

# WAIPARA SCHOOL PANDEMIC PLAN

## INTRODUCTION

Pandemic influenza/ coronavirus is a type of influenza/ virus that occurs every few decades and spreads quickly, affecting most countries around the world.

Current warnings from the World Health Organisation (WHO) stem from the persistence and spread of Influenza / coronavirus. When a pandemic happens it may come in two or more “waves” several months apart. Each wave may last as little as six to eight weeks or as long as two or three months.

A pandemic is much more serious than “ordinary” influenza / virus because it will involve a new virus few – if any – people will have any immunity. This allows the virus to spread widely, easily and to cause more serious illness. This will result in significant disruption to the daily lives of many people and cause intense pressure on healthcare and other services.

Once a pandemic influenza /corona virus starts, everybody will be at risk. Educational environments - especially those dealing with young people - will most likely provide very fertile ground for spreading viruses.

Therefore it is important that Waipara School:

- Prepares for a possible pandemic
- Develops and implements procedures designed to prevent the spread of influenza around the school community in the event of a pandemic, and
- Ensures, to the practicable extent, that education delivery continues throughout a pandemic.

This Pandemic Action Plan describes the processes and procedures that Waipara School will implement, in a staged manner, in the event of an influenza/virus pandemic.

## PANDEMIC STAGES

The Ministry of Health (MoH) has identified 5 stages relating to an influenza pandemic. Each of these stages requires different actions. The MoH will notify the school, via their website and national media, of any escalation to the next stage.

### Stage 1a:- Plan For It

(White)

The school prepares for a pandemic. Staff, students and parents are informed of their roles in a pandemic emergency.



### Stage 1b:- Stand By

(Yellow)

Alert. School will continue to operate as normal but will be prepared to implement its pandemic plan.



Stage 2:- Keep It Out (Red)

An influenza/corona virus pandemic has been declared overseas. The pandemic plan is activated and the school is ready for the subsequent stages, should the pandemic enter NZ. All staff, BOT, students and parents are informed and understand their roles and responsibilities. School will continue to operate as normal but will be on high alert.



Stage 3:- Stamp It Out (Red)

Pandemic influenza/corona virus cluster(s) have been identified in NZ. School will close to students if it is inside a cluster area. School will continue to operate as normal if outside cluster area(s) but will implement procedures to prevent infection.



Stage 4:- Manage It (Red)

Nationwide outbreak of pandemic influenza/ corona virus declared. School will close to students. Procedures for remote education delivery activated.



Stage 5:- Recovery (Green)

Pandemic is declared to be over. Assist staff and students to get back to normal. Normal education services are restored.

## **ROLES AND RESPONSIBILITIES**

### **Pandemic Manager**

Waipara School will appoint the Principal as the Pandemic Manager, and a deputy to perform the role in his/her absence (see Appendix A). The responsibilities of the Pandemic Manager include:

- Monitoring resource information and notifications from the MoH, Ministry of Education (MoE) and other authorities
- Ensuring the school has adequate supplies of emergency and first aid supplies, hygiene products, cleaning supplies and personal protective equipment
- Co-ordinating the implementation of the school's pandemic plan, in stages, as the pandemic progresses, and
- Implementing procedures to monitor staff and pupils who are ill, or are suspected of being ill, and reporting to regulatory authorities as required.

### **Principal**

The responsibilities of the principal also include:

- Identifying external sources of information and/or support in the event of a pandemic
- Identifying essential activities, and the key personnel and resources necessary to keep them running, and
- Making back-up arrangements to preserve continuity of essential activities, including the appropriate provision of education during any school closure.

## **Board of Trustees**

The Board of Trustees will:

- Ensure that adequate supplies and resources are available to enable the school to remain operational in the event of a pandemic, in accordance with this plan
- Ensure the plan is effectively communicated to the school community, and
- Regularly review the plan and update it, as necessary. Reviews will be undertaken at least annually.

## **Staff**

School staff will:

- Familiarize themselves with this plan, and
- Provide clear guidance to school students on sound health-protection procedures and ensure they are implemented at classroom level.
- Ensure that vulnerable children are given additional support.

## **Parents**

In the event of a pandemic being declared, parents must ensure that students with symptoms of communicable diseases are kept away from school and provided with appropriate health care.

## **Students**

School students must be aware of, and follow, health protocols put in place within the school.

## **What does the Legislation say?**

The Education Act 1989 gives principals and boards powers to exclude particular students and staff or to close their school in certain circumstances:

- *Section 19* provides that a principal may exclude a student who may have a communicable disease (communicable diseases are specified in the Schedule to the Act. Highly Pathogenic Avian Influenza or 'bird flu' (HPAI subtype H5N1) was added on 12 February 2004. In practice, schools would generally proceed subject to advice received from health authorities.
- *Section 65E* provides that a board may close a school in an emergency such as an epidemic.
- *The Health (Infectious and Notifiable Diseases) Regulations* place duties on schools, teachers and parents in the case of a pandemic.
- *Regulation 14* provides that schools must exclude teachers and students who have an infectious disease.

However, any decision by the board chair, principal or management to close the school should be based on advice or direction from health authorities.

## WAIPARA SCHOOL ACTION PLAN

### Stage 1a:- Plan For It (White)

**Goals:**

- To ensure that necessary resources are identified and obtained
- To ensure plans and procedures are in place, regularly reviewed and updated, as necessary.

	<b>Action</b>	<b>Applicable Procedure(s)</b>	<b>Completed</b>
1.	Appoint a pandemic manager and deputy	Contacts List (Appendix A)	Principal
2.	Identify and record contact details of key external providers of information, services and/or support in the event of a pandemic, including: <ul style="list-style-type: none"> <li>• Medical advisor(s)</li> <li>• Government agencies</li> <li>• Neighbouring schools/local cluster</li> <li>• Essential maintenance services providers (and back-up providers)</li> <li>• Relieving teachers</li> <li>• Etc.</li> </ul>	Contacts List (Appendix A)	MOE Ministry of Health
3.	Ensure contact lists for staff and students are kept up to date. Ensure, where possible, there are at least 2 contacts for each student	Contacts List (Appendix A)	Yes
4.	Liase with medical advisor to review existing emergency supplies. Obtain any necessary additional supplies such as first aid supplies, personal protective equipment and personal hygiene supplies. Ensure adequate stocks of essential supplies are maintained	Hygiene Practices (Appendix B)  Emergency Supplies Checklist (Appendix C)	Yes  Updated First Aid supplies  Handsanitiser  Soap  Handtowels
5.	Review cleaning policies, practices and supplies. Ensure adequate supplies of necessary cleaning products	Emergency Supplies Checklist (Appendix C)  Cleaning (Appendix D)	Cleaner supplies  Disinfectant
6.	Ensure staff and students are aware of appropriate hygiene procedures – especially hand washing and cough etiquette	Hygiene Practices (Appendix B)	Yes
7.	Develop procedures for dealing with sick staff/students	Illness Management (Appendix E)	Yes

	<b>Action</b>	<b>Applicable Procedure(s)</b>	<b>Completed</b>
8.	Identify essential activities, and the core people and skills needed to keep them running. Ensure these are backed up with alternative arrangements. Consider strategies to minimise the risk of infection to key personnel, such as working from home. Identify non-essential staff who are willing to undertake alternative duties for the school during Code Red (e.g. contact tracing) or for other agencies (e.g. health or welfare) to assist the community to manage and recover from a pandemic	Contacts List (Appendix A)	
9.	Identify alternative storage options for key operating and emergency management information. These should not rely on electronic storage only and must be backed up off-site		Yes  Emergency Management Plan and policy folder
10.	Ensure Pandemic Action Plan is communicated to the school community	Communications (Appendix F)	
11.	Regularly review the Pandemic Action Plan, and revise where necessary. Reviews should be conducted at least annually, or following the release of any significant new information from the MoH, MoE or other relevant agencies		Reviewed 3/2020

### Stage 1b:- Stand By (Yellow)

*Trigger:* Ministry of Health announces New Zealand borders are closed.

*Goals:*

- The pandemic plan is activated and the school is ready for the subsequent phases, should the pandemic enter N.Z.
- All staff, BOT, students and parents are informed and understand their roles and responsibilities.

	<b>Action</b>	<b>Applicable Procedure(s)</b>
1.	Ensure Pandemic Action Plan is re-communicated to the school community	Communications (Appendix F)
2.	Update school contact lists. Reconfirm availability of key support services providers (medical advisor(s), maintenance, etc.)	Contacts List (Appendix A)
3.	Link with relevant agencies and support networks as required through prearranged contacts or local school cluster	Contacts List (Appendix A)  Communications (Appendix F)
4.	Continue to promote good hygiene practices. Use the Health curriculum document to plan and teach programmes on hand washing, cough and sneeze etiquette and staying home when sick. Inform staff and parents about the differences between the common cold and influenza.	Hygiene Practices (Appendix B)
5.	Test proposed options for working from home, and remote education delivery in the event of school closure, and revise as appropriate	
6.	Review the Pandemic Action Plan, and revise as necessary.	

## Stage 2: Keep It Out – Border Management (Red)

*Trigger:* World Health Organization announces human to human transmission overseas OR Australia or Singapore close their borders.

### Goals:

- The pandemic plan is activated and the school is ready for the subsequent phases, should the pandemic enter NZ
- All staff, BOT, students and parents are informed and understand their roles and responsibilities.

	Action	Applicable Procedure(s)
1.	Maintain links with relevant agencies and community support networks: <ul style="list-style-type: none"><li>• Regularly check pandemic alerts on MOH website - <a href="http://www.moh.govt.nz/pandemicinfluenza">www.moh.govt.nz/pandemicinfluenza</a></li><li>• Update and activate telephone/email trees using key contact lists</li><li>• Send copy of contact details for principal and BOT chairperson to local Ministry of Education office, and</li><li>• Alert staff and parents to the change in pandemic status</li></ul>	Communications (Appendix F)
2.	Confirm school's role in local response plans  Meet with local agencies and school cluster representatives	Contacts List (Appendix A)
3.	Enforce hygiene practices such as hand washing and cough etiquette	Hygiene Practices (Appendix B)
4.	Monitor recent international travel of staff, students and parents (as far as possible). Any staff or students who have recently visited countries known to be affected by the disease (or students whose parent(s) have visited these countries) are to be advised: <ul style="list-style-type: none"><li>• Not to come to school for the duration specified by MOH, and</li><li>• To follow instructions on the MoH website for self-checking of influenza/virus symptoms.</li></ul> The principal will regularly check on any affected staff members and students during their absence and will confirm they are healthy before allowing them to return to school.  Overseas travel by staff and students on school business will be prohibited unless approved by the Principal and BoT. Notwithstanding, travel advisories from the MoH and Ministry of Foreign Affairs and Trade will be complied with fully.	Illness Management (Appendix E)

## Stage 3: Stamp It Out – Cluster Control (Red)

*Trigger:* Ministry of Health announces human pandemic strain case(s) found in separate locations in New Zealand.

### Goals:

- If school is inside cluster area – as notified by the MoH – it will close (go to Stage 4).

- Otherwise, school is placed on heightened alert. Procedures to prevent the spread of infection are implemented. Any illness reported at school is appropriately managed.

	<b>Action</b>	<b>Applicable Procedure(s)</b>
1.	<p>Maintain contact with Medical Advisors through our agreed health contact or our cluster 'point of contact'.</p> <p>Make preparations for possible school closure.</p> <p>Make preparations for securing premises when the school is closed.</p>	<p>Contacts List (Appendix A)</p> <p>School Closure (Appendix G)</p>
2.	<p>Alert staff and parents to the change in pandemic status.</p> <p>Principal and BOT clarify decision making protocols.</p>	<p>Communications (Appendix F)</p>
3.	<p>Prepare staff and student contact lists for MOH, CYF in case of school closure. Include:</p> <ul style="list-style-type: none"> <li>• two emergency contacts for each student</li> <li>• staff home contact details</li> </ul>	<p>Contacts List (Appendix A)</p>
4.	<p>Monitor recent domestic travel of staff, students and parents (as far as possible). Any staff or students who have recently visited regions known to be affected by the disease (or students whose parent(s) have visited these regions) are to be advised:</p> <ul style="list-style-type: none"> <li>• Not to come to school for the duration specified by MOH, and</li> <li>• To follow instructions on the MoH website for self-checking of influenza symptoms.</li> </ul> <p>The principal will regularly check on any affected staff members and students during their absence and will confirm they are healthy before allowing them to return to school.</p> <p>All travel by staff and students outside the local area on school business will be prohibited unless approved by the Principal and BoT. Notwithstanding, travel advisories from the MoH will be complied with fully.</p> <p>Review travel of staff who work between regions or clusters, such as resource teachers for learning behaviour and literacy, advisors, relieving teachers.</p>	<p>Illness Management (Appendix E)</p>
5.	<p>All non-essential activities will be suspended unless approved by the Principal and BOT.</p>	
6.	<p>The following procedures will be fully implemented:</p> <ul style="list-style-type: none"> <li>• Hygiene Practices</li> <li>• Cleaning</li> <li>• Personal Protective Equipment (PPE), and</li> <li>• Illness Management</li> </ul>	<p>Hygiene Practices (Appendix B)</p> <p>Cleaning (Appendix D)</p> <p>Illness Management (Appendix E)</p>

#### **Stage 4: Pandemic Management (Red)**

*Trigger:* Medical Officer of Health requires school to close.

*Goals:*

- School successfully activates closure procedures.

- Education is delivered remotely to students, to the extent possible, throughout the duration of the pandemic.

	<b>Action</b>	<b>Applicable Procedure(s)</b>
1.	Communicate directly with Medical Officer of Health and Ministry of Education, if possible, for guidance. Have arrangements for staff pay, power, phone, etc. Guidance on staff pay arrangements will be clarified after discussion with employers and unions.	Contacts List (Appendix A)
2.	Close school to students and secure premises, if necessary. Post notices of closure on entry points and main buildings.	School Closure Notice (Appendix G)
3.	Keep relevant groups informed through briefings, emails, newsletters and websites.	Communications (Appendix F)
4.	All staff shall be required to work from home. The only exception to this is for key personnel undertaking essential work from the school, provided: <ul style="list-style-type: none"> <li>• Approval is given by the Pandemic Manager, and</li> <li>• Cleaning, PPE, Illness Prevention and Illness Management procedures are followed rigorously</li> </ul> Co-ordinate 'alternative duties' for willing staff, where applicable.	Hygiene Practices (Appendix B) Cleaning (Appendix D) Illness Management (Appendix E)
5.	Activate remote education delivery such as distance learning by email/phone/internet. Access pre-prepared lessons for home.	
6.	Collaborate with local agencies in making school facilities and personnel available in pandemic response effort.	

### **Stage 5: Recovery – Stand Down (Green)**

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

*Goals:*

- School re-opens and resumes normal operations.
- Well-being of staff and students is monitored and supported.

	<b>Action</b>	<b>Applicable Procedure(s)</b>
1.	Activate recovery plan: <ul style="list-style-type: none"> <li>• Follow advice from MOH, MoE and Ministry of Civil Defence and Emergency Management</li> <li>• Arrange debrief of pandemic event for staff and students if appropriate</li> <li>• Monitor and support the well-being of staff and students - follow advice of health officials in managing return to work/lessons. Watch for symptoms of grief or trauma. Liaise with counselling and support organizations and arrange trauma and/or grief counselling as necessary</li> <li>• Counselling and support organised as necessary. Assess capacity of staff to resume normal school operations</li> <li>• Employ relievers or appoint new staff if necessary</li> <li>• Communicate with Board of Trustees, Staff, Parents, Students</li> </ul>	Recovery (Appendix H)

	<b>Action</b>	<b>Applicable Procedure(s)</b>
2.	Clean and disinfect affected areas	Cleaning (Appendix D)
3.	<p>Keep relevant groups informed through briefings, emails, newsletters and school website of:</p> <ul style="list-style-type: none"> <li>• Local status – the current pandemic phase</li> <li>• What the school is doing</li> <li>• What parents and students can do at home</li> <li>• Next steps</li> </ul>	Communications (Appendix F)
4.	Review and restock emergency supplies kit, for example, extra medication and personal protection such as face masks and gloves may be needed	
6.	Evaluate the success of the pandemic plan and make any necessary modifications	

## APPENDIX A – CONTACTS LIST

### External Contacts

Name	Description	Telephone	URL
Ministry of Health	District Office	(03) 372 1000	<a href="http://www.moh.govt.nz/pandemicinfluenza">http://www.moh.govt.nz/pandemicinfluenza</a>
Ministry of Education	Local office	(03) 364 3330	<a href="http://www.minedu.govt.nz/">http://www.minedu.govt.nz/</a>
Ministry of Civil Defence & Emergency Management			<a href="http://www.civildefence.govt.nz/">http://www.civildefence.govt.nz/</a> <a href="http://www.getthru.govt.nz/">http://www.getthru.govt.nz/</a>
<i>Ministry of Foreign Affairs and Trade</i>		(04) 439 8000	<a href="http://www.mfat.govt.nz/">http://www.mfat.govt.nz/</a> <a href="http://www.safetravel.govt.nz/">http://www.safetravel.govt.nz/</a>
Civil Defence	Hurunui District Council	(03) 3148 816	
Civil Defence	Canterbury	(03) 366 2359	
Schools Cluster	Local Schools Cluster	3149444 3145857 3143800 3146814 3144430 3148309	Broomfield Omihi Greta Valley Waipara Hurunui College Amberley
<i>NZ School Trustees Association</i>		0800 NZSTAHELP	<a href="http://www.nzsta.org.nz/">http://www.nzsta.org.nz/</a>
Public Health Nurse – Medical	Catherine Dowle	(03) 311 8665	

Advisor		0272469060	
Amberley Medical Centre		3148504	
Amberley Police		3148808	

**School Contacts**

An up to date contact list for school staff and students is maintained in the school office. The list will be updated at least quarterly and whenever a pandemic stage 1b, 2 or 3 is declared. A sample form to record contact details is provided in Appendix F. The contact list will also include details of the BOT, Pandemic Manager and Deputy Pandemic Manager.

## **APPENDIX B – HYGIENE PRACTICES**

### **Applicability**

This procedure is applicable, incrementally, to all stages of a pandemic. Specifically:

- *Stage 1a (White) and 1b (Yellow)* – Background, Personal Hygiene Measures (awareness only, hand washing and cough etiquette encouraged)
- *Stage 2 (Red)* – Personal Hygiene Measures enforced
- *Stage 3 and 4 (Red)* – All

### **Background - About Influenza (Corona Virus to be treated likewise)**

#### **What is Influenza**

Influenza (commonly called the “flu”) is a contagious respiratory illness caused by influenza viruses. Pandemic influenza is a type of influenza that occurs every few decades and spreads quickly, affecting most countries and regions around the world. Pandemic influenza happens when a new influenza virus, which is very different from the commonly circulating strains, appears. Because it is a new virus few – if any – people have any immunity. This allows the new virus to spread widely, easily and to cause more serious illness.

#### **How Influenza Spreads**

Influenza spreads when the infected respiratory secretions from the mouth or nose of one person come into contact with the eyes, mouth or nose of another person. The vast majority of influenza is spread from person to person by droplet spread or direct contact. Outside the body the influenza virus may persist for some time.

Specifically, the influenza virus can survive for 1-2 days on hard surfaces, 8-12 hours on soft surfaces, and 5 minutes on hands, resulting in some spread by indirect contact.

- **Droplet spread** refers to spray with relatively large, short range droplets produced by sneezing, coughing, talking or singing. These droplets may spray a distance of up to one metre before dropping to the ground.
- **Direct contact** occurs when there is immediate transfer of the virus through skin to skin contact or kissing. For example, an infected person may cough into his hand and then shake hands with another person who may then rub his/her eyes.
- **Indirect contact** occurs when the virus is transmitted from an infected person on to an object or surface and then on to another person. For example, an infected person may blow their nose, then touch a door handle and then another person touches the same door handle and touches his/her eyes.

People develop symptoms of influenza from 1 to 3 days after becoming infected. They are contagious from the day BEFORE they have the first symptoms until 5 days after the symptoms start [7 or more days in children and some adults]. Therefore, it is possible to give someone the flu before you know you are sick as well as while you are sick. Anyone can get the flu – being fit, active and healthy does not protect you from getting this virus.

### Signs and Symptoms of Influenza

The flu can cause mild to severe illness and at times can lead to death. Although most healthy people recover from the flu without complications, some people, such as older people, young children, and people with certain health conditions, are at high risk for serious complications from the flu.

Influenza usually starts suddenly and may include the following symptoms:

- Fever (>38°C)
- Cough
- Headache
- Tiredness (can be extreme)
- Sore throat
- Runny or stuffy nose
- Body aches
- Diarrhoea and vomiting (more common among children than adults)

Having these symptoms does not always mean that someone has the flu. Many different illnesses, including the common cold, can have similar symptoms. The following table describes some of the differences:

Symptoms/ Description	Influenza	Common Cold	Stomach Flu
Fever	Usually high	Sometimes	Rare
Chills, aches, pain	Frequent	Slight	Common
Loss of appetite	Sometimes	Sometimes	Common
Cough	Usual	Sometimes	Rare
Sore throat	Sometimes	Sometimes	Rare
Sniffles or sneezes	Sometimes	Common	Rare
Involves whole body	Often	Never	Stomach/bowel only
Symptoms appear quickly	Always	More gradual	Fairly quickly
Extreme tiredness	Common	Rare	Sometimes
Complications	Pneumonia; Can be life threatening	Sinus infection; Ear infection	Dehydration

## Personal Hygiene Measures

The school community is susceptible to a wide range of bacterial and viral infections throughout the year. To minimise the spread of infections, our school encourages basic hygiene practices amongst students and staff at all times. We use heightened hygiene practices as appropriate when there is a known presence of, or risk of, a highly contagious and debilitating infection (e.g. influenza virus or norovirus).

## Basic hygiene measures

Waipara School promotes basic hygiene measures to help stop the spread of infectious diseases. This includes key messages such as:

- wash your hands regularly
- avoid touching your eyes, nose, and mouth
- cover your coughs and sneezes.

## Hand hygiene

Hand hygiene is the best way to prevent the spread of infections – this means washing and drying your hands really well. Reminding students and staff how to wash and dry their hands effectively will help to keep everyone well.

It is important to wash and dry your hands after you have been to the toilet, whenever your hands feel dirty, and before eating or preparing food.

Follow these steps:

1. Wash your hands under clean running water – warm water is best if you have it.
2. Put soap on your hands and wash for at least 20 seconds.
  - a. **TIP:** Singing happy birthday to yourself twice takes about 20 seconds.
3. Rub hands together until the soap makes bubbles, rub on both sides of both hands, and in between fingers and thumbs, and round and round both hands.
4. Rinse all the soap off under clean running water.
5. Dry your hands all over for 20 seconds. Drying your hands is as important as washing them.
  - a. **TIP:** Using paper towels is best (or, if at home, a clean, dry towel).
6. Ministry of Health: [Hand washing](#) (see High Five for Clean Hands poster)

## Coughs and sneezes

We remind students and staff to cover their coughs and sneezes. This means using a tissue (and disposing of it immediately), using the inside of your elbow ("the Dracula"), or cupping your hands over your mouth/nose and then washing your hands straight away.

## Staying away from school

To stop sickness from spreading, students should be kept at home when they are ill. How long they should be at home depends on their illness.

In the case of some illnesses, the decision about whether to **exclude** students or staff will be made by the Medical Officer of Health.

The Ministry of Health gives advice on when students and staff should stay away from school when they are unwell with a more serious infection/illness.

More serious illnesses/infections include campylobacter, chickenpox, conjunctivitis, cryptosporidium, gastroenteritis, giardia, glandular fever, hand, foot, and mouth, hepatitis A and B, influenza, measles, meningococcal disease, mumps, norovirus, pertussis (whooping cough), skin infections (e.g., school sores, ringworm, scabies), and typhoid.

- Ministry of Health: [School exclusion](#) (includes link to a helpful Infectious Diseases poster)

## Outbreak or risk of outbreak

## Heightened hygiene practices

We use heightened hygiene practices when there is a known presence of, or risk of, a serious infection/illness (e.g. influenza virus or measles). This will be signalled by Ministry of Education and Ministry of Health advisories. Heightened hygiene practices include:

- informing parents about the situation and what they can do, and what action the school is taking
- reiterating basic hygiene measures
- watching out for symptoms
- limiting times when large groups of people are together (e.g. no school assemblies), and encouraging social distancing where possible
- stepping up school cleaning practices – this applies particularly to hard surfaces, e.g. sinks, handles and door, railings, table tops:
  - clean surfaces with a neutral detergent, followed by a disinfectant
  - clean surfaces that are touched frequently every day.

If someone at school shows symptoms of a serious infection/illness, they are separated from others while waiting to be taken home. Call Healthline on 0800 611 116 for advice.

Anyone with a serious infection/illness should not attend school while they are infectious. Anyone who is not immunised against the relevant infection/illness and has potentially been exposed to it should also stay away from school.

## Other Preventative Measures

Maintaining good health, including drinking plenty of water, not smoking, exercising regularly and eating nutritious meals can also reduce the chances of contracting influenza.

## Kitchen/Staff Room Hygiene

Tea towels are to be removed from the staffroom/kitchen. Disposable paper towels, in a suitable dispenser, are to be provided instead for drying of hands, and drying of dishes where required. An adequate supply of paper towels should be provided at all times.

## Notices

Hygiene notices and posters should be posted in strategic areas throughout the school, including classrooms, toilets, and public areas to communicate hand and personal hygiene information to staff and visitors. Employees will also be informed of the importance of good hygiene practices by the use of brochures, newsletters, global/local e-mails, employee notice boards, etc.

Examples of hygiene notices and posters are:

- <http://www.healthed.govt.nz/resources/stopthespreadofflugermsprotectyour.aspx>
- [http://www.moh.govt.nz/moh.nsf/pagesmh/4719/\\$File/hygiene-and-infection-control-poster.pdf](http://www.moh.govt.nz/moh.nsf/pagesmh/4719/$File/hygiene-and-infection-control-poster.pdf) (staff room)

Other posters are included at the end of this appendix.

Use brochures, newsletters, global emails, notice boards, and information included with payslips, informing staff, whānau and students of the importance of hand hygiene and cough etiquette at all times, especially during a pandemic.

## Personal Protective Equipment

As described previously, influenza/virus is transmitted from person to person primarily via virus-laden droplets that are generated when infected persons cough or sneeze. Transmission can also occur through direct and indirect contact with infectious respiratory secretions.

Adopting good hygiene practices, particularly hand washing, is the most effective strategy to decrease influenza transmission in the workplace. The use of personal protective equipment (PPE) can, in some extreme situations, also reduce the risk of transmission. PPE IS NOT A SUBSTITUTE FOR GOOD HYGIENE PRACTICES.

PPE includes masks, gloves and barriers. Varying levels and types of PPE may be required, depending on:

- the phase of the pandemic
- the potential level of exposure to infectious material, and
- the risk of transmission.

The following information provides the best guidance available as at September 2007. In the event of a pandemic, refer to Ministry of Health website for the latest information.

Whatever the level of PPE to be used, education and training is essential to ensure the equipment is used and disposed of correctly, to maintain the equipment's effectiveness. To be effective PPE has to be carefully selected and properly used, so it is essential that the manufacturer's instructions are followed closely. PPE is only a partial solution to pandemic preparedness and its limitations in terms of performance and usability should be clearly recognised.

### **Surgical masks**

The widespread use of masks has not been shown to be effective in reducing the risk of infection in the general population. Thus, there is no need or requirement for masks to be generally provided to all staff and students. However, surgical masks – used properly - can help prevent the production of virus-laden droplets from an infected person.

Any person showing influenza symptoms **MUST** use a disposable surgical mask to help prevent exposing others to their sneezes and coughs.

Surgical face masks should have ties that can be secured behind the head or loops which secure the mask at the ears.

Masks should be used once before discarding, and changed if they become wet, damaged, contaminated or visibly dirty. Do not allow the mask to dangle around the neck. Avoid touching the mask once in place.

The mask should be removed by the ties, ear loops, or where the elastic meets the mask. Never touch the front of the mask, which may be contaminated. The used mask should be disposed of in an appropriate waste bin. Hands must be thoroughly washed and dried after the used mask has been discarded.

### **Protective Barriers**

Protective barriers in the form of Perspex or plastic sheeting may provide useful protection for reception staff, whose duties require them to have frequent face-to-face contact with members of the public where social distancing (see below) is either not possible or not practical.

### **Gloves**

Gloves are not required for routine contact with people suspected or confirmed to have influenza. The use of gloves does not replace the need for hand washing.

Impermeable gloves (e.g. Rubber or PVC) are recommended for those cleaning up the workstations of persons suspected of being infected, Isolation Rooms after use, and similar higher risk situations. In such instances, gloves must be decontaminated after each use and before they are removed. Single-use gloves should not be re-used or washed.

Gloves must be changed:

- After any contact with an infected person's work area or potentially contaminated surface or object, or
- If they are damaged.

Impermeable gloves should be decontaminated by cleaning with a neutral detergent (e.g. soap and water or dishwashing liquid and water) and then wiped down with a disinfectant such as 1% sodium hypochlorite (1:5 household bleach) or 70% alcohol (e.g. hand wipes) and left to dry.

### **Suggested list**

A suggested list of PPE to be stocked by the school is included in the Emergency Supplies Checklist (Appendix C).

### **Social Distancing**

Social distancing is a strategy to protect staff and students during a pandemic by minimising their contact with others. In primary schools social distancing may be difficult to achieve, but any raising of awareness or any level of compliance will be useful. This advice applies to the "plan for it" and "stamp it out" stages when the school is expected to remain open to students – if the school is operating in an unaffected area or region.

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. Larger distances are more effective. Visiting people who are unwell should be avoided unless it is essential.

Suggestions on how to minimise contact include:

- Avoiding face to face meetings – use the telephone, memos rather than staff meetings, etc. to conduct business as much as possible
- Avoid any unnecessary travel and cancel or postpone non-essential gatherings/workshops/training sessions (e.g. assemblies, school trips, etc)
- If possible, arrange for staff to work from home or work variable hours to avoid crowding at the workplace
- Avoid public transport, such as the school bus: walk, cycle, go by car or go early or late to avoid rush hour crowding on public transport
- Encourage staff to bring their lunch and eat at their desk or away from others. Encourage staggered lunchtimes so numbers of people in lunch areas are reduced
- Encourage staff not to congregate in the staffroom or other areas where people socialise. Do what needs to be done and then leave the area
- Remove all magazines/papers from staff room, reception areas and office
- 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 sharing personal items, cups and cutlery, food or drinks
- Encourage staff and students to avoid recreational or other leisure classes/meetings etc. where they might come into contact with infectious people.

### Ventilation

There is scientific and medical evidence that influenza can spread in inadequately ventilated internal spaces. It is recommended that all internal spaces should be well ventilated by opening windows.

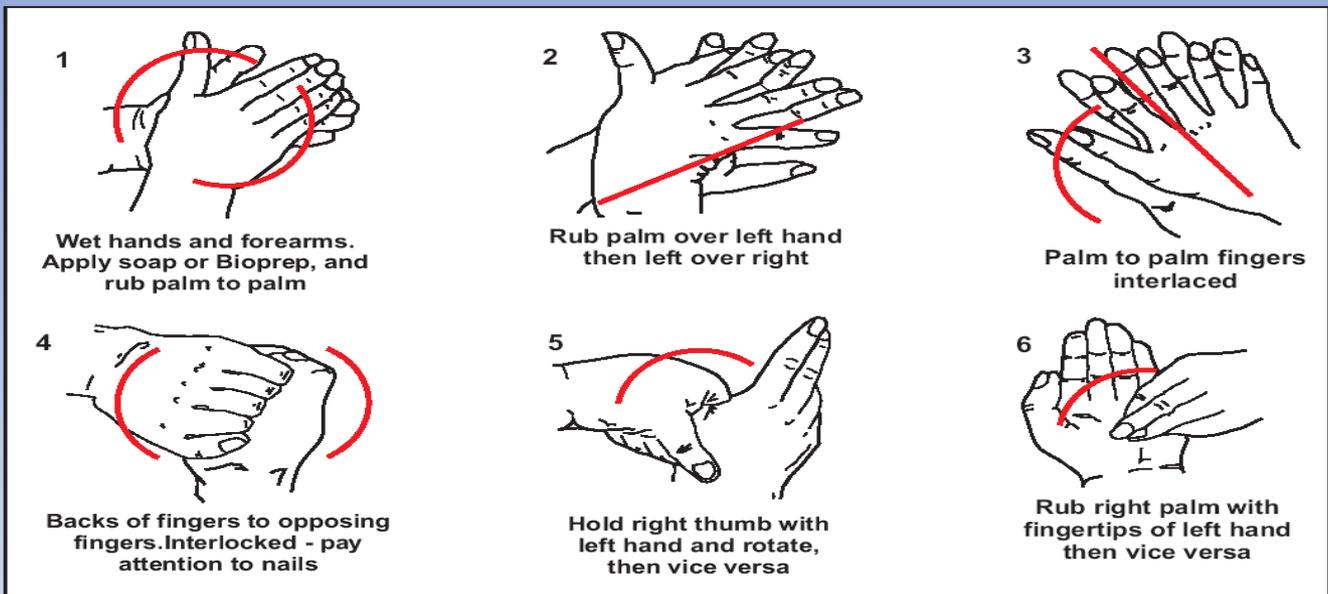
### Summary of Influenza Protection Measures

Protection measure	Where applicable
Hand hygiene, cough etiquette, ventilation	Everyone, all the time
Health and safety policies	School, all the time
Social distancing	Everyone, whenever practical stay at least one metre away from other people.
Protective barriers	In situations where regular work practice requires unavoidable, relatively close contact with the public, e.g. reception areas.
Disposable surgical mask	Sick people coughing and sneezing

# CLEAN HANDS SAVE LIVES!

Clean hands are the single most important factor in preventing the spread of germs.

You should spend at least 20 seconds using the following recommended method for hand washing:



**ALWAYS WASH AND DRY HANDS BEFORE:**

- preparing food
- eating or smoking
- and after providing first aid
- and after handling uncooked food
- and after providing care to an ill person

**ALWAYS WASH AND DRY HANDS AFTER:**

- handling linen or cleaning equipment
- handling blood or body fluids
- toileting or changing nappies
- removing gloves
- sneezing, coughing or cleaning your nose

## APPENDIX C – EMERGENCY SUPPLIES CHECKLIST

Supplies of some emergency equipment, such as masks, cleaning equipment, etc. will likely be scarce in the event of a pandemic. It is essential, therefore, that the school obtain and maintain adequate emergency supplies for its likely needs in the event of a pandemic.

The following list is based on one prepared by the Department of Labour and should be sufficient for 1-2 weeks. It is additional to normal first aid and cleaning supplies required to be held at the school.

## Emergency Pandemic Supplies

Item	Recommended Stock
Surgical mask	3 per person per day [approximately 100 boxes of 50]
Latex / non-latex gloves	10 per staff per day [approximately 10 boxes of 100]
Tissues	3 boxes of 200 per person per week [approximately 100 boxes of 200]
Paracetamol (tablets)	1 box per adult per week approximately 20 boxes of 20]
Paracetamol (suspension) – <i>Note: may not be available without prescription?</i>	50mL per child per week [approximately 40 x 500 mL bottles]
Bleach (see Appendix D)	1 x 2L bottle per 15 people per day [approximately 130 x 2L bottles]
Toilet paper	Minimum 2 rolls per person per week [approximately 800 rolls]
Chux Cloths	1 Carton
Cleaning Alcohol (see Appendix D)	10 x 1L bottles
Keyboard Wipes (isopropyl alcohol) (e.g. alcohol-based baby wipes, <a href="http://www.ubuy.co.nz">www.ubuy.co.nz</a> , WM Bamford <a href="http://www.bamford.co.nz">www.bamford.co.nz</a> )	3 boxes/containers of 100 per classroom [approximately 30 boxes/containers]
Paper towels	2 packets per person [approximately 400 packets]
Liquid soap/alcohol wash/Hand Sanitizer (e.g. Bactisan from Gojo Industries Inc; Biocare or Purell from Biocare – <a href="http://www.biocare.co.nz">www.biocare.co.nz</a> )	10L

## APPENDIX D – CLEANING

### Applicability

This procedure is applicable to Stages 3 and 4 (Red) of a pandemic. During the planning phase (White), the details of the procedure should be agreed with the cleaners e.g. for cleaning and disinfecting classrooms, removing towels and increasing the supply of paper towels.

### Cleaning Procedures

During a pandemic, additional measures will need to be undertaken to minimise the transmission of the virus through environmental sources, particularly hard surfaces (e.g. sinks, handles, railings, objects and desks). Influenza viruses may live up to two days on such surfaces.

Influenza viruses are inactivated by alcohol and by chlorine. Cleaning of environmental surfaces with a neutral detergent followed by a disinfectant solution is recommended. Surfaces that are frequently touched with hands should be cleaned often, preferably daily. Toilets and hand basins should be cleaned at least twice daily, and whenever they are visibly soiled. Common use surfaces, such as water fountains, door handles, handrails, eating surfaces, desks, etc., should be cleaned frequently.

Cleaners should:

- Follow basic hygiene practices (including hand hygiene), and
- Wear, use and decontaminate PPE

as described in Appendix B.

The following table suggests the appropriate choice and concentration of disinfectants:

Disinfectant	Recommended Use	Precautions
<p><b>Bleach (Sodium hypochlorite):</b></p> <p>1000 parts per million of available chlorine, usually achieved by a 1 in 5 dilution of hospital grade bleach.</p>	<p>Disinfection of material contaminated with blood and body fluids.</p>	<p>Should be used in well-ventilated areas.</p> <p>Do not mix with strong acids to avoid release of chlorine gas.</p> <p>Corrosive to metals.</p>
<p><b>Granular Chlorine:</b></p> <p>e.g. Det-Sol 5000 or Diversol, to be diluted as per manufacturer's instructions.</p>	<p>May be used in place of liquid bleach, if it is unavailable.</p>	<p>As above</p>
<p><b>Alcohol:</b></p> <p>e.g. Isopropyl 70%, ethyl alcohol 60%.</p>	<p>Smooth metal surfaces, tabletops and other surfaces on which bleach cannot be used.</p>	<p>Flammable and toxic. To be used in well-ventilated areas. Avoid inhalation.</p> <p>Keep away from heat sources, electrical equipment, flames, and hot surfaces.</p> <p>Allow it to dry completely.</p>

### Specialized Cleaning

When a person with suspected influenza/virus is identified and has left the workplace, it is important that their work area and locker, along with any other known places they have been, are thoroughly cleaned and disinfected. Their locker and desk should be physically quarantined by means of tape and signage until this can take place.

### Keyboards, Laptops and Telephones

Keyboards, laptops and telephones should not be shared if at all possible. In situations where they are, they should be cleaned between users, by the users themselves, with appropriate anti-bacterial cleaning products.

The receptionist should have their own handset, keyboard and mouse. These should be cleaned at the beginning and end of each shift, and stored in a plastic bag labelled with the person's name between shifts.

### Kitchen/Staff Room

Students and staff should be reminded not to share cups, dishes, and cutlery and ensure they are thoroughly washed with soap and hot water after use, or preferably, washed in a dishwasher.

Antibacterial liquid soap is to be provided in the staffroom/kitchen for hand washing before and after food preparation.

### Cleaning/Hygiene Equipment and Supplies

- Antibacterial cleaning solutions, disinfectant and household bleach
- Personal protective equipment for cleaners to include gloves
- Increased stocks of paper towels and liquid soap
- Additional supplies of small/medium plastic rubbish bags

Antibacterial liquid soaps.

## Appendix E – ILLNESS MANAGEMENT

### Applicability

This procedure is applicable to Stages 3 and 4 (Red) of a pandemic.

### Reducing the Risk of Infected Persons Entering the School

On notification that Stage 3 has been declared, the Principal will do the following:

- Set up prominent notices at all entry points to the school, advising staff, students and visitors not to enter if they have symptoms of influenza
- Advise staff and students not to come to school when they are feeling unwell, particularly if they are exhibiting any influenza symptoms. It may be helpful to inform them of the differences in symptoms between influenza and a common cold (see Appendix B). Unwell persons should also be advised to see a doctor. People who are ill should stay at home until symptoms resolve. Example notices are as follows:

### Influenza student notice

# Corona Virus NOTIFICATION

Corona Virus is a contagious disease.

There is currently an increase in the numbers of people in New Zealand with Corona Virus.

To prevent the spread of Corona Virus in this school, you must **tell your teacher** if you have any of the following flu symptoms:

- **Chills, shivering and a fever**
- **Onset of muscle aches and pains**
- **Sore throat**
- **Dry cough**
- **Trouble breathing**
- **Sneezing**
- **Stuffy or runny nose**
- **Tiredness**

# Corona Virus NOTIFICATION

Corona Virus is a contagious disease. There is currently an increase in the numbers of people in New Zealand with influenza. To prevent the spread of influenza here:

**DO NOT ENTER** if you have:

- Chills, shivering and a fever (temperature above 38°C)
- Onset muscle aches and pains
- Sore throat
- Dry cough
- Trouble breathing
- Sneezing
- Stuffy or runny nose
- Tiredness

If you start to feel ill at school or are showing any of the symptoms listed above,

**DO NOT** leave your area.

Call the Principal ..... Phone .....

### **Managing Staff And Students Who Become Ill**

This advice applies to Stage 3 (Red) when the school is expected to remain open (provided it is in an unaffected area). It is current as at June 2006. In the event of a pandemic, the BOT and principal will check the Ministry of Health website for the latest advice.

If a person feels ill or someone observes that another person is exhibiting symptoms of influenza/ Corona Virus, they are to contact the Pandemic Manager, by telephone if possible.

Using a screening flowchart (see following page):

1. The pandemic manager should avoid visiting the person if possible.
2. The pandemic manager should check if the sick person has any of the symptoms outlined in the first section of the flowchart.
3. If the sick person does not have symptoms like those listed they are very unlikely to have influenza and should be reassured. An adult “suspect” should be advised to call the pandemic manager again later or to see their GP if they are still concerned. In the case of “suspect” students, parents or whānau should be advised to take these actions.
4. If the sick person does have symptoms that match some of those listed they should be treated as a “suspect case.” It may be helpful to have an influenza / Corona Virus notification form (see below) completed, including details of any staff, students and/or visitors they have been in contact with. This information will permit the pandemic manager to identify recent movements and monitor well-being during the pandemic.
5. The sick person should be informed where they can obtain a surgical mask and be instructed to wear it immediately. This is to help protect others from respiratory droplets.
6. The sick person should be sent home and they or their family should immediately contact a health professional in the manner advised by Ministry of Health on its website at that time. This may involve phoning the person’s normal doctor or nurse, parent/s, or a specially designated Community Based Assessment Centre (CBAC) to seek further advice. The board of trustees and staff should be informed of the situation.
7. If sending the person home or having them collected is not possible, the sick person should be isolated from others in a designated space (such as the sick bay) until suitable arrangements can be made for them to leave the premises.
8. The sick person should, if possible, avoid public transport when going home.
9. It is helpful for boards/principals to:
  - identify contacts (after a staff member or student is suspected to be infected) – see below
  - advise contacts that they have been in contact with a person suspected of having influenza
  - ask contacts to go home, and stay at home until advised otherwise.
10. Whenever practicable the staff member’s or student’s work area should be cleaned and disinfected, as described in Appendix D.
11. Establish a system to manage the absence and return of the staff member or child and their contacts including issues such as:
  - Advice to the staff member or the child’s family/whānau about how long to stay away – the Ministry of Health website will have advice on this once the characteristics of a pandemic are known
  - Decisions on the leave and cover arrangements for staff
  - Checking on the staff member or student during his or her absence. This will facilitate treatment and contact tracing if they become ill
  - Establishing a process in your plan for ensuring that the staff member or student is healthy before allowing them to return, and that they are encouraged to return once they are well.

## Isolation

If a student or staff member with suspected influenza/ Corona Virus is unable to leave the school immediately they should be segregated from other people in an enclosed space, preferably in a dedicated isolation room (the sick bay). The purpose of isolation is to minimise the risk of infecting other people while arrangements are made to transport the ill person to their home or medical facility, as appropriate.

The isolation room should have:

- A sign on the door advising visitors on what to do when entering and leaving the room
- A register at the entrance in which details of those entering the room can be entered
- As little furniture as possible. Materials brought into the room should be disposable or capable of being disinfected
- Hand washing facilities (dry) and supplies
- Waste bags
- First aid kit
- A supply of surgical masks.

All persons entering the room with a potentially infected person inside shall:

- Wash hands
- Collect all equipment needed

After leaving the room:

- Wash hands

The ill person shall wear a surgical mask at all times, while inside the room and when leaving the school. Wet masks shall be replaced immediately and disposed of in a waste bin.

The isolation room must be thoroughly cleaned and disinfected once the person has left.

## Contact Tracing and Management

The definition of a contact is likely to change once the nature of the pandemic strain is known. The school should refer to the Ministry of Health website during a pandemic for up-to-date guidance
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Pandemic influenza/ Corona Virus contacts are generally considered to be 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. People who have not been in close proximity nor have shared a confined airspace with a sick person within four days of that person developing symptoms, are not considered to be a contact.

Where a student or staff member is sick, to reduce the risk of further infection, contacts will be expected to stay at home and avoid contact with others for a recommended period. This period will be set by health officials not the Ministry of Education.

The role of contact tracing may vary according to the phase of the pandemic. At an early stage, when efforts are directed at keeping the pandemic out or managing small clusters, contact tracing and quarantine of cases and contacts will be vigorous. If, however, the pandemic affects larger numbers of people across the country, it will not be effective as a strategy to contain the pandemic, and may be dropped. Privacy regarding patient details will be maintained where possible.

If a doctor identifies the patient as being a suspect or confirmed case, they will commence contact tracing in accordance with the protocols set by Ministry of Health. This is likely to involve making contact with

It is helpful for the Pandemic Manager to:

- Identify contacts (once a student or staff member is suspected to be infected). Record their name, address, e-mail and telephone number (where possible) – see Contact List below
- Advise contacts in person that they have been in contact with a person suspected of having influenza
- Ask contacts to go home and stay at home until advised otherwise.

## **Contact List**

***Persons with whom the infected person has had contact with since displaying symptoms***

	<b>Name</b>	<b>Address</b>	<b>Tel.</b>	<b>E-Mail</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				

# SUSPECTED INFLUENZA/ CORONA VIRUS CASE

## SCHOOL NOTIFICATION FORM

### Details of Affected Student or Staff Member

Name:	Teacher/Manager:	Location of isolation:					
Class:	Nationality if visitor:	Date of birth:					
Address:							
Telephone No: _____ (Hme) _____ (Mob)							
<i>Next of Kin Contact Details</i>							
Name:	Phone Number:						
Address:							
<b>Symptoms noticed:</b>							
Fever	<input type="checkbox"/>	Body aches	<input type="checkbox"/>	Headache	<input type="checkbox"/>	Fatigue	<input type="checkbox"/>
Dry cough	<input type="checkbox"/>	Cold	<input type="checkbox"/>	Others	<input type="checkbox"/>		
Details:							
Time of fever on-set:		Time of isolation:					
<i>Travel history over the past 8 days:</i>							
Countries visited:							
Flights taken:							

Where referred:
Contact List:

**Details of Reporter**

Name:
Job title:
Telephone no: _____ (Work) _____ (Hme) _____ (Mob)

**APPENDIX F – COMMUNICATIONS**

**Applicability**

This procedure is applicable, incrementally, to all stages of a pandemic.

**Introduction**

It is likely there will be anxiety during a pandemic and this is likely to contribute to increased absence and/or increased stress to board of trustees, managers, staff, parents/whānau and students. It is essential students, staff, parents and the wider community are kept informed of the current status of a pandemic and how it is affecting our school. Therefore, it is important that the methods of communication we will use before, during and after a pandemic are established.

**Building Communication Links**

In the planning stage, the school will build communication links with key contacts, relevant agencies and community support networks, such as:

- Staff, students, parents and whānau
- Ministry of Education regional or local office
- New Zealand School Trustees Association (NZSTA): phone 0800 STAHELP or email helpdesk@nzsta.org.nz
- Other ECE/schools in our cluster/area
- Health authorities - District Health Board District Nurse or Emergency Planner in the first instance - who will direct the school to the correct 'point of contact'. This may vary from region to region. Approach as a cluster rather than as an individual school. Medical Officers of Health will be part of the region's health response co-ordination team.
- Public health nurse or doctor
- Child Youth and Family (CYF) local offices
- Welfare Advisory Group (WAG).
- Local government Civil Defence Emergency Management (CDEM) groups and Regional Civil Defence Emergency Management (CDEM) groups. These are consortia of local authorities, emergency services

(police, fire, health), lifeline utilities and others working together within regional boundaries - administered by the regional council.

The school will follow Ministry of Health advice at every stage of a pandemic. Ministry of Health announcements will be made through media reports and on their website. There may also be direct communication with the school from the Medical Officer of Health (District Health Board or Public Health Service). All major decisions such as school closure should be made in close consultation with local health authorities.

### **Communications With the School Community**

In the planning stage and in the early stages of a pandemic, communication with the school community will include:

- Posters
- Notices
- Letters to parents and whānau
- Posting the School Pandemic Plan on the school website [[waikari.ultranet.school.nz](http://waikari.ultranet.school.nz)] and providing hard copies to the school community. A sample cover letter introducing the school's planning process is provided at the end of this Appendix.

The means of communication will address any families that don't speak English as a first language.

Notices will be posted at school and may also be sent home addressing such topics as Influenza Notification, Hand Hygiene, Basic Hygiene, Cough Etiquette, etc.

During the later stages of a pandemic the school may be closed. Therefore all correspondence with staff, students, parents and the community may need to take a different form than usual. The following communication methods will be used, as appropriate:

- Text messaging
- Standard postal service or courier service
- Signs on the school gate
- A message board on the school website [<http://www.westeyreton.school.nz>]
- Email broadcasts
- Telephone audio conferencing
- Notices via the media e.g. Community newspapers
- Message on the school answer phone – sample messages for different stages of a pandemic are provided at the end of this Appendix

A sample letter advising the school community of the actions the school will take in the event of an upgrade to Pandemic Stage 2 (Red) is provided at the end of this Appendix.

Other channels, if they exist, will be used for communication by text and email through the New Zealand School Trustees Association (NZSTA) and the New Zealand Principals' Federation (NZPF).

### **Communications With Staff**

It is likely there will be anxiety regarding a pandemic and this is likely to contribute to increased work absence and/or increased distress to staff. Ways to manage this include:

- Communicate the possibility of a pandemic, and the school's preparedness to manage it, very early on to staff. The 'influenza fact sheet' available from Ministry of Health's website [[www.moh.govt.nz/pandemicinfluenza](http://www.moh.govt.nz/pandemicinfluenza)] will help with this.
- Discuss with staff possible health and safety issues, potential for stand down, and leave arrangements if they are ill or need to look after those who are or who have been "shut out" of childcare and school.
- In activating the Pandemic Plan, provide clear, timely and pro-active communications to staff, including how the school is handling the situation.
- Establishing a "communications tree" so that people can keep in touch during a pandemic.

