



KAITAO INTERMEDIATE SCHOOL

TE KURA TAKAWAENGA O KAITAO ROTOHOKAHOKA

Pandemic Planning Procedure

| Getting Started | | Tick/date |
|--|--|----------------------------------|
| <p>1 Pandemic Manager and Deputy <i>This will often be the principal or a senior staff member. The pandemic manager will develop the school's pandemic plan including outlining the primary roles of key participants. Please consult with the board, management, staff, students and parents, as necessary.</i></p> | | |
| Name: | | Contact no.: Alt Contact no.: |
| Name: | | Contact no.: Alt Contact no.: |
| <p>2 Contact for the local <u>District Health Board</u>¹ (DHB) / <u>Public Health Unit</u>¹ (PHU) and <u>Civil Defence Emergency Management (CDEM) Group</u>² <i>During a pandemic event, the Ministry of Health, local Medical Officers of Health or their approved designates will be directing the closing or opening of schools. Although the Board of Trustees have the power to close, Boards should take advice/direction from health authorities.</i></p> | | |
| DHB Contact Name 1: | | Contact no.: |
| PHU Contact Name 2: | | Contact no.: |
| CDEM Contact Name 1: | | Contact no.: |
| <p>3 Set up a single point of contact (only if workable) for schools in your area to liaise with your local DHB or PHU. A PHU is a health unit formed out of two or more DHBs.</p> | | |
| Name: | | Contact no.: Alt Contact no.: |
| Alternate Name: | | Contact no.: Alt Contact no.: |
| <p><i>Agree on how you will organise communications by agreeing which school is responsible to liaise with your local health contact and keep the others in the cluster informed. Groupings like principals' associations could play a significant supporting role.</i></p> | | |
| <p>4 Pandemic Planning is part of the Kaitao Intermediate School's Emergency Management Plan Refer to the <u>Health and Safety Code of Practice</u>.</p> | | |

Kaitao Intermediate School Pandemic Planning

| Working with Kaitao Intermediate School community of contacts | | Tick/date | | | | | | | | | | |
|---|--------------|-----------|---------|--------------|---------|--------------|-------|----------|-------|----------|-------|----------|
| <p>Consult with and inform relevant groups about the school's pandemic plan and what they can do to help.</p> <p>Topics to cover include:</p> <ul style="list-style-type: none"> • What the school is doing to prepare • What parents and students can do at home to prepare, eg, good hygiene practices; keep sick children at home • Next steps | | | | | | | | | | | | |
| <p>Board of Trustees</p> <table border="1"> <tr> <td>Name:</td> <td>Contact:</td> </tr> </table> | | | Name: | Contact: | Name: | Contact: | Name: | Contact: | Name: | Contact: | Name: | Contact: |
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| Name: | Contact: | | | | | | | | | | | |
| Name: | Contact: | | | | | | | | | | | |
| <p>Staff – For a list of roles for staff go to the Supporting <i>document</i>.</p> | | | | | | | | | | | | |
| <p>Students - For a list of students details go to the Supporting <i>document</i>.</p> | | | | | | | | | | | | |
| <p>Parents - For a list of parents contact details go to the Supporting <i>document</i>.</p> | | | | | | | | | | | | |
| <p>Volunteers- For a list of volunteers go to <i>Supporting documents</i>.</p> | | | | | | | | | | | | |
| <p>Ministry of Education local Rotorua office</p> <table border="1"> <tr> <td>Name 1:</td> <td>Contact no.:</td> </tr> </table> | | | Name 1: | Contact no.: | | | | | | | | |
| Name 1: | Contact no.: | | | | | | | | | | | |
| <p>Oranga Tamariki local offices</p> <table border="1"> <tr> <td>Name 1:</td> <td>Contact no.:</td> </tr> <tr> <td>Name 2:</td> <td>Contact no.:</td> </tr> </table> | | | Name 1: | Contact no.: | Name 2: | Contact no.: | | | | | | |
| Name 1: | Contact no.: | | | | | | | | | | | |
| Name 2: | Contact no.: | | | | | | | | | | | |
| <p><u>New Zealand School Trustees Association (NZSTA):</u></p> | | | | | | | | | | | | |
| <p>Public health nurse or doctor, only if available</p> <table border="1"> <tr> <td>Name 1:</td> <td>Contact no.:</td> </tr> <tr> <td>Name 2:</td> <td>Contact no.:</td> </tr> </table> | | | Name 1: | Contact no.: | Name 2: | Contact no.: | | | | | | |
| Name 1: | Contact no.: | | | | | | | | | | | |
| Name 2: | Contact no.: | | | | | | | | | | | |

Kaitao Intermediate School Pandemic Planning

| Contact lists, roles and resources | Tick/date |
|---|-----------|
| <p>Set up a comprehensive contact list and update it regularly</p> | |
| <ul style="list-style-type: none"> ● Staff home contacts details – staff to indicate if willing to carry out 'alternative duties' (for example, in health or welfare roles). | |
| <ul style="list-style-type: none"> ● Parents/Caregivers or | |
| <ul style="list-style-type: none"> ● At least two local emergency contacts for each student. | |
| <p>Isolation room or area for sick people, e.g., stand alone classroom with amenities</p> | |
| <p>Effective hand hygiene practices and review emergency supplies kit, <i>e.g. 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></p> | |
| <p>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 and work with them to adopt practices (if necessary) for future pandemic stages.</i></p> | |
| <p>Review pandemic plan regularly <i>Review the school's 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></p> | |
| <p>Optional - Take steps to clarify Kaitao Intermediate School's role in local response plans, only if requested and possible. <i>This could be done in a meeting of local agencies and school cluster representatives. Items for discussion could include:</i></p> <ul style="list-style-type: none"> ● 'Alternative duties' for 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 school facilities. | |

Kaitao Intermediate School Pandemic Planning

Supporting Document – Planning: Role of Participants

The primary roles of participants:

Pandemic Manager: Principal

Deputy Manager: Deputy Principal -

Primary Roles of Key Participants:

| | |
|--------------------|---|
| Board of Trustees | To provide direction and support to the principal/manager/deputy to manage the Kaitao Intermediate School programme and environment, ensuring that health needs are given highest priority. |
| Manager/Deputy | To manage the Kaitao Intermediate School programme and environment, ensuring that health needs are given highest priority. |
| Classroom Teachers | To provide clear guidance to students on sound health-protection procedures and ensure they are implemented at classroom level. |
| Support Staff | To ensure that vulnerable children are given additional support. |
| Office Staff | To maintain health supplies. To maintain effective communications with families. |
| Parents | To ensure that students with symptoms of communicable diseases are kept away from Kaitao Intermediate School and provided with appropriate health care. |
| Students | To follow health protocols put in place within Kaitao Intermediate School. |

Kaitao Intermediate School Pandemic Planning

Supporting Document – Planning: Communicating

The following considerations underpin the Pandemic Action Plan for Kaitao Intermediate School and Planning Guide:

Communication with the Kaitao Intermediate School community

It is likely there will be anxiety during a pandemic and this is likely to contribute to more absences and/or increased stress for the board of trustees, principals, staff, parents/whānau and students. Ways to manage this might be to:

- communicate early the possibility of a pandemic and your school's preparedness to manage it – to your board or principal, staff, students and parents/whānau. [Ministry of Health](#) influenza advice might be useful
- discuss with staff possible health and safety issues, and leave arrangements for them if they are ill or need to look after dependants
- have a comprehensive plan in place that is clearly communicated to your board, principal, staff, students and parents/whānau. Ensure that communications management during the pandemic is part of the plan. It will be important to have systems in place to allow your school to communicate effectively in a pandemic
- in activating your plan, provide clear, timely and proactive communications to your board, principal, staff, students and parents/whānau, explaining how your school is handling the situation
- for your school to circulate important messages using the Skool Loop app. Kaitao Intermediate School needs to consider how to maintain communication with:
 - board, principal, staff, students and parents/whānau
 - other schools in your area/cluster
 - relevant agencies and community support networks
 - key suppliers and contractors.

Kaitao Intermediate School Pandemic Planning

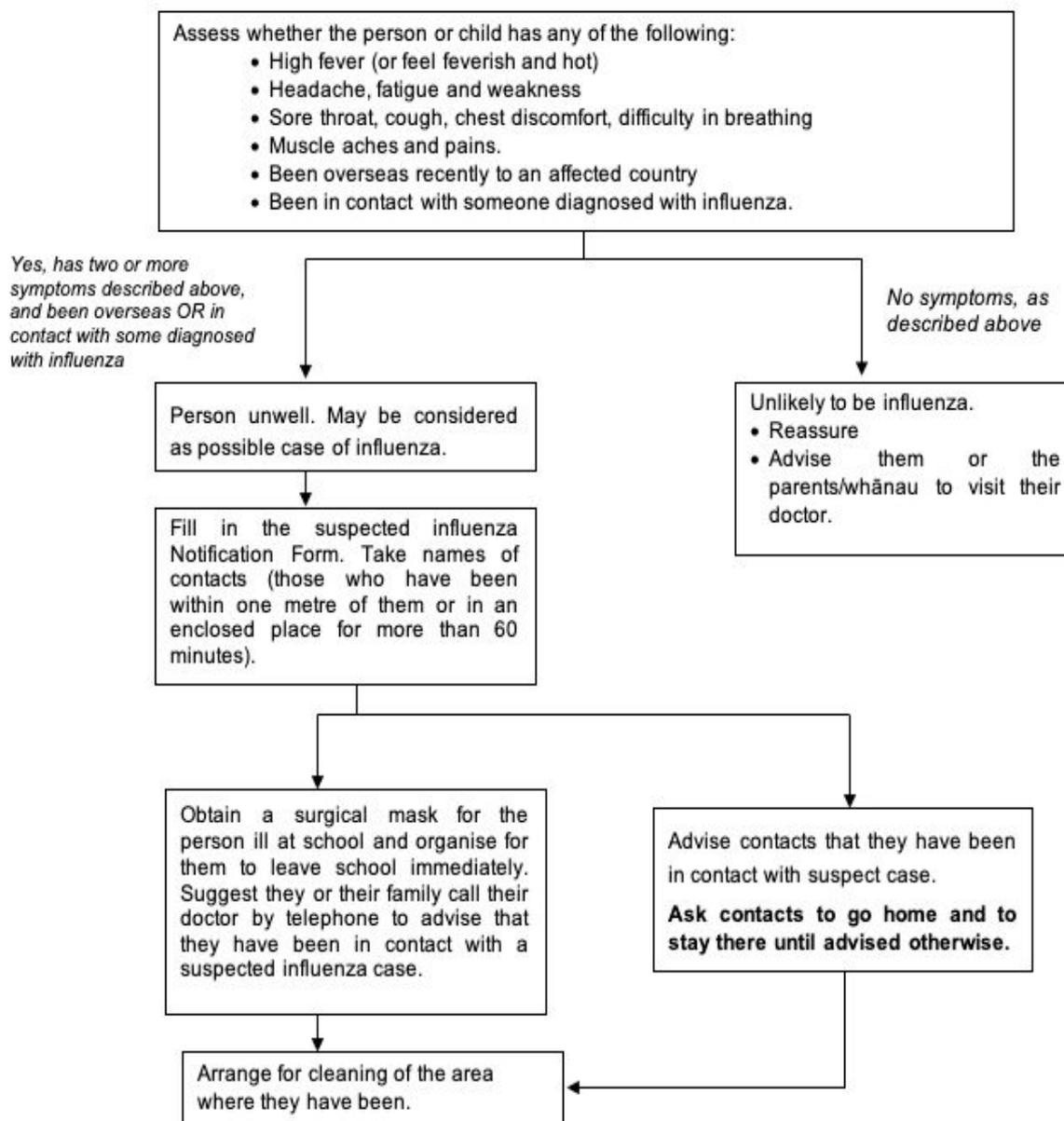
Supporting Document – Responding: Contact List

The flowchart below outlines the screening process for the detection and management of suspected pandemic cases.

Process

1. The pandemic manager receives a call from a person (or guardian of a student) or is told that they are a suspect case of influenza
2. Do not visit the person if this can be avoided – manage the process over the telephone or maintain a level of separation of at least one metre
3. Follow the flowchart below for a suspected influenza/covid19 pandemic case

Note – symptoms may change, so refer to the [Ministry of Health](#) website.



Kaitao Intermediate School Pandemic Planning

Supporting Documentation - Suspected Influenza/Covid 19 Notification Form

Details of Affected Staff/Students

| | | |
|---|-------------------------------------|------------------------------|
| Name: | Site: | Location of isolation: |
| Title: | Nationality if visitor to site: | Date of birth: (optional) |
| Address: | | |
| Telephone no: (W) (H) _(M) | | |
| Symptoms noticed: | | |
| Fever <input type="checkbox"/> | Body aches <input type="checkbox"/> | |
| Headache <input type="checkbox"/> | Fatigue <input type="checkbox"/> | |
| Dry cough <input type="checkbox"/> | Others <input type="checkbox"/> | Details: |
| Cold <input type="checkbox"/> | | |
| Time of fever on-set: | | |
| Time of isolation: | | |
| Travel history over the past eight days: | | |
| Countries visited | | |
| Flights taken: | | |
| Where referred: | | |
| Complete Contact List (See separate page) | | |

| |
|---|
| Where referred: |
| Complete Contact List (See separate page) |

Details of Reporter

| |
|--------------------------------|
| Name: |
| Job title: |
| Telephone no: (W) (H) _ (M) |

Kaitao Intermediate School Pandemic Planning

Supporting Document – Responding: Contact List

The Ministry of Health currently defines '*pandemic contacts*' as people who have had close physical (up to one metre) or confined airspace (for more than 60 minutes) contact with an infected person, within four days of that person developing symptoms. These are likely to include family members and/or other living companions, workmates, other students in the class/school (if in close contact situations or confined airspace environments), and some recreational companions.

Note that the definition of a contact is likely to change once the nature of the pandemic strain is known. Kaitao Intermediate School should refer to the [Ministry of Health](#) website during a pandemic for up-to-date guidance.

Kaitao Intermediate will need to prepare this list, possibly assist in following up these people and provide it to the Medical Officer of Health or their designated officer on request.

| Name of Affected Person | Contact Email for guardian | Telephone number/s | Address |
|-------------------------|----------------------------|--------------------|---------|
| | | | |

People with whom the affected person has interacted since displaying symptoms

| Name | Email | Telephone number | Address |
|------|-------|------------------|---------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |
| 11. | | | |
| 12. | | | |

Kaitao Intermediate School Pandemic Planning

Supporting Document – Hygiene Practices and Physical Distancing

The following outlines physical distancing and increased hygiene practices at Kaitao Intermediate School:

Increased hygiene practices

Hand washing and drying are the single most important measure that will reduce the risk of transmitting infectious organisms from one person to another. To support high standards of hygiene, you should have posted signs in toilets and kitchens reminding staff and students to wash their hands with soap and water and to dry them with disposable towels. These practices should also be used when preparing/handling food.

Note that in the event of a pandemic, it is recommended that Kaitao Intermediate School staff check the following website for the latest advice: www.moh.govt.nz/pandemicinfluenza.

The following responses should be used at all times and particularly during the active stages of a pandemic to prevent or reduce the spread of influenza/covid19:

First Aid/First Responder

Any staff who have direct contact with potentially ill students, i.e. first aid, where physical distancing is not possible or practical will follow Ministry of Health guidelines and will be issued with personal protection equipment i.e. masks, gloves, disposable apron and goggles. Students presenting with any illness will have their temperature checked and will be sent home should there be any signs of an elevated temperature. The notification form will be completed and the healthline will be notified immediately.

Classroom teachers should complete the out of class pass with listed symptoms for all students who present as ill in the classroom. Students should come to the office on their own rather than being accompanied by another student. Teachers should not administer any medical care to students in the classroom.

Staff should insist visitors and people with any form of respiratory infection symptoms wear face masks, stay at least one metre away or leave the area.

Further steps may include the suspension of face-to-face services. Kaitao Intermediate School Managers may also consider offering staff the option of working outside normal work hours.

Hand washing and drying should also occur after:

- coughing
- sneezing
- handling used tissues

- using toilets
- touching objects, materials or hard surfaces that may have been contaminated by someone with the infectious illness or the infected person themselves.

Hygiene can also be maintained by:

- using disposable towels to open toilet doors
- cleaning surfaces touched by someone with an infectious illness (phones etc.) or not shaking out their clothing, linen or towels
- not sharing cutlery, cups or plates
- placing waste that could be infected (used tissues etc.) into covered plastic bag lined rubbish bins.
- teachers should supervise the cleaning of hard surfaces and door handles in their classroom daily
- the front reception counter and door handles should be wiped down with dettol spray at least twice per day

Staff and students who begin to display respiratory infection symptoms (colds, flu etc.) are to follow the following etiquette whenever they are in the presence of others:

- avoid close contact (less than one metre) with other people
- cover the nose and mouth with a tissue or sleeve (not hand) when coughing or sneezing, cough or sneeze into their elbow
- use disposable tissues to contain any secretions
- immediately dispose of used tissues in the nearest waste receptacle
- immediately wash and dry their hands
- if unwell, apply a face mask, notify the pandemic manager and wait at the assigned area for clearance to go home or be picked up by their caregivers.

Vaccination

Once the strain of the pandemic influenza is identified, vaccine supplies can be developed. These supplies will be supplied by the Ministry of Health for all New Zealanders. Kaitao Intermediate School will be given every opportunity to be vaccinated by a medical practitioner.

Physical distancing

Where staff and/or students are at school during the active stages of a pandemic, a distance of at least one metre should be maintained between people wherever possible. Any form of contact with people who are unwell with a pandemic, including visitors, should be avoided.

Any staff who have face-to-face contact with members of the public where physical distancing is not possible or practical will follow Ministry of Health guidelines and may be issued with personal protection equipment.

To minimise contact, staff are to:

- avoid any unnecessary travel, and cancel or postpone non-essential meetings/ gatherings/workshops/training sessions
- avoid public transport. Walk, cycle, drive or leave early or late to avoid rush-hour crowding on public transport
- bring lunch and eat at a desk away from others (avoid staff room and crowded restaurants). Make sure lunch breaks are staggered to avoid overcrowding in common areas
- avoid congregating or spending time in photocopying areas, staff room or areas where people socialise
- avoid recreational or other leisure classes/meetings etc. where they may come into contact with infected people.

SCHOOL CLOSED

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

DO NOT ENTER

If you have to collect a child, please proceed to the
school office

**For urgent enquiries, contact
the school office on _____**

INFLUENZA NOTIFICATION

Influenza is a contagious disease.

There is currently an increase in the numbers of people in New Zealand with influenza.

To prevent the spread of influenza in this school, you must **tell your teacher** if you have any of the following flu symptoms:

- chills, shivering and a fever
- onset of muscle aches and pains
- sore throat
- dry cough
- trouble breathing
- sneezing
- stuffy or runny nose
- tiredness

INFLUENZA NOTIFICATION

Influenza is a contagious disease.

There is currently an increase in the numbers of people in New Zealand with influenza. To prevent the spread of influenza here:

DO NOT ENTER if you have:

- chills, shivering and a fever (temperature above 38°C)
- onset muscle aches and pains
- sore throat
- dry cough
- trouble breathing
- sneezing
- stuffy or runny nose
- tiredness

If you start to feel ill at school or are showing any of the symptoms listed above, **DO NOT** leave your area.

Call the office on _____