



Dargaville High School

COVID-19 Safety Plan for **Alert Level 2**

School details

Principal:

Mike Houghton

Names of Pandemic Planning Team:

Mike Houghton, Takiri Pumipi, Ian Butterworth, Angela Troath, Martine Topia and Chris Bayliss.

Date of Plan being completed:

Plan prepared 12 May 2020.

Date distributed to staff:

13 May 2020.

Date reviewed:

First review on Friday 22 May (in the first week that the school moves to Alert Level 2) and again weekly.

Refer to the WorkSafe guidance for constructing a COVID-19 safe work plan for further details.

Overview:

1. The overarching aim of Alert Level 2 for education providers is to open schools up to all year levels, continuing cleaning and sanitising through the school and maintaining a detailed contact tracing system so that, in the unlikely event of a COVID-19 case, close contacts can be rapidly identified.
2. The safety and wellbeing of students, staff and their households continues to be a priority in Alert Level 2.
3. When opening school facilities, the **public health requirements must be adhered to** so that COVID-19 is prevented from spreading within the school community.

Physical Distancing:

As a guideline, for physical distancing, we are using the phrase *being at arm's length*.

Initially, under Alert Level 2, school assemblies will not take place.

COVID-19 Safety Plan continued...

	DESCRIBE WHAT WILL HAPPEN	WHO IS RESPONSIBLE
What will be done to manage risks from restarting school after lockdown?	<u>Staff Information:</u>	
	<ul style="list-style-type: none"> • Covid-19 Safety Plan written in consultation with the Pandemic Planning Team and Health and Safety Team. The plan is shared with all staff in preparation for moving to Alert Level 2. • Regular Pandemic Planning Team Zoom meetings to work through plans for school, moving to Alert Level 2. • Other meetings e.g. with cleaners and caretaking staff as required. • Regular Principal contact with Board Chair. • Regular staff briefings online and e-mail notes of staff briefings in place and continuing, to keep staff informed. • Staff to remain home if they are unwell. • For any staff unable to return to school, the expectation of teachers to continue supporting distance learning. 	Principal. Executive Officer. Pandemic Planning Team as well as Health and Safety Team.
	<u>Student Information:</u>	
	<ul style="list-style-type: none"> • Regular updates from school have gone to parents, during the period of time that school has been operating at Alert Level 3 and as preparation to moving to Alert Level 2. Clear explanation of expectations for Alert Level 2. • Ongoing communication from Deans, form teachers and subject teachers. • Getting information from parents about any students that will not be returning at Level 2 (or at least initially). • Students are not to attend if they are unwell. 	Principal. THA, PPT and BHI.
Ensuring all workers know how to keep themselves safe from exposure to Covid-19?	<u>Cleaning:</u>	
	<ul style="list-style-type: none"> • Cleaning undertaken with concentration on all classrooms, toilets, public / high use areas, staff room and staff toilets. • Hand sanitiser is available in numerous places around school and will be placed in all classroom spaces. • Other protective items are available. 	Executive Officer. Caretaking and Cleaning staff.
	<u>Staff Information:</u>	
	<ul style="list-style-type: none"> • Safety plan developed and shared with all school staff before school moves to Alert Level 2. • Ongoing Pandemic Planning Team meetings via Zoom to review implementation / review of planning. • Staff briefings via Zoom to keep staff informed. • All other meetings to be conducted on line, as required. 	Pandemic Planning Team. Hosts of various meetings.
Ensuring all workers know how to keep themselves safe from exposure to Covid-19?	<u>Staff Check in:</u>	
	<ul style="list-style-type: none"> • All staff must sign in and out, when they arrive and when they leave, to ensure that we have up to date information for contact tracing. A QR code system is being considered. • Staff wash their hands on arrival at school and maintain strict washing of hands. Hand sanitiser is available in office / foyer, staff spaces and classrooms. 	All staff Office staff to maintain register of staff on site.

COVID-19 Safety Plan continued...

	DESCRIBE WHAT WILL HAPPEN	WHO IS RESPONSIBLE
Ensuring all workers know how to keep themselves safe from exposure to Covid-19?	<u>Staff Room and other Break Time spaces:</u>	
	<ul style="list-style-type: none"> • Chairs in the staff room will be spaced out appropriately. • Staff are not to share utensils and must stack their own utensils into the dishwasher. The dishwasher will be put on after interval and after lunch. • Food brought in and stored in the fridge cannot be left overnight. • All surfaces will be sanitised through the day and a cleaning record will be used to monitor this. 	Staff using staff room. Cleaning staff.
	<u>Office / Administration and Senior Management spaces:</u>	
	<ul style="list-style-type: none"> • Office staff to manage physical distancing, restricting the number of people in and around the office. • Parents to be encouraged and reminded to make only phone contact with the school office. • First aid treatment will require PPE equipment. • All school visitors need to be recorded / signed in and out. Spaces of 2 metres have been identified by chairs. 	Office / Admin staff.
	<u>Classroom and other Spaces utilised by students:</u>	
<p>Classrooms, specialist classrooms and Library:</p> <ul style="list-style-type: none"> • All classrooms will be thoroughly cleaned before students return and will be cleaned daily. • While we are using the arm's length phrase for physical distancing, desks may need to be rearranged to assure this (e.g desks facing each other), space students if possible and use the same desk each day. If the numbers in a class determine, overflow spaces for students to work in will be identified to be used. • Students keep the same equipment they may be using (such as scissors etc...), for the period and wipe down when finished. Where this is not possible workshop tools / machines for example must be wiped down between users. • Computer keyboards, Chrome books and text books with wipeable covers to be wiped after use. • Ongoing cleaning particularly door handles by staff and cleaners. Product will be available in classes to undertake cleaning of desks and other spaces each period class is used. • All desks, workstations, chairs and other surfaces will be cleaned and wiped down daily. • Staff and students to correctly wash hands regularly throughout the day, especially after going to the toilet and before as well as after eating. 	All teaching staff in their spaces. Cleaning staff.	
<u>Gym and Sport:</u>		
<p>Same details as for classrooms as well as:</p> <ul style="list-style-type: none"> • Activities must be limited to activities where possible to limit contacts. • While school sport is not taking place, lunchtime sports activities can take place, again following the physical distancing / shared equipment rules. • All equipment will be wiped down after use. This includes the weight equipment in the Grind Box. 	Physical Education and Sports staff.	

COVID-19 Safety Plan continued...

	DESCRIBE WHAT WILL HAPPEN	WHO IS RESPONSIBLE
Ensuring all workers know how to keep themselves safe from exposure to Covid-19?	<u>Canteen:</u> <ul style="list-style-type: none"> • Canteen may develop specific guidelines to ensure safety in this environment with usual hygiene standards and food regulations maintained. • Students need to line up in a single line, maintaining arm's length distance. • Sanitiser will be stationed at the start of the queue and the eftpos terminal will be wiped after each transaction. Only 1 person will be handling payment process, including cash. • Staff on duty should start their duty by monitoring this space. • Initially a limited range of pre-packaged food to be available. • Staff will be able to use the grill door to get food Breakfast Club to adhere to the same guidelines with physical distancing.	Canteen Manager
	<u>Physical Distancing:</u> <p>Physical distancing as a guideline is at arm's length.</p> <ul style="list-style-type: none"> • Staff and students to be reminded of physical distancing maintained in the school spaces. • A contact register will be maintained and kept in the school office to record details of who is on site at any one time. 	Principal to remind. Office / Admin staff to maintain contact register.
	<u>Hygiene for all Staff:</u> <ul style="list-style-type: none"> • Staff to be reminded hands must be washed properly with soap for at least 20 seconds and dried properly, especially on arrival at school, using the bathroom, after blowing nose, before eating and before going home. • Influenza jabs are available for all staff at the Dargaville Medical Centre. • Staff to cover coughs and sneezes with their elbow or tissue (thrown away immediately). • A reminder to staff to avoid touching their face. • Staff are not to be at the school site if unwell (contact Ian Butterworth as per usual for relief). Contact Health line (0800 358 5453) or the Medical Centre (09) 439 8079 with any symptoms of cough, sore throat, fever, sneezing or runny nose. Also refer to note 1. • If staff come to school displaying signs of cold or flu, and require sending home, then the range of options available to schools will kick-in to support staff. 	Principal BHI for any cover. All staff.
	<u>Student Information:</u> <ul style="list-style-type: none"> • Students are not to attend if they are unwell. Students presenting as unwell will need to go home. Parents will be phoned to arrange this. • Distance / online learning will continue to be available for students unable to return to school. • When students enter the classroom, students should use the hand sanitiser and move to the desk that they normally sit at. • A roll will be entered on Kamar as soon as possible. • Students using equipment, will use the same equipment for the class and wipe down at the end of the period. • At the start of the day and during break times, students are to maintain physical distancing and be in-bounds, not out of bounds or off-site. 	Parents. Principal. Students. Staff and duty staff Office staff to maintain contact register.
Ensuring students are kept safe / keep themselves safe from exposure to Covid-19?		

COVID-19 Safety Plan continued...

	DESCRIBE WHAT WILL HAPPEN	WHO IS RESPONSIBLE
Ensuring students are kept safe / keep themselves safe from exposure to Covid-19?	<u>Student Information:</u> continued...	
	<ul style="list-style-type: none"> • Students to be advised that it is unwise to use water fountains and school play equipment. • Students are not to share food or drink bottles. • Students are only able to leave school with parents picking them up and signing them out. 	
	<u>School Transport (buses and Minivans):</u> <ul style="list-style-type: none"> • Accurate lists of all students travelling by school bus must be completed and up to date. • When students enter the bus, the bus provider will supply hand sanitiser to be used and they sit in the same seats as usual. • A roll of students on the bus will be completed daily. • For the school minivans, a complete list of occupants must be supplied for each trip and hand sanitiser to be used. Students are to space out the best that they can. 	Ritchies buses. Bus controller. Staff involved in operating the school van.
Gathering information on the wellness of staff to ensure that they are safe to work at school?	<ul style="list-style-type: none"> • Staff briefings will continue leading up to moving to Level 2 as well as ongoing. Staff will be reminded of hygiene measures and not to attend school if unwell. • Wellbeing of staff continues to be a key aspect of planning. • Opportunities to ask questions and seek clarification on issues or areas of concern. • Support process has been put into place for staff, students and parents, with the School Counsellor and Youth Worker at school. Our Counsellor can be contacted directly on 02102720981. Staff with concerns about students are to contact the appropriate Dean first. • Continued sharing of wellbeing and resilience websites and resources. • NCEA guidelines on assessment shared with staff to consider different assessment strategies to reduce workload. • A contact tracing register will be maintained in the office, which will retain records of staff and students on site as well as any visitors. • Workload of staff will be monitored by Lead Team, during Alert Level 2 especially with regards to providing online / distance learning. Parents will be advised that while distance learning will be available, it won't be as consistent or the same quality as provided during the lockdown. 	Principal. Guidance team. Office maintaining contact register.
Gathering information on the wellness of students to ensure that they are safe to attend school?	<ul style="list-style-type: none"> • Wellbeing will continue to be a key aspect of planning. • Initial gathering of students in their year groups with their Dean and followed by meetings with Form Teachers. • A support process will be put in place for any students of concern. • Workload of students in NCEA year groups will also be monitored. HODs will be encouraged to reassess their course plan / outline for 2020 that may reduce possible assessment overload or ways of working collaboratively. • NCEA guidelines on assessment shared with staff to consider different assessment strategies to reduce workload. • Individual conversations with senior students and parents to reassess their assessment workload for the remainder of the year. 	Principal and Lead Team. Guidance Team and Deans. Form Teachers. HODs / TICs and teachers.

COVID-19 Safety Plan continued...

	DESCRIBE WHAT WILL HAPPEN	WHO IS RESPONSIBLE
How will you operate your school in a way that keeps workers, students and others safe from exposure to COVID-19?	<ul style="list-style-type: none"> • Refer to the above information on physical distancing and keeping safe at school, with the physical distancing being undertaken. • Continuing message of students and staff not coming to school if unwell. • Continuing to remind parents to monitor their children for any symptoms and staying home as well as seeking advice from Healthline. • Staff observing students that are unwell to contact the office and arrangements will be made for them to go home. • Ongoing cleaning and wiping of surfaces through the day and daily. Guidance from the Ministry of Education bulletins and Ministry of Health is reviewed to be sure that we are cleaning in the correct way. • While PPE equipment such as gloves and masks are not required at school at Level 2, supplies of these will be available for staff. Staff need to ensure that they use these correctly. 	Principal. Pandemic Planning Team Supervising staff. Executive Officer. Parents.
How will Contact tracing be undertaken?	<u>Contact Tracing:</u> <ul style="list-style-type: none"> • Student / family contact details to be checked and updated. The office will provide printed lists for Form Teachers to do the checking and reporting any updates needed. • Staff will need to ensure their contact details are entered and up to date on Kamar. • A register of everybody on site at any time each day will be completed and retained by the office. • All staff are to sign in when they arrive and sign out when they leave. • The roll of each class will be taken at the start of every period on Kamar. Any students that should be in class but are not, need to be reported to the office. • Parents will be encouraged to contact the school by ringing in the first instance, but any parents that arrive at the office as well as any visitors will need to be signed in / recorded on the contact tracking list. • Rolls for students on school buses will also be taken and retained in the office. • The contact tracing information will be retained for 2 months. 	Office Staff. Class and form teachers. Parents and other visitors.
How will you manage an exposure or suspected exposure to COVID-19?	<ul style="list-style-type: none"> • A contact tracing register will be maintained in the school office. • A reminder that anyone that is unwell to stay home and those with symptoms for a cold, blocked ears, cough, sneezing, chills and a fever need to seek advice from Health line (0800 358 5453) or the Medical Centre (09) 439 8079. • If a case of Covid 19 is suspected, it is important that a test is carried out to confirm this. Students and staff connected to that group will need to self-isolate, at least until the test result is received. • If a case of Covid-19 is confirmed, the school will need to close for 72 hours to enable the process of contact tracing to be carried out and cleaning. In such a case, the school will work with public health units to manage this and length of school closure will be determined by the Medical Officer of Health. 	Office maintaining contact register. Supervising staff. Parents.

COVID-19 Safety Plan continued...

	DESCRIBE WHAT WILL HAPPEN	WHO IS RESPONSIBLE
How will the effectiveness of Safety Plan and processes /risk be evaluated?	<ul style="list-style-type: none"> • Staff feedback will be sought on how the safety plan is operating. • The Safety Plan will be reviewed regularly, particularly as the plan initially comes into place, by the Pandemic Planning Team and also the School Health and Safety Team. • Any changes necessary will be made and all staff informed. • The Alert Level 3 Safety Plan has been amended to be in line with expectations for Alert Level 2. 	Principal. Pandemic Planning Team. Health and Safety Team.
How do these changes impact on the risks of the work that staff undertake?	<ul style="list-style-type: none"> • Pandemic Planning Team, Staff briefings and CDF meetings will continue online with opportunities for questions to be asked. • HODs are the first port of call for staff with regards to curriculum learning and HODs should continue to keep in touch with staff in their department as support. • Ongoing professional development and support as appropriate. 	Principal. Pandemic Planning Team. Health and Safety Team.
Communication	<p><u>With Staff:</u></p> <ul style="list-style-type: none"> • Regular Zoom meetings, such as staff briefings, CDF meetings continue. These will move to 'live' meetings as the school moves to Alert Level 2. • Notes and resources from these meetings or planning to be emailed out to staff regularly. • E-mail / Phone / text communication as well as in-person communication at Alert Level 2. 	Principal.
	<p><u>With Parents:</u></p> <ul style="list-style-type: none"> • Information provided to all parents on a regular basis, via e-mail, Facebook, School Website and app. • Maintaining regular contact with classes via teachers, form teachers and deans. Online learning to continue to be available for students unable to return to school. • Regular updates to families of students attending school, initially with important information for operating at Level 2. 	Principal.
	<p><u>Signage:</u></p> <ul style="list-style-type: none"> • Signage to be installed in the school including information about Covid-19, precautions and correct handwashing. 	Principal. Caretaking and Cleaning Team.