

# Managing Health and Safety at Buckland School at Red Level COVID-19 Protection Framework (CPF)

## Purpose of this document

This document sets out the key principles and minimum public health requirements that define responsible, healthy and safe operations for Buckland Schools working under Red Level.

The core principle behind this document is to protect the health and safety of all teachers, employees, children and their parents and caregivers.

Schools and early learning services are safe environments for children, young people and staff. Additional public health control measures are in place to prevent the spread of disease and to support contact tracing.

From a public health perspective, Red Level means action will need to be taken to protect both at-risk people and protect our health system from an unsustainable number of hospitalisations. The disease remains in New Zealand, with a new variant circulating so we need to remain vigilant and take appropriate steps to avoid transmission. People are able to leave home but are asked to do so in a safe and conscientious way.

Public health measures remain in place, to ensure our approach to contact tracing, testing, isolation and quarantine is maintained.

Schools (BOT) as a PCBU have obligations under the Health and Safety at Work Act 2015 to ensure the health and safety of its staff, children and the public. In considering the obligation of the Act, the school will conduct health and safety assessments as per any guidance provided. The school will consider the possible range of mitigations. The mitigations applied will need to be in response to the level of risk in the community which will be broadly determined by the CPF setting.

## Public health measures at all CPF settings

**Basic Hygiene** - includes good hand hygiene, cough, and sneeze etiquette, avoid touching your face, and regularly clean and disinfect surfaces. Use hand sanitiser at entrances to indoor spaces at Orange and Red.

Resource: [Maintain good hygiene | Unite against COVID-19 \(covid19.govt.nz\)](#)

**Contact tracing** - schools are required to display QR Code posters for the NZ COVID Tracer App. They must also have other contact tracing systems in place, including an attendance register and visitor register.

Resource: [Page 2 of 10 COVID-19 Health and safety guidance – Contact Tracing](#)

**Vaccination** - getting vaccinated is a key step to gain more protection against the virus. From 1 January 2022, only fully vaccinated staff and support people can have contact with children and students.

Resource: COVID-19 Health and safety guidance – Vaccination

**If you are sick** – stay home and get tested. If you have cold, flu or COVID-19 symptoms, stay home. Call your doctor or Healthline on **0800 358 5453** for advice about getting tested.

Staff are to observe children on arrival, checking for symptoms. Those presenting as unwell will be asked to go home or arrange for parents or caregivers to come and pick up.

Principals at state and state-integrated schools have authority to preclude a student from attending if they believe on reasonable grounds, they may have a communicable disease under section 77 of the Education and Training Act 2020. See Guide to Legal Powers

**Ventilation** - Indoor spaces should be well ventilated, for example by opening windows, doors, and any vents. If mechanical ventilation is used, make sure the ventilation system is regularly maintained.

Resource: Ventilating schools – Education in New Zealand

## Case management across all CPF settings

Cases of COVID-19 in a school will continue to be managed across the framework. Schools will work with the Ministry of Education, following public health guidance to identify who else may need to self-isolate and get tested. Contact tracing systems will support this process. Letter and templates and other supports will be provided to assist with communications to the community.

Closing schools onsite is an unlikely option at all levels of the framework. However, it may be considered where there is a high volume of cases in a school.

Where confirmed cases occur within a school or kura, it may be necessary to group Year 0 – 8 students by classrooms to limit the risk of transmission. These groups should not intermingle where practicable. There is no fixed limit on the maximum size of classroom groups.

Resource: School connected to a confirmed case – Education in New Zealand.

## Red Level summary

The overriding principles for [Red Level](#) are:

- to minimise the risk that someone gets infected in the first place
- to ensure we can identify and contact anyone who has been in close contact with a person, if someone in a school or early learning centre is infected
- Schools and kura are open for on site learning for all students.
- Schools are prohibited from requiring students to be vaccinated to access education. This includes parents, caregiver and whanau supporting students and their learning.

## Detailed Information

Measure / risk	Red Level
<p><b>Children with complex medical needs, particularly if not fully vaccinated</b></p> <p><b>Distance Learning</b></p>	<p>Children with complex medical needs, can seek advice from their health professional about whether it is appropriate to come to school.</p> <p>Children 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. Parents, caregivers and students will need to work with the school to develop a plan to manage a safe return to school.</p> <p>Support will also be provided for children with complex medical needs, especially if not fully vaccinated, and who are learning from home following advice from a health professional.</p> <p>Off site learning will be provided for those who are <u>advised</u> to remain at home or for those who are awaiting Covid test results or who are self isolating.</p> <p>Ministry staff supplemented by resource teachers and school staff continue to support children with learning support needs where their health status requires them to stay isolated.</p>
<p><b>Crossing boundaries and movement between schools and kura</b></p>	<p>There will be no restrictions for children, students, and staff that prevents them from crossing between different traffic-light zones to access their education provider. Parents/caregivers will be permitted to accompany children/students to attend school.</p> <p>Targeted local lockdowns, if initiated, may restrict movement across boundaries.</p>
<p><b>All Staff must be fully vaccinated by 1 January 2022 (Booster legislation to come into force soon.)</b></p>	<p>Only vaccinated workers (paid and unpaid) will have contact with children and students.</p> <p>This includes all support people in our school such as teacher-aides, administration and maintenance staff and contractors.</p> <p>An onsite register (through the use of our Vistab) will be maintained. Staff and support people will also be expected to use the Covid Tracing App for each visit.</p>

<p><b>Cleaning at School and PPE at School</b></p>	<p>The school has received a thorough clean during the holidays and prior to school starting.</p> <p>All work spaces and work surfaces in the school that are used will be disinfected and cleaned daily, this includes door handles.</p> <p>Cleaning supplies will be in each room to enable frequent cleaning.</p> <p>Tissues and hand gloves will be available in all workspaces/bubbles.</p> <p>Rubbish collection will be completed by the cleaning company.</p> <p>Soap is available in toilet areas and sinks, sanitisers are in every classroom and work space. Easy access to hand sanitiser will be at stations set up at the entrance and exit points of buildings.</p>
<p><b>Visitors</b></p>	<p>No non-essential visitors will be on site – this includes parents.</p> <p>All visitors, including parents and caregivers, if they do come onsite (with permission) will wear face masks when on the school grounds.</p> <p>There will be one entry point only to minimise nonessential visitors from coming on site. This will be the office entrance.</p> <p>The visitor register/ Vistab will need to be filled in. Visitors will be reminded to use the Covid contract tracing app as well.</p> <p>Paper resource pickup by parents will be at the front gate at a prearranged time. Any pickups will be noted on contact register.</p> <p>Only one visitor will be allowed to enter the office at a time. A 2 metre spacing prior to the door will be marked.</p>
<p><b>Masks</b></p>	<p>Masks must be worn when indoors by ākonga receiving education in Years 4 and above and any staff member working to provide, or support the provision of, that education.</p> <p>The school will have face masks available for staff &amp;/or students (who do not bring their own. The required masks for staff to wear are at least are a medical-grade mask (for example a Type IIR/Level 2 mask or above.</p>

	<p>These are also recommended for students where possible.</p> <p>Students will be instructed in how to wear a mask correctly and the reasons for wearing them.</p> <p>Face coverings are not required to be worn in school by staff or students, for Years 1 – 3. but will be expected when having contact with other adults.</p> <p>As we have classes where some students are Year 3 will others are Year 4 we will encourage the use of a mask by Year 3 students also, but these will be optional for them. Where possible alternative seating arrangements will be made in classes for these students, and for students who have exemptions from wearing a mask (for medical reasons) to increase their physical distancing.</p> <p>For all ākonga Year 4 and above masks are mandatory on school transport, and when accessing public venues.</p> <p>Any nurses/Health providers who visit the school will need to follow their own industry guidance for using PPE. Exemptions to wearing a mask in the case of communicating with someone who is deaf or hard of hearing will be acknowledged.</p>
<p><b>Physical distancing</b></p>	<p>There is no physical distancing requirement between group/class members but there is between groups.</p> <p>Beyond classroom groupings physical distancing of 1 metre when indoors should be observed wherever practicable.</p> <p>Large groups of students meeting indoors will be avoided.</p> <p>There will be no school assemblies or large gatherings during this greater risk of infection with a likely Omicron outbreak.</p> <p>There will be staggered drop off and pickup times. Different groups of students will be assigned different entry/exit points. Yr 0 – 4 Titipounamu entrance. Yr 5 – 8 – Office entrance.</p> <p>To minimise congestion parents and caregivers will be asked to drop off and pickup children from outside the school grounds. Parents must wear masks and will be encouraged to maintain physical distance from each other at drop off and pickup times.</p>



<p style="text-align: center;"><b>Ventilation</b></p>	<p>sound projection, TV screen, storage, etc. and be arranged to allow students to as much distance as possible. (Junior rooms will do their best to maximise distance between students/students and teachers e.g. crosses on carpet areas but this will not always be possible especially in the case of a distraught young student)</p> <p>Students are not required to sit in the same place each day however where this is possible to do so this will support contact tracing.</p> <p>Normal school emergency evacuation processes apply, including drills. Physical distancing at the evacuation point will be observed.</p> <p>Break times for classes/groups will be organised so there will be separate areas for groups outdoors. This will minimise congregation of students in shared spaces.</p> <p>Duty teachers will be assigned to minimise staff/student contact with others outside of their rooms.</p> <p>Regular fitness and exercise breaks will be programmed outside.</p> <p>Bathroom areas will be assigned to classes and these will be used by only those students at all times: Kea students – Kea bathroom, Piwakawaka &amp; Titipounamu students – Junior bathroom, Tui, Ruru &amp; Kakapo students – Ruru Bathroom, Takahe, Karearea, Weka students – Senior bathrooms.</p> <p>Rooms are to be well ventilated. Doors and windows are to be kept open. Heat pumps are not to be used once students are present. Students should be outdoors for all intervals where ever possible.</p>
<p style="text-align: center;"><b>Sick Children</b></p> <p style="text-align: center;"><b>Playground Accidents</b></p>	<p>Parents must <u>not</u> send sick children to school.</p> <p>Initially any unwell students will be isolated in the alternative sick bay (DP office.)</p> <p>If a child is unwell the parents will be contacted and the child sent home immediately.</p> <p>If the sickness is of a respiratory type they will be asked to wear a mask. Healthline will be contacted for advice 0800 358 5453</p> <p>Staff handling the child must use a face mask, door will be shut and signage positioned on door notifying others of no entry.</p>

	<p>The room they have waited in will be cleaned Their work area in their classroom will be cleaned.</p> <p>These children will be handled by the teacher on duty for minor accidents e.g. plaster required. Minor first aid equipment will be available in each classroom.</p> <p>In the case of more treatment necessary or an emergency an SLT member will take the lead and handle as appropriate in the sickbay.</p>
<p><b>Physical and cultural activities onsite / use of playgrounds.</b></p> <p><b>Exercising and Singing</b></p>	<p>Playgrounds can be used (maintain good hand hygiene) but consider rostering use by different groups to minimise congestion.</p> <p>Exercising and singing must be held outdoors. For singing, participants must be outside and two metres distant from each other. No singing should take place inside. Wind instruments not to be shared and limited to home use, or outside</p> <p>Physical education classes and break time activities can include access to sports equipment, but hygiene practices should be observed before and after playing with equipment.</p> <p>Physical distancing is not possible in some sporting activities. In these situations, extra emphasis on handwashing and drying before and after activities will be required.</p>
<p><b>Curriculum related activities - including technology centres, examinations, assemblies and shared facilities across schools</b></p>	<p>Schools can not require proof of vaccination. Large activities with students should not go ahead unless held outdoors.</p> <p>In the case of Technology classes at Pukekohe Intermediate their Health and Safety processes will be followed – these include use of different entrances, staggered breaks to avoid contact with their students.</p> <p>We will not be encouraging other students to come onsite for learning, In an extreme situation where this should happen, 1m physical distancing should be applied where practicable.</p>
<p><b>Non-curriculum related events</b></p>	<p>Events should be limited and may only go ahead if a vaccination certificate is required.</p>



	<p>If bringing others onsite, including parents and caregivers, any general rules for events applicable at the time, will apply.</p> <p>Further advice for sporting events will be developed. (<i>expect info soon</i>)</p>
<b>External students onsite for inter-school activities</b>	No external students onsite for non-curriculum related inter-school activities. For curriculum related activities, if they do go ahead, physical distancing of 1 metre should be observed wherever practical. (see above)
<b>Education outside the classroom (EOTC)</b>	<p>Education outside the classroom (EOTC) activities can go ahead but will need careful planning.</p> <p>Targeted local lockdowns, if initiated, may restrict movement across boundaries. Along with our usual risk management approach we will consider:</p> <ul style="list-style-type: none"> <li>• the importance of protecting those vulnerable to respiratory illness – we will know who on our staff, in our volunteers and in our student population may be at greater risk?</li> <li>• if someone were to become ill with a serious illness, how we will respond to that, including the ability to isolate that person while we seek advice from a medical professional?</li> <li>• How we will work closely with the venue to ensure that any requirements for COVID are understood and can be met. This could include capacity limits and whether a Vaccine Pass is required by the provider.</li> </ul>
<b>Support services and agencies on site including Ministry of Education, Education Review Office, NZQA, Police, Fire, Mobile Dental units etc</b>	<p>Learning support services continue.</p> <p>Minimise attendance on site for non-essential services as much as possible.</p> <p>Those on site must be captured in a visitor register or other system, to support contact tracing and must meet any other health requirements applicable at the time.</p>
<b>Teaching across schools and groups</b>	<p>We will minimise as much as possible, staff working across groups/classes of students.</p> <p>Unless they are fully immunised (now defined as at least seven days after second dose) and wearing face coverings, staff such as itinerant music teachers and relief teachers will not be able to work across different schools.</p>

	As with all staff, they should closely monitor for symptoms, stay home if unwell, get tested if symptomatic, use the COVID-19 tracer app.
<b>School Library</b>	<p>This will operate as usual for class sessions but doors will remain open to promote good ventilation.</p> <p>Children will be encouraged to read outside on the two decks and physical distance where possible.</p> <p>A timetable will be set up so that only one class uses the library at a time. Initially there will be no use of the library at lunchtime.</p>
<b>Shared Supplies</b>	Shared supplies and equipment are able to be used if students and staff are undertaking regular hand washing and staying away if sick.
<b>Drinking Fountains</b>	<p>Although the CPF allows for the use of drinking fountains.</p> <p>At Buckland School they will not be used except for the filling of drink bottles.</p>
<b>Food Preparation</b>	<p>Initially Breakfast Club is suspended.</p> <p>If food is prepared onsite the MPI guidance on food safety will be checked.</p> <p>The school will ensure we and any suppliers meet all health and safety requirements.</p> <p>Food should be eaten outside wherever practicable at Red.</p>
<b>Crossing Duties</b>	There will be no crossing duty by students during Red level. Staff will provide this.
<b>Hostels/Homestays/Examinations</b>	Not applicable to Buckland School
<b>Managing in an Emergency</b>	Fire alarms and other emergencies may require you to either evacuate your buildings or move everyone inside. The priority in these situations is keeping students and staff safe from the threat arising through the emergency event – fire, flood, earthquake etc. You will also need to ensure your health and safety plan can respond to other accidents or issues that may be faced in regard to health and safety, particularly if there are smaller numbers of staff on site. This includes having sufficient staff with first aid experience. You should continue to operate practice drills as normal at green, orange and red.

<b>Managing staff under the COVID-19 Protection Framework</b>	
<b>School/kura closed due to COVID-19 outbreak</b>	Staff paid as usual and move to online learning delivery.
<b>Managing Staff leave</b>	<p>All staff would be subject to their usual sick leave entitlements.</p> <p>In the event of a staff member being sick with COVID-19 or caring for a dependant who is sick with COVID-19, sick leave applies.</p> <p>Staff who contract COVID-19 are eligible for disregarded sick leave. A staff member who is self-isolating, or caring for a dependent who is self-isolating, should be provided discretionary paid leave.</p> <p>A staff member who has underlying health conditions and/or a medical exemption may need to work with the school to mitigate the risks associated with their conditions. Mitigation of these risks will need to consider the setting of COVID-19 exposure in the community.</p>
<b>Managing Staff Breaks</b>	<p>Two areas will be set up for staff: staffroom for Staff in Group A, Kereru room for Staff in Group B.</p> <p>Staff will follow required cleaning practices when they are in the staffroom spaces (as above)</p> <p>Staff will maintain 1-metre distancing at all times and restrict their seating to this.</p> <p>Staff must place their own cups in the dishwasher (or wash their own cup)</p> <p>Disposable items will be available as well.</p>
<b>Duties</b>	<p>All teachers on duty are to practice social distancing. The only exception is if a child is badly hurt.</p> <p>A duty timetable has been arranged so that teachers are only on duty in set areas to avoid crossing over groups where possible.</p>
<b>Professional Development/Meetings</b>	<p>Where possible there will only be online delivery.</p> <p>In the case of face to face development physical distancing of 2 metres will be observed and where possible this will be outside.</p>

<p><b>Staff who are required to work at home due to self-isolating or supporting a family member</b></p>	<p>If you are working from home, it is your responsibility to look after your own Health and Safety including hazards, security, privacy.</p> <p>You are encouraged to get up and move around during the day</p> <p>Ensure your chair and workspace are ergonomically safe.</p> <p>Stand at a high bench with your laptop from time to time.</p> <p>Get out in the fresh air and have some local exercise regularly.</p> <p>Appropriate work levels are to be applied.</p> <p>Whilst family/home commitments come first for the individual, the school recognises the needs of the class and students also. Where necessary the school will provide support &amp;/or a reliever if required or requested.</p> <p>If you are sick you are not required to work.</p>
<p><b>Health and Safety</b></p>	<p>Schools, as a 'person conducting a business or undertaking' (PCBU), have obligations under the Health and Safety at Work Act 2005 to ensure the health and safety of its staff, children and the public. In considering the obligation of the Act, schools and kura will need to conduct health and safety assessments as per guidance provided. The school will need to consider the possible range of mitigations. The mitigations applied will need to be in response to the level of risk in the community which will be broadly determined by the CPF s</p>
<p><b>After School Care – Kelly Club</b></p>	<p>The Board of Trustees have approved the running of the Kelly Club After school care programme but all their Health &amp; Safety processes must be followed and contract tracing completed.</p>
<p><b>School redevelopment and construction projects</b></p>	<p>These can take place with contractors meeting the Health &amp; Safety requirements of the school and Government policy.</p>

## Communication to Parents under Red Level – 8 February 2022

Parent instructions – bringing students to school during Red Level of the CPF, at Buckland School

**Welcome Back to school for the 2022 Year! We are looking forward to welcoming your children back to school.**

Buckland School is **open** for all students and there is an expectation under the Covid-19 Protection Framework (CPF) that all students (except those with complex medical needs as identified by their health professional) will attend school.

To ensure Buckland School is a safe place for students and staff we ask that you act responsibly and strictly adhere to the following guidelines. Please go over these with your children prior to starting back to school:

**Student Well-Being** – Students may find coming back to school difficult. Assuring them that they are safe and checking on their wellbeing is the first and most important job we will be doing. Please discuss any/all concern/worries your child is having with their teacher or discuss with me (principal) immediately. We are very aware of the impact this challenging time has had (and continues to have) on children and their families and want to do everything in our power to promote positive wellbeing and a safe environment in which to learn in. We will do our best to support children to make the transition back to school a positive experience.

**Beginning of School day** – Students need to be at school as close to 8.50 a.m. as is possible. Yr 0 – 4 Students must enter through the Titipounamu gate only. Yr 5 – 8 students to enter through the office gate. Parents must farewell their children at the gates and not enter the school unless prior arrangement has been made with the principal. Parents and Year 4 – 8 children must wear **masks** and all must maintain as much **physical social distance** from anyone outside of their family at all times. The recommendation for parents and caregivers, from people they don't know (to align with public health measures outside the school grounds) is 2 metres.

Students must go directly to their classrooms and hand sanitize. They will not be allowed to play outside prior to school starting to minimise contact with others. Until further notice no student should be on-site earlier than 8.30 a.m.

**First Day - 8 February** – Students will make their way to their own room. They will be informed about the rules around keeping safe while at school. (Please pre-empt this by talking about hand washing, sanitising, coughing into sleeve and social distancing.) Students who were not at school in 2021 and do not know their classes will be met by teachers to direct them to the correct room. A short social distanced welcome will take place at 9 a.m. **Sorry** but Parents must not enter the grounds but may watch from the fence, distanced from each other.

**End of School Day** – Students will be released from their classes in a staggered manner (Year 0 – 4 students first at 2.55p.m. and will exit via the gate they came in. Pickup time for students Year 5 – 8 will be 3 p.m. Parents cannot come into the school grounds to pick up students unless prior arrangement has been made and the correct sign-in completed at the school office (to allow for contact tracing should the need arise.) The Covid App on display around the school should also be used. Please vacate the school as soon as you have your children. The crossing will not be patrolled by student crossing patrollers so please take extreme care. Parents may be asked to assist staff at times with this.

**Food & Drink** – Students need to bring their own named lunchbox with food for the day along with a full named water bottle. There will be no sharing of food and water fountains will not be operating except for filling bottles.

**Washing of Hands/Sanitising** – Students will be monitored regularly throughout the day in the washing of hands and use of sanitiser. On entry to the room at the beginning of the day and after intervals hand sanitiser will be used. Prior to and after the use of sports equipment, playgrounds or IT equipment hand sanitiser will also be used.

**Full School Uniform** – Students are expected to wear their full school uniform including a hat (for term one.) As we are not to use heat pumps, doors and windows will remain open in rooms to increase ventilation therefore a sweatshirt for cold days needs to be packed.

**Swimming** – We are permitted to use the swimming pool under strict guidelines for the changing rooms, therefore swimming will take place.

**Physical Distancing** – Although there is not a specific measurement under Red Level for children in their class, where ever practicable we will encourage physical distancing inside. There is a requirement for physical distancing between classes and we will be using 1 metre as the guide to keeping children and staff safe outdoors. Due to this there will be no school assemblies until we go down to orange or green. Please talk to your children about this.

**Sick Students** – Do **not** send any students to school who are unwell. Any students presenting at school with illness will be immediately isolated and parents will be contacted. It is **critical** that the main caregiver is contactable and available to pick up their child in a prompt manner. Any student who has been tested and is waiting test results or who has had to self-isolate must remain at home. The school would appreciate being made aware of this.

**No personal equipment** (toys) of any type must be brought to school. Adventure Playgrounds will be open but hygiene practices will be observed.

**Breaktimes** – Students will have 3 controlled break times throughout the day. These break times will see students remain within an area of the school to allow for contact tracing should the need arise. Staggered use of the playgrounds will take place.

**School Bags** – Students will have their school bags on their hooks or in their cubbyholes.

If you require any clarification or have questions regarding the above instructions, please do not hesitate to contact me: [principal@buckland.school.nz](mailto:principal@buckland.school.nz) or on school phone: 2389419. The full Health and Safety Plan under Red is available on our school website.

Together by doing the right things we will remain strong!!

Kindest Regards

Mavis Glasgow

Principal