

# Wellington High School - COVID-19 Health and Safety Plan at Alert Level 2

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Plan reviewed by:	Pandemic Planning Committee	Date: 12 / 05 / 2020
Plan reviewed by:	Senior Leadership Team	Date: 12 / 05 / 2020
Plan approved by:	Principal	Date: 14 / 05 / 2020
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The Alert Level that is authorised by the government can be accessed [here](#).

The [Schooling detail for Alert Level 2](#) is provided by the Ministry of Education in consultation with the Ministry of Health. This plan will be reviewed and refreshed as more details are available.

This plan should be read in conjunction with the [Wellington High School Pandemic Plan](#), however this Health and Safety plan will likely contain more specific and updated information relevant to returning to school at Alert Level 2.

This plan has been completed with close reference to Ministry of Education guidelines in [Managing Health and Safety in Schools at Alert Level 2](#).

The Ministry of Education has stated that under Alert Level 2, it is safe for all schools to open. Safe and sensible practices for hygiene and contact tracing will be the norm, and all students will be able to return, so long as they remain well.

Under Alert Level 2, there are still likely to be new cases which may be the result of household transmission or associated with cluster outbreaks that are contained. The disease remains in New Zealand, so we need to remain vigilant and take appropriate steps to avoid transmission. People are able to leave home but are asked to do so in a safe and conscientious way.

## Purpose

The core principle behind this Health and Safety Plan is to protect the health and safety of all staff, students and their parents and whānau, and any visitors who come into Wellington High School.

The key principles for [Alert Level 2](#) are to:

- reduce the risk of someone getting infected in the first place
- ensure we can identify and contact anyone who becomes infected
- understand that Level 2 is not business as usual.

As we have been doing at Alert Level 3, we will continue to focus on:

- **enabling good hygiene practices** – regular washing and drying of hands and good cough and sneeze etiquette remain fundamental to preventing spread of illness such as colds, flu and COVID-19
- **ensuring people with COVID-19 symptoms stay away** from school
- **maintaining physical distancing where practicable** - in schools at Alert Level 2 this means children, young people, and staff maintaining a physical distance so that they are not breathing on or touching each other (there is no minimum distance requirement for schools at Alert Level 2)
- **keeping track of people that enter our school** – through our attendance register, timetable and visitor register.

Key messages from the Ministry of Education are:

- It is safe for all students and staff to return to school in Alert level 2. Schools are safe because hygiene habits will be strong and schools will put into place safe and sensible practice.
- Schools won't open midweek. Whenever the decision is made, they will open at the beginning of the following week.
- Distance learning is available for those unable to attend school, for example who are self-isolating.
- Ministry staff supplemented by resource teachers and school staff continue to support children with learning support needs by phone and Skype where their health status requires them to stay isolated.
- School transport is able to increase as the number of students increases.
- An increased number of school redevelopment and construction projects can resume.
- People at higher-risk of severe illness from COVID-19 (eg those with underlying medical conditions, especially if not well-controlled) are encouraged to take additional precautions when leaving home. They may work, if they agree with their employer that they can do so safely.
- The safety and wellbeing of students, staff and their households, continues to be a priority.

## Changes from Alert Level 3

The significant changes for schools and early learning centres are:

- **Physical Distancing** – Physical distancing is a good precaution to prevent the spread of disease. In an Alert Level 2 school environment, this means children, young people, and staff maintaining a physical distance so that they are not breathing on or touching each other, coupled with good hygiene practices (coughing into your elbow, handwashing and drying) and regular cleaning of commonly touched surfaces. There are situations where physical distancing is not possible, such as some sporting activities. In these situations extra emphasis on handwashing and drying (or cleansing with hand sanitiser) before and after activities and regular cleaning of equipment is very important.
- **Mass gatherings** – workplaces, educational facilities, and public and school transport are not considered mass gatherings. This means there are no restrictions on numbers of people indoors or outside at schools and early learning services other than what other public health or health and safety measures require. The exception is where people from outside the school may be attending, eg for a school production or school ball. In these examples

and if a school is hiring out their hall or allowing community groups to use school facilities, the mass gathering rules will apply.

- **Sports and playgrounds** – school playgrounds, sports equipment use and activities can resume. Contact sports can resume. This relies on being able to contact trace who is on site during school hours and at school team training and competitions. Any inter school events that recommence will need to have a contact tracing register in place to record those playing for and against teams.
- There is no bubble concept at Level 2 so there are no restrictions on groups of children and students mixing with others on site. Where practicable where groups/classes do mix – attendance should be recorded as it should if the composition of groups and classes change during the day.
- Teachers/staff are not restricted to one group and can move freely between groups of students.
- **Cleaning** at alert level 2 (updated Thursday 14 May)
  - The only requirement specific to Alert Level 2 is to clean and disinfect surfaces once each day. This requirement is particularly focused towards high-touch surfaces such as door handles, bathroom taps, desk tops, handrails, etc. If surfaces look visibly dirty, they should be cleaned first. It's best to use a disinfectant that is antiviral and follow instructions. A bleach/water solution will be appropriate for most surfaces.
  - There is no requirement to clean surfaces between uses by different groups, or to clean playground equipment. It is suggested that other shared equipment is cleaned regularly but, again, there is no requirement to undertake cleaning between each use by different groups or individuals.
- **Board meetings** at alert level 2 (updated Thursday 14 May) - Board of Trustees meetings are public gatherings and therefore subject to Alert Level 2 [requirements for gatherings](#). These requirements may change during Alert Level 2 but currently are:
  - no more than 10 people
  - practise recommended hygiene standards
  - record attendees to ensure contact tracing can be conducted if necessary.
- **SportNZ** (updated Thursday 14 May) - SportNZ has reviewed its Alert Level 2 guidance and advised that the 10 person limit for gatherings does apply to all community sport - <https://sportnz.org.nz/assets/Uploads/Play-Active-Recreation-and-Sport-at-Alert-Level-2.pdf>

## Health and Safety at Work Act requirements

To meet our requirements under the Health and Safety Act 2015 during Alert Level 2 we must manage risks and protect staff, children and young people.

The expectation of the government, community, staff and regulators is that schools will meet the highest possible standards and that Boards of Trustees, management and individual staff actively manage adherence to the safety measures and expectations. It is expected that all involved ensure they are looking out for the health and safety of their colleagues and community, while at work. It is crucial that board members, principals and managers are seen to be leaders in this work.

Workplaces are obliged to eliminate transmission risks where possible and where not, to substitute work practices or provide as high a level of control as possible. It is expected that we maintain or create new practices that meet or exceed the public health requirements as they are updated.

Implementing or maintaining infectious disease controls remains vital for the health and safety of workers and other people.

## Managing our requirements

Item	Action
<p>Managing the risk of restarting part or all of our operations at Alert Level 2</p>	<ol style="list-style-type: none"> <li>1. The <a href="#">Property Checklist</a> provided by the Ministry of Education has been completed. This covers:               <ul style="list-style-type: none"> <li>- site-wide checks of all buildings and grounds for safety with any necessary remediation carried out</li> <li>- general cleaning as recommended</li> <li>- systems checks (eg heating and electrical, emergency, security, IT)</li> <li>- hazardous substances checks</li> </ul> </li> <li>2. Any items of concern from the Property Checklist have been addressed prior to the school opening for staff and students</li> <li>3. Our cleaning contractor has been provided with Ministry supplied information regarding cleaning guidance and advice and asked to adhere to this guidance.               <ol style="list-style-type: none"> <li>a. All areas of the school have been cleaned, including all hard surfaces, with disinfectant</li> <li>b. All toilet areas are stocked with soap and paper towels and/or air dryer</li> </ol> </li> <li>4. Hand sanitiser will be available throughout the school. Spray bottles of disinfectant and cleaning cloths will be available throughout the school to wipe down hard surfaces regularly. High stock levels will need to be maintained.</li> <li>5. Instructional signage will be developed to supplement what is already there, and put up in public areas and throughout the school.</li> <li>6. Individual plans for high risk areas will be developed to ensure Ministry guidelines and specific public health requirements for schools at Alert Level 2 are followed:               <ol style="list-style-type: none"> <li>a. <a href="#">Rōpū plan</a></li> <li>b. <a href="#">Cafeteria plan</a></li> <li>c. Sports plan - waiting for advice from College Sport Wellington</li> <li>d. <a href="#">Library plan</a></li> <li>e. <a href="#">ICT plan</a></li> </ol> </li> <li>7. All Ministry of Education guidance regarding staffing will be followed. Relievers, as necessary, will be hired to cover teaching staff shortages</li> <li>8. The WHS Pandemic Planning Committee and Senior Leadership Team will review and contribute to this plan. Staff will also be asked to provide feedback</li> </ol>
<p>How we will ensure all staff are able to keep themselves safe from exposure to COVID-19</p>	<ol style="list-style-type: none"> <li>1. The Principal will communicate requirements to all staff in writing prior to returning to school. This will also include reference to the <a href="#">WHS Pandemic Plan</a> (which contains information about keeping safe during a pandemic) and information regarding physical distancing, hygiene, cleaning arrangements, use of staff room etc.</li> <li>2. A copy of this Health and Safety Plan will be made available to all staff.</li> </ol>

	<ol style="list-style-type: none"> <li>3. The <a href="#">WHS Pandemic Plan</a> will be reviewed and revised to ensure that the latest and most relevant government-wide, Ministry and Health information is linked to ensure staff have easy access.</li> <li>4. Posters will be prominently displayed throughout the school with relevant information.</li> <li>5. Open communication channels will be maintained and staff will be encouraged to raise and discuss any health and safety concerns with either the Health and Safety Committee, the Pandemic Planning Committee (PPC), the Business Manager, SLT or the Principal.</li> <li>6. <a href="#">Classroom checklist</a> - this are procedural reminders for all teachers during alert level 2.</li> </ol>
<p>How we will gather information on our staff's wellness to ensure they are safe and well to work</p>	<ol style="list-style-type: none"> <li>1. Staff will be reminded in communications to stay home if they are unwell and to report and cold / flu / COVID-19 like systems via the Healthline number 0800 358 5453</li> <li>2. COVID-19 symptoms to monitor are respiratory in nature and include (from the Ministry of Health website): <ul style="list-style-type: none"> <li>- a high temperature (at least 38°C)</li> <li>- shortness of breath</li> <li>- sore throat</li> <li>- sneezing and runny nose</li> <li>- temporary loss of smell</li> </ul> </li> <li>3. Unless required to self-isolate on public health advice, all staff are able to return to school in a safe and conscientious way. Staff who have a household member who is at-risk of serious illness are also able to return to school.</li> <li>4. Staff at higher risk of severe illness from COVID-19 (eg those with underlying medical conditions, especially if not well-controlled) are encouraged to take additional precautions when leaving home. The <a href="#">COVID19.govt.nz</a> website has advice for those who are considered at risk. Any staff member who has concerns about returning to school should discuss these with either the Principal (teaching staff) or the Business Manager (non-teaching staff) as there may be additional measures that can be agreed to support a safe return to school.</li> <li>5. Staff who cannot return to work for health reasons should work from home or be provided with alternative duties where it is safe to do so. All Ministry guidance related to staff who are not able to return to work will be followed.</li> <li>6. A trained first aid person will be on site during school hours (in student services) and will be available to assist any staff member feeling unwell.</li> <li>7. Any staff member with COVID-19-like symptoms should not come back to school until they have either recovered or have been tested and cleared from having COVID-19.</li> <li>8. Where a staff member is away from school due to illness the appropriate staff member (usually the HoF) will regularly connect with the staff member by email, phone etc and any health concerns could be raised then.</li> </ol>
<p>How we will operate our school in a way that keeps staff, children, young</p>	<ol style="list-style-type: none"> <li>1. All Ministry of Education guidance and public health requirements for schools at Alert Level 2 will be followed.</li> <li>2. Individual plans for high risk areas will be implemented to</li> </ol>

people and other people coming on-site safe from exposure to COVID-19

ensure Ministry guidelines and specific public health requirements for schools are followed.

- a. [Rōpū plan](#)
  - b. [Cafeteria plan](#)
  - c. Sports plan - waiting for advice from College Sport Wellington
  - d. [Library plan](#)
  - e. [ICT plan](#)
3. Specific [public health requirements](#) for Alert Level 2 that must be adhered to in all schools:
- a. Parents are asked to keep any sick children at home. If a sick child comes to school, we will escort them to student services to await collection from caregivers (if the student is under 14).
  - b. Students and staff should be far enough away from each other so that they are not breathing on or touching each other, coupled with good hygiene practices and regular cleaning of commonly touched surfaces. There does not need to be a specific measurement but where practicable 1 metre should be used as a guide, particularly between adults.
  - c. Hand sanitiser will be placed in all class rooms and in shared spaces. Soap, water and the ability to dry hands is already provided in bathrooms. Stock levels will need to be monitored regularly. [Classroom checklist for teachers](#).
  - d. Students will be reminded regularly to wash and dry hands, cough and sneeze into their elbow, and try to avoid touching their face.
  - e. Physical education classes and break times can include access to sports equipment but hygiene practice should be observed afterwards, including regular cleaning of shared equipment like balls.
  - f. Surfaces will be disinfected and cleaned daily. Appropriate cleaning products (eg disinfectant and cloths) will be available throughout the school for regular cleaning of high-touch surfaces.
  - g. Contact Tracing Registers will be set up for visitors to the school (including parents) and a combination of the attendance register and timetable will be used to satisfy contact tracing requirements for staff and students.
  - h. Alternative break times will be used for junior and senior students
  - i. Note - PPE is not required or recommended as necessary in any educational facility by the Public Health Service.
4. Sufficient staffing will be available to teach classes and the need for relievers will be assessed and relievers booked as required. Any working from home / alternative duties / leave arrangements for staff not returning to school will be discussed and agreed. All staff meeting arrangements will be confirmed and advised.
5. The Library will reopen and will operate according to [their health and safety plan](#) with a particular emphasis on maintaining appropriate physical distance.
6. The cafeteria will reopen and will operate according to [their health and safety plan](#) based on alert level 2 health

	<p>and safety requirements and with reference to the following documents:</p> <ol style="list-style-type: none"> <li>a. <a href="#">MPI guidance on re-opening food businesses</a></li> <li>b. <a href="#">Re-opening a Food Business</a></li> </ol>
<p>How we will manage an exposure or suspected exposure to COVID-19</p>	<ol style="list-style-type: none"> <li>1. Full information about managing students and staff who become ill with respiratory symptoms at school is available in the <a href="#">WHS Pandemic Plan</a> (Section 6).</li> <li>2. Key points in managing exposure or suspected exposure to COVID-19 are: <ol style="list-style-type: none"> <li>a. Go to student services on level 5 immediately, as staff in student services are first-aid trained and will provide immediate support and assistance and help with arrangements to go home / be taken home by a parent / caregiver,</li> <li>b. Student services staff will notify the Pandemic Manager (the Principal) of the respiratory illness,</li> <li>c. The work area and sick-bay will be disinfected immediately, following heightened cleaning processes,</li> <li>d. Phone Healthline or your GP and arrange to be tested for COVID-19 if you have flu-like symptoms</li> <li>e. Stay home until you receive test results. If you test negative, stay home until you are symptom free for 24 hours and follow medical advice about returning to school. If you test positive, stay home and follow medical and public health instructions</li> <li>f. If the school is contacted by public health we will follow all advice provided and will make all contact registers available for use in contact tracing.</li> <li>g. Staff and students will be checked on regularly during any period of absence due to illness.</li> </ol> </li> <li>3. If a COVID-19 case is identified at the school, or the school is connected to a confirmed or probable case of COVID-19 it will be closed for 72 hours to allow cleaning and close contact tracing. Learning will revert back to a distance learning model until the school is cleared to reopen. The school could be closed for a further 14 days and we will work with Public Health to manage this.</li> </ol>
<p>How we will check to see if our work processes and risk controls are effective</p>	<ol style="list-style-type: none"> <li>1. Open communication channels will be maintained and staff will be encouraged to raise and discuss any health and safety concerns with either the Health and Safety Committee, the PPC, the Business Manager or the Principal.</li> <li>2. Staff may be surveyed to gather feedback and improvement ideas related to all aspects of our pandemic preparedness and the implementation of plans, including return to school.</li> <li>3. The <a href="#">WHS Pandemic Plan</a> and other information will be reviewed and updated as improvements are identified.</li> <li>4. Any major revisions of the <a href="#">WHS Pandemic Plan</a> or this COVID-19 Health and Safety Plan will be advised to staff.</li> <li>5. The PPC will lead the review and revision of these plans.</li> </ol>