

Royal Oak Intermediate School

Safety Plan - teaching and learning at Covid Protection Framework (CPF) Red setting

Please note this plan is a 'living document' which is constantly being reviewed and updated to reflect latest information and best practice.

This PDF version is a snapshot of the document on 14/02/2022, if significant changes are made the updated version will be shared with our community

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References:

Ministry of Education information for schools/kura about COVID-19.

<https://www.education.govt.nz/covid-19/advice-for-schoolskura/>

Ventilation in Schools

<https://www.education.govt.nz/school/property-and-transport/health-and-safety-management/ventilation/>

COVID-19 Public Health Response (Vaccinations) Order 2021

<https://www.legislation.govt.nz/regulation/public/2021/0094/latest/LMS487853.html>

Schools and kura are open for on site learning for all students under all levels of the CPF.

The main threat to keeping our school open is if we have large numbers of staff absent due to testing positive, or needing to isolate because they are a close contact. When open we need to ensure there are sufficient and appropriately qualified staff onsite to adequately supervise students, and to support first aid and emergency responses.

While it appears unlikely that schools will be closed for public health reasons, we need to consider that in extreme circumstances staff and students may need to work remotely for a period of time.

Under the CPF Red setting children with complex medical needs can seek advice from their health professional about whether it is appropriate to come to school. Support of off site learning will be provided by the school for those who are advised to remain at home.

Safety Plan / Mitigations

There are a number of things we can do (and not do) to reduce risk of transmission if we get a positive case.

Distancing and limiting mixing of groups

All staff and students should maintain a physical distance from others, particularly from people they don't know, this continues to be an effective measure to reduce risk of infection.

We need to group our students when at CPF Red setting, so that wherever possible they do not intermingle with other groups. While there is no longer a physical distancing requirement within groups, we should aim to keep a minimum of one-metre distance between groups. This also applies to staff, e.g. in the staff room. We aim to minimise opportunities for staff mixing in staff rooms – facilities can be used briefly but refreshments are best consumed in classrooms or outdoors.

We should not bring together large groups of students indoors (see powhiri, awards ceremonies and assemblies below).

To avoid the risk of the entire staff being close contacts of a positive case we will not hold any in person whole staff meetings or events. Whole staff meetings will be held online.

We will minimise staff working across groups/classes of students as much as possible. The main exception to this is Specialist curriculum staff and in the need to cover absent staff with relievers. Learning Assistants will stick with one or two classes as much as possible.

Staff are able to participate in meetings indoors, as long as they are masked, 1m distanced and the space is well ventilated. Otherwise, where possible meetings should be held outside, or staff can continue with online meetings.

During the school day, to reduce students from different groups moving past each other in close proximity, where possible we will set up one-way systems for corridors, and staggered end of day timings.

‘One way’ system for students going to rooms 1,2 and Science - in via the corridor past 7 and 8 and past the bins, out via the steps between 2 and 17, turning right and going out the door by room 3

Restricted spaces - signage in place to support this

- Limit to 2 students per bathroom at any one time
- Limit to one person in the bike cage at any one time

The school does not need to stagger the start of the school day as students naturally arrive across a range of times that are convenient for their family and transport circumstances, but we will have a staggered end of day bell

- 2.50pm Rooms 1,2,3,4,
- 2.55pm Rooms 5,6,7,8,9
- 3.00pm Rooms 10,11,12,13,14
- 3.05pm Rooms 15,16,18a & b

As students leave class they either leave school directly, go to the hall and sit in the bus lines 1m apart, or if waiting for pick up wait at the gates 1m apart

Pōwhiri, award ceremonies and assemblies

Under CPF Red setting it is recommended that we avoid large indoor gatherings completely

Advice about pōwhiri

1. Consult local iwi authority (mana whenua) regarding their COVID-19 response and guidelines pertaining to hosting pōwhiri.
2. Refrain from hongis and harirū, instead consider adopting other practices, for example, 'hā ki roto hā ki waho'. That is, sharing a combined inward and outward breath at the conclusion of the formalities.
3. Hold pōwhiri outdoors wherever possible.
4. If indoors, ensure numbers are limited and consider holding more than one pōwhiri with smaller groups.

Ventilation

Indoor spaces should be well ventilated, for example by opening as many windows, doors, and vents as practical, allowing for weather conditions. All windows should stay open all of the time, people should bring something warm to school in case of cooler weather.

If mechanical ventilation is used, make sure the ventilation system is regularly maintained.

More information can be found [here](#)

The Ministry of Education has distributed CO₂ monitors to schools as part of a classroom ventilation self-assessment toolkit.

Extra people onsite

- no non-essential visitors onsite
- all visitors to report to reception (as usual) and sign in through the school Visitab system as well as the Covid tracer app
- Parents, caregivers or whanau who wish to talk to their child's teacher should use phone calls or online video chats where possible, but can come into the school if necessary

- 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.

Face Coverings

- Staff, students, contractors and visitors must wear face coverings unless exempted. These must be proper masks, not bandanas or scarves.
- Staff must wear medical masks, either N95, KN95 or the blue and white Type 2 surgical masks. These are provided for staff and contractors working on site if required.
- Masks must be worn indoors at all times. They can be removed outdoors, but it is recommended they be left on if people are close to each other
- The adults in the school have a role to play in modelling consistent and effective mask use.

Good hygiene and public health practices

- These practices include 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 CPF settings Orange and Red.
- People who are sick must stay home and get tested
- Good hand hygiene and cough sneeze etiquette must be taught and encouraged
- disinfect and clean surfaces daily, and high touch surfaces more frequently
- Hand sanitiser is available in all rooms

Exercise and singing are considered high risk activities and must only take place outdoors

Vaccinations

- Staff are to be vaccinated in line with the requirements of the Health Orders, currently this means all staff need their third (booster) shot by 1 March or 183 days after their second dose.
all students are now eligible for the vaccine are encouraged to get it
- The school will sight and record staff vaccination records in line with the legal requirements.

We cannot require evidence of a child's vaccination status. Nor can a child be excluded from education outside the classroom (EOTC) based on vaccination status. Schools are prohibited from requiring students to be vaccinated to access education. This includes parents, caregiver and whānau supporting students and their learning.

If we do ask about vaccination status, we must take reasonable steps to ensure the information is collected lawfully, including students being aware of how this information will be used and why it is being collected.

Personal information about an individual's vaccine status must be protected and cannot be shared without the student's consent.

Should a school and local health provider agree that the school will be used as a vaccination site, they will be the joint PCBU – school boards for the health and safety of people on the school site and Ministry of Health/the health provider for the health and safety in relation to vaccine logistics and delivery.

Managing a case at school

If a person who is a confirmed case has been at school we will follow the Ministry's advice and procedures, (as we did last year)

We will follow the Ministry guidelines to

- Carry out contact tracing
- Communicate with close contacts, casual contacts and the wider community

Notes

- As of early 2022 the Casual Plus category has been removed
- Clarity and timeliness of communication is critical to reduce anxiety

Details of these procedures can be found at

<https://www.education.govt.nz/covid-19/advice-for-schoolskura/schools-connected-to-a-confirmed-case/>