



**Te Kohanga**  
Primary School  
Kia Kaha Kia Toa

## **Pandemic Planning 2020 - COVID-19 Outbreak**

**Pandemic Manager:** The Principal, Robyn Driver  
[principal@tekohanga.school.nz](mailto:principal@tekohanga.school.nz) 0211004160

**Other Key Personnel:** The Office Manager, Classroom Teachers, Support Staff, Cleaners, Board of Trustees, School Nurse

**Te Kohanga School Number:** 09 232 8881

**Ministry of Health:** <https://www.health.govt.nz/>

**Healthline:** [0800 611 116](tel:0800611116)

**Isolation Rooms:** A) Sick Bay      B) Room 2

### **Contents of this Plan:**

Key Personnel and Contact Details

Stage 1: Risk Management

Stage 2: Cluster Control

Stage 3: Pandemic Management

Stage 4: School Closure

Stage 5: Recovery

Stage 5: Appendix

Refer to full pandemic management guidance provided by the [Ministry of Education](#)

## Stage 1: Risk Management

Notification: [Ministry of Health](#) announces human to human transmission

### Pandemic manager will ensure:

1. Preparedness follows guidelines provided by the [Ministry of Health](#).
2. Parents, caregivers and guardians are informed that the pandemic plan is in place ([Sample letter appendix 1](#)).
3. All contact details are up to date (Etap checking process at beginning of each year, and reminders sent out throughout the year).
4. The school office can easily generate an up to date contact list on Etap, which will be provided to the local Ministry of Education office if requested.
5. Parents, caregivers and guardians are kept updated on their tasks and responsibilities, which will include how to manage sick children and adults and what happens in the event of closure. Parents, caregivers and guardians are aware of ways to limit spread of the pandemic including staying at home when sick, cough and sneeze control, hand washing etc.
6. Te Kohanga School will review resources to ensure that there are sufficient supplies of cleaning materials. Introduce extra cleaning as required. This will be determined by the nature of the pandemic and will be advised by the Ministry of Health.
7. Critical staff numbers and skills required to keep essential parts of the school running are identified, as suggested below:
  - a. Principal and / or Deputy Principal (DP)
  - b. At least one staff member for the office
  - c. **A ratio of at least 1 teacher for every 30 children**
  - d. Ideally, at least one additional member of the support staff team (for supporting children with special needs)

### Parents/guardians will:

1. Ensure contact information held at school is accurate and up to date (records sent out annually, and reminders communicated regularly).
2. Provide the school with (preferably two) accurate and up to date alternative contact details, in the case of the first contact being unavailable.
3. Ensure children who are unwell remain at home and parents, caregivers and guardians and whānau when they are feeling unwell, particularly if they are exhibiting the pandemic symptoms.
4. **Contact healthline on 0800 358 54 53 for COVID-19, or the GP (vital to call ahead first before arrival) for medical advice if concerned about any student or staff member displaying symptoms** and stay at home until symptoms resolve.

### Staff will

1. Maintain up to date emergency contact information for all students and staff
2. Maintain familiarity with [Ministry of Health](#) guidelines for pandemic management.
3. Request that a student is collected and taken home immediately should they become seriously ill or if instructed to do so by the pandemic manager.

4. Ensure that if a student becomes ill and cannot be taken home immediately they will be placed under the care of an adult and will be taken to the isolation area to await collection from Te Kohanga School.

## Stage 2: Cluster Control

Trigger: [Ministry of Health](#) announces human to human transmission of pandemic strain case(s).

### Pandemic Manager will:

1. Communicate early the possibility of a pandemic and Te Kohanga School's preparedness to manage it – to board, staff, students, parents and whānau
2. Discuss with staff possible health and safety issues, and Leave arrangements for them if they are ill, in a high-risk group or need to look after dependents.
3. Ensure the Cleaning Staff is aware of the alert, and follow [additional cleaning processes](#).
4. Select and communicate the most appropriate [isolation room](#) (either the Sick Bay or Room 2 or both)
5. Restrict entry of any persons displaying the pandemic symptoms in [isolation Room](#)
6. Display isolation signs where needed
7. **Contact healthline on 0800 358 5453 (for COVID-19) or the GP for medical advice if concerned about any student or staff member displaying symptoms.**
8. Communicate any decisions about exclusion, isolation, closure to parents and caregivers through established protocols.
9. Maintain a record of any households who have people in isolation - including dates, communications, etc
10. Notify any cases to health authorities as required .
11. Establish a system to monitor families who are ill or suspected of being ill including contacting families who are unexpectedly absent.
12. Use a variety of means to remind students, staff and families to practice good personal hygiene and cleaning habits.
13. Take a common sense approach on how to handle appropriate social distancing between students and students, and students and staff.
14. Notify the local DHB if more than 30% of the roll is absent and parents give sickness as a reason.

### Parents / Caregivers will ensure:

1. Children who are unwell remain at home. If parents, caregivers and whānau are sick then the children should stay home too, particularly if they are exhibiting the pandemic symptoms.
2. **Contact Healthline on 0800 358 5354 for COVID-19, or the GP for medical advice (important to call first)** and stay at home until symptoms resolve.
3. Subject to MoH requirements, Parents and caregivers who have been overseas recently to an affected country, and/or been in contact with someone diagnosed with the pandemic stay away from school. Children who have accompanied parents overseas also stay away from school. Children who did not go overseas are allowed to attend school.

### Staff will:

1. Follow [isolation room](#) procedures, including assigned supervisor protocols
2. Report to the pandemic manager, and take care of, any student (in isolation room, and taking care to protect their own health and safety), showing the pandemic symptoms, such as:
  - a. High fever (or feel feverish or hot)
  - b. Headache, fatigue and weakness
  - c. Sore throat, cough, chest discomfort, difficulty in breathing
  - d. Muscle aches and pains
  - e. Any additional symptoms communicated by [Ministry of Health](#)

3. Notify the Pandemic Manager if they themselves have pandemic symptoms, and contact Healthline on 0800 611 116, or the GP for medical advice and stay at home until symptoms resolve.
4. Notify the Pandemic Manager if they have recently returned from affected countries.
5. Fill in the suspected pandemic notification form (Appendix 4) and give to the Pandemic Manager to submit. Take names of contacts (Appendix 5) (those who have been within one metre of them or in an enclosed place for more than 60 minutes). These will be provided to the Pandemic Manager.
6. In consultation with the Pandemic Manager, arrange to send the students home immediately. Suggest they call their doctor by telephone to advise that they have been in contact with a suspected pandemic case.
7. Advise parents, caregivers and guardians, caregiver and guardians to collect their children.
8. Ensure the school has adequate supplies of tissues, medical and hand hygiene products, cleaning supplies and masks.
9. Cancel all extracurricular activities and planned school trips.
10. Remove books, magazines and papers from common areas. Consider ways of cleaning and/or restricting communal use of some play, physical education equipment or office equipment.
11. Prepare for the possibility of home-learning scenarios

**Cleaning Contractor (School employed Staff) will:**

1. Implement Pandemic Cleaning Procedure (Appendix 6), following additional cleaning processes. The procedures in such an event will be to use detergent and/or bleach on all surfaces as advised by the Ministry of Health.
2. Report completion and any issues to the Pandemic Manager

## Stage 3: Pandemic Management - **School remains open or temporarily closed**

*Trigger: The Ministry of Health will widely publicise any changes to the “National Alert Levels”, and may signal the need to activate pandemic and continuity plans. The Ministry of Education will contact schools to provide further guidelines / directions.*

### **Pandemic Manager will:**

1. Through consultation with the Board of Trustees Chairperson, and the DHB Emergency Planner and the Ministry of Education Office make the decision to close Te Kohanga School as required.
2. Advise all parents, caregivers and guardians (Appendix 7).
3. Post notices of closure on entry points. (Appendix 8/9)
4. Collaborate with local agencies in making Te Kohanga School facilities available in pandemic response efforts.

### **Cleaning / Hygiene Practices**

During a pandemic Te Kohanga School will be closed, but may need to be cleaned thoroughly to destroy any virus. This applies particularly to hard surfaces (for example, sinks, handles, railings, objects and counters). Influenza viruses may live up to two days on hard surfaces.

While the school is closed, hygiene practices should be elevated in a pandemic to an even higher level than usual with thorough and additional cleaning to be carried out, for example:

- Reminding staff and students not to share cups, dishes and cutlery; and ensure these items are thoroughly washed with soap and hot water after use.
- Remove books, magazines and papers from common areas.
- Consider ways of cleaning and/or restricting communal use of some play, physical education equipment and office equipment.
- When a person with suspected influenza is identified and has left, it is important that their work area or office and any other known places they have been are thoroughly cleaned and disinfected.
- Planning should identify the basic hygiene practices (including hand hygiene) to be followed by cleaners, protocols for the use of personal protection equipment (if recommended by the Ministry of Health), and methods for waste disposal.
- all internal spaces should be well ventilated, preferably by fresh air via opening windows
- People with COVID-19 symptoms should use a disposable surgical mask to help prevent exposing others to their sneezes and coughs. Used masks must be disposed of in a sealed bin as soon as they become moist, and hands must be thoroughly washed and dried after the used mask has been discarded. More information on how / when to use masks is available here

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-novel-coronavirus-health-advice-general-public/covid-19-novel-coronavirus-face-mask-and-hygiene-advice>

### **Social Distancing and Barriers**

In primary schools social distancing may be difficult to achieve, but any raising of awareness or any level of compliance will be useful (source: [Ministry Of Education](#))

Social distancing is a strategy to protect staff and students during a pandemic by minimising their contact with others. Events involving large gatherings should be avoided, whether inside or outside. A distance of at least one metre should be maintained between people wherever practical. The

Ministry of Health has the following suggestions for minimising contact, including the following measures where practicable:

- Use closed sliding glass and doors to maintain a barrier between office staff and members of the public
- Avoid bring large groups of children together (eg multiple classes in confined mat areas)
- Cancel overnight stays
- Arrange learning activities outside or make use of large indoor spaces
- Avoid activities where children are holding hands, hugging, kissing, sharing equipment, etc
- Set up the classroom to maximise opportunities for distance - table distances, single seating spaces, etc
- Where possible avoid meeting people face-to-face – use the telephone, video conferencing and the internet to conduct business as much as possible – even when participants are in the same building.
- If a face-to-face meeting with people is unavoidable, minimise the meeting time, choose a large meeting room and sit at least one metre away from each other if possible. Avoid shaking hands or hugging.
- Avoid any unnecessary travel and cancel or postpone non-essential meetings, gatherings, workshops or training sessions.
- Avoid public transport.
- Bring lunch and eat away from others (allowing distance in the staffroom).
- A staggered lunch and morning tea times may be introduced to reduce numbers in the staffroom.
- Set up systems where families and staff can request information via phone, email or fax and have information ready for fast pick-up or delivery.

## **Stage 4: Pandemic Management - School Closed**

### **Pandemic Manager will:**

1. The Pandemic Manager will listen to the instructions from the Prime Minister, Ministry of Health, Ministry of Education and Civil Defence and act immediately to close the school.
2. Instructions for how to close the school (property, accounts, learning, staffing) need will be followed carefully and as accurately as possible in the circumstances.
3. Advise all staff immediately.
4. Advise all parents, caregivers and guardians within an hour. (Appendix 7)
5. Post notices of closure on entry points. (Appendix 8/9)
6. Collaborate with local agencies in making Te Kohanga School facilities available in pandemic response efforts.

### **Staff Will:**

- Continue to be on site until the school is officially closed unless they are in the high risk group and have been previously identified.
- Plan take home packs or home learning for the first few days of closure.
- Identify (phone homes) students in their class who do not have device or wifi capability at home.

### **Continued Communication with All Staff and Whānau:**

1. The Pandemic Manager will keep in contact with staff by text every few days to check on well-being and capability to work from home
2. Over the 'holiday' period, design a working doc for staff to collaborate on with home learning ideas.
3. Communicate on Facebook every second day with whanau and the community.

## Stage 5: Recovery

*Trigger: Population affected by vaccination/or pandemic abated in New Zealand.*

### **Pandemic Manager will:**

1. Advise that Te Kohanga School is reopened through telephone and email.
2. Remove signs and update notice board.
3. Call cleaners to come and do a deep clean of the school before it reopens.
4. Remind whanau to return loaned devices and textbooks.
5. Undertake debrief of procedures used with staff.
6. Review the importance of keeping safe guidelines with children.
7. Arrange for trauma/grief counselling as necessary.
8. Lead a community evaluation of all procedures followed and make updates, based on recommendations
9. Share a report of evaluation with the community and Board of Trustees
10. Update all relevant documentation

## **Pandemic Appendices**

Appendix 1	Letter to community informing them that a Pandemic Plan is in place.
Appendix 2	Letter to staff about preparedness to react to a Pandemic.
Appendix 3	Isolation Room Signs
Appendix 4	Suspected Pandemic Notification Form
Appendix 5	Close Contact List for Possible Cases
Appendix 6	Pandemic Cleaning Procedures - Additional Cleaning Processes
Appendix 7	School Closure notification for parents
Appendix 8	School Closed Signs
Appendix 9	Playground Closed Signs
Appendix 10	
Appendix	
Appendix	

Appendix 1:

Te Kohanga School Pandemic Planning

DATE:

Dear Whānau,

The Te Kohanga Board of Trustees has updated its Pandemic Response Plans. These are designed to support our students, staff and school in times of crisis.

The current pandemic plan is focussed around an Influenza Outbreak and specifically the Corona Virus COVID-19.

A copy of this plan can be found on our school website [www.tekohanga.school.nz](http://www.tekohanga.school.nz)

Nga mihi nui,

Appendix 2:

Dear Staff,

Te Kohanga School has an updated Pandemic Plan which I encourage you all to read. While it includes a set order for how the school may act in a Pandemic Situation we will need to be highly adaptable to how quickly things can change.

Should schools close you will continue to be employed in your usual capacity. Where possible we will support students with distance learning.

In times of a Pandemic the most important things is the Health and Well-Being of our students, staff and community. We will not do anything or ask anything of you that would increase any risk to yourselves.

# Isolation

# Room



**DO NOT ENTER**

## Suspected Influenza Notification Form

<i>Name:</i>		<i>Isolation Room:</i>	
<i>Student/Staff:</i>		<i>Nationality (if visitor)</i>	
<i>DOB:</i>			
<i>Address</i>			
<i>Contact Numbers</i>	<i>H</i>	<i>M</i>	<i>W</i>
<i>Symptoms Noticed</i>	Fever / Headache / Dry Cough / Body Aches / Fatigue / Cold / Other: _____		
Time of Fever Onset:	Time of Isolation:		
Travel history over the past week: Countries Visited: _____  Flights/Cruises Taken: _____			
GP Details:			
Healthline Contacted / Notes:			

## **Close Contact List for Possible Tracing**

The Ministry of Health currently defines pandemic influenza contacts as people who have had close physical (less than one metre), or confined airspace contact with an infected person, within four days of that person developing symptoms. These are likely to include family members and/or other living companions, workmates, other students in the class/school (if in close contact situations or confined airspace environments), and some recreational companions.

*Note that the definition of a contact is likely to change once the nature of the pandemic strain is known. Schools should refer to the Ministry of Health website during a pandemic for up-to-date guidance.*

	<b>People the affected person has interacted with since displaying symptoms</b>			
	<b>NAME</b>	<b>EMAIL</b>	<b>PHONE NUMBER</b>	<b>ADDRESS</b>
1				
2				
3				
4				
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15				

## **Pandemic Cleaning Procedures**

<http://education.govt.nz/school/health-safety-and-wellbeing/emergencies-and-traumatic-incidents/pandemic-planning-guide/how-to-clean-your-early-learning-service-or-school-during-a-pandemic/>

Appendix 7:

**NOTIFICATION OF SCHOOL CLOSURE (ACTUAL ONE USED ON FB AND AS A LETTER 23.03.2020)**

Kia ora Whanau

The Prime Minister has just announced the immediate CLOSURE OF SCHOOLS.

The only exception is for students whose parents are key workers eg hospital workers, supermarket workers, police and are unable to find suitable care for their child. We are unaware of this applying to any of our students. However please contact Robyn Driver on 021 100 4160 if you feel this applies to you.

School is closed as of tomorrow, Tuesday 24th March for, at this point, a minimum of four weeks.

Tonight or tomorrow, Mrs Driver or Whaea Linda will drop off home learning packs to your front door. Please text Robyn if you are already away from your homes so they are not left outside.

The Easter School holidays are being brought forward so that they are completed within the 4 week isolation period. Holidays will now begin from Monday 30 March to Tuesday 14 April inclusive (a reminder that the Tuesday after Easter Monday is always a closed day for schools).

At the end of the school holidays, schools will be open for distance learning but not physically open for staff to work at the schools. Teachers will be providing online learning from this date.

Please note the instruction to stay home (Alert Level 4) will continue beyond the new school holiday period but schools will be technically open for distance instruction. Teachers will be working offsite.

Keep safe, Te Kohanga School

**SCHOOL CLOSED**

**DUE TO THE PANDEMIC, THIS  
SCHOOL IS CLOSED UNTIL  
FURTHER NOTICE**

**DO NOT ENTER**

**All families will be communicated with  
via our facebook page and SkoolLoop  
app.**

For urgent enquiries, contact  
The Principal, Robyn Driver  
[principal@tekohanga.school.nz](mailto:principal@tekohanga.school.nz)

[021 100 4160](tel:0211004160)

**Be Safe...**

Unite  
against  
COVID-19

New Zealand Government

**PLAYGROUNDS  
CLOSED until  
further notice**

Unite  
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