

FVHS Alert Level 2 COVID-19 Safety Plan



	Description of what will be done	Responsibility of
What will be done to manage risks from restarting school after lockdown?	<ul style="list-style-type: none"> ● All staff / students / tradespeople / visitors will be inducted to this plan. ● All people to manage physical distancing of 1m. ● All visitors to complete contact tracing register at reception. ● Teachers keep an accurate attendance register stored in Kamar student database. ● Teachers supplied with cleaning materials and sanitiser. 	Principal Health and Safety officer Reception staff Caretaker to ensure all visitors sign in Attendance officer to check all rolls are marked by teachers.
How will you ensure all staff know how to keep themselves safe from exposure to COVID-19?	<ul style="list-style-type: none"> ● Make this plan available to all staff. ● Ensure staff have the opportunity to clarify if they are unsure. ● Practice physical distancing of 1m. ● Random procedure audits carried out by SLT each day ● Morning meeting held with staff where they can be reminded of the safety plan and issues from the day before can be addressed. 	All staff
How will you gather information on the wellness of your staff / students / tradespeople / visitors to ensure they are safe to be at school	<ul style="list-style-type: none"> ● Keep careful records of who is on site at any time. ● Personal responsibilities, not being on site if unwell. ● Staff will check in with their colleagues to 	All staff

	<p>ensure we are all well, if concern about illness is found this is to be reported to SLT immediately.</p> <ul style="list-style-type: none"> • Students to be physically monitored for visible signs of sickness, students to be referred to Student Services immediately • Parents to be reminded regularly through social media, emails and newsletters that students must remain at home if they are unwell. 	
<p>How will you operate in a way that keeps everyone on site safe from exposure to COVID-19</p>	<ul style="list-style-type: none"> • Develop standard operational practice regarding personal hygiene, cleaning equipment and workstations, entry to teaching spaces and during breaks. • Reinforce physical distancing of 1m. • Use electronic communication when possible. • Provide sanitisers, gloves, cleaning products, masks where required. • Monitor distribution of information to ensure everyone is aware of the rules. • Schools are spaces where the gathering rules do not apply however we are going to ensure regular cleaning of all music equipment, gym equipment and high touch surfaces. • Nurse will follow guidelines from Pinnacle Health, Music guidelines from Music Teachers Association, School to follow Ministry of Education and Ministry of Health Guidelines to ensure safety of all. 	<p>All staff</p>
<p>How will you manage an exposure or suspected exposure to COVID-19</p>	<p><i>If the suspected case of COVID-19 is at school:</i></p> <ul style="list-style-type: none"> • Isolate the person from others in the 	<p>All staff</p>

	<p>sickbay (if a student is in another area of the school they must be immediately guided to the sickbay) and provide a suitable facemask, if available, for the person to wear - reduce risk of spread of virus.</p> <ul style="list-style-type: none">○ Staff working with student to use appropriate PPE.● Inform by calling Healthline (0800611116) follow the advice of health officials. This will be completed by Student Services and Reception staff. Parents/whanau must be called to inform them of our concerns.● Transport organised to their home or medical facility.● Clean the area where the person was working and all common areas where they might have been, this may mean evacuating areas. Use PPE when cleaning.● Identify who at school has had close contact with the infected person within the 24hours before the infected person showed symptoms. Send those people home and be available to assist with concerns these people may have.● Clean the area where the close contact people were working and all common areas where they might have been, this may mean evacuating areas. Use PPE when cleaning.● Review risk management controls relating to COVID-19 after each incident to ensure these are still fit for purpose.	
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- **Contact** Ministry of Education Regional Office
- **Update** school community with what is happening.

If the suspected case of COVID-19 is not at school when diagnosed:

- **Inform** by calling Healthline (0800611116) follow the advice of health officials.
- **Identify** who at school has had close contact with the infected person within the 24hours before the infected person showed symptoms. Send those people home and be available to assist with concerns these people may have.
- **Clean** the area where the close contact people were working and all common areas where they might have been, this may mean evacuating areas. Use PPE when cleaning.
- **Review** risk management controls relating to COVID-19, after each incident to ensure these are still fit for purpose.
- **Contact** Ministry of Education Regional Office
- **Update** school community with what is happening.

NOTE:

People assisting the person who has suspected or confirmed COVID-19 should be provided with appropriate PPE if available, such as gloves and facemask.

	<p>Follow personal hygiene procedures. Respect the person's right to privacy Follow the advice of health officials at all times.</p>	
<p>How will you evaluate whether your work processes or risk controls are effective.</p>	<ul style="list-style-type: none"> ● Maintaining strict guidelines, regular updates as they come to hand. ● Be prepared to adjust daily operation if necessary. ● Invite feedback from staff / students. ● Carry out regular reviews of this plan. 	<p>Principal and Senior Lead Team Health and Safety Officer</p>
<p>How do these changes impact on the risks of the work you do?</p>	<ul style="list-style-type: none"> ● Tasks / jobs may take longer because of new operational requirements. ● A high level of compliance required with hygiene, physical distancing, cleaning of any equipment used. ● High vigilance of everyone on site by way of adherence to the new rules. 	<p>All staff</p>

Related documents: Health and Safety at work Act 2015

WorkSafe NZ provide resource that can be used to ensure employees and site occupants are protected against COVID-19
<https://worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid-19/advice-for-essential-businesses/>

Education.govt.nz COVID guidelines