

Plan for operating at Traffic Light Orange continued...

Overview: *continued...*

Physical Distancing:

- 1 metre inside. PPTA recommend 1 ½ metres between staff.
- 2 metres outside.
- 1 metre on public transport.
- School assemblies will not take place as will other large gatherings of students.

Face Coverings:

- Masks are strongly recommended for all staff and students while at Traffic Light Orange when in indoor spaces. The school has appropriate masks available for the staff and while students are recommended to bring their own, there are masks available for students to use also.
- Masks should be the medical grade masks or higher (as previous instructions). The masks available at the office are medical grade.
- Masks can be removed for sport and for eating / drinking.

Vaccinations:

- The Vaccination Mandate ended at 11.59pm on **4 April**. All workers in early learning services, schools and kura will no longer be required to be vaccinated to work with children or students, or to work on site where children and young people might be present. Volunteer workers will also no longer be required to be vaccinated.
- Staff currently have received the first 2 doses of the vaccination, as per the previous health order.
- For staff that wish to know about available vaccine, more information can be found on the both the [Pfizer and AstraZeneca boosters here](#).

Ventilation:

- Wherever possible, please have windows and doors open and consider doing some work outside.
- The Ministry of Education have supplied CO₂ monitors to schools and have portable air cleaners are expected to distributed to schools.

Plan for operating at Traffic Light Orange continued...

	DESCRIBE WHAT WILL HAPPEN	WHO IS RESPONSIBLE
What will be done to manage risks from restarting school in Traffic Light Orange?	<u>Staff Information:</u>	
	<ul style="list-style-type: none"> • The updated plan for operating at Traffic Light Orange has been written in consultation with the Pandemic Planning Team. The plan will be shared with all staff by the start of Term Two. • Regular review of the Plan for operating at Traffic Light Orange and modifications made when necessary. • Other meetings e.g. with cleaners and caretaking staff as required. Regular communication with cleaning and caretaking staff by Martine. • While scanning is no longer expected, Vistab should be used to sign out, if going off site (as normal). • Regular Principal contact with Board Chair. • Staff to remain home if they are unwell. • It is strongly recommended for Staff to wear a mask (particularly inside), although it is no longer necessary. 	Principal. Executive Officer. Pandemic Planning Team as well as Health and Safety Team. Principal's Assistant
	<u>Student Information:</u>	
	<ul style="list-style-type: none"> • Updates will continue to be shared with parents, including clear explanation of expectations operating at Orange, particularly use of masks (being recommended) and hygiene information. • Ongoing communication from Deans, Form Teachers and Subject Teachers. • Working with parents of children not keen to return to school, to advise that school is a safe place to be. • Attendance registers will be accurately collected tracking student attendance. • Students are not to attend if they are unwell. 	Principal. THA, PPT and BHI.
	<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. Gloves can be obtained from Martine. 	Executive Officer. Caretaking and Cleaning staff.
Ensuring all workers know how to keep themselves safe from exposure in Traffic Light Orange?	<u>Staff Information:</u>	
	<ul style="list-style-type: none"> • Safety plan developed and shared with all school staff. • Pandemic Planning Team to review the plan. • Staff briefings will keep staff informed. If needed, meetings to move online (to keep in touch with isolated staff). • Staff reminded of the good hygiene guidelines such as: <ul style="list-style-type: none"> ○ Washing hands properly with soap for at least 20 seconds and drying them properly, especially on arrival at school, using the bathroom, after blowing nose, before eating and before going home. ○ To cover coughs and sneezes with their elbow or tissue (thrown away immediately). ○ Avoiding touching the face. • Masks are strongly recommended, particularly indoors. Masks should be of the level of the medical masks or higher and should be worn as well as used correctly. Refer the appendix and posters around school. 	Pandemic Planning Team. Hosts of various meetings.

Plan for operating at Traffic Light Orange continued...

	DESCRIBE WHAT WILL HAPPEN	WHO IS RESPONSIBLE
Ensuring all workers know how to keep themselves safe from exposure in Traffic Light Orange? <i>Continued...</i>	<u>Staff Check in:</u> <ul style="list-style-type: none"> Staff are still to use the Vistab system if leaving the school property to indicate they are off-site. 	All staff.
	<u>Staff Room and other Break Time spaces:</u> <ul style="list-style-type: none"> Staff are to use their common sense regarding spacing in the staff room during break times. Staff are not to share utensils and must stack their own utensils into the dishwasher. The dishwasher will be put on after first break and second break. If possible, avoid leaving food in the fridge overnight. Surfaces will be sanitised as part of the cleaning process. 	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 in the office and foyer area, if necessary. Visitors on site must sign in, as normally, and asked to wear a mask (although it is not compulsory). First aid treatment will requires masks and gloves. 	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"> Students keep the same equipment they may be using (such as scissors etc...), for the period. For shared equipment students wear gloves 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. Masks are strongly recommended for all inside classroom spaces. Ventilation is important in classroom spaces. As much as practical open windows. 	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"> Gym activities are encouraged to limit contacts. Lunchtime sports activities and practices can take place, where possible limiting direct contact. Northland Sport organised events have re-started and all of their safety plan / expectations will be adhered to. All equipment will be wiped down after use. This includes the weight equipment in the Grind Box with a maximum of 15 students in at one time. 	Physical Education and Sports staff.

Plan for operating at Traffic Light Orange continued...

	DESCRIBE WHAT WILL HAPPEN	WHO IS RESPONSIBLE
Ensuring all workers know how to keep themselves safe from exposure in Traffic Light Orange? <i>Continued...</i>	<u>School Lunch Programme</u> <ul style="list-style-type: none"> • The school lunches programme continues under alert level Red. • Sanitiser will be stationed around the hub space. • Staff on duty should start their duty by monitoring this space. 	Student Hub Manager and staff.
	<u>Physical Distancing:</u> Physical distancing as a guideline is at arm's length. <ul style="list-style-type: none"> • Staff and students to be reminded of physical distancing maintained in the school spaces. • All visitors to the school need to sign in. 	Principal to remind. Office / Admin.
	<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. • Staff to cover coughs and sneezes with their elbow or tissue (thrown away immediately). • A reminder to staff to avoid touching their face and mask. • Using windows to ventilate classrooms and other spaces. • 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. • Masks are mandatory. The masks need to be of the medical standard or higher. Masks should be worn and used correctly. Refer the appendix and posters around school. 	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. • Masks are strongly recommended and should be worn correctly and used correctly. Refer the appendix and posters around school. • Having open windows to ventilate classrooms and other spaces. • Vaccinations are available for everyone from the age of 5. • Distance / online learning will be available for students unable to return due to isolation or infection. This will include hard packs for junior students and delivery of chrome books to seniors (if necessary) to complete work online. • When students enter the classroom, students should 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. • Physical distancing is encouraged and students need be in-bounds, not out of bounds or off-site. Students are not to share food or drink bottles. • Students are only able to leave school with parents / caregivers permission / knowledge and signing them out (as per normal processes). 	Parents. Principal. Students. Staff and duty staff.
Ensuring students are kept safe / keep themselves safe from exposure in Traffic Orange?	<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. • Masks are strongly recommended and should be worn correctly and used correctly. Refer the appendix and posters around school. • Having open windows to ventilate classrooms and other spaces. • Vaccinations are available for everyone from the age of 5. • Distance / online learning will be available for students unable to return due to isolation or infection. This will include hard packs for junior students and delivery of chrome books to seniors (if necessary) to complete work online. • When students enter the classroom, students should 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. • Physical distancing is encouraged and students need be in-bounds, not out of bounds or off-site. Students are not to share food or drink bottles. • Students are only able to leave school with parents / caregivers permission / knowledge and signing them out (as per normal processes). 	Parents. Principal. Students. Staff and duty staff.

Plan for operating at Traffic Light Orange continued...

	DESCRIBE WHAT WILL HAPPEN	WHO IS RESPONSIBLE
Ensuring students are kept safe / keep themselves safe from exposure in Traffic Orange?	<p><u>School Transport (buses and Minivans):</u></p> <ul style="list-style-type: none"> • When students enter the bus, the bus provider will supply hand sanitiser to be used and they sit in the same seats as usual. • Masks are essential for students aged Year 12 or older, on school buses. • 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. 	<p>Ritchies buses. Bus controller. Staff involved in operating the school van.</p>
Gathering information on the wellness of staff to ensure that they are safe to work in Traffic Light Orange?	<ul style="list-style-type: none"> • Staff briefings will continue. Staff will be reminded of hygiene measures and not to attend school if unwell as well as the other measures to limit risk. • 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, such as EAP (phone 0800 327 669). • Workload of staff will be monitored by Lead Team, while operating at Red. 	<p>Principal. Guidance team. Office maintaining contact register.</p>
Gathering information on the wellness of students to ensure that they are safe in Traffic Light Orange?	<ul style="list-style-type: none"> • Wellbeing will continue to be a key aspect of planning. • Gatherings of students will be limited. • Regular Care and Protection as well as Deans meetings will continue, including a focus on student wellbeing. • A support process will be put in place for any students of concern. • Workload and wellbeing of students will also be monitored. 	<p>Principal and Lead Team. Guidance Team and Deans. Form Teachers. HODs / TICs and teachers.</p>
How will you operate your school in a way that keeps workers, students and others safe from exposure in Traffic Light Orange?	<ul style="list-style-type: none"> • Refer to the information on physical distancing and keeping safe at school, with the physical distancing being undertaken. • Continuing the message of students and staff not coming to school if unwell. • Using windows to ventilate classrooms and other spaces. • 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. • Masks are strongly recommended and should be worn and used correctly. Refer the appendix and posters around school. • Vaccinations and boosters are available for everyone from the age of 5. • Supplies of masks and gloves will be available for staff and students. These need to be used correctly. 	<p>Principal. Pandemic Planning Team Supervising staff. Executive Officer. Parents.</p>

Plan for operating at Traffic Light Orange continued...

	DESCRIBE WHAT WILL HAPPEN	WHO IS RESPONSIBLE
Contact tracing is no longer required but we will retain some aspects.	<p><u>Contact Tracing:</u></p> <ul style="list-style-type: none"> • Student / family contact details will continue to be checked and updated. • Vistab to continue to be used to sign visitors in and out as per normal processes. • The roll of each class will be taken at the start of every period on Kamar. • Parents will be reminded 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 on Vistab. 	<p>Principals PA. Class and form teachers. Parents and other visitors.</p>
How will you manage an exposure or suspected exposure in Traffic Light Orange?	<ul style="list-style-type: none"> • 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 students are in class with symptoms, they need to be sent to the office to be sent home. • At the Orange Traffic Light Setting, only positive cases or household contacts will be required to isolate. All other contacts are to monitor for symptoms as usual. • Currently Rapid Antigen Tests (R.A.Ts) are the primary method of undertaking tests. These are freely available at the Dargaville Testing Station and the school now has number available for staff use as well as students that present unwell to the office. • If a case of Covid 19 is confirmed, Alana Scott will be the single point of contact for whānau or staff member. This will also be the case of known household contacts. <ul style="list-style-type: none"> ○ She will contact the whānau or staff member to provide them with the key information. ○ The information is included on an EXCEL spreadsheet to enable managing return dates, • Positive cases are reported to the Ministry of Education One Point of Contact. For Tai Tokerau Kathy Corby (Kath.Corby@education.govt.nz and 027 251 0959), is the Ministry person to contact. • Templates of letters will utilised to inform those that are contacts and steps to take. 	<p>Office maintaining contact register. Supervising staff. Parents.</p>
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 by the Pandemic Planning Team and also the School Health and Safety Team. • Any changes necessary will be made and all staff informed. 	<p>Principal. Pandemic Planning Team. Health and Safety Team.</p>
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 / Meetings and CDF meetings will continue 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. 	<p>Principal. Pandemic Planning Team.</p>

Plan for operating at Traffic Light Orange continued...

	DESCRIBE WHAT WILL HAPPEN	WHO IS RESPONSIBLE
Communication	<u>With Staff:</u>	
	<ul style="list-style-type: none"> • Regular meetings, such as staff briefings, staff meetings and CDF meetings continue. If necessary we are able to move these to Zoom. • Regular Kamar messages will be sent to staff updating on the number of positive cases and number of students isolating. • Emails of updates to the plan will be shared with staff. 	Principal and staff involved.
	<u>With Parents:</u>	
	<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. • Regular updates to families of students attending school, initially with important information for operating at Traffic Light Orange. 	Principal, classroom teachers, form teachers and Deans.
	<u>Signage:</u>	
	<ul style="list-style-type: none"> • Signage is posted around the school including information about precautions and correct handwashing as well as the correct way to wear a mask. 	Principal. Caretaking and Cleaning Team.

Preparation for Learning to continue with an identified positive case:

The staff and students that will need to go into isolation, where practicable work online. Google Classroom has been agreed as the platform.

- When planning, teachers need to have the learning online (even when we are face to face) and that students isolating do the same work as students on site. Departments may wish to work together and smaller departments may wish to combine. Subjects with a high practical component may need to plan covering the theory work first.
- Google PLD has been available for staff (initially with the Teacher Only Days at the start of the year) and the next step is offering more personalised PLD to meet staff need.
- Teachers to take laptops home daily.
- Refurbished laptops for whanau have been advertised again, as an opportunity to purchase a device.

The lead team meet every morning at to confirm planning for the day. If there is a confirmed case reported, there will be staff and students needing to isolate, relievers will be used in the first instance. If the number of staff away cannot be covered by relievers, this may mean that classes are merged / collapsed as staff onsite supervising groups of students working online. This will be a flexible plan that will need to be reviewed daily. If there is not enough supervision of students available, a decision may need to be made in association with the Ministry of Education to close or 'roster home' certain year groups.

As outlined in the plan, the Lead Team will continue to consider staff as well as student wellbeing in the planning.

Isolation Requirements:

There are only 2 categories of isolation at Traffic Lights Orange - positive cases or household close contacts.

- For Positive Cases, the isolation is now 7 days.
- For Household Contacts the isolation is also 7 days, with testing on Day 3 and Day 7.

For any staff / students that have completed the isolation but remain unwell, they should continue to isolate.

Removal of Vaccination Mandate - Risk Assessment and Mitigation

The government has announced the removal of the vaccination mandate for all staff and volunteers working with students. From 11.59pm on Monday 4 April Covid vaccinations are no longer needed for education workers.

IDENTIFIED RISK	DESCRIBE WHAT WILL HAPPEN	WHO IS RESPONSIBLE
<p>Staff with health concerns or of Higher Risk (such as Immune Compromised).</p>	<ul style="list-style-type: none"> • Overall our staff has a high rate of vaccinations. Due to the previous mandate, all staff have had 2 vaccinations and many have also had the booster vaccination. • Continued observance of the good hygiene guidelines such as: <ul style="list-style-type: none"> ○ Washing hands properly with soap for at least 20 seconds and drying them properly, especially on arrival at school, using the bathroom, after blowing nose and before eating. ○ To cover coughs and sneezes with their elbow or tissue (thrown away immediately). ○ Avoiding touching the face. • Masks continue to be mandatory for all staff inside buildings (the staff room is identified as a space where this is not necessary). • Observing physical distancing at least 1.5 metres. • R.A.T's are available for all staff to have at home for testing. Alana has supplies of these available. • 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. • Individual plans may need to be put in place, with medical advice for staff that are at higher risk. 	<p>Principal Senior Management All staff.</p>
<p>Students with health concerns or of Higher Risk (such as Immune Compromised).</p>	<ul style="list-style-type: none"> • High Vaccination rate of staff, as outlined above. • Continued observance of the good hygiene guidelines such as: <ul style="list-style-type: none"> ○ Washing hands properly with soap for at least 20 seconds and drying them properly, especially on arrival at school, using the bathroom, after blowing nose and before eating. ○ To cover coughs and sneezes with their elbow or tissue (thrown away immediately). ○ Avoiding touching the face. • Observing physical distancing at least 1.5 metres. • Masks continue to be mandatory for all students inside buildings (unless they have an approved exemption). • Individual plans may need to be put in place, with medical advice for students that are at higher risk. • Parents to be reminded that students should not come to school if unwell 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 students are in class with symptoms, they need to be sent to the office to be sent home. Parents picking students up for being symptomatic, will be offered a Rapid Antigen Test to take home. 	<p>Principal Senior Management Office Staff. Parents. Students.</p>

Removal of Vaccination Mandate - Risk Assessment and Mitigation

IDENTIFIED RISK	DESCRIBE WHAT WILL HAPPEN	WHO IS RESPONSIBLE
Unvaccinated staff being appointed to positions at school	<ul style="list-style-type: none"> • With the lifting of the vaccination mandate, vaccination status of applicants cannot be a factor in employment. • Mask wearing remains mandatory and the good hygiene standards need to be observed. 	Principal. Senior Management. Appointed staff.
Visitors to the School	<ul style="list-style-type: none"> • Vaccination status is not required for visitors / contractors to school. • Visitors and contractors are expected to sign in and sign out using the Vistab in the office. • While inside buildings, visitors need to wear masks. Spare masks are available from the office. • Other health measures set out by the school are followed. 	Principal. Executive Officer. Administration Staff.
Communication with Parents	<ul style="list-style-type: none"> • Parents advised by letter re: the dropping of the Vaccine Mandate and what this means at school. • Parents to be reminded that the school environment is safe, due to the safety precautions in place, particularly masks and the high overall rate of vaccination. 	Principal and Principals PA.