

# FORDELL SCHOOL

# Covid and Pandemic Safety Plan

*To be used in conjunction with Emergency Management Plan*

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# PURPOSE

1. To ensure that Fordell School is prepared as well as it can be for a pandemic emergency.
2. To have a Pandemic Plan that fits alongside the school's current "Emergency Management Plan".
3. To ensure that staff, students and parents/families are well informed and understand their roles in a pandemic emergency.

## PANDEMIC MANAGER

Yvette Moorhouse (Principal) will take the role of Pandemic Manager and will be responsible for identifying other staff to assist (Senior Leadership Team) and delegating tasks accordingly to ensure the pandemic plan is effectively implemented and the risk of infection of the school community is minimised.

## PANDEMIC PLAN GUIDELINES

The New Zealand Ministry of Health leads the Government's response to a pandemic and provides advice and guidance around this. They will provide leadership, direction, and guidance on whether to remain open, closed or re-open. It is the responsibility of the school to have a Pandemic Plan in place. At all times updates and latest information should be accessed from the Ministry of Health.

### **The following assumptions underpin all Pandemic Plans for Schools:**

- Schools will remain as full service as possible for as long as possible during a pandemic emergency.
- Closing schools to students is part of the New Zealand Health Emergency Plan to help prevent a pandemic spreading. This includes out of school care.
- During a pandemic emergency, schools will be asked to consider alternative means of delivering education to their students such as "distance learning options".
- Depending on the situation, staff may still be able to go to work, work remotely (at home), or carry out additional or alternative duties for the school or another agency. This will be assessed at the time.
- In a pandemic emergency, people with virus systems will be asked to stay away from hospitals and doctors surgeries, and to seek assistance from the national Healthline call 0800 358 5453. They may be asked to attend a Community Based Assessment Centre (CBAC) for assessment of their conditions.
- Educational facilities, schools and kindergartens may be used for alternative purposes such as being Community Based Assessment Centres (CBAC).
- A pandemic may come in several waves over a 6-8 month period (or longer). At the peak of the worst pandemic wave, up to 50% of the workforce may be sick, looking after sick dependents, or carrying out 'alternative duties' in a priority area for another agency e.g., health or welfare.
- COVID-19 the Ministry's advice for the public is that anyone feeling unwell should ring Healthline on the dedicated COVID-19 number: 0800 358 5453 or ring ahead to their General Medical Practice and they will be advised on what to do.

Our Pandemic Plan is guided by "New Zealand Influenza Pandemic Plan: A Framework for Action" six-phase strategy:

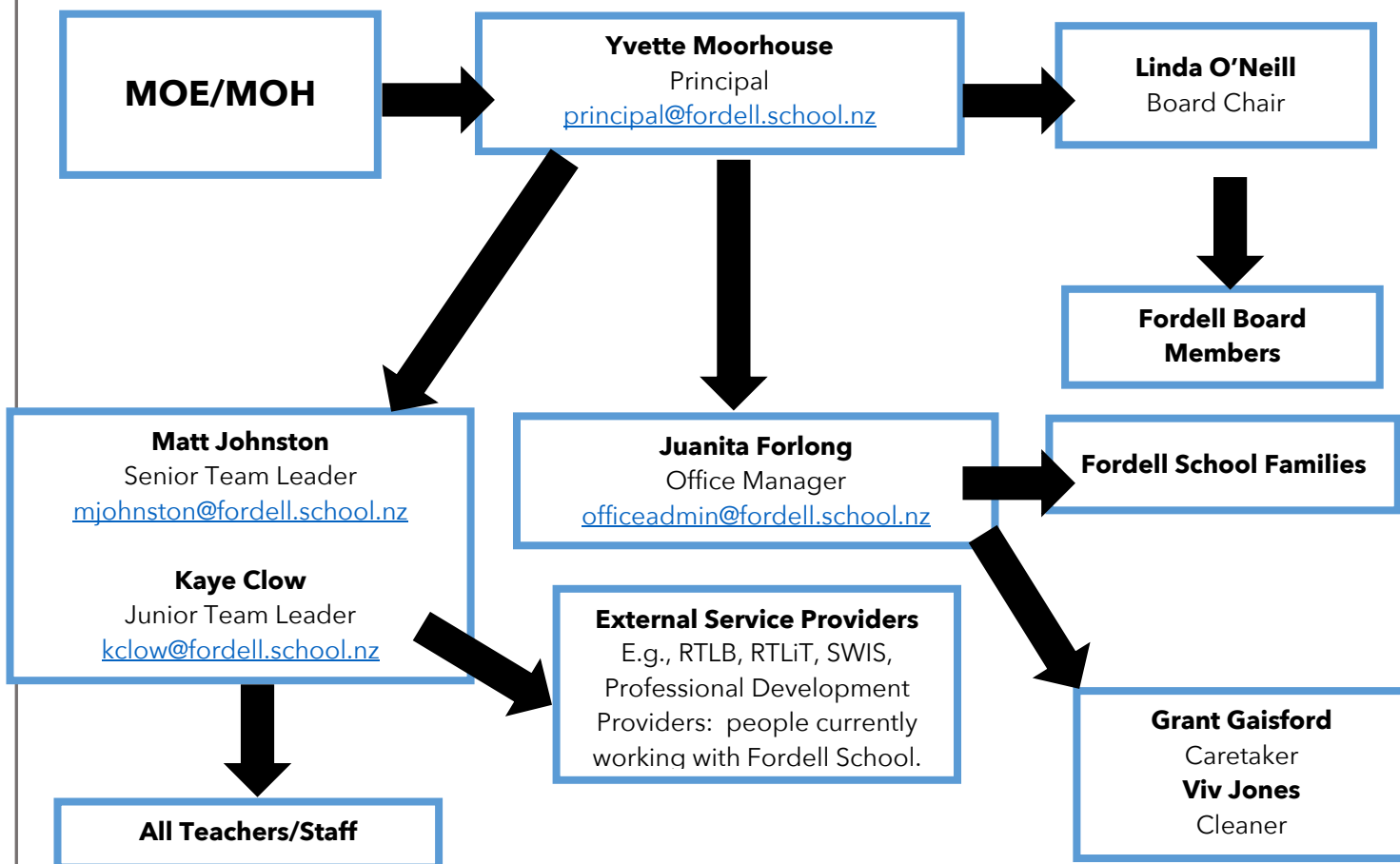
1. Plan For It: Planning and preparedness
2. Keep It Out: (Border Management) preparing to respond
3. Stamp It Out: (Cluster Control) responding to pandemic/significant outbreak - Early Stage
4. Manage It: Pandemic management
5. Manage It: Post-Peak, transitioning to recover from it phase
6. Recover From It: Recovery

# PREPARATION OUTLINE

1. Appoint the Pandemic Manager and Deputy. The Pandemic Manager manages the impact of any outbreak in the school for the duration of the event.
2. Read, collate and regularly check all information coming out from Ministry of Education (MOE) and Ministry of Health (MOH), check their websites for updates.
3. Review school's current *Pandemic Plan* and update based on information provided by officials.
4. Review school's current *Emergency Plan* and ensure all details are correct.
5. Set up a single point of contact for school to liaise with authorities (Pandemic Manager) and confirm Fordell School Communication Tree.
6. Review the school's cleaning policies, hygiene practices and supplies and emergency supply kits.
7. Order any extra medication and personal protection such as sanitiser, disinfectant, wipes, gloves, masks, batteries, and thermometers.
8. Review protocol for dealing with sick staff and students, start to enforce social distancing strategies. Information on this is available from the Ministry of Health.
9. Consult with relevant groups and authorities e.g., Community Health Nurse, MOE, Civil Defence, local school networks.
10. Ask Community Health Nurse to speak to staff and parents/families if applicable.
11. Make sure the school's contact list is kept up-to-date (contact details for students, staff and Board members).
12. Take steps to clarify the school's role in any local response plans (local agencies, school cluster agencies etc).
13. Have plans in place for the possibility of off-site/online learning, alternative use of facilities, staff cover in the event of self-isolation or illness, duty cover, explicitly teaching of good hygiene.
14. Communicate with the school community through a variety of means – newsletter, email, school app, Facebook, webpage to keep informed through regular updates.
15. Keep up to date with travel restrictions and visa information and check all families returning to school eg., place they have just come from, stand down periods etc.
16. Check any status and wellbeing of any students who have not been able to return to school.
17. Plan for school shut down.
18. Plan for communication over shutdown duration.
19. Prepare for school reopening.

# FORDELL SCHOOL COMMUNICATION TREE

Fordell School will provide clear, timely and proactive communications to the Fordell Board, staff, students, parents/families, external providers, contractors etc explaining how we are managing the situation at all stages of the pandemic.



## YOU WILL RECEIVE UPDATES BY:

- Email:** Classroom Teacher, Principal, Office Manager
- Facebook:** Fordell School Facebook Page <https://www.facebook.com/FordellSchool>
- Seesaw App:** Teachers will have sent you out information earlier in the year about how to log in and use this. If you are experiencing difficulty please contact your class teacher.

## AT ANY TIME, YOU CAN CONTACT US BY:

- Email:** Classroom teacher email  
Principal email - Yvette Moorhouse [principal@fordell.school.nz](mailto:principal@fordell.school.nz)  
Office Manager - Juanita Forlong [officeadmin@fordell.school.nz](mailto:officeadmin@fordell.school.nz)
- Facebook:** Send a message through the Fordell School Facebook page
- Seesaw:** Message your class teacher through this platform

# PHASE 1

## PLANNING AND PREPAREDNESS

**Potential Trigger/s:** The World Health Organisation and The New Zealand Ministry of Health are monitoring an emerging new disease or a surge in a known disease/influenza at normal seasonal levels.

**Goals:** To review our Pandemic Policy and Procedures. To ensure that our school community is prepared, through best hygiene practices to deal with normal seasonal influenza and/or known diseases that may escalate. Review Pandemic Safety Plan.

Maintain links with and follow the advice from relevant agencies - The Ministry of Health (MOH) and The Ministry of Education (MOE) and use these updates to keep community and staff networks informed.

**Actions:**

- Communicate updates about diseases/COVID-19 to community through newsletters, social media, app and email communication.

Protect staff, students and families/whānau

**Actions:**

- Parents are reminded through normal communications about keeping students at home when unwell.
- Staff and students are reminded about the need for effective handwashing, coughing and sneezing protocols.
- Encourage Flue vaccines each year for staff (supported by Board).
- As of 1 January 2022 it is mandatory for all staff and onsite helpers to be fully immunised against COVID-19.

Ensure a clean environment

**Actions:**

- Caretaker and cleaning staff reminding about vigilance and provision of soaps, paper towels etc.

## PHASE 2

### PREPARE TO RESPOND TO A PANDEMIC AND/OR SIGNIFICANT OUTBREAK

**Potential Trigger/s:** Sustained human-to-human transmission of a novel influenza virus overseas in two or more countries. Ministry of Health announces changes to New Zealand borders or that borders are closed.

**Goals:** The Pandemic Plan is activated and Fordell School is ready for the subsequent phases, should a pandemic be declared. All staff, Board, students and parents/families are informed, understand their roles and responsibilities.

Maintain links with and follow the advice from relevant agencies - The Ministry of Health (MOH) and The Ministry of Education (MOE) and use these updates to keep community and staff networks informed.

**Actions:**

- Keep all updates in school pandemic folder and circulate relevant information to staff.
- Use key messages from updates to keep school community informed, maintaining "calm" rather than "alarm".

Protect staff, students and families/whānau

**Actions:**

- Take temperatures if they come to sick bay feeling unwell.
- Send home anyone who is displaying any symptoms that we are on alert for.
- Check we have a full supply of medical supplies (including thermometer, cleaning products, masks, gloves etc).
- Explicitly teach and reinforce healthy hand washing/drying techniques and safe sneezing practices.
- Share resources with staff and families.
- Reduce person to person contact e.g., shaking of hands, hugs, hongi, etc
- Wash and dry hands more frequently and thoroughly.
- Ask all staff to give a reason if they are away and to check with the Healthline (phone 0800 358 5453) before returning to work if they are displaying symptoms.
- Be aware of any upcoming travel plans of staff and students.
- Use posters available from Ministry of Health re cough / sneeze etiquette, handwashing.
- Encourage Flu vaccines each year for staff (supported by Board).

Ensure a clean environment

**Actions:**

- Ensure there is a good supply of soap, hand sanitiser, paper towels, toilet paper each day.
- Have a good supply of soap, hand sanitiser, paper towels, toilet paper, disinfectant wipes/cleaner in stock
- Consult with school cleaner to ensure a more thorough clean is happening.
- Teacher to wipe down class tables and any other relevant surfaces every day.
- Office staff to complete extra cleaning of staffroom surfaces, resource room tables, sick bay beds and counters and office counters.

# PHASE 3

## RESPOND TO A PANDEMIC / SIGNIFICANT OUTBREAK: EARLY STAGE

**The Ministry of Health can declare a pandemic event and provide advice and guidance about this. The Ministry of Health's Medical Officers of Health are our key external contact in a pandemic event.**

**If a Pandemic is not declared at this stage but potential national trigger/s are present, Fordell School will enact prudent actions to keep it out.**

**Potential Trigger/s:** The Ministry of Health announces Novel influenza virus or pandemic virus detected in case/s in New Zealand.

**Goals:** If Fordell School is inside a pandemic cluster area the school maybe closed in consultation with Medical Officers of Health. Student, children, staff and parents are informed, and understand their roles and responsibilities. If Fordell School is outside the pandemic cluster areas the school is on heightened alert with the specific goal to stamp it out and/or control the cluster.

Continue to maintain links with and follow the advice from relevant agencies - The Ministry of Health (MOH) and The Ministry of Education (MOE) and use these updates to keep community and staff networks informed.

### **Actions:**

- As government shares information and directives about social gatherings, respond appropriately with our school community in mind. The Principal may make decisions to postpone or cancel school community events.
- Ensure vigilance of all staff about their own health and must not be at school if they develop any concerning symptoms.

Develop a Communication Plan

### **Actions:**

- Make sure contact information is current for all parents, families, whānau, staff (including all emergency contacts) and District Health Board and Ministry of Education contact numbers.
- Check school website information is up to date with visible contact details.
- Staff list and emergency contact details will be up to date.
- Student and family information will be kept on file and updated each term - parents will be asked to supply office with up-to-date contact information on a regular basis.
- Ensure we have current contact details for all external providers who come into our school.
- Have a clear means of communication with parent community to keep them informed and up-to-date "Need to Know" updates will be emailed by classroom teacher, on our Facebook page and app/platforms (Seesaw).
- Form a communication tree to send information out quickly.
- Have signage ready to go up if the school needs to be closed - on school website, social media, app/platforms and on doors/windows.

Identify an appropriate area to be used in an isolation area/identify rooms with amenities

### **Actions:**

- Set sick bay as an isolation space (one patient only).
- Other patients treated in resource room or Principal office.

Check status of students who have not returned to school

### **Actions:**

- Check status of children who have not returned to school.
- Office Manager to keep Principal informed of student absences.

## PHASE 3 CONTINUED

Check all families who arrive to enrol their child/ren, enquire as to where they have been in the last month

**Actions:**

- If from an identified country as per Ministry of Health directives, check that they have been in self-isolation.
- For any concerns, ring Ministry of Health or Healthline for clarification - phone 0800 358 5453

Authority to prevent a student's attendance

**Actions:**

- If a student attends school while showing symptoms, the Principal can preclude them if they believe on reasonable grounds they may have a communicable disease (Section 19 Education Act).
- The student has to stay away for the infectious period of the specific disease (as per MOH requirements).

Authority to send staff, visitors or contractors home

**Actions:**

- The Principal can request that a staff member, visitor or contractor working in the school who is suspected of having an infectious disease, stays at home until checked out by a medical professional.

Prepare for distance learning

**Actions:**

- Have home learning activities available and ready - using the platforms that students and families are familiar with (e.g., Google Classroom and Seesaw). A selection of paper/hard materials is also to be ready and available.
- All teams to have resources ready to roll out to families.

Plan for school closure

**Actions:**

- All contact details for staff, students and other people connected with our school are up to date.
- Follow any directive from Ministry of Health and Ministry of Education.
- Activate school communication tree.
- Check applications are ready to go for online learning and other applications.
- Brief staff on procedure for working from home to deliver the curriculum.
- Update school website with home learning activities and set up documents to inform parents of these options.



# PHASE 4

## MANAGE IT: PANDEMIC MANAGEMENT

**Potential Trigger/s:** Multiple clusters at separate locations, or clusters spreading out of control.

**Goals:** Reduce the impact of pandemic influenza/covid on our school community. If Fordell School is inside a pandemic cluster the school maybe closed in consultation with Medical Officers of Health. If Fordell School is outside the pandemic cluster areas the school is on heightened alert.

Continue to maintain links with and follow the advice from relevant agencies - The Ministry of Health (MOH) and The Ministry of Education (MOE) and use these updates to keep community and staff networks informed.

**Actions:**

- Continue to brief staff on any updates from Ministry of Health (MOH) and Ministry of Education (MOE).
- Continue to brief parents on any updates from Ministry of Health (MOH) and Ministry of Education (MOE).
- School will inform the school community

Protect staff, students and families/whānau

**Actions:**

- If staff have travelled to locations/areas/countries where advice to self-isolate has been issued staff to inform Principal and must follow advice from the Ministry of Health.
- All staff vigilant about own health and must not be at school if they develop any concerning symptoms.
- If a number of teachers are away and adequate relieving staff cannot be secured, classes will be split with consideration to numbers in each class.
- Should the number of staff become untenable, the Principal will work with the Ministry of Education to make decisions about the school remaining open.
- If a child is exhibiting any symptoms:
  - Teacher contacts school office
  - Parents contacted immediately
  - Student sent to the designated triage area with school bag
  - Concerns documented by designated staff
  - Parents pick up child
  - Child remains away from school as per Ministry of Health and Ministry of Education advice.

School closure: Level 3 (or as directed)

**Actions:**

- Decision to close Fordell School is made due to pandemic status and in consultation with Ministry of Health and Ministry of Education.
- Inform staff of the closure, and any expectations of attendance. Staff roster organised to look after "bubbles" of essential worker children.
- Fordell School community will be informed of the closure using our available communication options: email, Facebook page, App and Website.
- Put signage up on the doors/windows and gate.
- Continue to display QR Code at the school office.
- If any external visitors need to come to school they will be required to sign in (e.g., contractors).

## PHASE 4 CONTINUED

- “Bubbles” will be formed adhering to the Ministry of Health guidelines (e.g., 10 including teachers). Cross grouping will not occur. Students will stay with their school bubble for the duration of level, social distancing will be adhered to at all times.
- When students arrive at school they are to move directly to the classroom bubble spaces for hand sanitisation.
- Staff at school are permitted to wear gloves and masks if they wish (again this depends on the guidelines from the Ministry of Health - it could be mandatory in some levels/traffic lights).
- Parents and caregivers will drop off and pick up their children from the front of the school gate.
- Distance learning will either be completed at home or completed at school for families needing to send children in.
- Teachers at school will therefore be more of a supervising role than teaching.
- Each school bubble will have individual break times.
- Breaks will be supervised by Teaching and Support Staff.
- The office staff will only be available via email or phone.
- Playground and sports equipment will be off limits to all students.
- No assemblies, visitors, sharing of school equipment, toys, stationery, food. Water fountains will be turned off.
- Symptomatic children isolated and collected immediately, symptomatic staff leave and contact doctor/healthline.
- Implemented practices for spaces where children and teachers are:
  - Hand sanitiser at all doors and in all shared spaces.
  - Doors open and on latches where possible, so to have ventilation.
  - Air-conditioning on and above 18 degrees.
  - Surfaces spray and wiped at least once a day.
  - All staff and students reminded of hygiene practices.

### Communicating important updates and keeping in contact with the school community through the lockdown period

#### **Actions:**

- School Facebook page will be updated regularly and any messages via the Facebook page replied to in a timely manner.
- Classroom teachers will remain visible online during school hours, and will be in contact with students and families.
- Important information and updates will be communicated via: School Facebook page, school app/platforms and emails.

# PHASE 5

## MANAGE IT: POST PEAK

**Potential Trigger/s:** New Zealand wave decreasing.

**Goals:** To speed up recovery for our school community through preventative measures and prepare for a re-escalation of response.

Open school at Level 2.5/Level 2 (or as directed by the Ministry of Education)

### Actions:

#### Keep track of people who enter the school premises

- **Arrival:** For safety purposes, the only access to school will be through the front gate. Students to go to their rooms and hand sanitise as they enter.
- **Departure:** At the end of the day all students will hand sanitise in their classes and exit through the same front gate. Parents can collect their children from the front of the school.
- No unnecessary external providers or visitors will be onsite, unless with approval. Parents and caregivers are asked to leave their children at the school gate and to not enter the school grounds. The only exception to this is the parents of newly enrolled students (new entrants) or those with exceptional circumstances who have made this arrangement with the Principal.
- Everyone with approval to come onto the school site will be required to sign the Visitor Register and scan the QR Code app.

#### Enable good hygiene practices

- Sanitiser is set up in all classrooms and school doors; for hands to be sanitised when going in and out of all rooms within the school.
- All doors and gate latches will be latched open where possible to minimise touching of handles.
- Hand washing posters will be displayed and everyone reminded what best practice looks like.
- Coughing and sneezing etiquette will be explicitly taught and reminded.
- Classes will regularly spray and wipe all surfaces during the day - it is the expectation this happens at least once a day.
- There will be regular cleaning of all high risk, commonly touched surfaces such as door handles, railings and tables of all other shared spaces (e.g., resource room, office, staff room).
- Doors and windows open when possible to ensure a good air flow/ventilation.
- Under Alert Level 2.5/Level 2 all drinking fountains will be closed and all children are encouraged to bring a water bottle from home that can be refilled.

#### Keep people with COVID-19/Pandemic Virus symptoms off the premises

- We will communicate with our community ongoingly that if any students are sick they must stay home.
- We will be vigilantly looking out for the COVID-19/Pandemic Virus symptoms.
- Any student or staff displaying symptoms will be isolated and sent home as soon as possible.
- Children will wait to be collected in the school office sick bay

#### Maintain physical/social distancing

- Students and staff are required to be considerate of 'breathing spaces' being far enough way that they are not breathing on or touching other people.
- Desks and mat areas may need to be moved in some learning spaces.

#### Monitor Mental and Emotional Health of Community

- Focus on relationship building in classes.
- Creating safe environments for learning based on our school values: Respect, Courage, Compassion and Responsibility.

# PHASE 6

## RECOVER FROM THE PANDEMIC

**Potential Trigger/s:** Population protected by vaccination or pandemic abated in New Zealand

**Goals:** Fordell School ensures continued wellbeing of staff and students. Education services are fully restored.

Protect staff, students and families/whānau

### Actions:

- Continue to monitor the physical and emotional needs of staff and students.
- Arrange trauma and/or grief counselling as necessary.
- Monitor learning programme needs including:
  - Designing and implementing programmes for resilience, stress management etc.
- Continue to be vigilant about documenting student vaccinations and educate parents about students who may need to be excluded if they are not vaccinated in the event of another outbreak of the pandemic source (as well as other notifiable diseases should there be outbreaks). This will be directed by the Medical Officer of Health.
- Continue to encourage safe hygiene practices.

## INFECTIOUS CASE

The school will receive guidance and resources on how to manage an infectious case. It is unlikely we would need to close the whole school should there be a positive case, however it may be considered if there was a high volume of cases.

The school will liaise with a designated person from the Ministry of Education and/or the Ministry of Health to risk assess and identify close and casual contacts. Emails and a letter will be sent to those contacts from the Principal. Additionally the National Investigation and Tracing Centre (NITC) will call those contacts directly with further advice.

The timeliness of our ability to work through the steps below will be determined by a conscientious effort to follow protocol. Contact details, especially emails and phone numbers, needs to be up to date within our school system.

### Contact Tracing Processing

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
<p>A Covid case is identified in school:</p> <ul style="list-style-type: none"> <li>- Either from our MOE point of contact</li> <li>- The individual or their family</li> <li>- A GP or other Health Professional</li> </ul>	<p>The school will liaise with our MOE liaison person.</p>	<p>A risk assessment will take place and identify close and casual contacts.</p>	<p>The contacts list will be shared by the school with the official MOH investigations/contact tracing departments.</p>	<p>Emails will be sent from the school to close and casual contacts.</p>	<p>Contacts will get called directly by the MOH investigation/contacts department.</p>

# OTHER INFORMATION AND RESOURCES

## CONTACT TRACING PLAN

Record your movements. If cases of COVID-19 are confirmed, we need to stop the spread. Keeping a record of your movements helps the Ministry of Health to do contact tracing quickly and efficiently. Contact tracing and case management will continue to be very important with contacts being identified, self-isolating and getting tested.

The NZ COVID Tracer is a Ministry of Health app that supports fast and efficient contact tracing by creating a digital diary of the places you visit. Fordell School has our QR Codes displayed prominently on our main entrances/exits and all staff and essential people on-site need to sign in.

In addition to scanning into Fordell School:

- Staff need to keep an accurate attendance register of students in attendance at school.
- Staff when personal contact details change ensure administration is updated.
- Parents and caregivers, when your contact details change please email [officeadmin@fordell.school.nz](mailto:officeadmin@fordell.school.nz) or phone 06 3427 828 to update your details.

## VACCINATION

Getting vaccinated is a key step to gain more protection against a virus. School and support people who have contact with students are mandated by the Ministry of Health to be fully vaccinated by the 1 January 2022.

We recommend parents and families informing the school whether their child is vaccinated. The school keeps a vaccination register for both staff and students under strict privacy conditions (Privacy Policy).

Should we have an exposure in the school, student and staff vaccination stats will help us act quickly in determining the next steps in protecting and managing health and safety.

## MASKS INDOORS AND OUTDOORS

In general, face coverings should be worn whenever you can. However, schools will follow the Ministry of Health guidelines as per the Covid Protection Framework (CPR). This will depend and change on what colour our area is currently in.

[Mask wearing](#)

## LINKS

<https://covid19.govt.nz/assets/COVID-19-Protection-Framework/COVID-19-Protection-Framework-traffic-lights-detailed-table.pdf>

*This is a more detailed table of the Covid-19 Protection Framework.*

[Managing Covid-19: A Public Health Toolkit for Primary and Intermediate Schools and Kura](#)

*This toolkit is intended to support the MOE to work with primary and intermediate schools and kura communities to prepare to support the management of Covid-19 contacts within their environments.*

[Unite Against Covid - MOH site](#)

[Covid-19 - MOE site](#)

[NZ Influenza Pandemic Plan: A framework for action](#)

# COVID-19 Protection Framework (traffic lights)

The new framework provides a guide to protecting one another, keeping our health system running well and businesses open.

Unite against COVID-19

## Factors for considering a shift between levels

- vaccination coverage;
  - capacity of the health and disability system;
  - testing, contact tracing and case management capacity; and
  - the transmission of COVID-19 within the community, including its impact on key populations.
- Decisions will also include other factors, including economic and social impacts and operational considerations.

**Localised protections and lockdowns:** can be used as part of the public health response, in addition to other measures, where necessary to protect affected communities.

**My Vaccine Pass:** the official record of COVID-19 vaccination status. Everyone is legally required to provide My Vaccine Pass to enter places that have vaccination requirements in place to operate under the traffic light settings. Some places may also choose to put in place their own vaccination requirements. Children under the age of 12 years and three months do not need to provide a vaccine pass, but they do count towards capacity limits. A negative test result is not a substitute.

You cannot be asked to provide your Vaccine Pass to access basic needs services, including supermarkets, dairies, petrol stations, public transport, pharmacies and essential health care. This also applies to specific education and housing services.

Level	Health System Status	Restrictions	Businesses/Services
<b>GREEN</b>	COVID-19 across New Zealand, including sporadic imported cases. Limited community transmission. COVID-19 hospitalisations are at a manageable level. Whole of health systems ready to respond – primary care, public health, and hospitals.	<p><b>General settings</b></p> <ul style="list-style-type: none"> <li>• Record keeping/scanning required</li> <li>• Face coverings mandatory on flights</li> <li>• Public facilities (e.g. libraries, museums, public pools) – open</li> </ul> <p><b>No limits if My Vaccine Pass is used for:</b></p> <ul style="list-style-type: none"> <li>• Hospitality (e.g. cafes, restaurants, bars)</li> <li>• Gatherings at your home</li> </ul> <p><b>If My Vaccine Pass is not used, the following restrictions apply:</b></p> <ul style="list-style-type: none"> <li>• Hospitality (e.g. cafes, restaurants, bars) – up to 100 people, based on 1m distancing, seated and separated</li> <li>• Gatherings at your home – up to 100 people</li> <li>• Other gatherings (e.g. weddings, tangihanga, faith based services, marae, social sports) – up to 100 people, based on 1m distancing</li> </ul>	<ul style="list-style-type: none"> <li>• Retail (e.g. shops, banks, outdoor markets, takeaway only businesses) – open</li> <li>• Workplaces – open</li> <li>• Education (schools, ECE, tertiary) – open</li> <li>• Accommodation (e.g. hotels, cabins, backpackers) – open</li> <li>• Close-proximity businesses (e.g. hairdressers, beauty salons)</li> <li>• Outdoor community gatherings (e.g. a community fair)</li> <li>• Gyms</li> <li>• Outdoor community gatherings (with uncontrolled access, e.g. a public parade) – up to 100 people, based on 1m distancing</li> <li>• Gyms – up to 100 people, based on 1m distancing</li> <li>• Workplaces – open</li> <li>• Education (schools, ECE, tertiary) – open with public health measures in place</li> <li>• Accommodation (e.g. hotels, cabins, backpackers) – open</li> </ul>
<b>ORANGE</b>	Community transmission with pressure on health system. Whole of health system is focusing resources but can manage – primary care, public health, and hospitals. Increasing risk to at-risk populations.	<p><b>General settings</b></p> <ul style="list-style-type: none"> <li>• Record keeping/scanning required</li> <li>• Face coverings mandatory in some places (e.g. on flights, public transport, taxi, retail, public facilities) and encouraged elsewhere</li> </ul> <p><b>No limits if My Vaccine Pass is used for:</b></p> <ul style="list-style-type: none"> <li>• Hospitality (e.g. cafes, restaurants, bars)</li> <li>• Gatherings at your home</li> </ul> <p><b>If My Vaccine Pass is not used, the following restrictions apply:</b></p> <ul style="list-style-type: none"> <li>• Hospitality (e.g. cafes, restaurants, bars) – contactless only</li> <li>• Gatherings at your home – up to 50 people</li> <li>• Other gatherings (e.g. weddings, tangihanga, faith based services, marae, social sports) – up to 50 people, based on 1m distancing</li> </ul>	<ul style="list-style-type: none"> <li>• Public facilities (e.g. libraries, museums, public pools) – open with capacity limits based on 1m distancing</li> <li>• Retail (e.g. shops, banks, outdoor markets, takeaway only businesses) – open with capacity limits based on 1m distancing</li> <li>• Workplaces – open</li> <li>• Education (schools, ECE, tertiary) – open with public health measures in place</li> <li>• Accommodation (e.g. hotels, cabins, backpackers) – open</li> <li>• Close-proximity businesses (e.g. hairdressers, beauty salons)</li> <li>• Outdoor community gatherings (e.g. a community fair)</li> <li>• Gyms</li> <li>• Outdoor community gatherings (with uncontrolled access, e.g. a public parade) – up to 50 people, based on 1m distancing</li> </ul>
<b>RED</b>	Action needed to protect health system – system facing unsustainable number of hospitalisations. Action needed to protect at-risk populations.	<p><b>General settings</b></p> <ul style="list-style-type: none"> <li>• Record keeping/scanning required</li> <li>• Face coverings mandatory in some places (e.g. on flights, public transport, taxi, retail, education (Year 4 and up, including tertiary), public facilities) and encouraged elsewhere</li> </ul> <p><b>With My Vaccine Pass, the following restrictions apply:</b></p> <ul style="list-style-type: none"> <li>• Hospitality (e.g. cafes, restaurants, bars) – up to 100 people, based on 1m distancing, seated and separated</li> <li>• Gatherings at your home – up to 100 people</li> <li>• Other gatherings (e.g. weddings, tangihanga, faith based services, marae, social sports) – up to 100 people, based on 1m distancing</li> </ul> <p><b>If My Vaccine Pass is not used, the following restrictions apply:</b></p> <ul style="list-style-type: none"> <li>• Hospitality (e.g. cafes, restaurants, bars) – contactless only</li> <li>• Gatherings at your home – up to 25 people</li> </ul>	<ul style="list-style-type: none"> <li>• Education (schools &amp; ECE) – open with public health measures in place</li> <li>• Workplaces – working from home may be appropriate for some staff</li> <li>• Accommodation (e.g. hotels, cabins, backpackers) – open</li> <li>• Outdoor community gatherings (e.g. a community fair) – up to 100 people, based on 1m distancing</li> <li>• Tertiary education – open onsite with capacity limits based on 1m distancing</li> <li>• Tertiary education – alternative learning options only</li> <li>• Outdoor community gatherings (with uncontrolled access, e.g. a public parade) – up to 25 people, based on 1m distancing</li> </ul>

# COVID-19 PROTECTION FRAMEWORK (CPF) - FORDELL SCHOOL

## Public health measures at all CPF settings

**Basic Hygiene** - includes good hand hygiene, cough, and sneeze etiquette, avoid touching your face, and regularly clean and disinfect surfaces.

Use hand sanitiser at entrances to indoor spaces at Orange and Red.

**Contact tracing** - schools are required to display QR Code posters for the NZ COVID Tracer App. They must also have other contact tracing systems in place, including an attendance register and visitor register.

**Vaccination** - getting vaccinated is a key step to gain more protection against the virus. From 1 January 2022, only fully vaccinated staff and support people can have contact with children and students.

**If you are sick** - stay home and get tested. If you have cold, flu or COVID-19 symptoms, stay home. Call your doctor or Healthline on **0800 358 5453** for advice about getting tested.

Staff are to observe children on arrival, checking for symptoms. Those presenting as unwell will be asked to go home or arrange for parents or caregivers to come and pick up.

**Ventilation** - Indoor spaces should be well ventilated, for example by opening windows, doors, and any vents. If mechanical ventilation is used, make sure the ventilation system is regularly maintained.

## Case management across all CPF settings

Cases of COVID-19 in a school will continue to be managed across the framework. Schools will work with the Ministry of Education, following public health guidance, to identify who else may need to self-isolate and get tested. Contact tracing systems will support this process. Letter templates and other supports will be provided, to assist with communications to the community.

Closing schools onsite is an unlikely option at all levels of the framework. However, it may be considered where there is a high volume of cases in a school.

Where confirmed cases occur within a school or kura, it may be necessary to group **Year 0 - 8** students by classrooms to limit the risk of transmission. These groups should not intermingle where practicable. There is no fixed limit on the maximum size of classroom groups (for example, one room in a modern learning environment can be considered one group).

Principals at state and state-integrated schools have authority to preclude a student from attending if they believe on reasonable grounds, they may have a communicable disease under section 77 of the Education and Training Act 2020.

## COVID Protection Framework: Red Level at Fordell School

	RED	What does look like at Fordell School
<b>Overarching Description</b>	Action will need to be taken to protect both at-risk people and protect our health system from an unsustainable number of hospitalisations.  Schools and kura are <u>open</u> for on site learning for all students.  Schools are prohibited from requiring students to be vaccinated to access education. This includes parents, caregivers and whānau supporting students and their learning.	
<b>Children with complex medical needs,</b>	Children with complex medical needs, can seek advice from their health professional about whether it is appropriate to come to school.	Fordell School will provide support for students who have been advised to stay at home.



<b>particularly if not fully vaccinated</b>	Support off site learning will be provided for those who are advised to remain at home.	
<b>Face Coverings</b>	<p>Face coverings must be worn when indoors by students/ākonga receiving education in Years 4 and above and any staff member working to provide, or support the provision of, that education.</p> <p>Face Coverings are not required to be worn in schools by staff or students for Years 1-3</p>	<p>Years 4 -8 students are to wear face mask coverings when indoors. Frequent outside breaks each hour will be undertaken. When outside students are not required to wear a mask.</p> <p>Workers who are mandated to be vaccinated will need to wear a medical grade mask when working in public facing roles this means:</p> <ul style="list-style-type: none"> <li>- Teachers teaching Year 4 and above</li> <li>- All other staff and volunteers</li> </ul> <p>For mixed year levels a pragmatic approach may be used e.g., predominantly Year 3 with a few Year 4 students face masks could be optional.</p> <p>For all students/ākonga aged Year 4 and above they are required to wear a face mask when riding the MOE school bus.</p>
<b>Physical Distancing</b>	<p>Beyond classroom groups physical distancing of 1 metre when indoors should be observed wherever practicable.</p> <p>Large groups of students meeting indoors should be avoided, including assemblies, prize giving's and performances.</p>	<p>Fordell School will endeavour to distance students as much as possible – this may not be possible when working at tables due to the furniture and size of classrooms.</p> <p>We will not hold any large gatherings indoors while under the red level.</p>
<b>Physical and Cultural activities onsite / use of playgrounds</b>	<p>Playgrounds can be used (maintain good hand hygiene) but consider rostering use of different groups to minimise congestion.</p> <p>Exercising and singing must be held outdoors.</p> <p>Physical education classes and break time activities can include access to sports equipment, but hygiene practices should be observed before and after playing with equipment.</p> <p>Physical distancing is not possible in some sporting activities. In these situations, extra emphasis on handwashing and drying before and after activities</p>	<p>Fordell School will monitor the areas and congestion of students that may occur. Being a small school with a large outdoor area we usually don't have large numbers in one area. If the need arises we may either:</p> <ul style="list-style-type: none"> <li>- Run different break times (Junior and Senior)</li> <li>- Run different areas for classes/groups</li> </ul> <p>Teachers will remind students to hand wash/sanitise when returning to class after breaks and being outside.</p>
<b>Curriculum related activities - including technology centres, examinations,</b>	<p>You cannot require proof of vaccination.</p> <p>Large activities with students should not go ahead unless held outdoors.</p>	<p>Fordell School will be guided by Cullinane College in regards to Year 7&amp;8 students attending.</p> <p>If we have a situation of other students coming on site for learning (e.g., shine</p>



<b>assemblies and shared facilities across schools.</b>	Where other students are coming onsite for learning, 1m physical distancing should be applied where practicable.  Examinations will require 1.5m physical distancing.	girls) we will follow the physical distancing requirements.
<b>Non-curriculum related events</b>	Events should be limited and may only go ahead if a vaccination certificate is required.  If bringing others onsite, including parents and caregivers, any general rules for events applicable at the time, will apply.  Further advice for sporting events will be developed.	Fordell School will follow the general rules for gatherings that are applicable at the time of the event.
<b>External students onsite for Inter-school activities</b>	No external students onsite for non-curriculum related inter-school activities.  For curriculum related activities, if they do go ahead, physical distancing of 1m should be observed wherever practical.	Fordell School will not hold or attend non curriculum related interschool events while under red level.  If Fordell School holds curriculum related events and invites external students all rules that apply at that time will be carefully followed. Parents/caregivers will be notified of any such events and the precautions that have been taken.
<b>Visitors</b>	No non-essential visitors onsite. All visitors, including parents and caregivers, if they do come onsite should wear face masks when on school grounds.	Fordell School will not have any non-essential visitors onsite. Parents/caregivers and visitors will be required to wear a face mask, hand sanitise and scan in for their visit. They are also asked to maintain social distancing of 1 - 1.5m. We will set up entry and exit to avoid congestion.
<b>Support services and agencies onsite - including MOE, ERO, Police, Fire, Mobile Dental units etc</b>	Learning support services continue. Minimise attendance onsite for non-essential services as much as possible. Those on site must be captured in a visitor register or other system, to support contact tracing and must meet any other health requirements applicable at the time.	Learning support services that come to Fordell School will follow our safety guidelines (mask wearing, hand sanitising, scanning/signing in, physical distancing).
<b>Teaching across schools and groups</b>	Minimise as much as possible, staff working across groups/classes of students.  Unless they are fully immunised and wearing face coverings, staff such as itinerant music teachers and relief teachers will not be able to work across different schools.	All itinerant teachers and relief teachers will follow the health requirements and safety measures that MOE, MOH and Fordell School have put in place.  *As changes occur we will adapt our practises and systems to meet the new requirements.

	As with all staff, they should closely monitor for symptoms, stay home if unwell, get tested if symptomatic, use the COVID-19 tracer app.	
<b>Libraries</b>	These can operate as normal	Fordell School does have the mobile library bus coming out to Fordell School. All students and staff will keep 1m apart, hand sanitise and for Year 4 and up wear masks.
<b>Shared Supplies</b>	Shared supplies and equipment are able to be used if students and staff are undertaking regular hand washing and staying away if sick.	Staff will encourage students to supply and use their own equipment as much as possible. For shared equipment students will be reminded to hand sanitise after use, teachers will regularly wipe down shared equipment with disinfectant.
<b>Music, instruments, singing etc.</b>	For singing, participants must be outside and 2m distance from each other. No singing should take place inside.  Wind instruments not to be shared and limited to home use, or outside only.	Fordell School will only have singing outside.  There will be no wind instruments used during red level.
<b>Drinking Fountains</b>	Ok to use at any CPF setting. Follow usual safety precautions (regular cleaning, don't touch mouth to metal, wash hands regularly).	Fordell School will have drinking fountains open for use - especially as we encourage water drinking. Staff are to remind students to bring drink bottles from home to drink from. Where students don't have drink bottles paper cups can be used (student's name recorded onto cup).
<b>Food</b>	Food should be eaten outside wherever practicable at red.	Fordell School will eat morning tea and lunch in set areas outside when practicable.
<b>Managing in an emergency</b>	Fire alarms and other emergencies may require you to either evacuate your buildings or move everyone inside. The priority in these situations is keeping students and staff safe from the threat arising through the emergency event - fire, flood, earthquake, etc. You will also need to ensure your health and safety plan can respond to other accidents or issues that may be faced in regard to health and safety, particularly if there are smaller numbers of staff on site. This includes having sufficient staff with first aid experience. You should continue to operate practice drills as normal at green, orange and red.	Fordell School has updated its emergency procedures and these will be followed in the event of an emergency.  Our priority is to keep all students and staff safe from the emergency event.

