

COVID-19 safety plan



**AVONDALE COLLEGE**

**COVID-19 Safety Plan (Draft)  
CPF – Orange (April 2022)**

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

At CPF - Orange, there will be community transmission of COVID-19, with increasing risks to vulnerable communities, and pressure on the health system.

Key points under Orange:

- Schools are open for onsite learning for all students. Children do not need to be vaccinated to attend school.
- Face masks are strongly encouraged indoors for staff and students.
- All parents/caregivers and other visitors to schools are encouraged to wear a face mask indoors.
- All students aged 12 or over must wear face masks on public and school transport

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: 26/04/2022
Address: Victor St, Avondale, Auckland		
Date completed: 24/04/2022	Principal Approval: Yes	Staff Consultation: 29/04/2022
Date distributed: 25/04/2022		
Revision date: 25/04/2022		

	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.</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 will check on their health and well-being as needed.</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 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>If staff should observe students with COVID-19 symptoms they should follow school guidelines outlined below. Homeroom teachers and Deans should monitor code 'F' absences and follow up if the absence is prolonged or not explained.</p>	Exec Team, Business Manager, School Nurses, Guidance Counsellors, Deans, all Staff

# COVID-19 safety plan

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>How will you operate in a way that keeps staff and students safe from exposure to COVID-19?</p>	<p><b>Public Health Measures at ALL CPF levels:</b></p> <p><b>1. Ensure that people with COVID-19 symptoms or feel generally unwell stay at home.</b></p> <p>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 or altered sense of taste, a sore throat, sneezing and running nose, 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. Less common symptoms may include diarrhea, headache, muscle pain or body aches, nausea, vomiting, malaise, chest pain, abdominal pain, joint pain and confusion or irritability. If staff and students experience any of these symptoms, they should get a test and stay at home until they get a negative test and are symptom free. The school has RAT tests available for staff and students.</p> <p>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.</p> <p>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.</p> <p>Code ‘F’ will be loaded on the school roll for a student’s required isolation period, alerting homeroom teachers and Deans of the student’s expected absence.</p> <p><b>2. Ensure good hygiene practices</b></p> <p>Promoting health and safety as a shared responsibility for the whole school community, including staff, students, visitors and contractors.</p> <p>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.</p> <p>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 and before leaving school.</p> <p>Posters should be displayed in classrooms, work areas and bathrooms outlining recommended public health controls eg washing and drying hands thoroughly and using sanitizer.</p> <p>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.</p> <p>Staff to share the responsibility of wiping down work areas, computers and shared equipment eg printers/photocopiers after use.</p> <p><b>3. Case Management</b></p> <p>Cases of COVID-19 in a school will continue to be managed across the framework. Staff and students should follow public health guidance to identify who needs to self-isolate and get tested.</p> <p>Contact tracing is no longer necessary.</p>	<p>Exec Team, Business Manager, Staff</p>

Visitors should be captured in a visitor register as is normal practice.

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.

**4. Vaccinations**

Getting vaccinated including the booster dose is still one of the best ways to keep ourselves and others safe.

Schools cannot require students to be vaccinated to access education. This includes parents, caregivers and whanau supporting students and their learning.

There are no vaccine requirements at any CPF level for sport and recreation.

The vaccination mandate has now been removed for all workers in schools. All workers in schools, including volunteers, will no longer be required to be vaccinated to work with children or to work onsite where children might be present.

With staff already highly vaccinated, school boards will need to consider what work, if any, will continue to be undertaken by a vaccinated worker. Any decisions made in this regard would be clearly communicated with the school community.

The My Vaccine Pass has also now been removed from the CPF Framework.

**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. Use ceiling fans only when doors and windows are open.

**6. Distance Learning**

Schools will support off site learning for those required to self-isolate. Should the school close, staff and students need to move to online learning delivery.

**7. EOTC**

EOTC can go ahead but will need careful planning including how to manage and support staff and students who may develop COVID-19 symptoms and those who may become confirmed cases when away on overnight trips. Considerations need to be made for the following: the importance of protecting those who are at greater risk of more severe illness if they get Covid-19 and how to respond if someone were to become ill with a serious illness, how to isolate the person while seeking medical help, and working closely with the venue to ensure that any requirements for Covid are understood and can be met including capacity limits.

**8. Libraries**

May operate as normal across all CPF levels.

**9. Drinking fountains**

Can be used at any CPF setting with usual safety precautions in place (regular cleaning, don't touch mouth to metal, regular hand washing).

**10. Food Preparation**

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

**11. Examinations**

All internal and external exams can operate in a school with public health measures in place. Students from other schools are able to attend onsite to sit their exams.

**12. Shared Supplies**

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

**13. Managing an Emergency**

Fire alarms and other emergencies may require you to evacuate or move inside.

The priority is to keep staff and students safe from the threat arising through the emergency (eg fire).

Practice drills should continue to operate at all CPF 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 Orange**

### **1. Students with complex medical needs**

Students with complex medical needs 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.

### **2. Physical distancing**

Physical distancing is strongly encouraged, particularly from people you don't know.

Desk arrangements should continue to support physical distancing where possible.

Activities with large numbers of students, if they are to go ahead, should take place in well-ventilated areas or outdoors.

### **3. Face masks**

Face masks are one of the key health measures that we can use to slow the spread of COVID-19 in indoor settings. If COVID-19 is circulating widely in our community, it may be decided that masks are required indoors again for a time.

The MOE are **strongly encouraging** staff and students to continue to wear face masks when indoors at CPF Orange.

Masks are strongly recommended to be worn at indoor gatherings with large numbers of students.

Any student or staff member who wishes to wear a face mask should be encouraged and supported to do so.

Masks are mandatory on public and school transport for students 12 years or over.

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

All visitors should sign in using the visitor register as is normal practice.

There are no restrictions on visitors, learning support services and agencies, or contractors coming onsite as long as they sign in and meet any other health requirements applicable at the time.

All visitors, including parents and caregivers, if they do come onsite, are strongly encouraged to wear a mask when indoors.

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

Itinerant music teachers and relief teachers are able to work across different schools. As with all staff, they should closely monitor for symptoms, stay home if unwell and get tested if symptomatic.

### **6. Music and singing**

Practices and rehearsals can go ahead – physical distancing of 1 metre is recommended where practicable, especially for higher risk activities such as singing and using wind instruments.

### **7. Physical and cultural activities onsite**

Physical and cultural activities can go ahead onsite. All other public health measures must be maintained including good hygiene practices.

Large ball sports will still only be permitted on the fields at break times. Basketball hoops are able to be used.

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	<p><b>8. School-based curriculum-related activities</b></p> <p>School-based curriculum-related activities can include: assemblies, PE classes, parent-teacher meetings, exams, school plays or performances during class time, cultural activities during class time, pōwhiri, music during class time.</p> <p>There are no limits on numbers attending indoor or outdoor activities.</p> <p>Activities with large numbers of students, if they are to go ahead, should take place in well-ventilated areas or outdoors.</p> <p>Students from other schools are able to be onsite and must follow all health measures.</p> <p><b>9. Non-curriculum related events and activities</b></p> <p>Non-curriculum related activities generally include events and activities that occur outside of class time, particularly when attendance is optional. Examples include: School Ball, Leavers' Dinner, school sport, co-curricular music groups.</p> <p>Activities need to meet the requirements for events and gatherings under the framework when onsite and offsite.</p> <p>There are no indoor or outdoor capacity limits at CPF Orange.</p> <p>Students from other schools are able to be onsite and must follow all health measures.</p> <p>Allocated seating is strongly encouraged for large events (over 500 people) or apply a maximum capacity limit based on the maximum number of people who could occupy the space if each person was 1 metre apart.</p> <p>Workers at indoor events and gatherings are required to wear masks.</p> <p>These same rules will apply when hiring out our facilities.</p>	
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	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<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 if there is a high volume of cases at 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.</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>	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