



## NAENAE COLLEGE - COVID-19 Health and Safety Plan

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<b>Date completed:</b>	<b>11 /05/ 2020</b>	
<b>Plan reviewed by:</b>	<b>Health and Safety Committee</b>	<b>Date: 12/05/2020</b>
<b>Plan reviewed by:</b>	<b>Senior Leadership Team</b>	<b>Date: 12/05/2020</b>
<b>Plan approved by:</b>	<b>Principal</b>	<b>Date: 13/05/2020</b>
<b>Date distributed:</b>	<b>13/05/2020</b>	

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The Alert Level that is authorised by the government can be accessed [here](#).

The Schooling detail for Alert Level 2 on which this plan is based can be accessed [here](#). This plan will be reviewed and refreshed as more details are available.

This plan should be read in conjunction with the [Naenae College Pandemic Plan](#), however this Health and Safety plan will likely contain more specific and updated information relevant to returning to College at 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 Naenae 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'

	THIS IS WHAT WE WILL DO	PERSON RESPONSIBLE
<b>What will be done to manage risks from restarting business after lock-down?</b>	1. The Property Checklist provided by the Ministry of Education has been completed. This covers: <ul style="list-style-type: none"> <li>- site-wide checks of all buildings and grounds for safety with any necessary remediation carried out</li> <li>- general cleaning as recommended</li> <li>- systems checks (e.g. heating and electrical, emergency, security, IT)</li> <li>- hazardous substances checks</li> </ul>	Property Manager / IT Technician
	2. Any items of concern from the Property Checklist have been addressed prior to the College opening for staff and students	Property Manager
	3. Our cleaning companies 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	Property Manager
	4. Hand sanitiser will be available throughout the college, particularly in the Technology, Science, Home Economics and Computer and Design Labs as this will be a key component of safety in these areas  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	Property Manager
	5. Instructional signage will be developed to supplement what is already there, and put up in public areas and throughout the college	Resource Manager
	6. Individual plans for high risk areas have been developed to ensure Ministry guidelines and specific public health requirements for schools at Alert Level 2 are followed:  <a href="#">Return to NNC at Alert Level 2 - Student Management Plan</a> <a href="#">Return to NNC at Alert Level 2 - Office Management Plan</a> <a href="#">Return to NNC at Alert Level 2 - Extracurricular Sports Plan</a> <a href="#">Return to NNC at Alert Level 2 - Canteen Plan</a>	SLT
	7. All Ministry of Education guidance regarding staffing will be followed. Relievers, as necessary, will be hired to cover teaching staff shortages	Principal
	8. The NNC Health and Safety Committee and Senior Leadership Team will review and contribute to this plan. Staff will also be asked to provide feedback	Principal

<b>How will you ensure all your workers know how to keep themselves safe from exposure to COVID-19?</b>	1. The Principal will communicate requirements to all staff in writing prior to returning to College. This will also include reference to the <a href="#">NNC Pandemic Plan</a> (which contains information after keeping safe during a pandemic) and information regarding physical distancing, hygiene, cleaning arrangements, use of staff room etc.	Principal
	2. A copy of this Health and Safety Plan will be made available to all staff in the Teacher (T:) drive	Principal
	3. The <a href="#">NNC Pandemic Plan</a> 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	Health and Safety Committee
	4. Posters will be prominently displayed throughout the College with relevant information	Resource Manager
	5. 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 Resource Manager or the Principal	All
<b>How will you gather information on the wellness of your staff to ensure that they are safe to work?</b>	1. 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	
	2. COVID-19 symptoms to monitor are respiratory in nature and include (from the Ministry of Health website): <ul style="list-style-type: none"> <li>- a high temperature (at least 38°C)</li> <li>- shortness of breath</li> <li>- sore throat</li> <li>- sneezing and runny nose</li> <li>- temporary loss of smell</li> </ul>	
	3. 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	
	4. Staff at higher risk of severe illness from COVID-19 (e.g. those with underlying medical conditions, especially if not well-controlled) are encouraged to take additional precautions when leaving home. The <a href="https://www.covid19.govt.nz">COVID19.govt.nz</a> 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 Executive Officer (non-teaching staff) as there may be additional measures that can be agreed to support a safe return to College.	
	5. 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.	

	<p>6. A trained first aid person will be on site during school hours (in the Admin area - there are others) and will be available to assist any staff member feeling unwell.</p>	<p>List of First Aiders to be linked</p>
	<p>7. Any staff member with COVID-19-like symptoms should not come back to College until they been tested and cleared from having COVID-19</p>	
	<p>8. Where a staff member is away from College due to illness the appropriate staff member (e.g. from the SLT, Head of Faculty or Department Head) will regularly connect with staff member by email, phone etc. and any health concerns could be raised then</p>	
<p><b>How will you operate your business in a way that keeps workers and others safe from exposure to COVID-19?</b></p>	<p>1. All Ministry of Education guidance and public health requirements for schools at Alert Level 2 will be followed.</p>	
	<p>2. Individual plans for high risk areas will be implemented to ensure Ministry guidelines and specific public health requirements for schools are followed:</p> <p><a href="#">Return to NNC at Alert Level 2 - Student Management Plan</a></p> <p><a href="#">Return to NNC at Alert Level 2 - Office Management Plan</a></p> <p><a href="#">Return to NNC at Alert Level 2 - Extracurricular Sports Plan</a></p> <p><a href="#">Return to NNC at Alert Level 2 - Canteen Plan</a></p>	<p>Update with links</p>
	<p>3. Specific public health requirements for schools at Alert Level 2 that we will implement include:</p> <ul style="list-style-type: none"> <li>- parents are asked to keep students who are sick at home</li> <li>- 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 next to the Student Centre to await collection</li> <li>- 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)</li> <li>- students will be reminded to regularly wash and dry their hands, cough and sneeze into their elbow, and try to avoid touching their face</li> <li>- hand sanitiser will be placed throughout the College, particularly in shared spaces like the Office, by photocopiers, in the staff room and by classrooms</li> <li>- soap, water and either hand-towels or air dryers will be provided in bathrooms</li> <li>- 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</li> <li>- surfaces will be cleaned and disinfected daily. Appropriate cleaning products (e.g. disinfectant and cloths) will be available throughout the College for regular cleaning of high-touch surfaces</li> <li>- Contract Tracing Registers will be set up for</li> </ul>	

	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	
	<p>4. Sufficient staffing will be available to teach classes and the need for relievers will be assessed and relievers booked as required</p> <p>Any working from home/alternative duties/leave arrangements for staff not returning to College will be discussed and agreed with the principal</p> <p>Staff meeting arrangements will be confirmed and advised</p>	
	5. The Library will reopen and will operate as normal with a particular emphasis on maintaining appropriate physical distance	
	<p>6. The Canteen will reopen only when we are sure that <a href="#">MPI guidance on re-opening food businesses</a> has been followed and all health and safety requirements have been met.</p> <p>The following checklists (updated for the Level) will be completed:</p> <ul style="list-style-type: none"> <li>- <a href="#">Re-opening a Food Business</a></li> <li>- <a href="#">Safe work practices during alert level 3</a></li> </ul> <p>A <a href="#">Return to NNC at Alert Level 2 - Canteen Plan</a> will be developed, approved and put into operation</p>	Update when provided with Level 2
	7. Staff who, following medical advice, 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, Resource Manager or Health and Safety Committee	All
	8. 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	
<b>How will you manage an exposure or suspected exposure to COVID-19?</b>	1. Full information about managing students and staff who become ill with respiratory symptoms at College is available in the <a href="#">NNC Pandemic Plan</a> (Section 6).	
	<p>2. Key points in managing exposure or suspected exposure to COVID-19 are:</p> <ul style="list-style-type: none"> <li>- go to the sick bay in the office 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</li> <li>- Office staff will notify the Pandemic Manager (the Principal) of the respiratory illness</li> <li>- the work area and sick-bay will be disinfected immediately, following heightened cleaning processes</li> <li>- phone Healthline or your GP and arrange to be tested for COVID-19 if you have flu-like</li> </ul>	

	<p>symptoms</p> <ul style="list-style-type: none"> <li>- stay home until you receive test results</li> <li>- if you test negative, stay home until you are symptom free for 24 hours and follow medical advice about returning to College</li> <li>- if you test positive, stay home and follow medical and public health instructions</li> <li>- 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</li> <li>- staff and students will be checked on regularly during any period of absence due to illness</li> </ul>	
	<p>3. 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</p> <p>Learning will revert back to a distance learning model until the College is cleared to reopen</p> <p>The College could be closed for a further 14 days and we will work with public health units to manage this</p>	
<p><b>How will you evaluate whether your work processes or risk controls are effective?</b></p>	<p>1. 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 Resource Manager or the Principal</p>	<p>All</p>
	<p>2. 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</p>	<p>Principal</p>
	<p>3. The <a href="#">NNC Pandemic Plan</a> and other information will be reviewed and updated as improvements are identified.</p>	<p>Resource Manager</p>
	<p>4. Any major revisions of the <a href="#">NNC Pandemic Plan</a> or this COVID-19 Health and Safety Plan will be advised to staff.</p>	<p>SLT Lead - Health and Safety Committee</p>
	<p>5. The Health and Safety Committee will lead the review and revision of these plans.</p>	<p>SLT Lead - Health and Safety Committee</p>