

West Melton School Pandemic Plan

Introduction

Every school and early learning service should have a Pandemic Plan in place to support the health and safety of children, students and staff. Pandemic Plans should be consistent with public health planning requirements.

During an event, the Pandemic Manager (Principal) needs to ensure that there is a safe working environment for those that remain, and that those who are affected are supported during their recovery. The principal will manage the impact of any outbreak in the school for the duration of the event.

The **Ministry of Health** leads the Government's response to a pandemic. It is the responsibility of other agencies to plan for and respond to a pandemic in their respective sectors and settings, based on the direction set out by the Ministry of Health. At all times updates and latest information should be accessed from the Ministry of Health.

They work as part of the region's response coordination team. They will provide leadership, direction and guidance on whether to remain open, close or reopen.

Stage1: Risk Management

Notification: Ministry of Health announces human to human transmission of a virus

The Principal will ensure:

1. Parents, caregivers and whānau are informed and information is communicated as advised by the MOE and MOH eg that the pandemic plan is activated
2. All contact details are up to date (caregivers and staff, staff emergency contacts) - school portal and eTap
3. Develop a communications plan for staff, students, families and other interested members of the community
4. Parents, caregivers and whānau are kept updated on their tasks and responsibilities which will include how to manage sick children and adults, ways to limit spread of the pandemic including staying at home when sick, cough and sneeze control, hand washing etc.
5. A review of resources to ensure that there are enough supplies of cleaning materials. Introduce extra cleaning as required. This will be determined by the nature of the pandemic and will be advised by the Ministry of Health
6. Continue with annual vaccinations for staff (flu)

Staff will:

1. Check enrolment records for accuracy
2. Become familiar with disease control and management of illness, and regularly communicate with learners the importance of handwashing and cleanliness
3. If a learner becomes unwell displaying symptoms, teachers will take them to the Hauora Room. Administration staff will request that the child is collected and taken home immediately.

4. Ensure that if a learner becomes ill and cannot be taken home immediately they will be placed under the care of an adult and will be taken to the isolation area to await removal from our school. The isolation area is: West Melton School Hauora Room
5. If a staff member becomes unwell displaying symptoms, they will be sent home immediately
6. Use posters available from Ministry of Health [re cough / sneeze etiquette, handwashing](#)

Emergency Pandemic supplies are in the office and include:

- Disinfectant
- Paper towels / Tissues
- Bleach
- Disposable Gloves
- Breathing Masks
- Hand Sanitizer

Stage 2: Site Control

Trigger:

- Ministry of Health announces human pandemic strain case(s) found in separate locations in New Zealand.

The Pandemic Team to handle the school's response to the pandemic.

This team will include:

- Tracey Riley (Principal and Pandemic Manager)
- John Willats (Board of Trustees Chairperson)
- Karey Hardcastle (Board Health and Safety Rep)
- Anna Jenkins (Health and Safety Officer)
- Mark Maddren (Deputy Principal)
- Lissa Birse (Board of Trustees Communications)

Goals:

- Learners remain at school
- Parents, caregivers and whānau are informed, understand their roles and responsibilities, and have confidence in our preparedness

Pandemic Team will:

1. Restrict entry of people with the pandemic symptoms. Learners who are unwell will remain at home and parents, caregivers and whānau should be advised not to come into the school when they are feeling unwell, particularly if they are exhibiting the pandemic symptoms. Unwell learner's families/whānau, should be advised to contact a doctor by phone and stay at home until symptoms resolve
2. Communicate the decision to restrict entry to West Melton School community members through established protocols
3. Notify any cases to health authorities as required (appendix)
4. Establish a system to monitor families who are ill or suspected of being ill including contacting families who are unexpectedly absent
5. Notify the local DHB if more than 30% of the roll is absent
6. Remove books, magazines and papers from common areas. Consider ways of cleaning and/or restricting communal use of play, physical education, or office equipment
7. Ensure the school has adequate supplies of tissues, medical and hand hygiene products, cleaning supplies and masks.

8. Implement an enhanced cleaning routine of touch points and common spaces as a precaution. Pandemic Manager to liaise with cleaning company. The procedures in such an event will be to use detergent and/or bleach on all surfaces as advised by the Ministry of Health.
9. Begin to consider how our curriculum can be delivered to all learners via the internet if school closes in the future - considerations: access to internet, staff access at home, ESOL learners, photocopying resources
10. Consider when to advise parents, caregivers and whānau that school closure is a possibility
11. Regularly check for updates on the Ministry of Health website ([Ministry of Health NZ](#))
12. Consider social distancing strategies. Information on this is available from the [Ministry of Health](#).

Staff will:

- Take care of learners showing the pandemic symptoms. Report to the Pandemic Team whether the person or child has any of the following:
 - High fever (or feel feverish or hot)
 - Headache, fatigue, and weakness
 - Sore throat, cough, chest discomfort, difficulty in breathing
 - Muscle aches and pains
 - Been overseas recently to an affected country
 - Been in contact with someone diagnosed with the pandemic
- Fill in the suspected pandemic notification form (appendix 3). Take names of contacts (those who have been within one metre of them or in an enclosed place for more than 60 minutes). These will be provided to the Pandemic Team
- In consultation with the Pandemic Team, inform the administration staff who will arrange to send the learner home immediately. It is suggested they call their doctor by telephone to advise that they have been in contact with a suspected pandemic case. Keep in isolation room.
- May cancel all extra curricular activities and planned school trips in discussions with Pandemic Team
- Consider how learning can be delivered if school closes

What will happen when there is a pending or confirmed case of Coronavirus in our school?

1. Following confirmation of a case, the Public Health Unit (PHU) will contact and work with the Director of Education to notify schools. The PHU will communicate with the school Principal/Pandemic Manager
2. Health and Education will work together to provide communication material for the school leaders to provide to their parent communities
3. The local Medical Officer of Health (MOH) is the decision making authority when it comes to specific action around isolation and measures to prevent spread which may include a decision to close a school. These decisions will be made in discussions with the Director of Education
4. The PHU will oversee tracing and management of contacts of the confirmed case with the assistance from the school as needed, particularly to identify close contacts. Support will be provided for this process

The Ministry of Education Christchurch roles:

5. Can provide teams to assist with any required contact identification and management regarding the confirmed or suspected case(s)
6. Following this, local Health and Education authorities determine what ongoing support is required. Key contacts for support are identified for as long as needed
7. Once an announcement of the affected school is made, regular meetings between health and education authorities will be set up as required at a regional level

Stage 3: Pandemic Management

Triggers:

- Ministry of Health announces significant number of pandemic outbreaks at separate locations, or outbreaks spreading out of control
- Principal notified of a case at West Melton School or in the Selwyn school community

Goal:

- West Melton School successfully activates closure procedures in response to multiple cluster or national outbreak with immediate involvement of the Ministry of Education

Pandemic Team will:

1. Through consultation with the DHB Emergency Planner, the Ministry of Education and the Board of Trustees make the decision to close West Melton School as required
2. Advise all parents, caregivers and whānau through telephone message, email, parent app, website and entry point notices of closure

Staff will:

1. Manage their own well-being
2. Be advised of how the curriculum will be delivered to learners at home, and ensure this happens consistently in teams.
3. Take home resources as required. Be prepared not to return during the period of the closure, excluding the Principal, Deputy Principal, Principal's PA and Caretaker who may be required to visit the school

Stage 4: Recovery

Trigger:

- Population affected by vaccination/or pandemic abated in New Zealand

Goal:

- West Melton School ensures the continuing well-being of learners, parents, caregivers, whānau and staff, and education services are fully restored

Pandemic Team will:

1. Advise that West Melton School is re-opened through telephone message, email, parent app, website and entry point notices
2. An 0800 number may be supplied by the Ministry of Health
3. Arrange for trauma/grief counselling as necessary
4. Undertake debrief of procedures used with current members
5. Review the importance of keeping safe guidelines with children

Liaise with our local Medical Officer of Health (MOoH):

Doctor Sue Nightingale - 03 3644106

0800 3585453 (COVID-19 Healthline)