

Tararua College

COVID-19 safety plan Alert Level 2



Company details

Business name: Tararua College

Date completed: 11th May 2020

Date distributed: 11th May 2020

Revision date: 18th May 2020 (weekly by SLT & H&S Committee)

Principal's approval:

Detailed information on the Governments Covid19 Alert Level system can be found [here](#)

Schooling and Early Learning Education detail for Alert Levels 2, 3 and 4 can be found [here](#)

[Guidance for staff](#) has been produced and shared prior to the move to Alert level 2

The key points for Alert Level 2 that are relevant for this Health and Safety Plan are:

- Under Alert Level 2 it is safe for all schools to open. Safe and sensible practices for hygiene and contact tracing will be the norm, and all students will be able to return, so long as they remain well
- The key controls that will operate at the College for Alert Level 2 are:
 - anyone with COVID-19 symptoms or who feels generally unwell must **STAY AWAY** from College
 - physical distancing measures will be maintained so there is no breathing on or touching each other
 - good hygiene and cleaning practices will be maintained (hand washing and drying; coughing and sneezing into your elbow; keeping surfaces clean)
 - contact tracing registers are in place (combination of our timetable, attendance register and visitor register)
 - students will be expected to bring their own device to school wherever possible
- As educational facilities, and public and school transport, are not considered mass gatherings, there are no restrictions on numbers of people indoors or outside at schools other than what public health or health and safety measures require

The core principle behind this Health and Safety Plan is to protect the health and safety of all staff, students and their parents and whānau, and any visitors who come into Tararua College

The three key underlying principles for Alert Level 2 are to:

- minimise the risk that someone gets infected in the first place
- ensure we can identify and contact anyone who has been in close contact with a person, if someone in the school is infected
- understand that Alert Level 2 is not Business as Usual

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>What will be done to manage risks from restarting business after lock-down?</p>	<p>The Property Checklist provided by the Ministry of Education has been completed. This covers:</p> <ul style="list-style-type: none"> • Hazardous substances checks • Any items of concern from the Property Checklist have been addressed prior to the College opening for staff and students • Our cleaners have been provided with Ministry supplied information regarding cleaning guidance and advice and asked to adhere to this guidance • All areas of the College have been cleaned, including all hard surfaces, with disinfectant • All toilet areas are stocked with soap and paper towels and/or air dryer • Hand sanitiser will be available throughout the college. • Spray bottles of disinfectant and cleaning cloths will be available throughout the college to wipe down hard surfaces regularly • High stock levels will be maintained • Instructional signage will be developed to supplement what is already there, and put up in public areas and throughout the college • All Ministry of Education guidance regarding staffing will be followed. Relievers, as necessary, will be hired to cover teaching staff shortages • The College Health and Safety Committee and Senior Leadership Team will review and contribute to this plan. Staff will also be asked to provide feedback 	
<p>How will you ensure all your workers know how to keep themselves safe from exposure to COVID-19?</p>	<ul style="list-style-type: none"> • The Principal will communicate requirements to all staff in writing prior to returning to College. This will also include information regarding physical distancing, hygiene, cleaning arrangements, use of staff room etc. • A copy of this Health and Safety Plan will be made available to all staff • This Safety Plan will be reviewed and revised to ensure that the latest and most relevant government-wide, Ministry and Health information is linked to ensure staff have easy access • Posters will be prominently displayed throughout the College with relevant information • Open communication channels will be maintained and staff will be encouraged to raise and discuss any health and safety concerns with either the Health and Safety Committee, the Business Manager or the Principal 	

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>How will you gather information on the wellness of your staff to ensure that they are safe to work?</p>	<ul style="list-style-type: none"> • Staff will be reminded in communications to stay home if they are unwell and to report flu-like systems via the Healthline number 0800 358 5453 • COVID-19 symptoms to monitor are respiratory in nature and include (from the Ministry of Health website): <ul style="list-style-type: none"> ○ a high temperature (at least 38°C) ○ shortness of breath ○ sore throat ○ sneezing and runny nose ○ temporary loss of smell • Unless required to self-isolate on public health advice, all staff are able to return to College in a safe and conscientious way • Staff who have a household member who is at-risk of serious illness are also able to return to College • Staff at higher risk of severe illness from COVID-19 (eg those with underlying medical conditions, especially if not well-controlled) are encouraged to take additional precautions when leaving home. The COVID19.govt.nz website has advice for those who are considered at risk. • Any staff member who has concerns about returning to College should discuss these with either the Principal (teaching staff) or the Business Manager (non-teaching staff) as there may be additional measures that can be agreed to support a safe return to College • Staff who cannot return to work for health reasons should work from home or be provided with alternative duties where it is safe to do so. • All Ministry guidance related to staff who are not able to return to work will be followed • A trained first aid person will be on site during school hours (in the Office - there are others) and will be available to assist any staff member feeling unwell • Any staff member with COVID-19-like symptoms should not come back to College until they have either recovered or have been tested and cleared from having COVID-19 • Where a staff member is away from College due to illness the appropriate staff member (eg from the SLT, Head of Department) will regularly connect with staff by email, phone etc and any health concerns could be raised then 	

COVID-19 safety plan

How will you operate your business in a way that keeps workers and others safe from exposure to COVID-19?

- Specific public health requirements for schools at Alert Level 2 that we will implement include:
 - parents are asked to keep students who are sick at home
 - if a student comes to College unwell, or becomes unwell during the day, they will be sent home and will be taken to the sick-bay in reception to await collection
 - students and staff will maintain enough distance between each other so that they are not breathing on or touching each other (1 metre distance is recommended, particularly between adults)
 - students will be reminded to regularly wash and dry their hands, cough and sneeze into their elbow, and try to avoid touching their face
 - hand sanitiser will be placed throughout the College, particularly in shared spaces like the Office, by photocopiers, in the staff room and by classrooms
 - soap, water and either hand-towels or air dryers will be provided in bathrooms
 - physical education classes and break times can include access to sports equipment but hygiene practice should be observed afterwards, including regular cleaning of shared equipment like balls
 - surfaces will be cleaned and disinfected daily. Appropriate cleaning products (eg disinfectant and cloths) will be available throughout the College for regular cleaning of high-touch surfaces
- Contract Tracing Registers will be set up for visitors to the College (including parents) and a combination of the attendance register and timetable will be used to satisfy contact tracing requirements for staff and students
- Sufficient staffing will be available to teach classes and the need for relievers will be assessed and relievers booked as required
- Any working from home/alternative duties/leave arrangements for staff not returning to College will be discussed and agreed
- All-of-staff meeting arrangements will be confirmed and advised
- The staff room will be arranged with seating 1m apart. Any staff briefings held will be kept to a minimum and all staff should be seated.
- Whole staff meetings will continue to be held online if required
- The Library will reopen and will operate as normal with a particular emphasis on maintaining appropriate physical distance
- The Canteen will reopen following all health and safety guidance
 - [MPI guidance on re-opening food businesses](#)
 - [Re-opening a Food Business](#)
- Staff who need to continue to work from home will be supported to work safely with the appropriate equipment and should raise any concerns with the Principal, Executive Officer or Health and Safety Committee
- Ministry of Education and Health guidance relating to the use of Personal Protective Equipment will be followed. PPE is currently not required or recommended for use in schools if the specific public health requirements for schools are in place
- We will be respectful if staff or students choose to wear their own face masks
- There will be no whole school assemblies held due to the close proximity of the students.
- The water fountains will be disabled to prevent any cross contamination
- New protocols for managing morning tea and lunch in the staffroom will be produced ensuring safe practices are maintained at all times

COVID-19 safety plan

How will you manage an exposure or suspected exposure to COVID-19?

- Key points in managing exposure or suspected exposure to COVID-19 are:
 - go to the sick bay in the reception immediately, as staff in the office are first-aid trained and will provide immediate support and assistance and help with arrangements to go home/be taken home by a parent/caregiver
 - Office staff will notify the Pandemic Manager (the Principal) of the respiratory illness
 - the work area and sick-bay will be disinfected immediately, following heightened cleaning processes
 - phone Healthline or your GP and arrange to be tested for COVID-19 if you have flu-like symptoms
 - stay home until you receive test results
 - if you test negative, stay home until you are symptom free for 24 hours and follow medical advice about returning to College
 - if you test positive, stay home and follow medical and public health instructions
 - if the College is contacted by public health we will follow all advice provided and will make all contact registers available for use in contact tracing
- staff and students will be checked on regularly during any period of absence due to illness
- If a COVID-19 case is identified at the College, or the College is connected to a confirmed or probable case of COVID-19 it will be closed for 72 hours to allow cleaning and close contact tracing
- Learning will revert back to a distance learning model until the College is cleared to reopen
- The College could be closed for a further 14 days and we will work with public health units to manage this

COVID-19 safety plan

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
How will you evaluate whether your work processes or risk controls are effective?	<ul style="list-style-type: none">• Open communication channels will be maintained and staff will be encouraged to raise and discuss any health and safety concerns with either the Health and Safety Committee, the Business Manager or the Principal• Staff may be surveyed to gather feedback and improvement ideas related to all aspects of our pandemic preparedness and the implementation of plans, including return to College• The Covid19 Safety Plan and other information will be reviewed and updated as improvements are identified.• Any major revisions or this COVID-19 Health and Safety Plan will be advised to staff.• The Health and Safety Committee will lead the review and revision of these plans.	
How do these changes impact on the risks of the work that you do?	<ul style="list-style-type: none">• The risks to all staff and Students alike should be minimal. All actions implemented• will be strictly adhered to and all records of entry and exit and contacts will be kept for• Contact tracing if the need arises.	

Notes: