

Managing Health and Safety at Buckland School at Orange 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 Orange 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, Orange 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 – There is no longer a requirement for schools to display QR Code posters for the NZ COVID Tracer App, however one will still be on display in the office area for anyone who wishes to use it. The school will continue to use the visitor register (Vistab) for staff and visitors and a daily attendance register for students.

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 5 April the vaccination mandate for staff and support people in school's has been lifted.

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. RAT tests are now able to be given to parents/caregivers for student testing.

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. 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.

Should it be necessary (due to staffing issues) classes may be grouped together.

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

Orange Level summary

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

- to minimise the risk that someone gets infected in the first place
- 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>Children with complex medical needs, particularly if not fully vaccinated</p> <p>Hybrid Learning</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 will continue to support children with learning support needs where their health status requires them to stay isolated.</p>
<p>Crossing boundaries and movement between schools and kura</p>	<p>At present as the whole country is at Orange 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>Future targeted local lockdowns, or changes in the CPF, if initiated, may restrict movement across boundaries.</p>
<p>There is no longer a Vaccination mandate for staff.</p>	<p>An onsite register (through the use of our Vistab) will be maintained. Staff and support people will be expected to use this for all visits/days they are on-site.</p>
<p>Cleaning at School and PPE at School</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>Visitors</p>	<p>There will be no restrictions on numbers of visitors on site at Orange. Non-essential visitors however will be discouraged from being on site.</p> <p>All visitors, including parents and caregivers, if they do come onsite will be strongly encouraged to wear face masks when on the school grounds and indoors.</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.</p> <p>Only one visitor will be allowed to enter the office at a time.</p> <p>Parents and caregivers will be asked not to enter classrooms while students are present and wait outside until they are invited in by staff.</p> <p>Parent/teacher meetings can take place but the wearing of masks will be strongly encouraged.</p>
<p>Masks</p>	<p>The wearing of masks (although no longer mandatory) will be strongly encouraged 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 has face masks available for staff & students (who do not bring their own.) The masks available for staff/students to wear are a medical-grade mask (for example a Type IIR/Level 2 mask or above.</p> <p>Students will be reminded of 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 for staff will be</p>

	<p>Staff: From car parks</p> <p>Any meetings taking place on the school site over the Orange Level will adhere to maintaining physical distancing where practicable and mask wearing will continue to be strongly encouraged.</p>
<p>Students/Classes At School</p>	<p>School staff are to observe students on arrival into the classroom checking for symptoms and for any presenting as unwell arrange for parents and caregivers to come and pick them up.</p> <p>A separate sickbay will be used for students to wait in and this will be cleaned thoroughly once the student has left.</p> <p>Class attendance rolls will be completed twice each day and will be managed through the Edge student management system. Non-attendance will be notified by parents/caregivers through the school's normal channels: email, voice message, app.</p> <p>Daily contact tracing registers will be kept to identify outside agencies who may be working with children. This includes recording the adults, children/adults are in contact with throughout the day e.g. teacher aides, RR teacher, Principal, SLT. RTLB, specialists.</p> <p>Children, young people and staff should be far enough away from each other so that they are not breathing on or touching each other, coupled with good hygiene practices and regular cleaning of commonly touched surfaces. There does not need to be a specific measurement but where practicable 1 metre can be used as a guide, particularly between adults. Practice should be sensible.</p> <p>We will minimise the use of classrooms (where possible) only by the students in that class.</p> <p>Furniture set up in classrooms will take into account access in and out of the room/toilet area, lighting, 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 style="text-align: center;">Ventilation</p>	<p>Students are not required to sit in the same place each day however where this is possible to do so this happen.</p> <p>Normal school emergency evacuation processes apply, including drills. Physical distancing at the evacuation point will be observed.</p> <p>Normal school break times will take place for all students: Interval – 10.10 – 10.30a.m. Lunch – 12 – 12.40p.m. Afternoon break 1.55 – 2.05p.m. Bells will be rung. Although all areas of the school will be accessible to all students – normal junior/senior areas will be reinstated. This will minimise congestion of students in shared spaces.</p> <p>Duty teachers will continue to be assigned to minimise staff/student contact with others outside of their rooms.</p> <p>Additional regular fitness and exercise breaks will be programmed outside to allow for ventilation of rooms.</p> <p>Bathroom areas will continue to be assigned to classes and these will be used by only those students at all times: Kea students – Kea bathroom, Piwakawaka & Titipounamu students – Junior bathroom, Tui, Ruru & 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 where possible during class-time and will be opened during intervals to promote ventilation. Heat pumps can be used. Teachers are to heat rooms prior to students arriving and minimise their use during the day. Students should be outdoors for all intervals where ever possible. CO2 monitors will be used to identify the level that windows/doors need to be open to keep rooms below the required levels.</p>
<p style="text-align: center;">Sick Children</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/caregivers will be contacted and the child sent home immediately. The school has a supplies of RAT tests and these will be given to parents/caregivers to administer should they want them.</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 align="center">Playground Accidents</p>	<p>Staff handling the child must use a face mask, door will be closed and signage positioned on door notifying others of no entry.</p> <p>The room they have waited in will be cleaned</p> <p>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>Physical and cultural activities onsite / use of playgrounds.</p> <p align="center">Exercising and Singing</p>	<p>Playgrounds can be used (maintain good hand hygiene) but rostering their use by different groups will minimise congestion.</p> <p>Exercising and singing where possible will be held outdoors. For singing, participants will be encouraged to physical distance from each other. Wind instruments will not to be shared and will be 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>Curriculum related activities - including technology centres, examinations, assemblies and shared facilities across schools</p>	<p>Schools cannot require proof of vaccination. Large activities with students where possible will only go ahead 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 students from other schools to come onsite for learning, In an extreme situation where this should happen, 1m physical distancing should be applied where practicable.</p>

<p>Non-curriculum related events</p>	<p>Non-curriculum related events should be limited. In the case of these events taking place Health & Safety procedures will be developed.</p> <p>If bringing others onsite, including parents and caregivers, any general rules for events applicable at the time, will apply.</p> <p>Sporting events may under Orange take place. It is expected that Health & Safety procedures will be developed prior to the event.</p>
<p>Support services and agencies on site including Ministry of Education, Education Review Office, NZQA, Police, Fire, Mobile Dental units etc</p>	<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 our visitor register (Vistab) and must meet any other health requirements applicable at the time.</p>
<p>Teaching across schools and groups</p>	<p>We will minimise as much as possible, staff working across groups/classes of students.</p> <p>All staff, they should closely monitor for symptoms, stay home if unwell, and get tested if symptomatic.</p>
<p>School Library</p>	<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.</p> <p>The library will be open for use during lunchtime and students will be encouraged to use the outside decks.</p>
<p>Shared Supplies</p>	<p>Shared supplies and equipment are able to be used. Students and staff should undertake regular hand washing and staying away if sick.</p>
<p>Drinking Fountains</p>	<p>Although the CPF allows for the use of drinking fountains.</p> <p>At Buckland School they will not be used <u>except</u> for the filling of drink bottles. Students will be encouraged to bring their own drink bottle filled with water daily.</p>
<p>Food Preparation</p>	<p>The Breakfast Club will resume.</p>

	<p>Breakfast Club leaders will observe hygiene practices and wear gloves and face masks when serving food.</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 Orange. Tables will be set up on the back library deck (weather permitting.)</p>
Crossing Duties	To avoid students coming in contact with parents there will be no crossing duty by students during Orange. Staff will continue to provide crossing duty at Orange level.
Hostels/Homestays/Examinations	Not applicable to Buckland School
Managing in an Emergency	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.
Managing staff under the COVID-19 Protection Framework	
School/kura closed due to COVID-19 outbreak	Staff paid as usual and move to online learning delivery.
Managing Staff	To allow for consideration of level of risk to staff members and their families (should we have an outbreak), staff have indicated if they or their family members are at a higher risk should they contract Covid 19. At present: four have indicated they themselves have conditions that put them at a higher risk, while a further five have indicated they have close family members who are at a higher risk should they get the disease.

<p>Leave</p>	<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>
<p>Managing Staff Breaks</p>	<p>The two staff areas: staffroom and Kereru room will continue to be available for staff use. To minimise congestion staff may use either staffroom.</p> <p>Staff will follow required cleaning practices when they are in the staffroom spaces (as above)</p> <p>As the risk of transmission is higher in adults staff will be encouraged to 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>
<p>Duties</p>	<p>All staff on duty are to practice social distancing where possible. The only exception is if a child is badly hurt.</p> <p>The duty timetable has been arranged so that teachers are only on duty in set areas. This will continue to operate during Orange.</p>
<p>Professional Development/Meetings</p>	<p>Face to face development and meetings may take place but where possible the large Kea room will be used and staff will be encouraged to physical distance. If staff prefer online delivery this will also be provided.</p>
<p>Staff who are required to work at home due to self-isolating or supporting a family member</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 &/or a reliever if required or requested.</p> <p>If you are sick you are not required to work.</p>
<p>After School Care – Kelly Club</p>	<p>The Board of Trustees have approved the running of the Kelly Club After school care programme but all their Health & Safety processes must be followed.</p>
<p>School redevelopment and construction projects</p>	<p>These can take place with contractors meeting the Health & Safety requirements of the school and Government policy.</p>

Communication to Parents under Orange Level – 2 May 2022

Parent Information for bringing students back to school during Orange Level of the CPF, at Buckland School

Welcome Back to school for Term 2 2022. We are looking forward to welcoming your children back to school and hope that they have had a refreshing Easter and first term holiday break.

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.

We thank you for your efforts over the first term and ask that you continue to act responsibly and adhere to the following guidelines to ensure Buckland School is a safe place for students and staff. Please go over these with your children prior to starting back to school:

Student Well-Being – Students may find coming back to school difficult. Ensuring them that they are safe and checking on their wellbeing continues to be the 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 after the holidays, a positive experience.

Now that we are in Orange there is some freeing up to previous restrictions, however in order to keep staff and students at school teaching and learning, we strongly recommend some procedures continue.

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. RAT tests will be made available to any parents whose children are sent home.

Beginning of School day – As indicated in the last newsletter of Term 1, students may now be at school from 8.30a.m. on, but before 8.50a.m. (The bell will go for the start of school at 8.55a.m. Where possible we would like Yr 0 – 4 Students to enter through the Titipounamu gate while Yr 5 – 8 students are to enter through the office gate. Our students showed great independence when parents farewelled them at the gate last term and we would like to continue to promote this, however if you need to enter the school grounds you are asked **not** to go into classrooms. Prior arrangement must be made with the principal or teacher to enter rooms. Parents and Year 4 – 8 children are **strongly encouraged** to wear **masks** and should continue to maintain as much **physical social distance** from anyone outside of their family as possible. Where students need to be at school between 8 a.m. & 8.30a.m. to assist parents to get to work, they must sit quietly on the seats out the front until the 8.30a.m. bell. This will allow for the heating of rooms and teacher preparation for the day. The playground must not be used until after the bell.

End of School Day – We have found that by staggering students at the end of the day congestion at the front gate and in the parking areas is reduced. 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 Titipounamu gate. Pickup time for students Year 5 – 8 will be 3 p.m. Parents cannot come into classrooms while students are present and must wait until teachers invite them in. It is preferred that parents continue to pick students up outside the school gates. Please vacate the school as soon as you have your children. The crossing will continue to be patrolled by staff to prevent student/adult contact. 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. As good ventilation has been identified as helping to mitigate the spread of the virus we will be monitoring this through the use of a CO2 monitor and keeping doors and windows open where possible. Heat pumps are able to be used for colder days but their use will be minimised, therefore it is suggested that children bring their sweatshirt and a jacket to school in case of the need to take additional measures with ventilation. Teachers will also be organising as much outdoor learning activities as possible.

Physical Distancing – Although there is not a specific requirement under Orange Level for children in their class, where ever practicable we will encourage physical distancing inside. School and team assemblies will resume again but where possible will be conducted outdoors.

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

Breaktimes – Students will have 3 controlled break times throughout the day with teachers handling other outdoor activities at their discretion. These will allow for ventilation of classrooms.

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 or on school phone: 2389419. The full Health and Safety Plan under Orange is available on our school website.

Together by doing the right things we will remain strong and keep our teachers teaching and our students learning!

Kindest Regards

Mavis Glasgow

Principal