



# COVID-19 Safety Plan (Draft) CPF - Red

The purpose of this Safety Plan is to provide a guide for operating under COVID-19 and the Covid Protection Framework.

At CPF – Red, action will need to be taken to protect both at-risk people and protect our health system from an unsustainable number of hospitalisations.

Schools are open for onsite learning for all students.

Schools are prohibited from requiring students to be vaccinated to access education. This includes parents, caregiver and whānau supporting students and their learning.

It is important that everyone in the school community take a shared responsibility for Health and Safety and follow the actions in this Safety Plan.

## School Details

School name: Avondale College	Principal: Lyndy Watkinson	Health & Safety Committee Consultation: 01/02/2021
Address: Victor St, Avondale, Auckland		
Date completed: 31/01/2022	Principal Approval: Yes	Staff Consultation: 01/02/2021
Date distributed: 01/02/2022		
Revision date: 01/02/2022		

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<b>How will you ensure all your staff and students are able to keep themselves safe from exposure to COVID-19?</b>	<p>Share information with staff and students about the public health practices recommended by Ministry of Health at different CPF levels.</p> <p>Display recommended public health practices in posters in all classrooms, bathrooms and work areas. Keep reinforcing/reminding students and staff about preventative measures like keeping safe distances apart and limiting the number of contacts.</p> <p>Regular updates to parents, staff and students with COVID-19 related safety information at each current CPF level.</p>	Exec Team

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<b>How will you gather information on the wellness of your staff and students to ensure they are safe and well to work?</b>	<p>School Nurses to maintain a register of those students and staff who have ongoing health concerns and to regularly check on their health and well-being.</p> <p>Guidance Counsellors, home room teachers, subject teachers, Deans, Wallace and RTLBs to check on the health and well-being of students they are working with.</p> <p>Children with complex medical needs, particularly those not fully vaccinated are encouraged to take additional precautions when leaving home. Parents, caregivers and students will need to work with the school to develop a plan to support attendance onsite.</p> <p>Staff should observe students on arrival to class, checking for COVID symptoms and follow school guidelines outlined below.</p>	Exec Team, Business Manager, School Nurses, Guidance Counsellors, Deans, all Staff

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
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How will you operate in a way that keeps staff and students safe from exposure to COVID-19?

**Public Health Measures at ALL CPF levels:**

**1. Ensure that people with COVID-19 symptoms or feel generally unwell stay at home.**

Ensure that staff and students who are unwell stay home and seek advice about getting tested. Provide information about the importance of monitoring for symptoms for COVID-19.

Advise staff and students if they have one or more of these respiratory symptoms such as a new or worsening cough, shortness of breath, fever, temporary loss of smell, a sore throat, sneezing and running nose, a cold or a head cold, to stay home and contact the COVID-19 Healthline 0800 358 5453 for advice or call their GP. The most common early symptoms of the Omicron variant are a sore or scratchy throat and a runny nose. If you have these symptoms, get a test and stay at home until you get a negative test.

If students develop any Covid symptoms, they need to report this to their teacher. The teacher will then phone the School Nurses 021 847 949 and let them know they are sending the student to the Health Clinic. The student should not enter the Health Clinic Waiting Room (opposite the Library) and should instead walk down the Deans' corridor, go through the first doors on the right and have a seat on the green chairs (normally the physio waiting area). The student must be wearing a mask and remain seated until a Nurse attends to them.

Students with injuries, seeing the physio or who have non-Covid symptoms should go to the Health Clinic Waiting Room and wait for a Health Clinic staff member to see them. In the event of an emergency, the student should call out for help and the Nurses will come immediately. If the student is feeling really unwell and having trouble breathing, chest pain, feeling really dizzy, severe pain or bleeding, they should not wait and call out for help immediately.

**2. Ensure good hygiene practices**

Promoting health and safety as a shared responsibility for the whole school community, including staff, students, visitors and contractors.

Promoting good hygiene practices as a priority including good hand hygiene, cough and sneeze etiquette, avoid touching your face and regularly clean and disinfect surfaces.

Posters should be displayed in classrooms, work areas and bathrooms outlining recommended public health controls eg washing and drying hands thoroughly, using sanitizer.

Sanitizer to be provided at entrances to all indoor spaces including classrooms and staff work areas. Staff and students should sanitize hands before entering rooms, before and after eating and drinking, before and after using bathrooms, before leaving school.

Classrooms, staff work areas, bathrooms, kitchens all to be regularly cleaned and disinfected (at least daily of high-touch points). Sanitizer wipes for computers to be provided.

Staff to share the responsibility of wiping down work areas, computers and shared equipment eg printers/photocopiers after use.

Exec Team, Business Manager, Staff

### **3. Contact Tracing**

Schools are required to display QR Code posters for the NZ COVID Tracer App. A visitor register must also be kept and these records stored for 2 months.

Staff are expected to be onsite for the full school day. If it is necessary for a staff member to leave the site during the day, they should use the sign out/sign in function in Spider.

Schools should have up to date lists for sports teams, cultural and other groups, including contact details for their coaches and managers, and for other volunteers who may regularly be onsite.

### **4. Vaccinations**

Vaccinations are a key step in gaining protection against the virus. From 1 January 2022, only fully vaccinated staff and support people (paid and unpaid) can have contact with students. Booster doses are also now mandatory for teachers and all support people in school such as teacher-aides, mentors, administration and maintenance staff and contractors. This needs to be done by 1 March or 183 days after the 2<sup>nd</sup> vaccination – whichever is the latter.

Schools are prohibited from requiring students to be vaccinated to access education. Services cannot be limited to students and caregivers based on their vaccination status.

Schools may request information about the vaccination status of learners for their records.

### **5. Ventilation**

Indoor spaces should be well ventilated (windows and doors left open on both sides of the room). Keep fresh air moving through the room.

### **6. Crossing boundaries**

There are no restrictions for students and staff that prevent them from crossing between different traffic-light zones to access their education provider.

### **7. Distance Learning**

Schools will support off site learning for those required to self-isolate or waiting for a test result. Support will also be required for children with complex medical needs, especially if not fully vaccinated, and who are learning from home following advice from a health professional. Should the school close, staff and students need to move to online learning delivery.

### **8. EOTC**

EOTC can go ahead but will need careful planning. Considerations need to be made for the following: the importance of protecting those vulnerable to respiratory illness, how to respond if someone were to become ill with a serious illness, requirements of the venue including capacity limits and Vaccine Passes.

### **9. Sport**

There are no restrictions and no vaccine requirements at any CPF level for curriculum-based intra-school sport and recreation on the school grounds for students (ie between students from within the school).

There are restrictions on gatherings for non-curriculum based interschool sport.

### **10. Libraries**

May operate as normal.

**11. Shared Supplies**

Shared supplies are able to be used if students and staff are undertaking regular hand washing and staying away if sick.

**12. Drinking fountains**

Can be used using usual safety precautions (regular cleaning, don't touch mouth to metal, regular hand washing).

**13. Food Preparation**

If food is prepared onsite the MPI guidance on food safety must be followed. Food should be eaten outside wherever practicable at Red.

**14. Examinations**

All internal and external exams can operate in a school with public health measures in place. Refer NZQA regarding guidelines. Students from other schools are able to attend on site to sit their exams.

**15. Managing an Emergency**

Fire alarms and other emergencies may require you to evacuate or move inside. The priority in these situations is to keep staff and students safe from the threat arising through the emergency (eg fire). Practice drills should continue to operate at all levels as normal.

Ensure that accidents or issues can be responded to should there be smaller numbers of staff on site. Keep a log of staff with first aid experience.

**Health and Safety Measures for CPF Red**

**1. Students with complex medical needs, particularly if not fully vaccinated**

Students with complex medical needs, can seek advice from their health professional about whether it is appropriate to come to school. Offsite learning needs to be provided for those who are advised to remain at home.

**2. Physical distancing**

Maintaining a physical distance from others, particularly people you don't know, continues to be an effective measure to reduce risk of infection.

Beyond classroom groupings physical distancing of 1 metre when indoors should be observed where practicable. Desks apart.

Large groups of students meeting indoors should be avoided including prizegivings, performances and assemblies.

**3. Face masks**

All persons onsite are to wear face masks at all times (inside and out), including staffrooms and shared offices. Face coverings such as scarves, bandanas or t-shirts are no longer acceptable. Masks that are medical-grade are mandatory for school staff (eg Type 11R/Level 2). The blue medical-grade masks which are widely worn are included as recommended.

**4. Visitors, learning support services and contractors**

Previous Alert Level 3 testing requirements for workers and visitors coming onto school sites is no longer required.

Only essential visitors should come on site.

Parents and caregivers are permitted onsite.

All visitors, including parents and caregivers, if they do come onsite should wear face masks when on school grounds.

Learning support services (eg RTLBs) can continue.

Minimize attendance on site for non-essential services as much as possible. (Use one entry and staggered times/appointments). Those on site need to be captured in a visitor register.

## **5. Teaching across schools and groups**

Staff working across groups/classes of students should be minimized.

Itinerant music teachers and relief teachers who work across different schools will need to be vaccinated and wear face masks. As with all staff they should closely monitor for symptoms, stay home if unwell, get tested if symptomatic and use the COVID-19 tracer app.

## **6. Music and singing**

For singing, participants must be outside and 2 metres distant from each other. No singing should take place inside. Wind instruments are not to be shared and limited to home use, or outside only.

## **7. Sport and physical activity**

Exercising must be held outdoors. PE classes can include sports equipment, but hygiene practices should be observed before and after playing with equipment. Physical distancing is not possible in some sporting activities. In these situations, extra emphasis on handwashing and drying before and after activities.

Large ball sports will only be permitted on the fields at break times.

Students are not required to wear a mask when playing sport or engaging in recreational activities outdoors.

Students who participate in inter-school sport will need to have vaccine passes.

## **8. Large gatherings**

Large gatherings should be avoided. While schools are not considered gatherings, there are restrictions on what events and activities you can hold.

Large groups of students should be avoided indoors. Students should be outside at break times especially while eating or drinking. No students to gather in the Atrium or corridors at break.

No whole school assemblies or year level assemblies will be held at present. Staff meetings will be held in smaller groups.

## **9. Curriculum-related activities**

At Red, large activities with students should not go ahead unless held outdoors. Where other students are coming onsite for learning, 1 metre physical distancing should be applied where practicable. Exams will require 1.5 metre physical distancing. Pōwhiri may be held with smaller numbers, outside where possible and refraining from hongī and harirū.

## **10. Non-curriculum related events**

Non-curriculum related events should be limited and may only go ahead if a vaccination certificate is required in line with the general rules for events applicable at the time. These rules also apply when hiring out facilities.

If bringing others onsite, including parents and caregivers, any general rules for events applicable at the time, will apply.

## COVID-19 safety plan

	<b>DESCRIBE WHAT YOU WILL DO</b>	<b>WHO IS RESPONSIBLE</b>
<b>How will you manage an exposure of suspected exposure to COVID-19?</b>	<p>Closing schools onsite is an unlikely option at all levels under the framework. However, it may be considered when there is a high volume of cases within a school.</p> <p>Should there be an exposure or suspected exposure to COVID-19, arrange safe transport home for staff members or for parents to pick up their child and provide advice about contacting their GP and/or Healthline.</p> <p>The school will work with the Ministry of Education, following public health guidance, to identify who may need to self-isolate and get tested. Contract tracing systems will support this process.</p>	Principal and Exec Team
<b>How will you evaluate whether your work processes or risk controls are effective?</b>	<p>Keep in regular contact with staff and ask for feedback.</p> <p>Regular communication with staff to keep them up to date with any changes and latest information from Ministry of Health and Ministry of Education.</p> <p>Ongoing review of this Safety Plan.</p> <p>Health and safety assessments as per guidance provided by the Ministry of Education.</p> <p>Ongoing review of this Safety Plan.</p>	Exec Team, Business Manager, School Nurses
<b>How do these changes impact on the risks of the work that you do?</b>	<p>Continue to check-in on staff and students around the changes in operating guidelines and procedures and offer assistance when necessary.</p>	Exec Team

### Resources

[Unite against COVID-19 \(covid19.govt.nz\)](https://covid19.govt.nz)

[COVID-19 \(novel coronavirus\) | Ministry of Health NZ](#)

[Alert Levels and Updates | Sport New Zealand - Ihi Aotearoa \(sportnz.org.nz\)](#)

[Novel coronavirus \(COVID-19\) | WorkSafe](#)

Covid Healthline  
0800 3585453