

Glamorgan School

Celebrating learning and achieving together

Covid Protection Plan - Revised August 2022

At Glamorgan School, we follow the guidance provided by the Ministry of Education to ensure that we apply public health measures case management (if/when appropriate) and consider additional mitigations to ensure the safety of our students, staff and the broader community. NOTE: THERE WILL BE CHANGES AS ADVICE IS UPDATED.

At all levels of the plan the following guidelines apply at Glamorgan School.


Vaccinations







From 5th April 2022 the vaccine mandate was removed by the Government for the education sector. Having undertaken a health and safety risk assessment, using information from Worksafe, the New Zealand School Trustees Association and Ministries of Health and Education guidelines, the Board has concluded that there are no roles within the school that require only fully vaccinated personnel to fulfil them. We have procedures and protocols in place to minimise risks and make our school as safe a learning environment as possible.

Considering other controls. We cannot eliminate all the risks so what can we do to mitigate the risks? What is reasonably practicable? We can put the following disease controls in place to reduce the risk.


- *Follow the school's Covid-19 Protection Framework*
- *Follow public health advice (testing, self-isolation) for any cases and contacts within the school*
- *Mask wearing*
- *Good hygiene practices -handwashing, hand sanitiser, cough and sneeze into your elbow*
- *Physical distancing when necessary*


	<ul style="list-style-type: none"> ● <i>Ventilation of workspaces and use of the Co2 monitor</i> ● <i>Work outside when possible</i> ● <i>Use of Rapid Antigen or PCR Tests</i> ● <i>Keep track of where you have been</i> ● <i>Make sure staff get a test and stay home if necessary</i> ● <i>Stay home if sick</i> ● <i>Support access to vaccinations for staff</i> ● <i>Vaccination against covid-19 is available for free for children and adults</i> ● <i>Cleaning</i> ● <i>Physical distancing markers in the office</i> <p><i>If necessary (office):</i></p> <ul style="list-style-type: none"> ● <i>Screens</i> ● <i>Fans behind a person (pushes air and breath away from them)</i> <p><i>For immunocompromised children or staff as well as the above:</i></p> <ul style="list-style-type: none"> ● <i>Follow any health plans from specialists or hospital teams, doctors etc</i> ● <i>Options of not attending events or activities</i> ● <i>Continue with mask wearing beyond the traffic light setting requiring this</i> ● <i>Ask parents to not send children to school who are sick</i> ● <i>Special conditions relating to staff leave could be approved by the Board for specific circumstances</i> ● <i>Parent discussions online</i> ● <i>Time from work/school for any vaccinations as approved by their doctor</i> ● <i>Working or learning from home if an outbreak occurs and this is recommended by a medical professional or Health School enrolment for students</i>
<p>Sickness</p> 	<p>If Glamorgan School staff or students have any cold, flu, or COVID-19 symptoms, they are advised to stay home and seek advice from their doctor or Healthline - 0800 358 5453</p> <p>Teachers will do a visual check of tamariki each morning. If flu-like systems are identified, then Parents/ Caregivers are contacted to pick up students immediately and encouragement is made to have them tested. We cannot instruct children to be tested.</p>

	<p>Staff: If they have covid or a family member has covid, they must isolate as instructed by MOH. When a teacher is away a reliever will be employed where possible. Should there be a large number of staff away and relievers cannot be sourced, then MOE will be informed. This may mean parents will be advised that there will be no onsite learning for those affected.</p>
<p>Ventilation</p> 	<p>We require that doors and windows are open to ensure ventilation of spaces when children and teachers are inside. Run air conditioning before school and during break times with doors and windows closed. Take every opportunity to go outside (weather appropriate). Use decks, covered areas, sun shelters - set up furniture outside and have children routinely using it when possible.</p>
<p>Basic Hygiene</p> 	<p>Good hand hygiene, cough and sneeze etiquette, avoidance of face touching, regular cleaning and disinfecting of surfaces. Year groups use allocated toilet areas.</p>
<p>Emergencies</p>	<p>Follow normal procedures for managing an emergency such as fire, lockdown, earthquake. Practice drills can continue at all levels of the plan.</p>
<p>Case Management</p> 	<p>Cases of COVID-19 at Glamorgan School will continue to be managed across all levels of the framework. Glamorgan School will work with the MOE following public health guidance, to identify who may need to self-isolate and get tested. Hard copy off site learning packs will be provided for those students self-isolating. Online learning will only be provided if the whole school or whole classes cannot attend onsite learning and provided the teacher is not unwell.</p>
<p>School Closure</p> 	<p>Closing Glamorgan School to on-site learning is an unlikely option in all colours of the framework. However, it may be considered where there is a high volume of cases in a school.</p>

Communication	All communication regarding COVID-19 is following MOE and MOH advice. Organisation and implementation of directives will be shared via email with staff/BOT and parents as appropriate.
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Covid Protection Plan - revised August 2022

	Red	Orange	Green
Additional Hygiene 	<ul style="list-style-type: none"> • Good hand hygiene, cough and sneeze etiquette, regular cleaning of surfaces. • Sanitiser, cleaning products and tissues are available in all spaces. • Soap and water are available in all bathrooms, along with paper towels for hand drying. • Cleaners will complete daily cleans including wiping door handles. • Teachers to ensure table tops and high-touch surfaces / resources are cleaned during the school day as required. • Additional disinfectants / spray and cloths are available in classrooms for children and teachers to sanitise. 	<ul style="list-style-type: none"> • Good hand hygiene, cough and sneeze etiquette, regular cleaning of surfaces. • Sanitiser, cleaning products and tissues are available in all spaces. • Soap and water are available in all bathrooms, along with paper towels for hand drying. • Cleaners will complete daily cleans including wiping door handles. • Teachers to ensure table tops and high-touch surfaces / resources are cleaned during the school day as required. • Additional disinfectants / spray and cloths are available in classrooms for children and teachers to sanitise 	<ul style="list-style-type: none"> • Good hand hygiene, cough and sneeze etiquette, regular cleaning of surfaces. • Additional cleaning products are available in all rooms for regular use as per Red and Orange Framework.

<p>Face coverings</p> 	<ul style="list-style-type: none"> • Staff and students to follow mask wearing guidelines: • 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 or staff front facing to members of the public. • Staff are required to wear a medical grade mask. <ul style="list-style-type: none"> • For all ākonga year 4 and upwards masks are mandatory on school transport. • Optional mask use by year 1-3 students and staff working with them. 	<ul style="list-style-type: none"> • Masks are strongly encouraged to be worn indoors. • For all ākonga aged 12 and above, masks are mandatory on school transport. 	<ul style="list-style-type: none"> • Masks are strongly encouraged but not required, when inside at school.
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<p>Sickness during the course of the school day</p>	<ul style="list-style-type: none"> • Staff constantly monitor the health of children, if a student appears unwell with any symptoms, then call the office and send the child up. Office staff will make a decision about calling parents. • Students who are unwell will be physically distanced from others. Parents are expected to pick up any students who are unwell and keep them at home and if needed get a covid test. • Siblings of students displaying cold, flu or COVID-19 symptoms will be checked at this time. 	<ul style="list-style-type: none"> • Constantly monitor the health of children in your class; if students appear unwell with more than one symptom, i.e., a cough and a runny nose then call the office and send the child up. Office staff will make a decision about calling parents. 	<ul style="list-style-type: none"> • Any unwell student to be sent to the sickbay.
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<p>External visitors and relievers</p>	<ul style="list-style-type: none"> • No non-essential visitors on site including students from other schools.. • All visitors, including parents and caregivers, if they do come onsite are required to wear a mask when on school grounds and sign in at the office. Encourage phone calls, emails, or zoom sessions. • RTLB / Support services and agencies to access the school site. Masks to be worn at all times and sign in at the school office. • Relievers can work across schools and classrooms. They must wear a mask and be familiar with the school's Covid Protection Plan and follow all MoH guidelines regarding testing, self isolation and stay away if sick. 	<ul style="list-style-type: none"> • Relievers can work across schools and classrooms They are strongly encouraged to wear a mask indoors and be familiar with the school's Covid Protection Plan and follow all MoH guidelines regarding testing, self isolation and stay away if sick. • External visitors are strongly encouraged to wear a mask indoors and must sign in at the office. They must also meet any other health requirements applicable at the time. • Students from other schools are permitted to be on site following all health measures. 	<ul style="list-style-type: none"> • No restrictions to visitors onsite, however, they must sign in at the office as normal. They must also meet any other health requirements applicable at the time. • Students from other schools are permitted to be on site following all health measures.
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<p>Whānau</p>	<ul style="list-style-type: none"> • No whānau onsite unless necessary e.g. to settle a new child to the school. • All Whanau onsite are required to sign in at the school office. • Whānau entering our site are required to wear a mask and remain 2 metres apart where possible. Whānau are not permitted in classrooms. • Continue with drop off and pick up from entrance points. • Office staff will set out crosses to ensure that there is distance between visitors in the office. Use a separate door for entering 	<ul style="list-style-type: none"> • All whānau onsite are required to sign in at the office. • Whānau entering our site are strongly encouraged to wear a mask indoors. • Whānau are permitted in classrooms. 	<ul style="list-style-type: none"> • No restrictions to whānau, however, they must sign in at the office as normal.
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	and exiting.		
Classrooms / Learning Programmes Learning Support	<ul style="list-style-type: none"> • Classrooms are organised to allow for a physical distancing within reason (e.g. space on the mat). • Small group learning to continue based on the needs of the students. • Minimise as much as possible staff working across groups/classes of students. • Learning Support Groups can occur. • Exercising must be held outdoors. • Singing can occur outside. • No singing inside. • No wind instruments inside. • 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. Physical distancing is not possible in some sporting activities. In these situations, extra emphasis on handwashing and drying before and after activities. • Classroom supplies and equipment can be used if students and staff are undertaking regular hand washing and staying away if sick. • No class baking or food preparation at school. • If preparing food on site (e.g., Kids Club) then MPI guidance on food safety must be followed and all health and safety guidelines must be met. 	<ul style="list-style-type: none"> • Classrooms are encouraged to be organised to allow for physical distancing within reason (e.g. space on the mat). • Singing and wind instruments can occur with 1 metre physical distancing. • Staff can work across different classes and groups. • Large groups can meet as long as ventilation and physical distancing guidelines are followed. • Classroom supplies and equipment can be used if students and staff are undertaking regular hand washing and staying away if sick. • No class baking or food preparation at school. • If preparing food on site (e.g., Kids Club) then MPI guidance on food safety must be followed and all health and safety guidelines must be met. 	<ul style="list-style-type: none"> • Teaching returns to 'normal'. • Classroom supplies and equipment can be used if students and staff are undertaking regular hand washing and staying away if sick. • If preparing food on site then MPI guidance on food safety must be followed and all health and safety guidelines must be met.

<p>Break times</p>	<ul style="list-style-type: none"> • Children can play where they choose to outside. If playgrounds become congested then these will be rostered. • On wet days keep classrooms well ventilated and use covered outdoor areas as much as possible. • Students eat outside (weather permitting) • Students are encouraged not to use drinking fountains and bring a drink bottle. • No wet day monitors in classes on wet days 	<ul style="list-style-type: none"> • Breaks to occur as normal • Students eat outside (weather permitting) • Students are encouraged not to use drinking fountains and bring a drink bottle. • Wet weather monitors can resume duties 	<ul style="list-style-type: none"> • Breaks to occur as normal • Students eat outside (weather permitting) • Students are encouraged not to use drinking fountains and bring a drink bottle.
<p>Staffroom/ Resource Room</p>	<ul style="list-style-type: none"> • Windows and doors open for ventilation. • Hand sanitiser/disinfectant wipes at shared resources (photocopier) • Students <u>are not</u> to access the staffroom. • Physical distancing where possible. • Mask wearing is recommended in the staff room except when eating and drinking. 	<ul style="list-style-type: none"> • Windows and doors open for ventilation. • Hand sanitiser/disinfectant wipes at shared resources (photocopier) • Students <u>are not</u> to access the staffroom. • Physical distancing where possible. 	<ul style="list-style-type: none"> • Normal use of shared spaces • Monitors can resume duties
<p>Library</p>	<ul style="list-style-type: none"> • The library is open to classes during learning time (closed at lunchtime and before school) 	<ul style="list-style-type: none"> • The library is open. 	<ul style="list-style-type: none"> • The library is open.

Cultural events	<ul style="list-style-type: none"> ● Kapa Haka - outside but only with either year 1-3 or year 4-6 (not junior/senior together). ● No choir or lunchtime clubs. 	<ul style="list-style-type: none"> ● Kapa Haka - outside or in the hall with 1m spacing and ventilation. ● Only outside lunchtime clubs to occur. 	<ul style="list-style-type: none"> ● Resume as normal with ventilation.
Behaviour	<ul style="list-style-type: none"> ● Focus on Steps to Success and Pause, Breathe, Smile. ● Behaviour plan remains in place with time out room moving to Te Whare Toi. 	<ul style="list-style-type: none"> ● Focus on Steps to Success and PBS. ● Usual behaviour management as per normal or individual behaviour plans (where appropriate). 	<ul style="list-style-type: none"> ● Usual behaviour management as per normal or individual behaviour plans (where appropriate).

Distance Learning	<ul style="list-style-type: none"> ● Only for those required to self-isolate (hard packs) or those with complex medical needs if appropriate. 	<ul style="list-style-type: none"> ● Only for those required to self-isolate (hard packs) or those with complex medical needs if appropriate. 	<ul style="list-style-type: none"> ● Only for those required to self-isolate (hard packs) or those with complex medical needs if appropriate.
Students with complex medical needs	<ul style="list-style-type: none"> ● Whānau to seek advice from a health professional if distance learning is advised and provide a letter to the school. ● Sencos to work alongside whānau to develop a plan to support students learning at school or at home. 	<ul style="list-style-type: none"> ● Encouraged to take additional precautions when leaving home. ● Sencos to work alongside whānau to develop a plan to support students learning at school or at home. 	<ul style="list-style-type: none"> ● Encouraged to take additional precautions when leaving home. ● Sencos to work alongside whānau to develop a plan to support students learning at school or at home.

<p>EOTC</p>	<p>Education outside the classroom (EOTC) activities can go ahead but will need careful planning. Targeted local lockdowns, if initiated, may restrict movement across boundaries. Along with your usual risk management approach you will need to consider:</p> <ul style="list-style-type: none"> • the importance of protecting those vulnerable to respiratory illness – do you know who on your staff, in your volunteers and in your student population may be at greater risk? • if someone were to become ill with a serious illness, are you able to respond to that, including the ability to isolate that person while you seek advice from a medical professional? • work closely with the venue to ensure that any requirements for COVID are understood and can be met. This could include whether a Vaccine Pass is required by the provider. • the school reserves the right to cancel any EOTC activity based on the situation at the time.
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<p>SLT/ Staff / Team meetings</p>	<ul style="list-style-type: none"> • Staff Meetings - via Zoom • Admin meetings Friday morning at 8am via zoom. Teachers add notices to a shared google doc and discuss at the meeting. • Leadership meetings via zoom Friday mornings at 7.30am. • Team meetings can occur inside if adequate spacing and ventilation or outside. 	<ul style="list-style-type: none"> • Whole staff meetings and TODs to occur with adequate spacing and ventilation. • Team meetings can occur inside if adequate spacing and ventilation or outside. 	<ul style="list-style-type: none"> • All meetings can occur inside ensuring there is good ventilation of the space.
<p>Accidents / Injury Red and Yellow Cards</p>	<ul style="list-style-type: none"> • If a child is injured and requires more than a plaster i.e. serious injury they are to be taken to the office - only to the office if major issues. • Sickbay is cleaned once treatment is complete. • Red and Yellow cards used as per usual 	<ul style="list-style-type: none"> • If a child is injured and requires more than a plaster i.e. serious injury they are to be taken to the office - only to the office if major issues • Sickbay is cleaned once treatment is complete. • Red and Yellow cards used as per usual 	<ul style="list-style-type: none"> • Normal procedures.

<p>Large gatherings linked to the curriculum (Assemblies)</p> <p>Non-Curriculum related events and activities</p>	<ul style="list-style-type: none"> • No large scale events are to be held including whole school assemblies. • Powhiri/ Whakatau postponed until green. • Team assemblies can be held in the hall. No singing. <ul style="list-style-type: none"> • Events should be limited • Activities with large numbers of students should not go ahead unless held outdoors. • Activities need to meet the requirements for events and gatherings under the framework when onsite and offsite including workers at indoor events and gatherings are required to wear masks. • These rules will also apply if the school is hiring out its facilities. 	<ul style="list-style-type: none"> • Indoor capacity limits are removed however, for non-curriculum related events and activities use allocated seating if possible or apply a maximum capacity limit based on the maximum number of people who could occupy the space if each person was 1 metre apart. <ul style="list-style-type: none"> • Activities need to meet the requirements for events and gatherings under the framework when onsite and offsite. • There are no indoor capacity limits. schools are strongly encouraged to use allocated seating for large events (such as those with more than 500 people) or apply a maximum capacity limit based on the maximum number of people who could occupy the space if each person was one metre apart. • Workers at indoor events and gatherings are required to wear masks. • The same rules/guidance will also apply when the school is hiring out its facilities. 	<ul style="list-style-type: none"> • Assemblies can run as normal in the hall with ventilation. <ul style="list-style-type: none"> • There are no specific requirements at Green.
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