

## Pandemic - Executive Summary

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.

	<b>Actions and Responsibilities</b>
<b>Planning</b>	<p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>□ The Pandemic Manager at PBS is the Principal. The Deputy Managers are the Assistant Principal and Deputy Principal.</li> <li>□ The Pandemic Manager ensures that staff members and students affected by the pandemic event are managed effectively throughout its duration.</li> </ul>
	<p><b>Preparedness:</b></p> <ul style="list-style-type: none"> <li>□ The Pandemic Manager will ensure that the school's Pandemic Plan is revised every year.</li> <li>□ A pandemic kit comprising of gloves, face masks, antiseptic hand wash will be available for staff use. This is housed in the classroom emergency backpack. The Office Manager will ensure this kit is kept up to date.</li> <li>□ The Office Manager will ensure that there are adequate emergency supplies of medical and hand hygiene products, cleaning supplies and Personal Protective Equipment (PPE).</li> <li>□ The Office Manager will ensure that emergency contact details are up to date and accessible.</li> <li>□ The Board of Trustees will subsidise annual Flu vaccinations for staff.</li> </ul>
	<p><b>Key Contacts:</b></p> <ul style="list-style-type: none"> <li>□ School Public Health Nurse/Clinical Nurse Specialist is 027 570 4925 or schoolPHN@huttvalleydhs.org.nz.</li> <li>□ Regional Health office help line is 0800 611116.</li> <li>□ Ministry of Education Regional Adviser, Ian Hill is 04 4638675.</li> </ul>
<b>Response – when a pandemic has been advised or declared</b>	<p><b>Contact with PBS Community:</b></p> <ul style="list-style-type: none"> <li>□ The Pandemic Manager will obtain advice on local circumstances during a pandemic from the local District Health Board and will regularly check for updates from the Ministry of Health and Ministry of Education.</li> <li>□ The Pandemic Manager will regularly inform parents and staff of the pandemic alert and the plans in place at PBS via all available communication channels (<b>Appendix A</b>).</li> <li>□ The Office Manager will check on the status of staff/students and whānau that are travelling either within the country or overseas.</li> </ul>
	<p><b>Preparations at School:</b></p> <ul style="list-style-type: none"> <li>□ The Office Manager will check that the pandemic kit and all necessary other emergency supplies are available for use at school.</li> <li>□ The Office Manager will ensure that the Medical Room is set up as an</li> </ul>

	<p>isolation area for sick people, with the Hihi Room being used if extra space is needed.</p> <ul style="list-style-type: none"> <li>□ The Pandemic Manager will ensure that an enhanced cleaning routine of touch points and common spaces is implemented, as advised by the Ministry of Health.</li> <li>□ The Pandemic Manager will ensure that staff and students are advised to follow <a href="#">safe practices</a>, such as hand washing, cough/sneeze etiquette, and social distancing, as advised by the Ministry of Health.</li> <li>□ The Pandemic Manager will prepare for the possible closure of the school and securing the site. Where the school is closed, ensure signs indicating the school is closed are posted at each gate (<b>Appendix G</b>).</li> </ul> <p><b>Procedures where Staff/Students are Unwell:</b></p> <ul style="list-style-type: none"> <li>□ Where a staff member becomes unwell, they are to contact the Pandemic Manager by phone and go to the medical room. A screening process may be undertaken once the staff member is in the medical room (<b>Appendix B</b>).</li> <li>□ Where a student becomes unwell the teacher is to contact the Pandemic Manager by phone to collect the child to take them to the medical room. A screening process may be undertaken once the student is in the medical room (<b>Appendix B</b>).</li> <li>□ Parents/whānau will be contacted and asked to collect a student who is feeling unwell. They will be provided with contact details for health services.</li> <li>□ If it is suspected that a student or staff member has contracted the pandemic illness, complete the Notification Form (<b>Appendix C</b>) and Contact List (<b>Appendix D</b>).</li> </ul>
<p style="text-align: center;"><b>Ongoing operations during a pandemic</b></p>	<p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>□ The continuing operation of the school will be determined by the severity of the pandemic, and the availability of resources such as buildings, staff, employees, resources and other services. The responsibility of whether or not to continue school functions rests with the Board of Trustees, in consultation with the Principal and/or the Chief Medical Officer of Health.</li> <li>□ The Pandemic Manager will identify the “essential” parts of school operations that must keep running and the key people involved, and determine how their continued operation will function best and the resources needed.</li> <li>□ The Pandemic Manager will ensure that key operating and emergency management information is stored in known, accessible and shared locations.</li> </ul> <p><b>While School is Closed:</b></p> <ul style="list-style-type: none"> <li>□ The Pandemic Manager will proactively work with staff to plan how the school can best continue to provide education services in various scenarios, and advise our parent/whānau and community of the arrangements that will operate in providing remote education services.</li> </ul> <p><b>Re-Opening School:</b></p> <ul style="list-style-type: none"> <li>□ The Pandemic Manager will continue to get advice from the Ministry of Education and/or the Medical Officer of Health about when it is safe for staff</li> </ul>

	<p>and students to return to school.</p> <ul style="list-style-type: none"> <li>□ The Pandemic Manager will communicate with the PBS staff and community about when it is safe to return to school via all appropriate channels.</li> </ul>
<p><b>School Operations Under Alert Levels</b></p>	<p><b>Operation Under Alert Level 4</b></p> <ul style="list-style-type: none"> <li>□ The School is closed until further notice. The principal becomes the delegated Pandemic Manager. All communications are directed to /from the Pandemic Manager.</li> </ul>
	<p><b>Operation Under Alert Level 3</b></p> <ul style="list-style-type: none"> <li>□ The Pandemic Manager will contact parents/caregivers to see which children will be attending school.</li> <li>□ The Pandemic Manager will survey staff to see who will be attending school.</li> <li>□ The Pandemic Manager will in line with Ministry of Education guidelines will develop teacher/children bubbles.</li> <li>□ The Pandemic Manager will allocate a working space for each bubble.</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>□ Only teachers who have identified that they are able to supervise children are permitted to be onsite. Staff working from home must contact the Pandemic Manager if they wish to come onto the school site.</li> <li>□ To enter the administration block staff are to enter through the staffroom sliding door. The front and rear doors will be locked.</li> <li>□ If teachers need to talk to Office Staff they can either phone them or use safe distancing and talk to them in person.</li> <li>□ One member of the office staff will be on-site each day from 8.30am until 3.00pm.</li> <li>□ When on site staff are to use recommended safe hygiene practices (<a href="#">COVID-19</a>).</li> <li>□ Teachers will be given a first aid kit and will be responsible for minor first aid needs of children in their bubble. Any children whom they feel are showing signs of a cold/fever will go to the medical room. Teachers are to ring the school office and a staff member will come and collect the child.</li> <li>□ Teachers are to use gloves when dealing with minor injuries. These are to be disposed of after use.</li> <li>□ Staff are to use gloves, face mask and apron when dealing with children or adults with a suspected cough/fever. These items are to be disposed of after use (how to <a href="#">correctly put on this gear</a> is posted in the medical room).</li> <li>□ The Property Manager will disarm/rearm the alarm each day. All staff are to leave at the time it is re-armed.</li> <li>□ Hand sanitiser will be available to staff. This is to be used when entering a room, leaving a room, after touching surfaces and to wipe down surfaces.</li> <li>□ Each day staff on-site are to enter their name, time in, time out and areas entered in the daily notices, this enable us to keep a contact register.</li> <li>□ It is recommended that Staff bring their own drinking/eating utensils to</li> </ul>

school.

- Teachers will not be teaching the students in their bubble they will be supervising them as they work on their on-line lessons. The 'bubble' roll will be taken twice daily.
- Staff dealing with children in the medical room will use safe practices. Hand sanitiser and [PPE](#) will be available for use (the gear will be disposed of after use) The children will sit 1m apart.
- The Property Manager will [deep clean](#) the Medical Room/classroom once a child with a cold/fever has gone home.

#### **Parents**

- Parents will be asked to drop off and collect their children from the basketball court. Drop off times 8.45 – 9.00am, pick up times 2.45 – 3.00pm.
- Parents will not enter the school buildings. If there is a need to pick up a child from the medical room they are to ring the school office when they are on the school grounds. Their child will be taken out to their vehicle by a staff member wearing protective gear.

#### **Students**

- Students will be allocated a bubble to be in. They are not to join any other bubble.
- Students will select a space to work at, this will be their space each day. They are not to share any personal items with other students.
- Students are not to use the playgrounds nor any school PE equipment while in Level 3 (unless teachers have discussed this with the Pandemic Manager).
- Students will maintain a 1 metre working space in the classroom and a 2 metre space outside.
- Students who bring their own personal devices to school, that have not been previously connected to the PBS network, will be connected as guest devices. Teachers are to get a guest sign in for these devices from the Office Manager.

#### **Visitors**

- Couriers will be required to drop parcels at the back entrance.
- Visitors are to ring the school office if they need to gain entrance to the administration area. They will need to sign the contact register and use safe hygiene practices ([COVID-19](#)).
- When in the Office area visitors are to stand a distance of 2m from the front counter. (a tape marking this space will be placed on the floor).

#### **Cleaners**

- The Property Manager will ensure that cleaners are advised to follow [safe practices](#), such as hand washing, cough/sneeze etiquette, and social distancing, as advised by the Ministry of Health.
- The Property Manager will have a supply of gloves, masks and hand sanitiser available in the cleaning shed for cleaners to use.

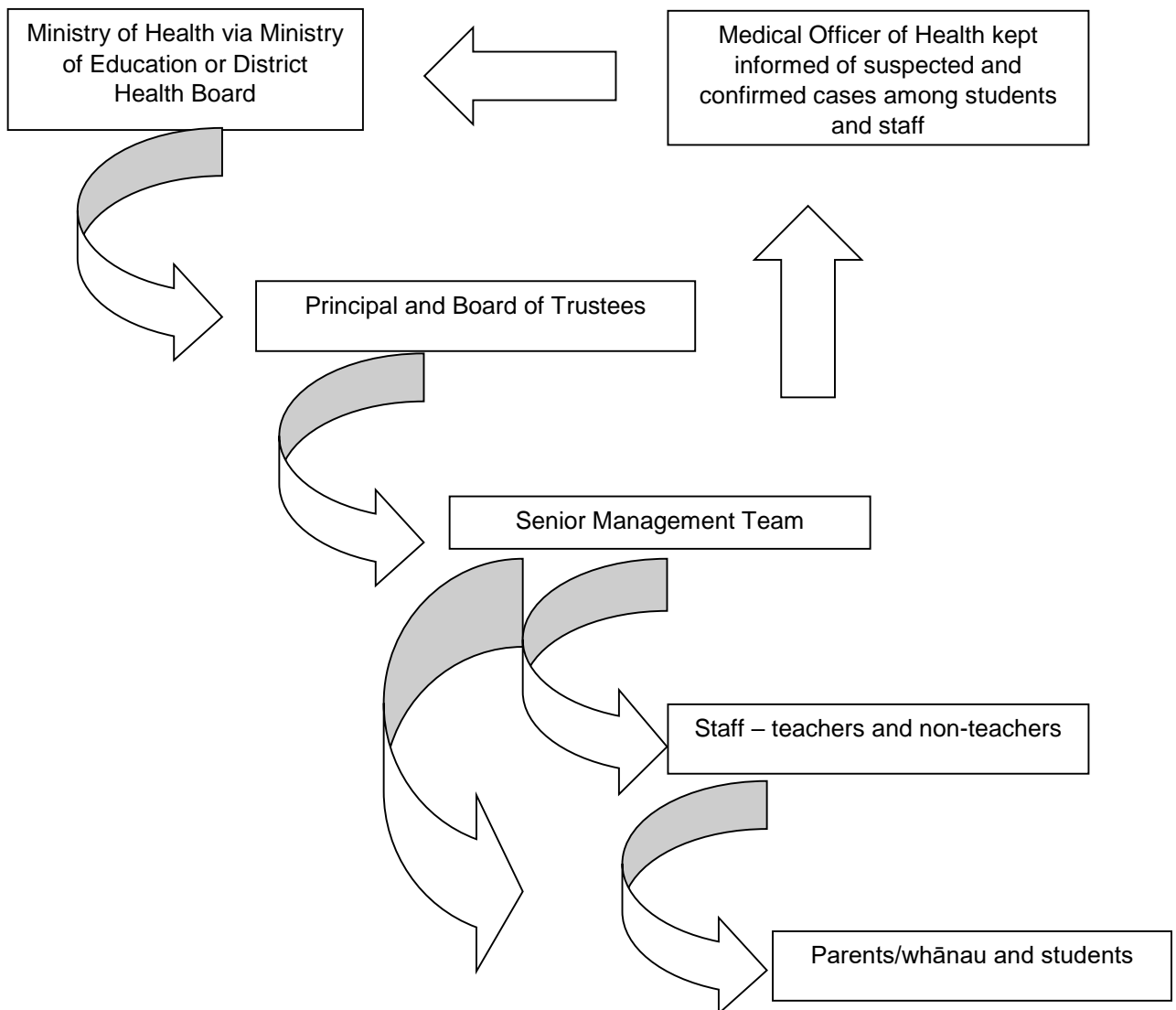
	<ul style="list-style-type: none"><li>□ If there are any health issues for why a cleaner cannot be on-site they are to contact the Property Manager.</li><li>□ The Property Manager and cleaners will follow cleaning recommendations of the <a href="#">Ministry of Health</a> these include cleaning all surfaces especially touch points (door handles, light switches and taps with a suitable cleaner and/ or disinfectant,). Where possible, using disposable cloths to clean surfaces. If using reusable cloths, they are single use only. Also, ensuring appropriate equipment is available for workers to wash and dry their hands.</li><li>□ Each day cleaners on-site are to enter their name, time in, time out and areas entered on their time sheet, this enable us to keep a contact register. This is then given to the Office Manager.</li></ul>
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# APPENDIX A: Decision making and communication tree

We will follow Ministry of Health advice at every stage of a pandemic. Ministry of Health announcements will be made through media reports and on their website. There will also be direct communication with education organisations from the Medical Officer of Health (DHB).

Any directions to close schools will come from health authorities. The Ministry of Education will assist health authorities to communicate these directions.

## Pandemic planning - decision making and communication process for Paraparaumu Beach School

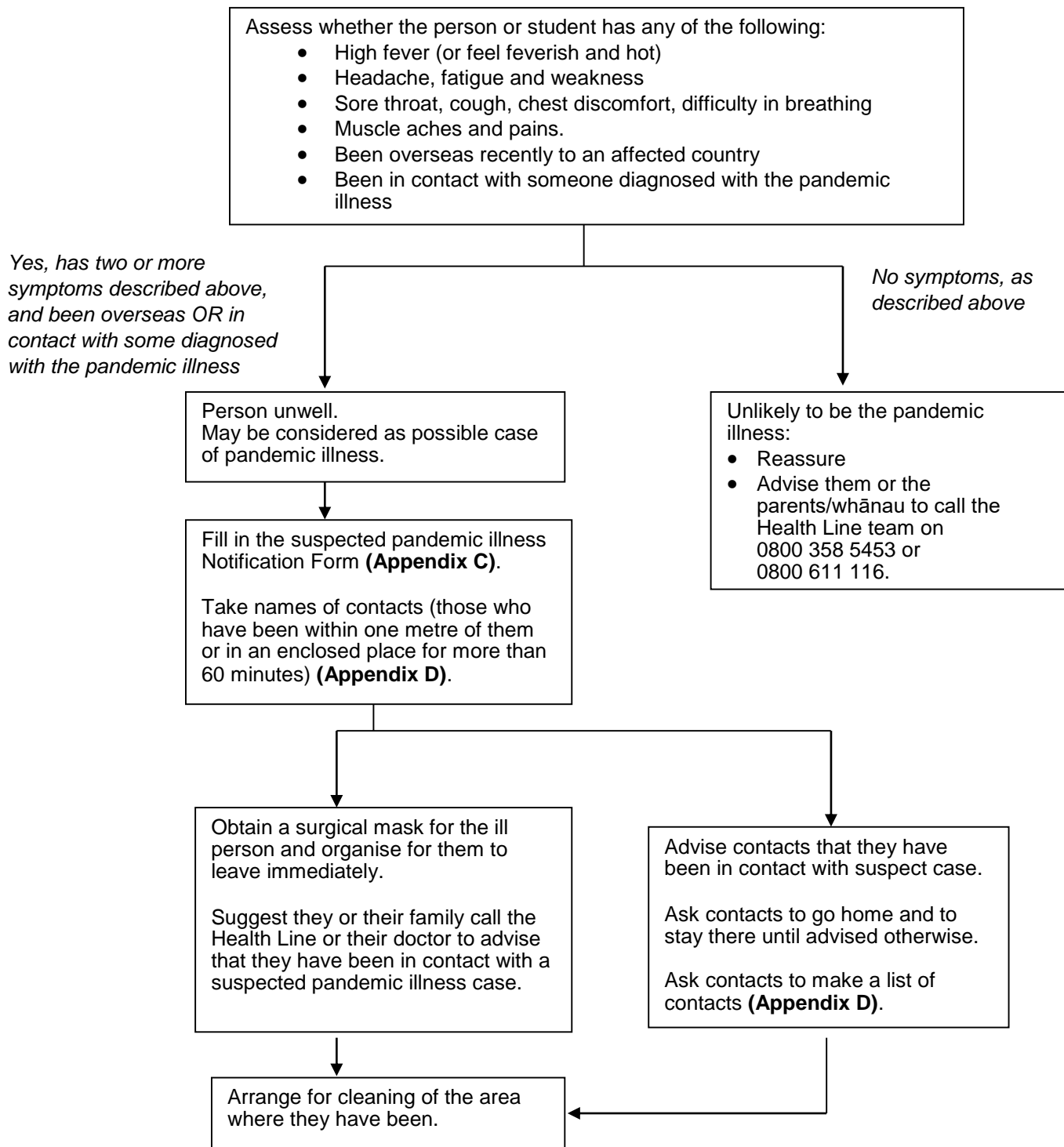


# APPENDIX B: Screening Flowchart

## For detection and management of suspected pandemic illness cases

### Process

1. The Pandemic Manager receives a call from a person suspecting they may have the pandemic illness, or from a staff member who has noticed a student who may be ill.
2. Avoid contact with the sick person if possible and manage the process over the telephone.
3. For someone at the school who is ill, follow the flowchart below:



# APPENDIX C: Suspected Pandemic Illness Notification Form

## Details of Affected Staff/Students

Name:	Room:	Date of birth:
Parent/caregiver name:		
Address:		
Telephone no: _____ (W) _____ (H) _____ (M)		
<b>Symptoms noticed:</b>		
Fever <input type="checkbox"/>	Body aches <input type="checkbox"/>	
Headache <input type="checkbox"/>	Fatigue <input type="checkbox"/>	
Dry cough <input type="checkbox"/>	Other <input type="checkbox"/>	Details: _____
Cold <input type="checkbox"/>		
Time of fever onset: _____		
Time and location of isolation: _____		
Travel history over the past eight days:		
Countries visited: t _____ _____		
Flights taken: _____ _____		
Where referred:		
Contact List (See separate page)		

## Details of Reporter

Name:
Job title:
Telephone no: _____ (W) _____ (H) _____ (M)



## APPENDIX D: Contact List

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The Ministry of Health currently defines pandemic illness contacts as:

- A close contact is anyone who has been close to someone with the pandemic illness. This can mean living in the same house or spending more than 15 minutes close to someone with the pandemic illness such as on a flight, bus or train or in your workplace.
- A casual contact is someone who has had contact with a case but doesn't meet the criteria for a close contact. This could mean someone travelling on the same aeroplane who was seated away from the case. For example, they were only close to the person with the pandemic illness for less than 15 minutes or were at the same place but not near them.

Use the form below to collect contact information. Retain the form and provide to the Medical Officer of Health or his/her designated officer on request.

People the affected person has interacted with since displaying symptoms			
Name	Email	Telephone number	Address
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

# **Paraparaumu Beach School IS CLOSED**

DUE TO THE XXXXXXXX PANDEMIC,  
THIS SCHOOL IS CLOSED UNTIL FURTHER  
NOTICE

## **DO NOT ENTER**

If you have to collect a student - please phone the  
school office on

# **04 298 5775**

**For urgent enquiries, contact the Pandemic  
Manager listed below.**

Ms Jess Ward, Principal  
Phone: 04 298 5775