



## Rangitaiki School Pandemic Plan

The **Ministry of Health** leads the Government's response to a pandemic. It is the responsibility of other agencies to plan for and respond to a pandemic in their respective sectors and settings, based on the direction set out by the Ministry of Health. Our school has responded by developing a plan that sits alongside the strategy of New Zealand Pandemic Planning.

### **Purpose:**

The objective of the Pandemic Plan is to ensure that Rangitaiki School has a plan to respond appropriately in the event of a pandemic and/or outbreak that ensures the school can both meet its obligations under Health & Safety legislation and to continue to serve the school community.

### **Pandemic Manager:**

The Principal will take the role of Pandemic Manager and will be responsible for identifying other staff to assist (normally any staff) and delegating tasks accordingly to ensure the pandemic plan is implemented and the risk of infection for students and staff is minimized. The Pandemic Manager will be responsible for ensuring that an effective system for maintaining the contact database for staff and students is kept current. This list of contact numbers of parents/caregivers of pupils shall be available in the school office on the wall and in the staffroom on the wall by the phone with an additional copies on E tap and in the enrolment folder.

The Pandemic Manager is responsible for ensuring the school has adequate supplies of tissues, hand hygiene products, cleaning supplies and masks particularly during the 'stamp it out' phase when the school is required to be open but vigilant. The pandemic manager is responsible for ensuring the communication strategies are implemented in a timely manner and utilising as many modes of communication as necessary.

### **Communication Plan:**

The school will provide clear, timely and proactive communication to the board, staff and students, parents/caregivers, contractors and suppliers explaining how we are managing the situation at all stages of the pandemic.

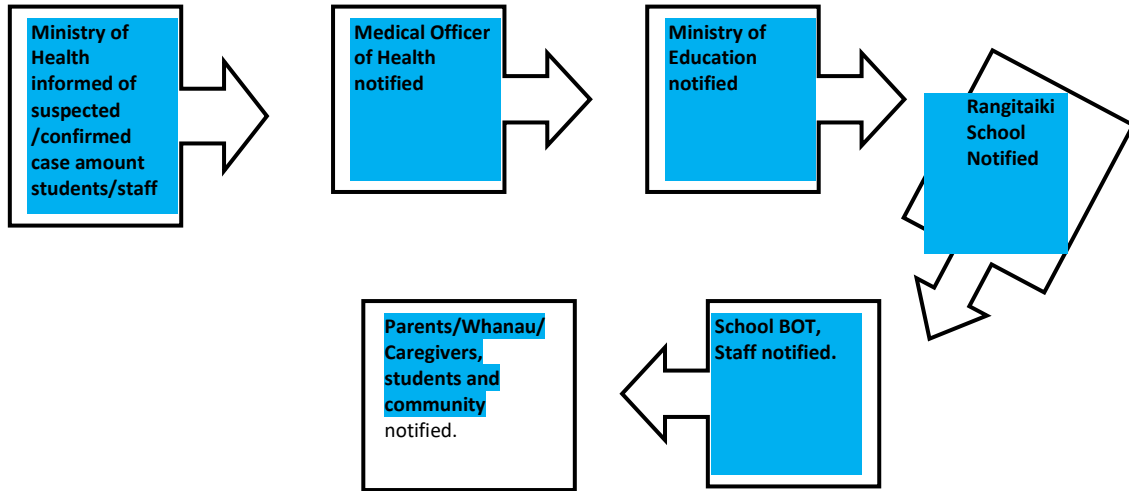
- Multiple forms of communication will be employed. These include but are not limited to; school website, school's social media stie/apps, Ministry of Education website, email, notices at entrances to the school, phone, and local media.
- The school will maintain regular communication with the Ministry of Education and Ministry of Health and with local authorities at each stage of the pandemic. The school will follow the advice given by the Ministry of Health at every stage of the pandemic.
- The following communication tree outlines the flow of communication:

### **School Closure:**

In the event of an active pandemic or outbreak of national significance, the school may be directed by the Ministry of Health and or Ministry of Education as to whether to remain open, to close or to reopen. The principal and BOT may also make the decision to close the school in certain circumstances.

*“The Education Act 1989 gives principals and boards powers to exclude particular students and staff or to close their school in certain circumstances. This will be done in consultation with MOH and MOE.”*

### Communication Flow Chart:



### General Assumptions:

- Rangitaiki School will remain open for as long as possible during a pandemic emergency.
- The school will record who comes in to the school in a register with date, time and contact numbers for each person in case tracking is required.
- Limit contractors and sales people coming in to the school if possible.
- During a pandemic, the school will provide off site learning opportunities for the pupils if the school is closed.
- The BOT and Principal may close the school to help prevent the spreading of pandemic illness
- Closure does not necessarily mean that the school facilities would be closed for quarantine. Staff should attend and prepare work for children, unless a risk of cross infection to their own dependents prevents them from doing so. This will be directed by the principal and BOT.

- The school may be used if required as a Community Based Assessment Centre (CBAC) and closed.
- Staff at Rangitaiki School will be paid normal salaries and wages during a pandemic, provided with pre-approval of the Board;
  - They, where appropriate, come to school (with rigorous personal hygiene, social distancing and cleaning regimes in place)
  - Carry out additional or alternative duties at school, including working from home at the discretion of the principal and BOT
  - And in consultation with MOE
- Staff will be expected to use their sick leave entitlements (sick, domestic) if they are sick or are required to look after sick dependents during a pandemic emergency. An employee who contracts a pandemic illness may be sick for up to two weeks. When sick leave entitlement has run out, the school will approach the Ministry of Education to approve additional sick leave.
- The school would be expected to be supported with direct advice, guidance and material from the DHB or Ministry of Health, in the events of a pandemic emergency affecting the school community.

### Decision tool for early learning and school responses to COVID-19

Risk Level	Situation/Trigger	Response
<b>Level 1</b>	When a child, young person, or staff member has <b>no</b> symptoms, but has had close contact with a confirmed case (eg. Within their household) And there is no known community transmission.	<b>Track and trace as a precaution</b> <ul style="list-style-type: none"> <li>• The Director of Education will be notified by the local Medical Officer of Health, and will talk to the Principal/ECE Service Provider and/or ECE Centre manager</li> <li>• Child/young person/staff member and family self-isolate</li> <li>• Testing of child/young person/staff member if recommended</li> <li>• If test is positive - Trace, track and test process to identify close contacts</li> <li>• Provide information and resources to the parent community and enable opportunities to ask questions.</li> </ul>
<b>Level 2</b>	When a child, young person, or staff member <b>has</b> symptoms, and has had close contact with a confirmed case (eg. Within their household) And there is no known community transmission.	<b>‘Close’ the school/ECE temporarily if there is a delay in test results to enable contact tracing and tracking</b> <ul style="list-style-type: none"> <li>• The Director of Education will be notified by the local Medical Officer of Health, and will talk to the Principal/ECE Service Provider and/or ECE Centre manager</li> <li>• Child/young person and family self-isolate</li> <li>• Child/young person tested</li> <li>• Track and trace, with close contacts going into self-</li> </ul>

		<p>isolation</p> <ul style="list-style-type: none"> <li>• Decision to 'close' school/ECE is based on test results – 'close' temporarily if there is a delay in getting test results</li> <li>• Maintain thorough cleaning practice in schools/ECE</li> <li>• Provide information and resources to the parent community and enable opportunities to ask questions.</li> </ul>
	<p>When a staff member has symptoms in school/ECE And when there is no known community transmission.</p>	<p><b>'Close' the school/ECE temporarily if there is a delay in test results to enable contact tracing and tracking</b></p> <ul style="list-style-type: none"> <li>• The Director of Education will be notified by the local Medical Officer of Health, and will talk to the Principal/ECE Service Provider and/or ECE Centre manager</li> <li>• Staff member self-isolates</li> <li>• Staff member is tested</li> <li>• Track and trace, with close contacts going into self-isolation</li> <li>• Decision to 'close' school/ECE is based on test results – 'close' temporarily if there is a delay in getting test results</li> <li>• Maintain thorough cleaning practice in schools/ECE</li> <li>• Provide information and resources to the parent community and enable opportunities to ask questions.</li> </ul>
	<p>When a child, young person or staff member tests positive and has been at school or ECE</p>	<p><b>'Close' the school/centre for at least 72 hours to enable contact tracing, tracking testing and cleaning</b></p> <ul style="list-style-type: none"> <li>• The Director of Education will be notified by the local Medical Officer of Health, and will talk to the Principal/ECE Service Provider and/or ECE Centre manager</li> <li>• 'Close' school / ECE immediately for at least 72 hours and up to a week. Based on number of contacts and timing of the weekend</li> <li>• Child, young person or staff member self-isolates</li> <li>• Child, young person or staff member is tested</li> <li>• Contact trace, track and test, with close contacts going into self-isolation</li> <li>• Cleaning and disinfecting according to Health specifications</li> <li>• Assess if other programmes can continue to operate (e.g. after school care)</li> <li>• Provide information and resources to the parent community and enable opportunities to ask</li> </ul>

		questions.
	When a case suspected or identified in a boarding hostel (this situation could also occur at any of the risk levels 1-5)	<p><b>Isolate boarding hostel or send students home if it can be done safely</b></p> <ul style="list-style-type: none"> <li>• All boarding hostels are required to have a pandemic plan</li> <li>• Keep all students in hostel until can confirm if case is positive, with physical distancing measures in place</li> <li>• Assess if students can be supported to self-isolate within the hostel or transported home to self-isolate. If neither option is viable for successful isolation of student, work with Ministry of Education and Public Health on alternative locations.</li> </ul>

Risk Level	Situation/Trigger	Response
Level 3	When there is a small number of unrelated local cases in the community (not in ECE/school) in one geographical area Possible (but not confirmed) community transmission.	<p><b>Increase physical distancing and encourage those who are vulnerable to stay at home</b></p> <ul style="list-style-type: none"> <li>• Recommend anyone vulnerable to COVID 19 stays home (see Ministry of Health list). Online/remote learning options are provided</li> <li>• Limit assemblies, sports and events, and limit movement through buildings. Choose low contact curriculum options (possible more theory based for some subjects), consider moving to homeroom based teaching</li> <li>• Consider options to stagger learning opportunities (shifts, starting and finishing at different times)</li> <li>• Limit shared facilities (e.g. drinking fountains) and equipment (e.g. Chromebooks) or clean between use</li> <li>• Assess if other programmes can continue to operate (e.g. after school care)</li> <li>• Provide information and resources to the parent community and enable opportunities to ask questions.</li> </ul>
	When there are cases from multiple families in the same school. Possible (but not confirmed) community transmission.	<p><b>14 day 'closure' to manage spread</b></p> <ul style="list-style-type: none"> <li>• Timeframe for 'closure' most likely to be at least 14 days as staff will need to self-isolate, possible testing, possible contact tracing. All contact tracing needs to be completed in this time. If not, reassess – may need to 'close' for longer.</li> <li>• Decision to reopen after 14 days would be made if there is confidence that multiple cases are contained based on public health advice</li> <li>• Cleaning and disinfecting according to Health specifications</li> </ul>

		<ul style="list-style-type: none"> <li>• Online/remote learning options provided.</li> <li>• Supervision/support for children of essential workers such as health and emergency services workers.</li> </ul>
<b>Level 4</b>	When there is confirmed community transmission in contained geographical location.	<p><b>'Close' all schools and centres in a geographical location</b></p> <ul style="list-style-type: none"> <li>• Following advice from Public Health, close schools and centres in the location</li> <li>• 'Close' initially for 14 days, continue to review every 14 days, until Public Health advises to reopen</li> <li>• Decision to reopen schools in a geographical location would be made when there is confidence that outbreaks/multi-clusters are contained based on public health advice.</li> <li>• Remote learning options, project work, online learning for students.</li> <li>• Supervision/support for children of essential workers such as health and emergency services workers.</li> </ul>
<b>Level 5</b>	When there is community transmission on a national level.	<p><b>'Close' all schools and centres nationally</b></p> <ul style="list-style-type: none"> <li>• Following advice from Director-General, all schools and ECEs are 'closed'</li> <li>• 'Close' initially for 14 days, continue to review every 14 days, until Public Health advises to reopen</li> <li>• Decision to reopen schools nationally would be made when there is confidence that community transmission is under control based on public health advice</li> <li>• Remote learning options, project work, online learning for students.</li> <li>• Supervision/support for children of essential workers such as health and emergency services workers.</li> </ul>



