



ST IGNATIUS  
CATHOLIC SCHOOL

# Health and safety plan

\*All staff are double vaccinated as at 26.1.2022 - Boosters due 183 days after second dose or 1 March if over this date as mandated

Mitigations	Notes
<p><b>Reduce risk of congregating</b></p> <ul style="list-style-type: none"><li>● no non-essential visitors onsite</li><li>● no volunteers in classrooms</li><li>● assigning outdoor areas to different groups</li><li>● monitoring entrances to limit visitors onsite where possible. Parents needing to be on grounds to come through office</li><li>● one-way systems for drop offs and pick-ups by car, on schools grounds</li><li>● no early before school drop-offs</li><li>● sKids before and after school programme operating</li></ul>	<p>All children onsite. Separate entrances continue.</p> <p>LC1 &amp; LC2/3 separate areas for break times. LC1 to roster sandpit Term 1</p> <p>AP collect bus children at 2.50pm and take them out to the bus. Bus children will be recorded in a book each day.</p> <p><b>Other children:</b> LC1: 2:40 LC2: 2.50 LC3: 2.50</p> <p>Teachers on gates and entrances in the morning and afternoon. Parents will not come on site unless it is an exceptional circumstance e.g settling a NE child. They will come through the office and follow guidelines - wear mask, sign in, keep distanced. No more than 3 in a space at a time</p>
<p><b>Keeping staff safe</b></p> <ul style="list-style-type: none"><li>● minimise as much as possible, staff working across groups/classes of students</li></ul>	<p>Staff allocated to Learning community groups - LAs, AP/Principal/Relievers</p>

- keep indoor spaces well ventilated.
- staff are fully vaccinated, wearing masks (no longer face coverings) and 1 metre physically distanced so are able to participate in meetings indoors (assuming the space is large enough and well ventilated), otherwise look to hold meetings outside or continue with online meetings.
- ensure there are sufficient and appropriate staff onsite to support first aid and emergency responses
- No other people (eg: music tutors) will be onsite until further notice, with the exception of Kapa Haka which will be held outdoors
- Staff will follow mask wearing and distancing protocols in shared areas such as the school office/staff room
- meetings with parents/outside agencies will continue to be held virtually if needed

Staff meetings on Wednesdays for teachers will continue in Kia Hari/Atawhai to keep physical distance and enable ventilation. All other meetings by zoom.

It is **recommended** that masks be a medical grade mask.

Duty bags are replenished and used for scrapes etc. no children to come to the health room/office for plasters.

### Good hygiene and public health practices

- good hand hygiene and cough sneeze etiquette
- only using indoor spaces that can be kept well-ventilated
- for those in a group, there is no specific physical distancing requirement inside or outside, but a one-metre distance is recommended wherever practicable, particularly between adults
- groups are defined by Learning communities/Kaitiaki groups
- place furniture as much as is practicable, to support physical distancing and space between individuals
- keep a minimum distance of two metres from other groups inside and outside, and from people you don't know, wherever practicable
- disinfect and clean surfaces daily
- keep rooms well ventilated – windows and doors open where possible.
- face coverings are required to be worn when inside by all staff and students and in years 4 to 6 (unless otherwise exempted). Note that in classes of mixed year groups teachers can be pragmatic about enforcement for Year 4s. Face coverings are not required outside, although teachers may choose to encourage them.
- parents and caregivers are to wear face coverings if they do come onsite, and when doing pick-ups and drop offs
- parents and caregivers should maintain a two-metre physical distance from those not in their household group

Sanitiser in spaces and Covid-19 posters up in spaces

Ventilate spaces using open doors and windows.

Windows and doors are to be opened each morning before children arrive.

Air con units can now be used for cooling but windows and doors **MUST** stay open at all times for air circulation. Air Con to be turned off when not using the space

There is no requirement for masks to be worn in Years 1-3 but anyone who chooses to wear a mask should be supported to do so.

Year 0-2 teachers do not have to wear masks when teaching but will need to wear them when moving to other areas of school e.g office, staffroom

<ul style="list-style-type: none"> <li>● make use of outdoor spaces as much as possible</li> <li>● display posters promoting good practices</li> </ul>	<p>We have ordered a supply of N95 masks for staff</p> <p>Updates are given to parents via Heads up and on the school website</p>
<p><b>Managing illness</b></p> <ul style="list-style-type: none"> <li>● those who are unwell stay home (and they should phone Healthline or their GP to seek advice about getting tested)</li> <li>● observe students/children on arrival checking for symptoms and those presenting as unwell to go home - arrange for parents and caregivers to come and pick up</li> <li>● facilities are in place to support isolation if becoming unwell when onsite.</li> </ul>	<p>Teachers call the office if children appear unwell at any time</p> <p>Health Room to be used by no more than one child at a time. If additional spaces are needed we can use the meeting room, library, AP office</p>
<p><b>Managing cases</b></p> <ul style="list-style-type: none"> <li>● If there is a confirmed or probable case linked with the school we will be informed by our Ministry of Education Auckland Response team. Ministry of Education staff will work with us to agree a plan. This will happen quickly, and we will be provided with assistance to help communicate with and support staff and community. More information is available from the <a href="#">Ministry of Education</a>.</li> <li>● If we become aware of a case associated with the school we will contact the response team: CovidResponseAuckland@education.govt.nz or on 0800 268 440.</li> <li>● have good contact tracing systems in place (up to date attendance register, visitor register and timetable) and display QR codes, to support public health response</li> <li>● have up to date vaccine registers for staff - including boosters</li> </ul>	<p>Staff to send principal evidence of booster for register</p>
<p><b>Supporting those with complex medical needs</b></p> <ul style="list-style-type: none"> <li>● unless fully vaccinated, staff who have a higher risk of severe illness from COVID-19 should stay at home</li> <li>● staff to work with their GP or specialist if they need help understanding their own level of risk and how best to stay healthy.</li> <li>● children with complex medical needs can seek advice from their health professional about whether it is appropriate to come to school.</li> <li>● regularly review with the individual whanau the plans you have in place to support their health, safety and wellbeing</li> </ul>	<p>All our staff are double vaccinated</p> <p>SENCO to contact the families with children that have complex medical needs about returning to school</p>

<p><b>Managing emergencies</b></p> <ul style="list-style-type: none"> <li>the priority in an emergency will be to keep students and staff safe from the threat arising through the emergency event – fire, flood, earthquake etc., rather than expect all COVID-19 public health requirements to continue to be met</li> <li>ensure there are sufficient staff onsite to support first aid and emergency response requirements</li> </ul>	<p>All current, permanent teachers and staff have up to date First Aid training certificate</p>
<p><b>Limit events onsite</b></p> <ul style="list-style-type: none"> <li>Curriculum based events at school can go ahead during the RED protection framework</li> <li>Public Health advice is that large groups of students meeting indoors should be avoided including assemblies, prizegiving and performances.</li> <li>No non-essential visitors or parents onsite</li> <li>all essential visitors should wear masks when on school grounds and keep physical distance from others</li> </ul>	<p>No assemblies or gatherings inside.</p> <p>All events held outside to minimise risk.</p>
<p><b>Outside activities encouraged</b></p> <ul style="list-style-type: none"> <li>exercising and singing must be held outdoors</li> <li>physical distancing of two metres when singing outside</li> <li>physical education classes and break time activities can include access to sports equipment including playgrounds, but hygiene practice should be observed before and after playing with equipment</li> </ul>	<p>Each Learning Community has been given their own PE equipment to use.</p> <p>Hand hygiene practice when leaving learning spaces and arriving in the learning spaces.</p>
<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>review communication practices so that staff, students and whānau get the information they need and in a timely way</li> <li>regularly remind staff and whānau to update their contact information</li> </ul>	<p>Daily notices for staff and students (staff must pass relevant information onto students daily)</p> <p>Weekly newsletters to parents and additional emails as necessary</p> <p>Website Covid page and FAQ document to be regularly updated and</p>

	<p>parents to be referred to this</p>
<p><b>Review systems and practices regularly</b></p> <ul style="list-style-type: none"> <li>● ensure staff and their representatives participate in any reviews</li> <li>● incorporate consultation with parents and caregivers into review process as appropriate</li> <li>● for those with complex medical needs, regularly check in to ensure the plan that is in place, is meeting their needs</li> <li>● discussions in Te Wa and staff meetings to review the plan and assess any changes that are proposed</li> </ul>	<p>Initial communication to parents about school returning - 24th January 2022</p> <p>Te Wa meeting Thursday 27th Jan to review safety and distance learning plans</p> <p>Staff only day on Friday 28th Jan to go over safety procedures and systems</p> <p>SENCO to review medical plans with families and review when children are onsite</p>
<p><b>Education outside of the classroom: Offsite options</b></p> <ul style="list-style-type: none"> <li>● With careful planning, education outside of the classroom (EOTC) activities can go ahead at Red.</li> <li>● Providers will meet a number of conditions and be treated as a school premise while the EOTC activity is taking place</li> </ul>	<p>Swimming can continue with health and safety measures in place.</p> <p>Year 6 camp can continue with health and safety measures in place.</p>