



Dargaville High School

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

School details

<u>Principal:</u>	Mike Houghton
<u>Names of Pandemic Planning Team:</u>	Mike Houghton, Takiri Pumipi, Ian Butterworth, Angela Troath, Martine Topia and Chris Bayliss.
<u>Date of Plan being completed:</u>	Plan prepared 7 th and 9 th of September 2021
<u>Date distributed to staff:</u>	8 th of September 2021.
<u>Date reviewed:</u>	First review on Friday 10 September 2021 and again weekly.

Refer to the Work Safe 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:

Schools are exempted under the Covid-19 Public Health Response Order from the physical distancing in different spaces, but as a guide, we will use these measurements.

- 1 metre inside. PPTA recommend 1 ½ metres between staff.
- 2 metres outside.
- 1 metre on public transport.
- Initially, under Alert Level 2, school assemblies will not take place.

Face Coverings:

- While Public Health has deemed that there is no mandatory requirement to wear face coverings at Alert Level Two, it will be strongly recommended and those wearing face coverings will be supported to do so.

Vaccinations:

- Everyone in Aotearoa New Zealand aged 12 years and over can now book their free COVID-19 vaccination.
- The Ministry of Health advises that two doses of the Pfizer vaccine are necessary to protect each other, our whānau and our community against the Delta variant of the virus.
- Reservations can be made through <https://bookmyvaccine.covid19.health.nz>.
- If you have questions or need help booking, call the COVID Vaccination Healthline 0800 28 29 26 or on the website www.Covid19.govt.nz.

Cover can be arranged if needed to attend a booking to receive a vaccination shot.

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 the school, moving to Alert Level 2 and reviewing this when the school is operating at Alert Level 2. • Other meetings e.g. with cleaners and caretaking staff as required. Regular communication with cleaning and caretaking staff by Martine. • Regular Principal contact with Board Chair. • Regular staff briefings, initially via Zoom continue, to keep staff informed and then moving to • 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 for 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.
	<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 to Covid-19?	<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 and then on site to review implementation / review of planning. • Staff briefings initially via Zoom to keep staff informed. • All other meetings to be conducted online, as required. • Staff will be 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 their face. • Masks are strongly recommended but not mandatory. The masks should be cloth masks with filters. Masks should be worn correctly and used correctly. Refer the appendix and posters around school. • Vaccinations are available for everyone from the age of 12. 	Pandemic Planning Team. Hosts of various meetings.

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? <i>continued...</i>	<u>Staff Check in:</u>	
	<ul style="list-style-type: none"> • All staff must sign <u>in and out</u>, when they arrive and when they leave, to ensure that we have up to date information for contact tracing. <ul style="list-style-type: none"> ○ All staff are to use the QR code system (if possible) and; ○ Either the Vistab or School App putting in arrival and departure times. • 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.
	<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 first break and second break. • 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 reminded and encouraged 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>		
Classrooms, specialist classrooms and Library: <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. • For classes with over 25 students attending or in a very small teaching space, an 'overflow' space will be available and staffed by a reliever. • 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. 	All teaching staff in their spaces. Cleaning 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? Continued...	<u>Gym and Sport:</u>	
	Same details as for classrooms as well as: <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 with a maximum of 15 students in at one time. 	Physical Education and Sports staff.
	<u>School Lunch Programme</u>	
	<ul style="list-style-type: none"> • Under Level 2, the school lunches programme will be in operation, with the following changes: <ul style="list-style-type: none"> ○ A limited menu will be available for students each day. ○ The lunches will be delivered to: <ul style="list-style-type: none"> ▪ Year 9 Library. ▪ Year 10 Hall (main door) and out the side door. ▪ Year 11 Hall - through Drama / Music foyer and out by stage out side door. ▪ Year 12 A5 ▪ Year 13 The Student Hub ▪ Tutamoe and Special diets to the Student Hub. • Students are line up single-file, maintaining physical distancing spacing from entry to exit. • Sanitiser will be stationed around these spaces. • 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. • 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. • Staff to cover coughs and sneezes with their elbow or tissue (thrown away immediately). • A reminder to staff to avoid touching their face. • 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 strongly recommended but not mandatory. The masks should be cloth masks with filters. Masks should be worn correctly and used correctly. Refer the appendix and posters around school. • Vaccinations are available for everyone from the age of 12. 	Principal BHI for any cover. All staff.	

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> <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 but not mandatory. The masks should be cloth masks with filters. Masks 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 12. • Distance / online learning will continue to be available for students unable to return to school due to medical reasons. • 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. • From 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. This includes senior students that drive to school or have a study period. • 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 / caregivers picking them up and signing them out. 	Parents. Principal. Students. Staff and duty staff. Office staff to maintain contact register.
	<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, initially by Zoom and then moving to 'in person'. 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. • 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. • Parents will be advised that distance learning will not be available except for students that meet the medical criteria. 	Principal. Guidance team. Office maintaining contact register.

COVID-19 Safety Plan continued...

	DESCRIBE WHAT WILL HAPPEN	WHO IS RESPONSIBLE
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 consider alternative evidence gathering methods. • Individual conversations with senior students and parents to support students for NCEA for the remainder of the year. 	Principal and Lead Team. Guidance Team and Deans. Form Teachers. HODs / TICs and teachers.
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 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 but not mandatory. Masks should be worn correctly and used correctly. Refer the appendix and posters around school. • Vaccinations are available for everyone from the age of 12. • While PPE equipment such as gloves and masks are not required at school at Level 2, supplies of gloves 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?	<p><u>Contact Tracing:</u></p> <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. All staff must use the QR code (if possible) as well as signing and sign out can be done with the School App or using Vistab. • 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 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 / 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.

COVID-19 Safety Plan continued...

	DESCRIBE WHAT WILL HAPPEN	WHO IS RESPONSIBLE
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.
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. 	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. Meeting frequency will be reviewed after a week being at Alert Level 2. • 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. 	Principal. Pandemic Planning Team.
Communication	<u>With Staff:</u>	
	<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 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 Level 2. 	Principal, classroom teachers, form teachers and Deans.
	<u>Signage:</u>	
	<ul style="list-style-type: none"> • Signage to be installed in the school including information about Covid-19, precautions and correct handwashing as well as the correct way to wear a mask. 	Principal. Caretaking and Cleaning Team.

COVID-19 Safety Plan continued...

Appendix 2:

Face Masks / Covering:

A reminder that at Alert Level 2, Face masks (although not mandatory) will be strongly recommended with information of how to wear these appropriately.

How to wear a mask (World Health Organisation)

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>

- Clean your hands before you put your mask on, as well as before and after you take it off, and after you touch it at any time.
- Make sure it covers both your nose, mouth and chin.
- When you take off a mask, store it in a clean plastic bag, and every day either wash it if it's a fabric mask, or dispose of a medical mask in a trash bin.
- Don't use masks with valves.

Appendix 2: continued...

Vaccinations:

- Everyone in Aotearoa New Zealand aged 12 years and over can now book their free COVID-19 vaccination.
- The Ministry of Health advises that two doses of the Pfizer vaccine are necessary to protect each other, our whānau and our community against the Delta variant of the virus.
- Reservations can be made through <https://bookmyvaccine.covid19.health.nz>.
- If you have questions or need help booking, call the COVID Vaccination Healthline 0800 28 29 26 or on the website www.Covid19.govt.nz.

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