maintained at all times.
- No visitors, including parents, are to enter classrooms without permission.

- All visitors must report to the office first, read any notifications, and if no-one is in the office, communicate with the teacher first from the door of the classroom.

#### **Communication**

- Specific signage will be posted at the entrance of the school at the office and at the entrance to each classroom, advising of symptoms and action.
- The Government COVID Contact Tracing QR Code will be displayed at the school office for use by visitors.
- Appropriate aspects of the COVID 19 Plan for Pakiri School will be communicated to families.
- A full copy of the plan will be given to each staff member who must make themselves familiar with the contents.

#### **Cleanliness & Sanitation**

The school's regular cleaning schedule will be monitored and increased where necessary in response to the 4 levels of the response plan for the COVID-19 outbreak, and in line with Ministry of Health and Ministry of Education Guidelines from time to time. In particular the following are important:

- Classrooms, toilets, and washrooms are cleaned thoroughly. Particular attention needs to be given to high touch areas.
- Hand sanitisers are installed in each classroom and in the office.
- Tissues are available in each classroom and in the office.
- Rubbish bins are emptied and cleaned regularly.
- Offices are cleaned daily.
- Cleaning supplies are available for ad hoc cleaning by all staff as required.

The school's cleaning schedule and protocols will continue to be regularly monitored to ensure that it adequately manages the safety of our students and staff.

#### **Staff and Students**

- Until otherwise notified, all Pakiri School staff and students are required to self-isolate for 14 days when they return from an overseas destination, or if they have been advised to do so under Ministry of Health guidelines for COVID-19.
- In either event, Principal/Board must be notified as soon as the person/s concerned become aware of the requirement to self-isolate or if they are not feeling well.
- If any member of staff is unwell, they should not come to work and should contact the Principal. Staying at home from and recovering quickly from other illnesses (e.g. the common cold and the flu) enables that staff member's immune system to recover and protects the rest of the team and the public.
- If any student is unwell, they should not come to school, to avoid spreading illness of any kind. Parents should contact the school to advise of absence and give the reason to allow the Principal and board to monitor the health of the student body as a whole.

- If any staff member or student/whanau member believes they are at risk of spreading or contracting COVID-19 at the school, they should contact the Principal.

### **Restricting Spread**

- The most effective way to stop the spread of COVID-19 is to:
  - Avoid close contact with people with cold or flu-like illnesses.
  - Cover coughs and sneezes with disposable tissues or cough into your elbow.
  - Wash hands for at least 20 seconds with water and soap and dry them thoroughly:
    1. before eating or handling food
    2. after using the toilet
    3. after coughing, sneezing, or blowing your nose; and
    4. after caring for sick people.
- Pakiri School Board and Principal will at all times reserve the right to make decisions in the best interests of staff and students, and to ensure interests of the school are best protected.
- If there is a reasonable belief or concern about COVID-19 being present or likely to be present, the Board reserves the right to instruct the staff member or student not to attend school.
- The privacy of staff and whanau members will be respected.

### **Self-Isolation**

Anyone required to self-isolate under Ministry of Health guidelines must self-isolate.

- Staff members must notify the Principal as soon as they become aware of this requirement and provide background to the reason for the self-isolation.
- Parents of students must notify the school as soon as they become aware of this requirement and provide background to the reason for self-isolation.
- In either case, it is a requirement to immediately contact the Principal/Board if their circumstances change (i.e. if during a precautionary self-isolation, they are required to be tested or are diagnosed as having COVID-19).
- The privacy of affected staff, students and whanau members will be respected.

### **Diagnosed with COVID-19**

Any member of the Pakiri School community (staff member/student/whanau) who is diagnosed with COVID-19 must notify the school as soon as they become aware of the diagnosis.

That person must respond to the advice of medical professionals in terms of action to be taken.

The school will work with the affected person and parents/students to determine who may have been exposed to that person in the incubation period and inform the Ministries of Health & Education.

***The advice and guidance of the appropriate authorities will be followed.***

## **TEMPORARY CLOSURE**

***In line with the Government alert system, the school may be closed if the school or the Pakiri community has a case of COVID 19 (Level 3) or if the nation reaches Level 4.***

Directives of Central Government and the Ministry of Education will be followed regarding school closure. The Board will notify the school community of the decision and, through the Principal, advise what support is available to students to learn from home.

The Principal will liaise with staff throughout the school closure, to support the delivery of the remote learning plan for students.

The Principal and Board will advise the school community when it is safe for the school to re-open.

## **CONTACTS**

Board Chair – Jacqui Settle 021 317006

Acting Principal – Linda Donnelly 021 027 38168

Healthline - 0800 611 116 for health advice or notification of suspected cases.

## **REFERENCE**

Attached Ministry of Education Alert Levels Matrix.

**Signed:**



Jacqui Settle, Chairperson  
Board of Trustees  
Pakiri School

**Date: 28.8.20**