

Glamorgan School Covid-19 Level 3 Health and Safety Plan

Reviewed February 2021

Things to consider	Describe what we will do	Who is responsible?
What will be done to manage risks to restart school after lockdown?	<p><i>Consider: Changed workforce, changed rosters, hygiene requirements (surfaces, separation, toilet), maintenance, ventilation systems.</i></p> <ul style="list-style-type: none">• Staff not essential to the operations of the school are to work from home.• Deep clean will be completed - high level, disinfection of all reachable surfaces• Site Safety check will be conducted• Students attending school will be supervised by 2 teachers and will follow safety protocol around: coughing and sneezing etiquette, social distancing of 2m outside and 1m inside, hand washing and hand sanitisation, 1:20 bubble.• Any staff and students that are unwell and are at school - will be followed up by normal school process; let a senior member of staff know and go home• Staff will follow safety protocol around: coughing and sneezing etiquette, social distancing of 2m, hand washing and hand sanitisation.• All visitors and staff attending school are to sign in and out at the main office or the classroom so that a register can be held for contact tracing.• During break times each bubble will have one of the bubble teachers supervising.	Property manager, principal and DPs

	<ul style="list-style-type: none"> Each day cleaning and sanitising will be carried out of the spaces that have been used, including but not limited to, toilets, classrooms and offices. 	
How will we ensure students and staff know how to keep themselves safe from exposure to Covid-19 at school?	<ul style="list-style-type: none"> Send out advice from Covid-19 website for staff https://covid19.govt.nz/updates-and-resources/posters/#practise-good-hygiene-posters Staff ensure students are informed of hygiene procedures Display posters around the school 	DP
How will you gather information on the wellness of your staff and students to ensure that they are safe to return to school?	<ul style="list-style-type: none"> Principal to email each staff member and share the criteria for at risk personnel At risk personnel to consult GP for clearance to return to work Parents informed to keep unwell children at home Staff informed to remain home if experiencing any Covid like symptoms Parents to complete questionnaire before child re-enters school 	Principal
How will you operate within school in a way that keeps workers and others safe from exposure to COVID-19?	<ul style="list-style-type: none"> Staggered start to arrival and departure to and from school for students attending in Level 3. Sanitise hands on entry and exit to class bubble, prior to eating 1 metre physical distancing between people within class and 2 metres outside No one to enter another bubble Differentiate play spaces and break times Use set bathrooms for set staff and students 	All onsite staff Parents

	<ul style="list-style-type: none"> • Use a skeleton staff so enable at risk staff and other staff to remain at home • Break times will be at different times for different bubbles when more than one bubble is operating • Organise drop off and collection of children in set places to avoid contact with others when more than one bubble is operating • Display posters on hand-washing and safety guidelines around the school 	
How will you manage an exposure or suspected exposure to COVID-19?	<ul style="list-style-type: none"> • Follow Ministry of Health Guidelines • Close the school and send all personnel and students home until testing has been carried out • Thoroughly clean all surfaces within workspace • Collect contact tracing information for Ministry of Health to contact potentially affected people 	All onsite staff
How will you evaluate whether your work processes or risk controls are effective?	<ul style="list-style-type: none"> • Request feedback from staff within bubbles • Monitor playground and classroom interactions • Ensure cleaners are maintaining high standards • We will continue to monitor the situation in accordance with MOH guidelines. We will monitor attendance and physical health of those on site and review our plan daily. Any changes/alterations as a result of this review will be communicated to the relevant parties 	SMT/Onsite staff Property manager
How do these changes impact on the risks of the work that you do?	<ul style="list-style-type: none"> • Social isolation can impact staff morale and mental wellbeing • New ways of working can put undue stress on staff • Students attending school may be anxious in a new setting • Staff attending school may feel concerned for their health • Regular check-ins from senior leaders around wellbeing and weekly whole team Google Hangout/Zoom meetings • Working from home guidelines sent out to all staff 	SMT DP

