



Purpose:

The purpose of this document is to serve as an action plan from which teaching and learning may be offered on the Hastings Girls' High School site in a manner which keeps staff, students and whānau safe during the ongoing Covid-19 global pandemic.

Document Control:

Date	Action	Undertaken by:	Approved by:
8/05/2020	Initial draft for distribution and feedback.	Christian Pera (Health & Safety Officer)	Catherine Bentley (Principal)
13/05/2020	Updated for 1st release.	Christian Pera (Health & Safety Officer)	Catherine Bentley (Principal)

Resources:

MoE	https://www.education.govt.nz/covid-19/
WorkSafe	https://worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/
PPTA	https://www.ppta.org.nz/news-and-media/returning-to-school-at-alert-level-2/
MoH	https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus
Well-being	www.mentalhealth.org.nz & www.allright.org.nz
HGHS Docs	In-house documentation produced and distributed according to purpose - e.g. Curriculum Plan; Site Access Map etc.



Our Philosophy:

We will commit to the design of and adherence to a handful of simple, succinct and realistic Golden Rules in our health and safety practices. These rules will be informed by the latest available information, rigorous review and ongoing staff, student and stakeholder feedback. We accept that it is impossible to eliminate all risks at all times, but we are committed to doing as much as we can, as consistently as we can to ensure the safety of everyone on our site.

Our Golden Rules:

Check-in / Check-out!

Everyone must be checked in and out on a daily basis - no exceptions!

Clean / Protect / Repeat!

Keep yourself and your surroundings clean; wear PPE where appropriate; do so repeatedly and consistently!

Keep your distance!

Covid-19 is droplet-driven - stay as far away as practicable from others or wear PPE.

Stay on track!

Keep to your designated access ways, work locations and ablutions - know your code and colour!

Feeling bad? Speak up!

Report any signs of illness or stress in yourself or others to school staff immediately!

Important Concessions:

We cannot control what people do before arriving on site or upon leaving - we need to accept that what we can and should control, is our response at school.

We cannot fully control the actions of others; therefore our best protection is to keep ourselves safe through adherence to our Golden Rules.

Mistakes are going to happen, but the general risk of infection is very low so we should always err on the side of patience and kindness.

The following sections describe the processes undertaken to inform our Golden Rules...



1 What is being done to manage risks:

- 1.1 **Planning** | Timelines are broken down into 'chunks' of time; a plan for each of which is then drafted for review and feedback.
Key areas of operation have been assigned to specialist teams according to our focus "buckets"; these include Staff & Student Hauora, Curriculum, Transition etc. These teams have been established with consultation to utilize key skill sets and personal preferences.
Draft plans are circulated to all stakeholders and their voice captured and used to inform plan revisions.
Based on finalised plans, roles and responsibilities are assigned and progress checked via collaborative Smartsheets.
- 1.2 **People** | Individual members of the Senior Leadership Team (SLT) are assigned specific roles and responsibilities according to their skill sets.
All people visiting the site are identified, their contact details and photographs stored and their arrival and departure times logged.
All staff and contractors receive prior notice and onsite induction relating to our Safety Management Plan.
All staff, students, visitors and contractors (where applicable) are trained in appropriate infection control Golden Rules.
- 1.3 **Place** | The site is divided into colour-coded spaces serviced by separate access ways wherever practicable to ensure accurate contact tracing and ample 'fallow' and cleaning periods.
In-house cleaning staff and contractors are given specific guidelines for the standard and frequency of cleaning operations.
Cleaning and personal hygiene products are placed strategically and stock maintained in line with availability.
- 1.4 **Comms.** | Communications will be planned and their content vetted before being distributed via agreed channels.

2 How will we ensure all our staff and students know how to keep themselves safe from exposure to COVID-19?

- 2.1 **Training** | Sufficient time will be set aside for staff-only training prior to any change in Alert Level or guidelines.
Students will be briefed and reminded by staff as frequently as possible of the Golden Rules.
- 2.2 **Review** | Training material and contributing documentation (e.g. this plan) will be reviewed on a fortnightly basis; or at more frequent intervals if prompted by feedback and/or government communications.
- 2.3 **Signage** | Appropriate signage will be designed and posted around the school site to reiterate the Golden Rules.



3 How will information on the wellness of our staff and students be gathered?

- 3.1 **Reporting** | All staff and students will be reminded via briefings and signage to observe and report any signs of stress or ill-health. One of the key responsibilities of the Staff & Student Hauora Team is to proactively monitor well-being through personalised check-ins and information gathered through networking channels.

4 How will an exposure or suspected exposure to COVID-19 be managed?

- 4.1 **Isolate** | Persons showing signs of ill-health will be removed from immediate proximity with others and held in their area until safe transport home can be arranged. If deemed necessary after consultation with officials, remaining hub members will be sent home and placed in self-isolation for a period deemed necessary by Ministry of Health guidelines.
- 4.2 **Notify** | Health Line and the person's GP will be contacted as soon as practicable and their guidelines followed.
- 4.3 **Restore** | Once cleared of people and as soon as practicable, the area will be cleaned and left 'fallow' for 72 hours before being re-occupied after official approval.

5 Notes and feedback:

Is it possible to develop flow-charts for key procedures (e.g. suspected exposure to Covid-19? *Yes, these will be developed and shared.*

Will cleaning staff be briefed on appropriate cleaning practices? *Yes, meetings have been conducted with both in-house and contract cleaners.*
