



RETURN TO NNC AT ALERT LEVEL 2 – STUDENT MANAGEMENT PLAN

Plan approved by: Principal **Date:** 13/05/2020
Date distributed: 13/05/2020

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.

The key points for Alert Level 2 that are relevant for this Student Management 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 Student Management Plan is to protect the health and safety of all staff and students.

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
What will be done to manage risks	1. Protocols are established to ensure Level 2 expectations are met for the return of students to the College site.	Property Manager / IT Technician

<p>for students returning to our site?</p>	<p>This covers:</p> <ul style="list-style-type: none"> - Entry to the physical buildings via identified access points with supervised hand sanitizer stations - Monday & Tuesday – Year 9 & 10 students via the main entrance sanitizer station only - Wednesday – Senior via the main entrance and Juniors via three entry points 1) main entrance, 2) Entrance opposite SNU entrance, 3) entrance adjacent to Room 30. - Remainder of the term – via the entrance sanitizer stations and classroom sanitizer stations - Returning from break times hand hygiene via classroom sanitizer stations - Sports via the Extra curricular sports plan protocols 	<p>Deputy Principal</p>
	<p>2. Drinking fountains – to have sanitizer stations for hand hygiene</p>	<p>Property Manager</p>
	<p>3. Our cleaning companies have been provided with Ministry supplied information regarding cleaning guidance and advice and asked to adhere to this guidance</p> <p>All areas of the College have been cleaned, including all hard surfaces, with disinfectant</p> <p>All toilet areas are stocked with soap and paper towels and/or air dryer</p>	<p>Property Manager</p>
	<p>4. Classroom surfaces - spray bottles of disinfectant and cleaning cloths will be available throughout the college to wipe down hard surfaces regularly</p> <p>High stock levels will be maintained</p>	<p>Property Manager</p>
	<p>5. Instructional signage for students will be developed to supplement what is already there, and put up in public areas and throughout the college</p>	<p>Resource Manager</p>
	<p>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:</p> <p><u>Return to NNC at Alert Level 2 - Student Management Plan</u></p> <p><u>Return to NNC at Alert Level 2 - Office Management Plan</u></p> <p><u>Return to NNC at Alert Level 2 - Extracurricular Sports Plan</u></p> <p><u>Return to NNC at Alert Level 2 - Canteen Plan</u></p>	<p>SLT</p>
	<p>7. All Ministry of Education and Ministry of Health guidance regarding student management will be followed and communicated to staff and students</p>	<p>Principal</p>
	<p>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</p>	<p>Principal</p>

How will you ensure all students know how to keep themselves safe from exposure to COVID-19?	1. The Principal will communicate requirements to all whānau and students in writing prior to returning to College and in person upon the return of students. This will also include reference to the NNC Pandemic Plan (which contains information after keeping safe during a pandemic) and information regarding Level two key controls	Principal
	2. A copy of this Return to NNC at Alert level 2 - Student Management Plan will be made available to all staff in the Teacher (T:) drive and via our website	Principal
	3. The Return to NNC at Alert level 2 - Student Management 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, students and whānau 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 students and whānau will be encouraged to raise and discuss any health and safety concerns with the BOT students rep., SLT or the Principal	All
How will you gather information on the wellness of your students to ensure that they are safe to be at school?	1. Whānau will be reminded in communications to keep students 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"> - a high temperature (at least 38°C) - shortness of breath - sore throat - sneezing and runny nose - temporary loss of smell 	
	3. Unless required to self-isolate on public health advice, students are able to return to College in a safe and conscientious way Students who have a household member who is at-risk of serious illness are also able to return to College	
	4. Students 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 COVID19.govt.nz website has advice for those who are considered at risk. Any students' whānau who have concerns about returning their child to the College should discuss these with either the Principal or the pastoral team as there may be additional measures that can be agreed to support a safe return to College.	
	5. 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 students feeling unwell.	List of First Aiders to be linked
	6. Any student with COVID-19-like symptoms should not come back to College until they been tested and	

	cleared from having COVID-19	
	7. Where a student is away from College due to illness the appropriate staff member (e.g. from the SLT, Whānau Head or LAR teacher) will regularly connect with the student's whānau by email, phone etc. and any health concerns could be raised then	
How will you operate your business in a way that keeps students safe from exposure to COVID-19?	1. All Ministry of Education guidance and public health requirements for schools at Alert Level 2 will be followed.	
	2. Individual plans for high risk areas will be implemented to ensure Ministry guidelines and specific public health requirements for schools are followed: Return to NNC at Alert Level 2 - Student Management Plan Return to NNC at Alert Level 2 - Extracurricular Sports Plan Return to NNC at Alert Level 2 - Canteen Plan	Update with links
	3. Specific public health requirements for schools at Alert Level 2 that we will implement include: <ul style="list-style-type: none"> - 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 next to the Student Centre 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 (e.g. 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 	
	4. Sufficient staffing will be available to provide site safety and staff will be rostered to playground duties to	

	<p>ensure no students leave the site during the day</p> <ul style="list-style-type: none"> - Students not prepared to abide by this condition of returning to school will be invited to go home and whānau will be contact to discuss Health and Safety requirements 	
	<p>5. The Library will reopen and will operate as normal with a particular emphasis on maintaining appropriate physical distance. A sanitizer station will be provided at the entry</p>	
	<p>6. The Canteen will reopen only when we are sure that MPI guidance on re-opening food businesses has been followed and all health and safety requirements have been met.</p> <ul style="list-style-type: none"> - Students will be advised that they must bring food to school until the canteen is open - The breakfast club will commence when appropriate measures have been implemented to ensure compliance with Alert level 2 requirements 	Update when provided with Level 2
	<p>7. Students who, following medical advice, need to continue to work from home will be supported to work safely with the appropriate resources including online learning resources</p>	All
	<p>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</p> <p>We will be respectful if students choose to wear their own face masks</p>	
<p>How will you manage an exposure or suspected students exposure to COVID-19?</p>	<p>1. Full information about managing students who become ill with respiratory symptoms at College is available in the NNC Pandemic Plan (Section 6).</p>	
	<p>2. Key points in managing exposure or suspected exposure to COVID-19 are:</p> <ul style="list-style-type: none"> - 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 - 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 	

	<ul style="list-style-type: none"> - 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 - students will be checked on regularly during any period of absence due to illness 	
	<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>How will you evaluate whether your work processes or risk controls are effective?</p>	<p>1. Open communication channels will be maintained and staff will be encouraged to raise and discuss any health and safety concerns arising from student behavior or conduct with either the Health and Safety Committee, the Resource Manager or the Principal</p>	All
	<p>2. Students 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>	Principal
	<p>3. The NNC Pandemic Plan and other information will be reviewed and updated as improvements are identified.</p>	Resource Manager
	<p>4. Any major revisions of the NNC Pandemic Plan or this COVID-19 Health and Safety Plan will be advised to staff.</p>	SLT Lead - Health and Safety Committee
	<p>5. The Health and Safety Committee will lead the review and revision of these plans.</p>	SLT Lead - Health and Safety Committee