

NORTHLAND SCHOOL

Health and Safety Procedures Pandemic Plan



Rationale

Prepare to Respond to a Pandemic

Trigger: Ministry of Health announces New Zealand borders are closed.
Ministry of Health (MoH) Alert Code: Yellow

Goals: The pandemic plan is activated and Northland School is ready for the subsequent phases, should the pandemic enter New Zealand. All staff, board of trustees, managers, students and parents are informed, understand their roles and responsibilities.

Preparing to activate the Northland School pandemic plan	Tick/date
<p>Maintain links with relevant agencies and community support networks <i>Do this through your prearranged contacts or agreed local school/centre cluster. The powers of Medical Officers of Health to close schools and centres are described on page 6 of the Planning Guide.</i></p>	
<p>Actions:</p> <ul style="list-style-type: none"> Subscribe to email pandemic alerts on the Ministry of Health website. 	Regular email updates will be regularly sent by the Ministry of Education
<ul style="list-style-type: none"> Update and activate telephone/email trees using the key contact detail lists developed in the planning document. Obtain or update the contacts points for public health, DHB, local Civil Defence Management (CDEM) group, local Child Youth and Family office, etc. 	We would use our existing school directory (issued to each family) as a phone tree, by allocating each page of names to a BoT member or staff member to call
<ul style="list-style-type: none"> Listen to the radio and/or any prearranged communications channels for urgent messages/direction from the Ministry of Health or local health authorities or Ministry of Education on the behalf of health authorities. 	Noted
<p>Educate staff, students, children and parents about:</p>	
<ul style="list-style-type: none"> The importance of staying home when sick 	Reminders to parents in school newsletter
<ul style="list-style-type: none"> The importance of good hygiene practices Key Messages for Keeping Well 	As above, and to students in classrooms
<ul style="list-style-type: none"> The gravity of the pandemic through scenarios/stories of the 1918 pandemic, etc (see Ministry of Health and Ministry of Culture and Heritage websites). 	May mention these in future parent updates
<ul style="list-style-type: none"> The difference between symptoms of common cold and influenza are described on page 42 of the Planning Guide. 	Noted

Respond to a Pandemic

Trigger	Ministry of Health announces human pandemic strain case(s) found in separate locations in New Zealand.
	Ministry of Health (MoH) Alert Code: Red
Goals	If Northland School is outside pandemic cluster areas the school is on heightened alert. If Northland School is inside pandemic cluster area the school is closed in consultation with Medical Officers of Health. Students, children, staff and parents are informed, and understand their roles and responsibilities

Northland School has no pandemic cases and can continue to remain open Northland School may have possible pandemic case/s and can still remain open Start preparing for a possible school/centre closures	Tick/date
<p>Maintain contact with your local DHB/PHU through agreed health contact or cluster 'point of contact'</p> <p>Northland School should not close without taking advice from the local District Health Board (DHB) or Public Health Unit (PHU) contact, Medical Officer of Health or their designated officer. Refer to the Planning Guide.</p> <ul style="list-style-type: none"> • Make preparations for possible closure • Make preparations for securing premises. 	
<p>Prepare staff and student contact lists (see Health 'contact' in point 8.)</p> <p><i>Child Youth and Family may require information urgently to ensure welfare of children whose normal care cannot be guaranteed. Make it clear that contact details will only be used for the purpose of pandemic management.</i></p>	
<p>Cancel all work-related travel plans (domestic and international)</p> <p><i>Follow Ministry of Health travel advice on their website and via media. Review travel of staff who works between regions or clusters, such as resource teachers for learning behaviour and literacy, advisors, relieving teachers.</i></p>	
<p>Take care of staff, children and students showing symptoms</p>	
<p>Actions: (the Supporting Document has a screening flowchart)</p>	
<ul style="list-style-type: none"> • Set up an isolation room or area 	
<ul style="list-style-type: none"> • Use the table outlining the difference between influenza and the common cold in the Resources section of the Planning Guide 	
<ul style="list-style-type: none"> • Have clear policies around how/when decisions are made to send children and/or staff home, in consultation with a medical advisor (public health or doctor) 	
<ul style="list-style-type: none"> • Ensure notification of cases and status reports to health authorities 	
<ul style="list-style-type: none"> • Have excellent personal hygiene facilities and practices to reduce the spread of illness, <i>such as good hand hygiene, cough and sneeze etiquette, staying home when sick</i> 	
<ul style="list-style-type: none"> • Assist health authorities to track 'contacts' of people showing symptoms. 	
<p>Prepare pandemic 'contact' lists</p> <p><i>'Contact' is also used by the Ministry of Health to refer to a person who has been in close proximity to a suspected or confirmed pandemic case.</i></p> <p><i>Ministry of Health may require information urgently to trace 'contacts' of infected people.</i></p>	

Closing Northland School to students	Tick/date
Communicate directly with local DHB contact through your agreed contact or cluster 'point of contact'	
<p>Close Northland School to students</p> <p>Have arrangements in place for: staff pay; power; gas; phone; co-ordination of voluntary re-deployment of staff in 'alternative duties' (such as health and welfare roles); and alternative use of Northland School premises.</p> <p>While Northland School will be closed to students/children, it will not be closed in a quarantine sense. Staff may still go to work using appropriate social distancing measures or work remotely, such as from home.</p> <p>Guidance on staff pay arrangements will be clarified after discussion with employers and unions.</p>	
Prepare to secure premises, if necessary	
<p>Post notices of closure to students on entry points and main buildings</p> <p><i>Page 28 of the Planning Guide has sample notices (adapt as appropriate).</i></p>	
Keep relevant groups informed through briefings, emails, newsletters and websites	
<p>If requested, collaborate with local agencies in making Northland School facilities available in local response efforts</p> <p><i>Liaise with local Public Health Units, District Health Board, local government Civil Defence Emergency Management (CDEM) group, etc</i></p>	
<p>Activate rigorous personal hygiene, social distancing and cleaning regimes for those staff continuing to work at Northland School. Provide options for working remotely where applicable or necessary. Coordinate 'alternative duties' for willing staff, where applicable.</p> <p><i>See Supporting document or page 16 of the Planning Guide</i></p>	

Recover from a Pandemic

Trigger: Population protected by vaccination and/or pandemic abated in New Zealand.
Ministry of Health (MoH) Alert Code: Green

Goals: Northland School ensures continued wellbeing of staff, children and students, and education services are fully restored.

Getting back to business	Tick/date
<p>Activate recovery plan</p> <p><i>Contact the Ministry of Education for advice and liaise with Special Education Traumatic Incident Co-ordinators, if available.</i></p> <p>Note: no external support may be available.</p> <p><i>Also see Ministry of Health and Ministry of Civil Defence and Emergency Management (MCDEM) websites.</i></p>	
<ul style="list-style-type: none"> • Arrange debrief of pandemic event for staff and students as appropriate 	
<ul style="list-style-type: none"> • Arrange trauma and/or grief counselling as necessary. 	
Assess capacity of staff to resume normal school/centre operations	
<ul style="list-style-type: none"> • Employ relievers or appoint new staff 	

<p>Clean and disinfect affected areas</p> <p>See the cleaning guidelines on the Ministry of Health website or page 19 of the Planning Guide.</p>	
<p>Keep relevant groups informed through briefings, emails, newsletters and websites</p> <p><i>Checklist of the types of topics to cover:</i></p> <p>Local status – the current pandemic phase What the Northland School is doing What parents, children and students can do at home Next steps.</p>	
<p>Communicate and consult with:</p> <ul style="list-style-type: none"> • Board of trustees/management/principal • Staff • Students • Parents • Volunteers 	
<p>Support and monitor the wellbeing of staff, children and students</p> <p><i>Follow the advice of health officials in managing return to work/lessons. Watch for other symptoms of grief and trauma. Counselling and support may be advisable.</i></p>	

Getting Started		Tick/date
<p>Pandemic manager and deputy</p> <p><i>This will often be the principal, centre manager or a senior staff member. The pandemic manager will develop your institution's pandemic plan including outlining the primary roles of key participants. Please consult with the board, principal, management, staff, students and parents, as necessary.</i></p>		
<p>Jeremy Edwards, Principal Marie Boyer-Blaikie Jane Batchelor</p>	<p>479 6227 (H), 027 247 2597 (M) 971 6308 (H), 021 041 1957 (M) 477 0103 (H), 021 073 6854 (M)</p>	
<p>Points of contact at the local District Health Board¹ (DHB) / Public Health Unit¹ (PHU) and Civil Defence Emergency Management (CDEM) Group²</p> <p><i>During a pandemic event, the Ministry of Health, local Medical Officers of Health or their approved designates will provide leadership or direct the closing or opening of ECEs/Schools/TEOs. Although Board of Trustees and Centre Management have the power to close, Northland School should take advice/direction from health authorities. Leading into a pandemic event, the school will need to identify who the correct health 'point of contact' is.</i></p>		
<p>DHB/PHU Contact Name 1: Dr Margot McLean, Medical Officer of Health for Regional Public Health</p>	<p>Contact no: 027 294 9379</p>	
<p>DHB/PHU Contact Name 2: Greg Phillips, Emergency Services Manager, Capital and Coast District Health Board</p>	<p>Contact no: 027 443 7675</p>	
<p>CDEM Contact Name 1: Rian van Schalkwyk, CDEM Group Office Manager</p>	<p>Contact no: 802 0336 (w), 0274 495 079 (m)</p>	
<p>CDEM Contact Name 2: Jessica Hare</p>	<p>Contact no: 803 0379 (w)</p>	

Working with the community of contacts	Tick/date														
<i>In later phases of a pandemic, Northland School would communicate with its community using its website, by phone and by newsletter. If the school was closed, the school would leave regular updates on its answerphone</i>															
Consult and inform															
<table border="1"> <tr> <td data-bbox="239 481 842 555">Board of trustees/Management/Principal the board's monthly meetings</td> <td data-bbox="845 481 1426 555">Board of Trustees kept informed of pandemic planning in</td> </tr> <tr> <td data-bbox="239 560 842 600">Name: Tim Fowler</td> <td data-bbox="845 560 1426 600">Contact no: 475-8883 (h) 027 221 3266 (m)</td> </tr> <tr> <td data-bbox="239 604 842 645">Name: Steph Prince</td> <td data-bbox="845 604 1426 645">Contact no: 475-9660 (h) 027 222 2906 (m)</td> </tr> <tr> <td data-bbox="239 649 842 689">Name: Tim Ng</td> <td data-bbox="845 649 1426 689">Contact no: 475-4270 (h) 027 778 8544 (m)</td> </tr> <tr> <td data-bbox="239 694 842 734">Name: Chris Gosling</td> <td data-bbox="845 694 1426 734">Contact no: 027 703 9231 (m)</td> </tr> <tr> <td data-bbox="239 739 842 779">Name: Andrew McGrath</td> <td data-bbox="845 739 1426 779">Contact no: 938-2889 (h) 027 232 1487 (m)</td> </tr> <tr> <td data-bbox="239 784 842 824">Name: Kirsty Flannagan</td> <td data-bbox="845 784 1426 824">Contact no: 934-4488 (h) 021 042 0264 (m)</td> </tr> </table>	Board of trustees/Management/Principal the board's monthly meetings	Board of Trustees kept informed of pandemic planning in	Name: Tim Fowler	Contact no: 475-8883 (h) 027 221 3266 (m)	Name: Steph Prince	Contact no: 475-9660 (h) 027 222 2906 (m)	Name: Tim Ng	Contact no: 475-4270 (h) 027 778 8544 (m)	Name: Chris Gosling	Contact no: 027 703 9231 (m)	Name: Andrew McGrath	Contact no: 938-2889 (h) 027 232 1487 (m)	Name: Kirsty Flannagan	Contact no: 934-4488 (h) 021 042 0264 (m)	
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Staff – Teachers and support staff are given regular updates on hygiene practices and pandemic planning by principal in weekly staff newsletters, and weekly admin meetings															
Students/Child	Students to be given handwashing/hygiene reminders by staff in classrooms														
Parents	Parents given update on handwashing and on pandemic planning procedures in school newsletters														
Volunteers															
Links with the following agencies and community support networks	(Optional)														
Ministry of Education regional or local office															
<table border="1"> <tr> <td data-bbox="239 1411 842 1451">Name 1: Manager, Central South Office</td> <td data-bbox="845 1411 1426 1451">Contact no: 463 8699</td> </tr> <tr> <td data-bbox="239 1456 842 1496">Name 2: Deputy, Central South Office</td> <td data-bbox="845 1456 1426 1496">Contact no: 463 8699</td> </tr> </table>	Name 1: Manager, Central South Office	Contact no: 463 8699	Name 2: Deputy, Central South Office	Contact no: 463 8699											
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Child Youth and Family (CYF) local offices															
<table border="1"> <tr> <td data-bbox="239 1556 842 1597">Name 1: CYF Wellington Office</td> <td data-bbox="845 1556 1426 1597">Contact no: 0508 326 459</td> </tr> <tr> <td data-bbox="239 1601 842 1641">Name 2:</td> <td data-bbox="845 1601 1426 1641">Contact no:</td> </tr> </table>	Name 1: CYF Wellington Office	Contact no: 0508 326 459	Name 2:	Contact no:											
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Welfare Advisory Group (WAG)															
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Public health nurse or doctor, only if available															
<table border="1"> <tr> <td data-bbox="239 1944 842 1984">Name 1: Mary Mather, Public Health Nurse</td> <td data-bbox="845 1944 1426 1984">Contact no: 384 1461</td> </tr> <tr> <td data-bbox="239 1989 842 2029">Name 2: Regional Public Health</td> <td data-bbox="845 1989 1426 2029">Contact no: 570 9002</td> </tr> </table>	Name 1: Mary Mather, Public Health Nurse	Contact no: 384 1461	Name 2: Regional Public Health	Contact no: 570 9002											
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Contact lists, roles and resources		Tick/date
	Staff home contacts details – staff to indicate if willing to carry out ‘alternative duties’ (for example, in health or welfare roles).	
	Parents/Caregivers	
	At least two local emergency contacts for each student.	
Identify an isolation room or area for sick people <i>E.g., stand alone classroom or secured area with amenities close by</i>		school sick bay (which has toilet and basin nearby)
Effective hand hygiene practices and review emergency supplies kit, <i>Hand washing and drying is the single most important measure. Go to the Supporting document to check out hygiene practices or check the Ministry of Health website.</i>		Hand hygiene reviewed June 09. Handwashing reminder signs are in toilet areas classrooms. Emergency Kit updated annually June to cater for students with food allergies or other health issues
Review cleaning policies, practices and supplies <i>See page 20 of the Planning Guide and the Health and Safety Code of Practice for State and State Integrated Schools Talk to cleaning staff or contractor and work with them to adopt practices (if necessary) for future pandemic stages.</i>		Contract cleaners have own set of pandemic cleaning expectations
Review pandemic plan regularly <i>Review pandemic plan regularly, checking for up-to-date information on the Ministry of Education and the Ministry of Health websites. Refer to section 3 of the Planning Guide.</i>		To be reviewed 2015
Northland School’s local response plans <ul style="list-style-type: none"> • ‘Alternative duties’ for Northland School staff (it should be made clear that staff are under no pressure to volunteer for alternative duties they are uncomfortable with) • Alternative uses of Northland School facilities. 		Civil Defence has assigned school to be a CD base in the event of a civil emergency.