

# Health & Safety Plan for the CPF Orange

*Reviewed 29 April 2022*

## Overarching Description:

### Orange

There will be increasing community transmission that is putting pressure on our health system.  
The whole 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.

**Schools and kura are open for onsite learning for all students.**

**Coloured sections below pertain specifically to the Orange CPF setting**

## 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.

## Detailed Information:

Measure / Risk	CPF Orange
Masks	<p>Masks no longer need to be worn in classrooms or outside. Staff will no longer have to enforce they be worn.</p> <p>At BDSC, we encourage people to wear face masks, however it is an individual's choice.</p> <p>If a school sees a rise in local cases within the school community, we request masks be worn inside eg classrooms.</p> <p>Students and staff need masks for assemblies (and other large indoor gatherings)</p> <p>Masks are mandatory on school buses and public transport.</p> <p>Students and staff are to provide their own face masks.</p> <p>Scarves and bandannas are not to be worn as face mask.</p>
Physical distancing	<p>Classrooms will be arranged by each teacher to maximise the distance between students.</p> <p>Avoid touching other people: eg hugs, high fives, hongi and handshakes.</p>
Workspace / classroom ventilation	<p>Open all windows and doors as <i>much as possible</i> and when practical in poor weather.</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. Masks available at Student Services.</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>Daily cleaning protocols:</p> <ul style="list-style-type: none"> <li>• Disinfectant and paper towel cloths will be provided for each classroom for occasions when handwashing is not practical.</li> <li>• Daily routine: Each time a teaching space is used for first time that day, desks and chairs will be sanitised.</li> <li>• 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.</li> <li>• Sit down lunch protocols: Tutor classes allocated to specific classroom or spaces.</li> <li>• Whānau commons and classrooms: all tabletops and chairs will be sanitised at the end of sit-down lunch.</li> <li>• Disinfect phones in communal areas before and after use.</li> <li>• Good hand hygiene must be followed prior to and after use of photocopiers.</li> </ul> <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. 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><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>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	We will support student offsite learning for those required to self-isolate as a household contact or are Covid positive. 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.
Providing work for students not attending	The college expectation is that 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.
Staffroom / Kitchenettes	Full use of staffroom / kitchenette facilities resumes. Crockery and cutlery must not leave the staffroom as they must be sterilised in the dishwasher. All kitchen surfaces and utilities will be cleaned regularly throughout the day (after interval and lunch).
Curriculum related activities - including examinations, assemblies and shared facilities	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.
Assemblies	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. <i>To be reviewed after the next Government announcement mid-May.</i>
Library	The library will be open as normal.
Non-curriculum related Events and co-curricular activities (excluding sport)	Physical and cultural activities for BDSC students can go ahead onsite subject to normal school approvals and all CPF ORANGE public health requirements being met. Organisers of events and co-curricular activities are responsible for ensuring all required CPF ORANGE protocols are followed.
Sport	All sport is subject to Sport New Zealand guidance and ASSA <a href="https://sportnz.org.nz/resources/covid-19-protection-framework-overview/">https://sportnz.org.nz/resources/covid-19-protection-framework-overview/</a> . Teacher in Charge/Manager/Coach is responsible for ensuring all required CPF ORANGE protocols are followed. Masks must be worn at all times in vans/taxis. All coaches are encouraged to wear masks at trainings, games. Sanitising hands before and after training/games.
EOTC	EOTC will continue with careful planning and if all protocols, contract tracing, hygiene and vaccination requirements of the school and the venue are met.
Minivans	Minivans are to be treated as public transport ie face masks must be worn by all those in the school minivan. Hand sanitiser will be provided. The driver is responsible for sanitising the interior surfaces before and after use.
Copy Centre	Staff are not to cross the 'hazard' tape and enter the main print zone. If you need booklets or help with photocopying, please either send this to <a href="mailto:copycentre@bdsc.school.nz">copycentre@bdsc.school.nz</a> or <a href="mailto:l.tehira@bdsc.school.nz">l.tehira@bdsc.school.nz</a> or place in the 'In tray' in the Copy Centre. 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 <a href="mailto:copycentre@bdsc.school.nz">copycentre@bdsc.school.nz</a> .
Couriers	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.

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.</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>Should a student return a positive Rapid Antigen Test on their return from international travel, the school must be informed and the student must seek a PCR test and isolate as required.</p>
Café / eating and drinking	<p>The college café will be open.</p> <p>Avoid sharing food or drinks.</p> <p>Y12-13 access Café at beginning of sit-down lunch (the first 10 minutes).</p>
Visitors	<p>Visitors will be encouraged to pre-arrange their visit. Dropping in will be discouraged.</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>
Construction and property contractors	<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>