



Otari School

Covid 19 Safety Plan and School Response Plan

February 2022

RED SETTING		Notes - To Action/Discuss
General		
- School is open for on-site learning - QR Code on display for Covid Tracer App - all staff and visitors to scan and sign in - Turn on Bluetooth on your NZ Covid Tracer App - Maintain attendance register and visitors register - If you have cold, flu, or other Covid-19 symptoms, stay home and get tested	- Signage for gate and fence line - Classrooms to maintain daily list of visitors (on whiteboard; take a photo each afternoon) - Investigate separate QR code for library	
Masks – Ministry of Health information		
- Face masks must be worn when indoors by students and staff in classrooms from Y4 + in the Original Strand and from Y5 + in the Montessori Strand and Immersion Strand (optional for Y4 in mixed age classes). - Recommended masks are medical-grade masks (Type IIR/Level2 masks or above) for staff - Students with physical and sensory disability, mental health and other health conditions that makes wearing a face mask unsuitable, can be exempted - parents can apply for an exemption card - All parents and visitors to wear a mask - Non-compliant children or adults will be reported to the Principal who will follow up - Staff are not to engage with any people seeking confrontations regarding compliance to health protocols.		- We have ordered the recommended masks for staff via MOE but is not clear when these will be available. Until then please ensure you have your own masks. If you have concerns, please see the Principal or Office Admin as we have some stock. - Calm, firm approach with non-compliance, document and seek advice if necessary.

Vaccination	- Schools are prohibited from requiring students to be vaccinated to access education - From 1 Jan 2022, only fully vaccinated staff and support people can have access to students - this has been extended to include booster shots - Application of mandatory vaccination requirements by role - All staff (paid and unpaid), must have their booster shot within 183 days of their second vaccination - Anyone who has already had 183 days pass since their last dose must have their booster dose by 1st March 2022 or they will not be able to continue working on site	Use your My Covid Record to provide evidence to the Office Manager and Principal. Evidence documented.
Groups within the school	- To minimise close contacts and help with tracing in the future, minimise multi class activities that involve mingling with other classes indoors, as much as possible. - There will be no full school assemblies. Strand assemblies will involve social distancing and be held outside. - Kapa Haka will be practiced outside and children will be socially distanced.	
Classroom Learning	- Physical distancing of 1m where practicable - Exercise - outdoors only - Group singing, outdoors only and with 2m physical distancing - no singing inside - No wind instruments to be used/shared - PE/play equipment can be used; hygiene practices should be observed before and after playing with equipment - Only use class equipment - teachers to establish routine to distribute and return equipment. Children must wash hands after using equipment - Physical distancing or mask wearing not required during PE however hand washing, drying and sanitising required before and after PE - Minimise sharing of learning tools - chromebooks	- Cleaning equipment - spray, paper towels, cleaning wipes for each class - Set of PE equipment for each class - Protocols for putting on/taking off masks; where to put them when they're off for PE and for eating. - Plasters and wipes for classes - Disposable gloves in classes

• Wipe down hard surfaces as regularly as possible e.g. table tops, door hands • Wipe Chromebooks after each use • Keep to own class groupings as much as is practicable • Teachers to note down parents and visitors who enter classrooms and the time (excluding frequent student and teacher visitors) • Cooking/food prep can go ahead with appropriate hygiene practices • Tech students will wear masks and follow Karori West protocols. • First aid treatment will continue to be carried out by qualified staff, in the classroom if minor, or first aid room. Limit people in the first aid room. • Avoid crowding in the foyer, by photocopier and other spaces that can get congested. • Only 10 students at a time in the library during lunchtimes, (excluding student librarians)	
Ventilation - MOE information • Indoor spaces should be well ventilated by opening windows, doors, and any vents • If it is too cold to keep doors/windows open during learning time, then ensure they are open on arrival at school and during morning tea and lunchtime • Ventilation also applies to the staffroom and admin areas • If mechanical ventilation is used (AC), these should be regularly maintained	• CO2 monitors will measure air quality
Pick Up and Drop Off • Drop off and pick up encouraged to be outside the main gate • Sanitiser station set up at entrance to all classes End of day • Children to sanitize hands as they leave the classroom • Parents to leave the school grounds and avoid congestion by entrances.	• Sanitiser in all classes • Good coms with parents

Morning Tea and Lunchtime	
• Playground can be used (maintain good hand hygiene - wash hands or sanitize straight after play) • Students encouraged to minimise congestion	• Sanitizer at classroom entrance - soap and paper towels by classroom sink for chn with eczema etc.
Food • Wash or sanitise hands before eating • Eating outside or in well ventilated spaces • Keep physical distancing of 1m during eating time when masks are off	
Delivered Lunches • Lunch deliveries will continue throughout all CPF Settings (unless stopped by deliverer)	
Movement Around the School	
• Encourage all spaces to be used to limit congestion • If group activities need to be held - e.g. fitness and sports - then keep these to outside settings, otherwise plan for single class only	
Regular School Events	
• Large group gatherings will not be held unless held outdoors • No full assemblies, or performances • Powhiri if approved once adapted to meet health protocols • Non curriculum activities (e.g. sports) may go ahead if vaccine pass required; max of 100 people can attend; all must be vaccinated; limits exclude staff; masks required	• limited attendees, vax passports, distancing.
Road Patrol	
• No road patrol by students until Orange Setting to prevent gatherings at the crossing and children from different groups being in the same space. Teachers will help children cross.	• Wear Orange vest

Reading Volunteers	
No Reading Volunteers until Orange Setting as this is not essential for reading programmes and all in priority group for protecting from Omicron.	
Learning Conversations with Parents/Whānau - Can continue via devices, or face to face at teachers discretion - If face to face, maintain 1m distance with masks - All meetings are by appointment	
Support from MOE Learning Support, LSCs and RTLB Will continue so long as: - Masks to be worn at all times 1m distancing maintained - Sign in at register at the office and at every classroom visited Advisors/WPA/Cluster Meetings IEP Meetings - Consider Zoom or Google Meet as first option - Masks to be worn at all times if face to face - Sign in at register at the office and at every classroom visited	

Sports and EOTC

- Events with parents and caregivers are limited and will only go ahead with vaccination certificates
- No external students to come on site for non-curriculum related inter-school activities
- Curriculum activities can go ahead but with 1m physical distancing
- EOTC can go ahead with careful planning
- Consider protecting those vulnerable to respiratory illness
- Follow venue COVID requirements and protocols
- Students cannot be excluded from school activities therefore only trips that can include all children can go ahead.

No sports events in term 1. Class only EOTC activities are happening

Administration Area

- Admin staff to manage physical distancing
- Operate a one-in, one-out process for parents and visitors if necessary
- Minimise congestion

- Have appropriate signage

Health/Medical

- Maintain good hygiene
- Wash and dry hands regularly
- Ensure sneeze and cough etiquette
- Avoid touching face
- Regularly clean and disinfect surfaces
- Hand sanitiser at entrances
- Medical room is available for major medical needs, otherwise treat in classroom

If a child presents with cold, flu, or COVID symptoms:

- Separate the student in an area of the classroom
- Use a phone to call the office

- Go over with all classes and staff

- Office staff to call parent/caregiver - Note: Under section 77 of the Education and Training Act 2020, Principals can preclude a student from attending if they believe on reasonable grounds, they may have a communicable disease - Office staff to call parent/caregiver to pick up immediately	
Access to hydration	
- Drinking fountains may be used; avoid mouth touching steel - Encourage students to have their drink bottles on them at all times - no sharing of drinkbottles	Teach this to children
Visitors, Contractors and Agency Workers	
- No non-essential visitors - As much as possible minimise non-essential services being on site - All visitors including parents must wear face coverings when on school grounds - All visitors to scan and sign visitor register - Learning support from external agencies will continue as long as their respective service allows itinerant support	Consider how to monitor entrances to minimise non-essential visitors
Attendance	
- Off-site learning to be provided for those required to self-isolate or awaiting a test result - Staff required to self-isolate who are fit to teach may be required to carry out or support distant learning - Teachers to monitor absences - Students with compromised health who are not returning to school until we return to Orange setting will be supported through distance learning - Refer Principal any parents who are anxious about their child returning to school	All teachers set up for distance learning

Staffroom	
• Masks can be removed when eating/drinking • Place own dishes in dishwasher • Staff to help maintain clean surfaces • Avoid congestion • Shared morning tea - once a week in the hall, socially distanced.	• Important we still maintain chance to get together in some form, as a staff
Staff Meetings	
• Staff, syndicate and strand meetings and PLD to be held in usual spaces • Tuesday Staff 3.15 , Staff will be notified of times for other meetings. • Masks do not need to be worn during staff, syndicate or strand meetings, but individuals may choose to do so	
Relievers	
• Staff are to stay home if they are sick. • Tell, Text or ring Jillian that you need a reliever as soon as possible • Ensure relievers see this document	• Relievers will be in short supply and all teachers, including the principal, must be prepared to prioritise classroom teaching over other roles if they are needed to supervise a class.
Emergency/Evacuation	
• Priority is keeping everyone safe from the threat arising from the emergency event • Follow normal procedures with distancing as much as practical • Be prepared to respond to situations that may arise due to having a smaller number of staff on site e.g. having First Aid qualified staff	• Most staff trained late 2020

Students/staff with complex medical needs

Students:

- Seek medical advice if unsure how a student's complex health needs will be impacted by an outbreak.
- Provide online learning if advised to remain home

Staff:

- A staff member with underlying health conditions and/or medical exemption may need to work with the school to mitigate the risks associated with their conditions - notify principal asap if this applies to you

Employment matters

- Staff to be paid as normal in the event of school closure
- Staff are subject to usual sick leave entitlements
- If sick with Covid or caring for a dependent sick with Covid, sick leave applies
- If sick with Covid - can apply for disregarded sick leave
- A staff member self-isolating or caring for a dependent who is self-isolating should be provided discretionary paid leave
- Refer to Ministry provided scenarios for applying for leave (Clifford has printout)

- Principal as PCBU has obligations under the Health and Safety Act 2005 to ensure the health and safety of its staff, children and the public

Case management across all CPF settings

- If we have a confirmed case, there is a MOE regional 'single point of contact' to support the school:

To contact a SPOC use 0800 484 815

- Closing school should only occur in consultation with, and direction from Health or in discussion with the Director of Education -Roy Sye

When there is a confirmed case: • Need to identify all people who may be considered contacts • Will need phone numbers and/or email address for the contacts • As an interim measure to mitigate risk and if advised by the Director of Ed: the confirmed case and their household should already be self-isolating • As a precaution, those who have been in the same classroom as the confirmed case for the previous 48 hours can be asked to stay away, until public health advice has been received No testing requirement at this time for those individuals unless they are feeling unwell or are advised by Healthline or their GP to get tested • Specific guidance based on the public health risk assessment will be provided • Process includes carrying out 'contact categorisation' - Contact categorisation requires knowing such information as: • Location (s) • The nature of the activity of contacts and confirmed case • Whether contacts were in close range to the confirmed case - if they were at least 1.5m away or not • Length of time spent in close range • Whether or not the confirmed case and the contact were wearing masks • Undertake a clean prior to the other students, children and staff return onsite	Planning for when a large number of staff are unable to be at school Cover for classrooms may be organised in the following: • by available part time staff • by relievers • mixed model - face-to-face and remote teaching • Remotely if staff and students switch to online learning OR an online group is created for affected staff and students. This option may include staff onsite providing learning online to students at home • If there is a confirmed case, it is likely that student attendance will drop. It may therefore be possible to combine classes
	• All teachers prepared to teach a class up to 35 students if necessary. • A notice will be provided daily to update the community. • Learning support students will have action plans catering for all scenarios, once no supervision available parents will be contacted. • Separate Covid Response plan will detail personnel scenarios and possible responses.

- At the point when it's no longer safe to provide adequate supervision on site (**cannot meet 1:35 adult-student ratio**), then the entire school moves to online learning.
- If a teacher has to leave during the day or notifies the school too late for students to be sent home, then remaining students and teachers will operate a supervised "play day".
- Note that the MOE expects schools to provide supervision for vulnerable students who may not be safe learning remotely - in the case where the school moves to online learning, we may need to create provision for these children much like the Level 3 supervision.

Our values will help guide our responses throughout this time. Manaakitanga will be a key virtue and we will continue to foster our overarching value of whanaungatanga, especially while we distance ourselves and limit physical gatherings.

As the situation progresses the Principal and Board will adapt this plan if necessary and keep all informed.

OTARI SCHOOL COVID RESPONSE STAGES

The school's flexible response to Covid-19 and its variants will depend on the various scenarios that could play out within the community. The ability to be adaptable and pragmatic as we encounter these scenarios is vital. The overarching consideration is the health and safety of students and staff.

- In all scenarios staff will follow the mask mandates for teaching students.
- When indoors and meeting with essential visitors, masks will be worn.
- Year 4 to 8 Original Strand students and year 5 – 8 Montessori and Immersion strand students are required to wear a mask when indoors.
- Parents are discouraged from coming onto the school grounds, however they may do so to pick up and drop off for junior children if necessary.
- Only visitors who are essential for the continuation of education programmes, administrative and management functions, reporting or property maintenance to be on the school site. These include:
 - MoE personnel (learning support, property)
 - Tradespeople
 - New parents
 - Deliverers of support programmes (Kapa haka, drama, keyboard, guitar, literacy tutors.)
 - Parents attending a meeting or interview
 - Board of Trustees
- The school plan will involve 5 response stages
- The level of absences of students and staff will determine each stage.
- The decision to move from stage 1 to stage 2 or 3 (hybrid models) will be made by the Principal. Consultation and communication with Senior Management and the Chairperson will be ongoing.
- The Board has determined that once a 1:35 ratio cannot be maintained the school will switch to **Stage 4 (home-based learning)**
- The Ministry of Education may instruct schools to shut down in the event of a regional/local or national pandemic event. (Stage 5)

THE STAGES:

1. **Operating normally:** Most students are at school and classes are operating in the usual way.
2. **Hybrid model A:** Teachers are delivering onsite and at home learning from school, while teaching their own classes.
3. **Hybrid model B:** Teachers are delivering at home learning for their own class students, when possible, while teaching and /or supervising students from a mix of classes. The maximum ratio is 1:35.
4. **Home Based:** Maintaining a 1:35 ratio has become impossible therefore school is open only for home-based learning.
5. **School Shutdown by MoE**

At all stages parents will be kept informed through multiple communication avenues - email, facebook, edge and class digital platforms

STAGE 1 Normal Operation

Teachers are delivering programmes to their own students within their own classes.

STAGE 2 Hybrid A

What this looks like in each room will vary. As soon as there are children at home due to covid the school will move to this stage - whether it is affecting all classes or not. Therefore, this stage signals to teachers and the community that hybrid learning has begun or is about to.

At home programmes and the ability to individualise these will vary at this stage will vary between classes. Factors impacting will be the number of students at school and at home, resources at home, and each teacher's own personal /family situation.

STAGE 3 Hybrid B

The school will move to this stage as soon as there is a need to start combining classes, even if this does not affect all classes. It is signalling to teachers t and the community that teachers are now in limited supply and that classes and teachers may vary from day to day. The school will try to keep children within strands as much as possible, however will also combine classes from all strands if necessary. The principal might be teaching at this stage Teachers will try to deliver online learning to children from the class and those at school will be provided with activities and supervised. If a teacher/or teachers need to go home during this stage the class or entire school will move to supervision only, with within the playground, or if raining, throughout the school and will operate as though there is an extended interval or lunchtime. Activities will be provided throughout and the principal or delegated acting principal and management staff will make decisions in relation to the days structure.

STAGE 4 (school is Online only) and STAGE 5 (National or regional lockdown)

At both these stages teachers and students will be at home. If teachers are well they will be delivering online learning. Teachers, students and parents will need to have realistic expectations about what can be achieved and there may be considerable variance between programme content and delivery and the learning that can be achieved depending on each teacher's or each student's and their whānau's situation. **Kaiaako will do their best to deliver what they can, when they can and whānau/tamariki will opt into online working when they can, achieving whatever is possible at the time.**

MANAGING PERSONNEL DURING RED LEVEL SCENARIOS

General approach: Utilising relievers will be a priority. If unavailable the next step will be to utilise current part-time and full time-staff who do not have daily whole class teaching roles., including the Principal. **Whole class supervision will take precedence over all other roles if necessary to maintain a 1:35 ratio and avoid closing the school.**

POSSIBLE SCENARIOS The following are possible scenarios the school may encounter. There may well be other scenarios we have not thought of, however the key strategies for all scenarios are:

- Discussion between senior leadership team
- Confer and liaise with personnel available, at school and at home if necessary.
- Confer with the Board of Trustees.
- Continuously update the community

Bullet points beneath each scenario are possible strategies that can be undertaken. We can add to these.

Classroom teachers

Staff absent within a strand:

- Stand leader or designated leader consult with remaining staff to decide how best to split classes and ensure no more than a 1:35 ratio.

Staff absent across the school:

- Key personnel available will make decisions in the morning and determine classes for the day or next few days. These will be recorded and communicated to parents as soon as possible on a shared site.

Key administrative and management personnel

Office Manager is Absent:

- Jillian to let Clifford know and to what extent she can carry out duties from home.
- The Principal or other key personnel will liaise with the Office manager from home, if she is well enough, to ensure fundamental administrative tasks are actioned.
- A staff member, board member or vaccinated volunteer parent may answer phones and carry out some key tasks.

Principal is absent:

- Susan (DP) is acting principal – liaise with Principal at home, and Chairperson if possible.

Principal and Deputy Principal are absent:

- Wairere (AP) is Acting Principal – liaise with Principal at home, and Chairperson if possible.

Principal, DP and AP are absent:

- Deborah (Mont strand leader) Johanne (Senior Leader) Britta (Junior leader) and Lynette (Māori Immersion teacher) confer and manage together
- Whichever one or two leaders are present, liaise with the Principal and Chairperson if possible.

Staff absent within a strand:

- Stand leader or designated leader consult with remaining staff to decide how best to split classes and ensure no more than a 1:35 ratio.

No senior management, strand or syndicate leaders at school:

- Class teachers confer and Contact Principal to determine next steps.
- liaise with the Principal and Chair throughout the day.

Learning Support**Learning support teacher aides are absent:**

- Parents kept informed.
- The school will try to secure relieving teacher aide
- School will follow the plans developed with parents for each learning support student.

Caretaker**Caretaker is absent**

- Essential tasks will be outsourced
- Bin emptying will be carried out by senior students and staff.

Cleaners**Usual cleansers absent**

- cleaning company send relieving staff.
- Principal will liaise with cleaning company
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COVID MANAGEMENT WHEN A CASE IS CONFIRMED

Communication with the school community is guided by Public Health and the Ministry of Education.

Step by step guide for parents and caregivers should cases emerge:

Your child tests positive for Covid-19	A household whānau member tests positive	Your child is a close contact of a positive case not in their house	A household whānau member is a close contact of positive case
Contact the school. Try to compile a list of close contacts. Self Isolate for 10 days Test on day 5 and again on day 8 Your child can return to school on day 11 if a negative test is confirmed and they have no more symptoms,	Contact the school. Your child is a close contact. Isolate for 7 days., monitor for symptoms and get a PCR test on Day 5. Your child can return to school on day 8 if a negative day 5 PCR test is confirmed and they are asymptomatic	Contact the school (unless it was the school who notified you originally). Isolate for 7 days, monitor for symptoms and get a PCR test on day 5. Your child can return to school on day 8 if a negative day 5 PCR test is confirmed and they are asymptomatic	Inform the school. Your child can continue to attend school. Monitor your child for any symptoms and get tested if unwell. Keep off school while awaiting results. If negative, then your child can return to school.

SCHOOL RESPONSE TO A POSITIVE CASE: The school follows a response plan that is guided by the Ministry of Health and the Ministry of Education. This involves:

- Seeking confirmation of the positive case and time frames around the infectious period. We will advise classes that are close contacts via email, the Edge app and the classes main digital platform (See-Saw, Educa).
- **If the school is notified of a positive case after school hours**, an email will be sent home requesting children remain at home while contact tracing is carried. Once completed, further communication will be given to the families concerned about what the next steps are.
- **If the school is notified of a positive case during the day**, parents concerned will be asked to collect their child as soon as possible from the class or classes concerned. **Wait outside the classroom until your child is released to you.**
- **The rest of the school** will be considered "casual contacts". The entire community will be advised about the case/cases via email, facebook and digital platforms.

Resources and Platforms for online learning – Hybrid Model and Whole School learning from home

All classes have Zoom.

Class	Teachers	Platform and Resources	
Kowhai	Lynette	See Saw	
Kaikomako	Wairere	Google Classroom, associated apps and See Saw and Mathletics	
Tui	Erana	See Saw	
Pohutukawa	Paula & Catherine	Educa, Sunshine Classics and Maths Buddy	
Ngaio	Deborah & Catherine	Google Classroom, associated apps, Educa and Maths Buddy	
Kakano	Britta	See Saw, Reading Eggs, Mathletics, Sunshine Classics	
Kakariki	Susan	See Saw, Reading Eggs, Mathletics, Sunshine Classics, Sumdog	
Kereru	Sacha	See Saw, Reading Eggs, Mathletics, Sunshine Classics, Sumdog	
TOTARA	Johanne and Tom	Google Classroom, associated apps and See Saw and Mathletics, Sumdog	

Board

Board members

1. Under the current (Red) level, board members decide whether they will attend meetings online, or face-to-face.
2. If sick due to Covid: Board member excuses from meetings etc.
3. If isolating: Board members can join meetings/discussions online.

Updated information on contact tracing

Several key changes have been made to contact tracing processes in schools.

1. There is **no longer a two-hour limit in situations where a positive case has been wearing a mask**. Where the positive case has been wearing a mask, close contacts will only be identified where there may have been direct contact with respiratory secretions (for example, kissing, spitting, hongi, sharing cigarettes or vapes, singing, shouting, coughing, sneezing, contact sports or physical play in close proximity).

If you have identified staff or students as close contacts since **Friday 18 February** based on the mask being worn for longer than two hours you can now reclassify these as **casual contacts** unless direct contact with respiratory secretions has occurred. This change should reduce the number of close contacts in Years 4 and above in particular.

Compliance with mask use is key to this change in categorisation, and regular mask breaks outside for students (and teachers) are still important.

2. Those who **have not yet received a result** from their day five test can return to their school on day 11 if they are showing no symptoms.

A reminder that close contact and positive cases are no longer formally receiving 'release' notifications when the self-isolation period has ended. The Ministry of Health has reminded testing stations that anyone identified as a close contact is still required to get tested, regardless of whether they are symptomatic.

Please note that if a student or staff member has been identified as a household close contact of a case, they must receive their **negative day eight test** prior to return to school.

3. Schools **no longer need to upload close contacts to the Contact Tracing Upload Tool (CTUT)**. You will need to retain a record of who is a close contact. You will also need to notify your [regional COVID-19 contact](#) to advise them of cases in your school.

