



PANDEMIC PLAN 2020

MARCH 2020

Forest View High School
Principal: Jocelyn Hale



Forest View High School

Pandemic Plan March 2020

On the advice of the Ministry of Education Forest View High School has taken steps to ensure it has a full Pandemic Plan given that the World Health Organisation has declared COVID-19 as a world pandemic. Please take time to carefully read the following as from Monday 23rd of March Forest View High School will be actively increasing personal hygiene procedures for staff and students.

“He waka eke noa” We’re all in this together.

This is our guiding whakatauki which applies more so during a pandemic. Do the right thing to protect our school, community and each other

Contact information:

As per the advice of the MOE it is crucial that school has up to date and current contact information for every student. We request that caregivers check and update their contact details, to allow for immediate notifications and alerts the school requires a current mobile phone number and/or email address. Please phone us on (07)886 5219 to check we have the correct details held for you. If you would prefer you are able to email us at admin@fvhs.school.nz to let us know your current details and we will check these against the ones we hold and make contact with you.

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Preventative Protection of Staff, Students and Visitors

Although we expect widespread centrally coordinated closures during a pandemic event, Forest View High School will ensure that all practicable steps are taken to minimise risk for students, staff and members of our community.

To minimise illness among staff, students and visitors and include:

- Restricting entry of people with influenza symptoms which are a fever of at least 38°, a cough, a shortness of breath.
- Practising good personal hygiene and workplace cleaning habits.
- Increasing social distancing (by minimising close physical contact and avoiding situations where you or the students may come into contact with infected people, such as outings to enclosed places).
- Managing staff and students who become ill.
- Managing any staff and students who are travelling overseas or who have recently returned from affected countries.

Whanau / Caregivers Responsibilities:

Children or students who are unwell should remain at home. Staff, parents and whānau are advised not to come in when they are feeling unwell, or if they are exhibiting any influenza symptoms.

Updating Contact Information:

Communication will be through The Forest View High School text and email system and Forest View High School facebook/website page to ensure all staff, parents and whānau receive notices.

Travel Register

All students and families of students must register overseas travel with the school

Personal Hygiene

Reinforcing and ensuring your child and your family follow personal hygiene measures to minimise transmission. (please see further information re personal hygiene procedure included)

Personal hygiene

Personal hygiene measures will be reinforced as a key way to minimise virus transmission:

- Cover nose and mouth when sneezing and coughing (preferably with a disposable single use tissue).
- Immediately dispose of used tissues.
- Adopt good hand washing and drying practices, particularly after coughing, sneezing or using tissues.
- Keep hands away from the mucous membranes of the eyes, mouth, and nose.

Best practice guidelines for hand hygiene

Effective hand washing and drying routines are a primary means of reducing infections in students and staff.

Many disease-causing virus and bacteria are carried on hands and can be passed from person to person through direct contact with the person's hands or through objects or food that the person has touched.

Students should be encouraged to take responsibility for their own hand washing and drying but to do so they need a supportive environment.

Recommended technique for good hand hygiene practice

- Wet hands, preferably with warm water and apply soap
- Rub hands vigorously together and rub all areas
- Wash for 20 seconds (about the same time as it takes to sing Happy Birthday)
- Rinse well and dry hands thoroughly, the following examples are considered thorough:
- 20 seconds by paper towel (2 towels 10 seconds on each towel)

Times when hands should be washed

After coughing or sneezing (when the hands have been used to cover the mouth or nose)

- After using the toilet or after handling animals
- Before, during and after the preparation of food
- When hands are dirty
- More often if someone is sick

Pandemic Prevention Practice at Forest View High School:

- All bathrooms will be equipped with soap and paper towels. Posters will be displayed on the correct hand washing procedures.
- Hand sanitizers will be available in classrooms where we have been able to source these
- Tissues and separate tissue disposal bin will be placed in classrooms
- Hard surfaces such as class desks will be cleaned thoroughly by our cleaners daily.
- Hygiene notices will be posted in all workplace entrances, washrooms and public areas.
- An extra thorough clean of the school has been completed by the cleaners
- All staff and students who are unwell have been asked to stay at home. If staff or students become unwell during the day they are asked to go home.
- All messages and information from Ministry of Health and Ministry of Education is to be followed closely including messages about working from home and self isolation.
- Forest View High School take it's responsibility to our wider community seriously and understands the risks that exist with the age and health concerns in the wider community and as such will cancel or postpone all events unnecessary to be held at this time.
- A written declaration needs to be signed by all visitors declaring they are fit for entry to the school. Anyone who does not meet our criteria will be denied entry.

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HOW TO HAND WASH

Wash hands when visibly soiled, after contact with patients who have diarrhoea or vomiting, or when advised to do so. Alcohol-based hand rub can be used at all other times.

<p>1</p>  <p>Wet hands with water and apply enough soap to cover all hand surfaces</p>	<p>2</p>  <p>Rub hands palm to palm, up to and including wrists</p>	<p>3</p>  <p>Right palm over back of left with linked fingers and vice versa</p>
<p>4</p>  <p>Palm to palm with fingers linked</p>	<p>5</p>  <p>Backs of fingers to opposing palms with fingers interlocked</p>	<p>6</p>  <p>Rotational rubbing of left thumb held in right palm and vice versa</p>
<p>7</p>  <p>Rotational rubbing firmly, with closed fingers of right hand in left palm and vice versa</p>	<p>8</p>  <p>Rinse your hands with water</p>	<p>9</p>  <p>Dry hands thoroughly with a paper towel</p>

IMPORTANT TIPS:

Procedure lasts
40-60
SECONDS

- Remove all wrist and hand jewellery other than a wedding band.
- Use hand lotion regularly to prevent dry, cracked hands, ie, before and after work and before breaks.
- Cover minor cuts and abrasions on hands and arms with a waterproof dressing before starting work.
- Contact occupational health and safety if you have any dermatitis, skin allergies or infected lesions on your arms or hands.

New Zealand Government



www.handhygiene.org.nz



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Quick overview of COVID-19 (Coronavirus):

The following information is taken directly from the Ministry of Health website:

Symptoms

The symptoms of COVID-19 are:

- a cough
- a high temperature (at least 38°C)
- shortness of breath.

These symptoms do not necessarily mean you have COVID-19. The symptoms are similar to other illnesses that are much more common, such as cold and flu. Shortness of breath is a sign of possible pneumonia and requires immediate medical attention.

We don't yet know how long symptoms take to show after a person has been infected, but current World Health Organization assessments suggest that it is 2–10 days.

If you have these symptoms and **have recently been to a country or area of concern, or have been in close contact with someone confirmed with COVID-19**, please telephone Healthline (for free) on 0800 358 5453 or your doctor immediately.

There is information about self-isolation means on the Ministry of Health website, or you can call Health-line for more information.

For further information visit the Ministry of Health website:

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus>

Government information to follow:

We are working with the daily advice from the Ministry of Education through emails from Iona Halsted – Secretary for Education.

Further advice is being taken from www.covid19.govt.nz which is the official government website for the fight against COVID-19.

We are also obliged to work with information from PPTA to ensure our staff obligations are met appropriately.

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Protect yourself and others from **COVID-19**



Wash your hands with soap and water often (for at least 20 seconds). Then dry.



Cough or sneeze into your elbow or by covering your mouth and nose with tissues.



Clean and disinfect frequently touched surfaces and objects, such as doorknobs.



Don't touch your eyes, nose or mouth if your hands are not clean.



Put used tissues in the bin or a bag immediately.



Stay home if you feel unwell.

For updates and more information on keeping yourself safe, visit [Covid19.govt.nz](https://www.covid19.govt.nz)

New Zealand Government

Unite
against
COVID-19

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