

MHS COVID-19 SAFETY PLAN – 2021

Name of School: Manurewa High School

Name of Principal: Pete Jones

Date distributed to staff: 29 October 2021

Date Reviewed: 27 October 2021

	What we will do	Who is responsible
What will be done to manage risks from restarting school after lockdown?	All staff returning to site will need to provide a negative COVID test. Surfaces in the classrooms and areas that are being used have been cleaned. Classroom hand sanitizer has been topped up and we have small bottles of sanitizer to distribute to all staff and students returning. Face masks will be provided to those who don't have them. Spacing of students in classrooms will be adhered to. All contractors have had to provide a negative COVID-19 test and will need to provide immunisation status also. Classrooms will be cleaned daily. Spray and wipes will be available.	Principal
How will you ensure all your workers know how to keep themselves safe from exposure to COVID-19?	Mandatory use of face masks by students and staff in all inside areas. Appropriate physical distancing in classrooms is adhered to where practicable. Time for students and staff outdoors is maximised. No assemblies or large staff meetings are held in person. Staff, students and supervisors asked to stay at home if they are unwell. Indoor spaces are well ventilated and aired. This plan distributed to all staff and community	Principal, H & S Reps and committee

<p>How will you gather information on the wellness of your staff to ensure that they are safe to work?</p>	<p>All staff have to provide a negative COVID test along with their immunisation status. Guidance and Nursing team will be available for check ins with staff members. Student record of vaccinations will be carried out by Nurse and Business Manager. It is important for students and staff who are not well to not come to school</p>	<p>School Nurse / Business Manager</p>
<p>How will you operate your school in a way that keeps workers and others safe from exposure to COVID-19?</p>	<p>Only staff who need to be at school will be onsite, no visitors, no private facility hire groups or visiting therapists will be coming into school. Regular testing of anyone not vaccinated or awaiting their 2nd dose will be carried out and recorded</p>	<p>Principal, H & S Reps and committee</p>
<p>How will you manage an exposure or suspected exposure to COVID-19?</p>	<p>Full plan listed below with scenarios</p>	<p>Principal, SLT, School Nurse</p>
<p>How will you evaluate whether your work processes or risk controls are effective?</p>	<p>With no cases at school. Nurses are guided by MOH, MOE and the school. Nurses document medical visits using a confidential database.</p> <p>The school follows MOH and MOE guidelines, have regular H&S meetings and staff have ongoing communicate with SLT with any concerns.</p>	<p>SLT, school nurse</p>
<p>How do these changes impact on the risks of the work that you do?</p>	<p>We have tried to minimise risks by providing hand sanitizers, face masks, regular cleaning and spacing out of students in the classrooms. Regular teaching outdoors will be in place where practicable. Also, only those staff who need to be on site will be on site.</p>	<p>Principal, H & S Reps and committee</p>

INTERNAL PLAN

Notification of a positive case will come directly to the staff member or student / or parent/caregiver. MOH will notify the school as soon as they are able to.

1. Tracey to inform Julie Lockie / Pete Jones or in their absence an SLT member.
2. SLT / Tracey / a representative from the H & S Reps to meet immediately in the SLT office
3. Ruuma Tahi (Sarah's old office) to be used as the isolation room
4. Student / staff member is identified to team and timetable printed to show all classes of student / staff member

Possible scenarios and actions to be taken:

Scenario 1

Student notified they have a positive Covid result while in the classroom (parent would have been informed first)

- Teacher to notify SLT if first aware
- SLT notify Nurse
- SLT member and nurse gown up in full PPE and go to the classroom.
- Nurse escorts student to an isolated room and contact parent to pick up. (Mask to be worn)
- Nurse to contact Ministry of health (MOH) for instruction
- SLT stays with the class to reassure students/teacher and wait for further instruction from nurse.
- Not allowed back to school until nurse/principal has conformation they can.

Scenario 2

Teacher notified they have positive Covid result while in the classroom (this would possibly be the result of weekly testing – if the staff member felt unwell, they would be not be on site)

- Teacher to notify SLT
- SLT notify Nurse
- SLT member and nurse gown up in full PPE and go to the classroom
- Nurse escort teacher to an isolated room and teacher contact MOH (mask to be worn)
- Nurse will talk to MOH for instruction
- SLT to reassure students and wait for further instruction from nurse.
- Not allowed back to school until Principal has conformation they can return.

Scenario 3

Student or staff member informed they are a close contact with someone who has a positive Covid result (while at school)

- SLT or nurse informed
- SLT member and nurse gown up in full PPE and go to the classroom
- Nurse escort student to an isolated room until picked up. Staff member sent for a Covid test. (Mask to be worn)
- Not allowed back to school until Principal/nurse has conformation they can return.
- SLT decide if information needs to go out to the wider community/caregivers/parents

5. Notify all staff via email a possible case of COVID19 has been communicated to the school by the relevant authority (MOH, MOE or Auckland Regional Health Services) and we are working through notifying people who have been in a close contact situation. Do not share with students at this stage (although text messages will probably start).
6. If the school was to be put into a full shut down situation – this would be communicated to the Whaanau via email, school website, Facebook page, Instagram.

If a school closedown required points to remember:

- Brief Elaine at the gate – close red gate (although if for only a few classes might have to leave open for Whaanau to come in to pick up students)
- SLT support needed at gate.

School staff email

Following confirmed case of COVID-19 at Manurewa High School a planned shutdown of the school is in process. The Ministry of Health / Ministry of Education have instructed that the school be closed until We will keep you informed of further developments.

Staff and students in direct contact with the student concerned will be contacted directly and given further information.

Community email

Following a confirmed case of COVID-19 at Manurewa High School the relevant authorities have close the school until School will finish at the normal time of today and your student is not to return until

Any student that has been in close contact with the confirmed case will be contacted directly and given further information.