

Health & Safety Plan for the Covid-19 Protection Framework

as at 28 January 2022

Overarching Description:

Red	Orange	Green
<p>Action will need to be taken to protect both at-risk people and protect our health system from an unsustainable number of hospitalisations.</p> <p>Schools and kura are open for onsite learning for all students.</p> <p>Schools are prohibited from requiring students to be vaccinated to access education. This includes parents, caregiver and whānau supporting students and their learning.</p>	<p>There will be increasing community transmission that is putting pressure on our health system. The whole of health system will focus its resources, but can continue to manage primary care, public health, and hospitals. There may also be an increasing risk for at-risk people.</p> <p>Schools and kura are open for onsite learning for all students.</p> <p>Schools are prohibited from requiring students to be vaccinated to access education. This includes parents, caregiver and whānau supporting students and their learning.</p>	<p>There are some COVID-19 cases in the community, and sporadic imported cases. Community transmission will be limited, and COVID-19 hospitalisations will be at a manageable level. The health system will be ready to respond, including primary care, public health, and hospitals.</p> <p>Schools and kura are open for onsite learning for all students.</p> <p>Schools are prohibited from requiring students to be vaccinated to access education. This includes parents, caregiver and whānau supporting students and their learning.</p>

Stay home if you feel unwell, are self-isolating or waiting for a Covid-19 test result:

- Students, staff, volunteers, parents, whānau and caregivers must carefully monitor for symptoms and exposure to Covid-19.
- Students required to self-isolate or waiting for a test result will be encouraged to continue learning as much as possible while they are unable to attend classes onsite.

Practice good personal hygiene:

- Wash/sanitise your hands frequently.
- Avoid touching eyes, nose and mouth.
- Cough and sneeze into your elbow.
- Use tissues and paper towels.
- Sanitise hands when you enter and exit each room.
- Sanitiser will be provided in classrooms and other areas around the school.
- Students and staff are encouraged to carry their own pocket-sized sanitiser.

Vaccination:

- All staff, support people and volunteers must be vaccinated. BDSC will maintain a register of vaccination status.
- BDSC students have the right to access education onsite regardless of their vaccination status.
- Parents, whānau or caregivers are **not** required to provide proof of vaccination to be on site for education purposes.
- Homestays must be vaccinated.
- On 23 January 2022 the Public Health Order was amended to include the mandate of the booster. All eligible staff must receive this by 1 March 2022. A copy of your My Covid Record showing your name and date of booster needs to be sent to the Privacy Officer (Principal's PA) principal@bdsc.school.nz.

Detailed Information:

Measure / Risk	Red	Orange
Masks	<p>Masks must be worn when inside at BDSC. This applies to students, staff, volunteers, and visitors.</p> <p>Masks are mandatory when accessing the onsite café, Student Services, Finance Centre and Uniform Shop.</p> <p>Masks are mandatory on school buses and public buses. Students and staff are to provide their own face masks. Scarves and bandannas are not to be worn as face mask.</p> <p>Individuals in a well-ventilated space where there are no others present may remove their mask.</p> <p>Anyone who is covered by the vaccine mandate and currently required to wear a mask, must wear a medical-grade mask (for example, a Type IIR/Level 2 mask).</p> <p>The mask is only required to be worn while in a public-facing role eg when with students, parents and external visitors.</p> <p>Although masks are not required to be worn by staff in staff rooms, we would highly recommend that they are worn in any indoor setting where people are in close contact. Be mindful of your colleagues.</p>	<p>Masks are encouraged and expected to be worn when inside at BDSC. This applies to students, staff, volunteers, and visitors.</p> <p>Masks are mandatory when accessing the onsite café, Student Services, Finance Centre and Uniform Shop.</p> <p>Masks are mandatory on school buses and public buses. Students and staff are to provide their own face masks. Scarves and bandannas are not to be worn as face mask.</p> <p>Masks are encouraged for all when interacting with visitors.</p> <p>Individuals in a well-ventilated space where there are no others present may remove their mask.</p>
Physical distancing	<p>A 1m distance must be maintained where possible.</p> <p>Classrooms will be arranged by each teacher to maximise the distance between students.</p> <p>Avoid touching other people: e.g., hugs, high fives, hongis, and handshakes.</p> <p>Large groups of students meeting indoors should be avoided. This includes assemblies, prizegivings and performances.</p> <p>Singing must be held outside.</p> <p>There is to be no sharing of phones and/or personal devices.</p> <p>Physical distancing of 1.5m is required for examinations.</p>	<p>A 1m distance must be maintained where possible.</p> <p>Classrooms will be arranged by each teacher to maximise the distance between students.</p> <p>Avoid touching other people: eg hugs, high fives, hongis and handshakes.</p> <p>There is to be no sharing of phones and/or personal devices.</p>

Contact tracing	<p>Normal school attendance data will be used to contact trace students if required.</p> <p>Students and staff are encouraged to use the Covid Tracer app with the Bluetooth function enabled.</p> <p>It is recommended staff and students keep a written record of people they have contact with each day.</p> <p>All visitors and contractors are to sign in at reception.</p> <p>The BDSC Covid-19 QR is displayed at all entrances.</p>
Workspace / classroom ventilation	<p>Open all windows and doors as much as possible.</p> <p>Rooms must be locked at the end of the day.</p>
Health Centre	<p>Masks are mandatory for students accessing the Health Centre.</p> <p>Non-urgent consults should take place during student break times.</p> <p>Students or staff who feel unwell or show Covid symptoms while at school must report to the Health Centre.</p>
Clean and hygienic workspaces and classrooms	<p>Hand sanitiser and disinfectant will be provided for each room.</p> <p>Staff should sanitise hands before using common area equipment like phones, photocopiers. Also, when handling and handing out paper resources and books.</p> <p>Students and staff using a computer room need to be mindful of keeping the computer keyboards clean. Any sneezing or coughing while using a computer requires the keyboard to be cleaned before further use. Appropriate cleaning solution for this purpose is provided in computer rooms.</p> <p>HOLAs are to manage additional protocols required within their learning areas.</p> <p>Daily cleaning procotols:</p> <ul style="list-style-type: none"> • Disinfectant and paper towels/Chux cloths will be provided for each classroom for occasions when handwashing is not practical. • Daily routine: Each time a teaching space is used for first time that day, desks and chairs will be sanitised. • If you go into the room and the chairs are still up on top of desks, the desks and chairs will need to be cleaned prior to teaching (ie: there may not have been a tutor time in that classroom on that day). If you are the last class of the day, please ensure all chairs are put up on the desks. The room timetable will be on the whiteboard in each room. • Sit down lunch protocols will be the same as prior to lockdown, use of classrooms, commons and back of the whanau. Tutor classes allocated to specific classroom or spaces. • Whanau Commons and classrooms: all tabletops and chairs will be sanitised at the end of sit-down lunch. • All teacher's desks are to be kept clear of clutter so they can be disinfected at the beginning of each day (along with the students table and chairs). • Disinfect phones in communal areas before and after use. • Good hand hygiene must be followed prior to and after use of photo copiers. • Contracted cleaning company to disinfect high use touch points eg door handles, switches, handles <p><i>Note: these actions are in addition to the school wide cleaning schedule by commercial cleaners</i></p>
Students on arrival to class	<p>Open the doors in advance to minimise the need for students to touch the doorknob. Doorstops are available.</p> <p>Have students sanitise their hands each time they arrive or leave a room.</p> <p>Observe students on arrival checking for symptoms.</p> <p>Send any student who is unwell to the Health Centre. Message the Nurse through KAMAR naming the student sent.</p> <p>Clean shared resources used by students before and after use by each student.</p>

Distance learning	<p>We will support off site learning for those required to self-isolate or waiting for a test result. Support will also be given for children with complex medical needs, especially if not fully vaccinated, and who are learning from home following advice from a health professional.</p>	
Providing work for students not attending	<p>The college expectation is that most students will attend, and that teaching will happen at school. Some provision of work for students who are away is expected as it would normally be. Students with complex medical needs who have been advised by their health professional to remain at home will be supported to access appropriate education opportunities.</p>	<p>The college expectation is that most students will attend, and that teaching will happen at school. Some provision of work for students who are away is expected as it would normally be.</p>
Staffroom / Kitchenettes	<p>Crockery can be used at break times but must not leave the staffroom as they must be sterilised in the dishwasher. Disposable cutlery will be provided. All kitchen surfaces and utilities will be cleaned regularly throughout the day (after interval and lunch). Only the kitchen appliances in the staffroom are to be used eg microwaves, toasted sandwich makers, toasters. Staff may bring their own crockery and cutlery however they must take responsibility for cleaning them and must not be left in the staffroom or communal areas after use.</p>	
Curriculum related activities - including examinations, assemblies and shared facilities	<p>Large activities should not go ahead unless held outdoors. If other students are coming onsite for learning, 1m physical distancing should be applied where practicable. Examinations will require 1.5m physical distancing.</p>	<p>Curriculum related activities including examinations, assemblies and shared facilities across schools can go ahead with approval and careful planning on a case-by-case basis. Large activities, if they are to go ahead, should take place in well-ventilated areas or outdoors. Inter-school activities not related to the curriculum should be limited or not go ahead. For curriculum related activities, if they do go ahead, physical distancing of 1m should be observed wherever practical.</p>
Meetings	<p>Meetings with most or all staff (ie. staff briefing, PL) can be held in the PAC. Meetings of smaller numbers (ie. Operational teams, HOLA, LA, WL, whānau staff and year level meetings) can be held in a spacious and well-ventilated area. It is preferred that meetings with parents and outside agencies take place online. If a meeting requires physical presence, it is the organiser's responsibility to ensure a minimum of 1m distance is maintained, masks are worn, ventilation appropriate, and health measures are in place.</p>	<p>If a meeting is held in person, it is the organiser's responsibility to ensure a minimum of 1m distance is maintained, masks are worn, ventilation appropriate, and health measures are in place.</p>

Assemblies	<p>Full whānau, full year level or full school assemblies will be held online. WLS will notify tutors which day they will have a full year level assembly. If your tutor group is a challenge to manage during online assembly, please request assistance from your WL and/or SLT.</p>	
Library	<p>The BDSC library will be open. Masks mandatory. Two classes can be booked in per lesson and a maximum of 100 students in the library at any one time.</p>	<p>The library will be open as normal. Masks mandatory.</p>
PE and Health timetabled classes	<p>Curriculum-based school sport (including contact sports) in physical education classes held on school grounds, during college time, with no external personnel (for example other students, coaches, officials, or event deliverers) can go ahead. Masks are not required when taking part in physical activities. Maximum of two classes in the gym.</p>	<p>Curriculum-based school sport (including contact sports) in physical education classes held on school grounds, during college time, with no external personnel (for example other students, coaches, officials, or event deliverers) can go ahead. Masks are not required when taking part in physical activities.</p>
Groups of students (BDSC only)	<p>Groups of students are able to be onsite outside of school hours for curriculum support. For all co-curricular activities onsite outside of school hours – SLT must be notified of venue and numbers. The Teacher in Charge is required to ensure social distancing and all other health protocols are followed.</p>	<p>Groups of students are able to be on site outside of school hours for curriculum support and co-curricular activities. The Teacher in Charge is required to ensure social distancing and all other health protocols are followed.</p>
Non-curriculum related Events and co-curricular activities (excluding sport)	<p>Events and co-curricular activities should be limited and will only go ahead if a vaccination certificate is provided. Physical and cultural activities for BDSC students can go ahead onsite subject to normal school approval and all CPF RED public health requirements being met. Proof of vaccination is required for events or activities which bring people onsite who are not there for education purposes, including students, parents, and caregivers. This includes performances such as school plays, cultural events, sporting activities and prizegivings. No external students onsite for non-curriculum related interschool activities. Organisers of events and co-curricular activities are responsible for ensuring all required CPF RED protocols are followed.</p>	<p>Events and extra-curricular activities require prior approval. Physical and cultural activities for BDSC students can go ahead on site subject to normal school approvals and all CPF ORANGE public health requirements being met. Proof of vaccination is required for events or activities which bring people onsite who are not there for education purposes, including students, parents and caregivers. This includes performances such as school plays, cultural events, sporting activities and prizegivings. No external students onsite for non-curriculum related interschool activities. Organisers of events and co-curricular activities are responsible for ensuring all required CPF ORANGE protocols are followed.</p>

Sport	<p>All sport is subject to Sport New Zealand guidance and ASSA. https://sportnz.org.nz/resources/covid-19-protection-framework-overview/</p> <p>Teacher in Charge/Manager/Coach is responsible for ensuring all required CPF RED protocols are followed. These include:</p> <ul style="list-style-type: none"> • Keeping a record of attendance for contact tracing purposes. • Maintaining numbers within gathering limits. • Sanitising hands before and after training/games. • Sanitising equipment before and after use. <p>Students and staff who want to be involved with Auckland secondary school sanctioned sporting competitions, need to be fully vaccinated.</p>	<p>All sport is subject to Sport New Zealand guidance and ASSA. https://sportnz.org.nz/resources/covid-19-protection-framework-overview/</p> <p>Teacher in Charge/Manager/Coach is responsible for ensuring all required CPF ORANGE protocols are followed. These include:</p> <ul style="list-style-type: none"> • Keeping a record of attendance for contact tracing purposes. • Maintaining numbers within gathering limits. • Sanitising hands before and after training/games. • Sanitising equipment before and after use. <p>Students and staff who want to be involved with Auckland secondary school sanctioned sporting competitions, need to be fully vaccinated.</p>
EOTC	<p>EOTC can go ahead with careful planning and if all protocols, contract tracing, hygiene and vaccination requirements of the school and the venue are met.</p> <p>Targeted local lockdowns, if initiated, may restrict movement across boundaries/borders.</p> <p>Please note schools are awaiting public health orders 4 February.</p>	
Minivans	<p>Masks must be worn by all those in the school minivan.</p> <p>Hand sanitiser will be provided.</p> <p>The driver is responsible for sanitising the interior surfaces before and after use.</p> <p>The driver is responsible for recording names of those in the van for future contract tracing if required.</p>	
Copy Centre	<p>Staff are not to cross the 'hazard' tape and enter the main print zone.</p> <p>If you need booklets or help with photocopying please either send this to this to copycentre@bdsc.school.nz or l.tehira@bdsc.school.nz or place in the 'In tray' in the Copy Centre.</p> <p>If you would like a sample of your photocopying before final print, please let Lizzie know and she will put it in your pigeonhole for approval. Please email your response (Yes, No or Amend) to copycentre@bdsc.school.nz</p>	
Couriers	<p>All couriers will drop off and pick up in the entry foyer of reception. Our receptionist will monitor this area and will let you know if there is a package for you. If you are collecting anything, please ensure you are maintaining physical distancing.</p>	
Managing staff leave	<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. 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. 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>Should a staff member be directed by Government/MOH/Police to isolate, please notify the Privacy Officer (Principal's PA) with all the information MOH have advised.</p> <p>Staff members who travel outside of NZ should notify the Principal in writing of their intentions. This needs to include how they plan to mitigate any unexpected absence from school due to Covid-19 related travel delays or MIQ isolation requirements.</p>	

Student leave	<p>Families should advise the school if they are intending to travel overseas and provide the relevant dates.</p> <p>They should contact the school close to their return date to find out what the current requirements are before returning onsite.</p> <p>Evidence of a negative covid test needs to be emailed to the school nurse vaccinate@bdsc.school.nz no longer than 48 hours before their return to school.</p>	
Café / eating and drinking	<p>The college café will be open.</p> <p>Masks are mandatory for students accessing the café.</p> <p>Avoid sharing food or drinks.</p> <p>Y12-13 access Café at beginning of sit-down lunch.</p>	
Visitors	<p>Non-essential visitors are not permitted.</p> <p>Visitors must pre-arrange their visit.</p> <p>Visitors (other than BDSC parents/whānau/caregivers visiting for education related purposes) must be vaccinated and show a vaccine pass.</p> <p>All visitors need to sign in using the NZ Covid Tracer App and sign in as a visitor (and out) in the foyer.</p> <p>Visitors must wear a mask/face covering and maintain a 2-metre distance where possible.</p> <p>Visitors are required to refrain from handshakes, hugs, and hongi.</p> <p>Visitors are asked to apply basic hygiene measures.</p> <p>Staff are asked to arrange to meet visitors in a well-ventilated space or outside.</p> <p>Staff are asked to check that visitors have no cold, flu, or Covid-19 symptoms and that they have not been asked to self-isolate or been overseas in the previous 10 days and are not waiting for a Covid-19 test result.</p>	<p>Non-essential visitors will be discouraged.</p> <p>Visitors will be encouraged to pre-arrange their visit. Dropping in will be discouraged.</p> <p>Visitors (other than BDSC parents/whānau/caregivers visiting for education related purposes) must be vaccinated and show a vaccine pass.</p> <p>All visitors need to sign in using the NZ Covid Tracer App and sign in as a visitor (and out) in the foyer.</p> <p>Visitors are encouraged to wear a mask/face covering and to maintain a 2-metre distance where possible.</p> <p>Visitors are discouraged from handshakes, hugs, and hongi.</p> <p>Visitors are asked to apply basic hygiene measures.</p> <p>Staff are asked to arrange to meet visitors in a well-ventilated space or outside.</p> <p>Staff are asked to check that visitors have no cold, flu, or Covid-19 symptoms and that they have not been asked to self-isolate or been overseas in the previous 10 days and are not waiting for a Covid-19 test result.</p>
Parents / caregivers dropping off/picking up students	<p>Parents and caregivers dropping off or picking up students before and after school are encouraged to wear a face covering and keep 2m distance from others.</p>	
Staff working across multiple schools	<p>For example: Relief teachers, music itinerants.</p> <p>Staff members working across schools should be extra mindful.</p>	
Construction and property contractors	<p>Contractors are able to work on the college site but must be vaccinated.</p> <p>They must be informed of and follow BDSC protocols and the Ministry of Education guidelines.</p>	
Managing in an emergency	<p>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, floods, earthquake etc.</p> <p>We will continue to operate practice drills as normal at all red, orange, and green levels.</p>	