



FRANKLEY
SCHOOL

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*Courageous
Caring
Learner*

COVID 19 Safety Plan

Orange Covid 19 Protection Framework Frankley School

[The overriding principles for Orange are:](#)

ON SITE PROTOCOLS

It is an expectation that all staff adhere to these protocols at all times. Hygiene habits will be strong and schools will put into place safe and sensible practice. The safety and wellbeing of students, staff and their households, continues to be a priority.

Note: Changes will be made in response to MOE recommendations

- 'If hand sanitizer be in short supply, washing and drying hands with soap is still the most effective hygiene measure'
- Face coverings are encouraged but not required, when inside at school. We will ask our whānau to wear a face covering when visiting our kura.
- Closing schools is an unlikely option at all levels of the framework. It may be considered where there are high volumes of

- [Guidelines for Events and Resources](#)

Protocol to be discussed and reflected on at Mahi Tahi and Friday briefing

Orange: PLAN		
TOPIC	GUIDELINES AND ADVICE FROM CPF	Our Plan to support Health and Safety
Staff leave	<p>School/kura closed due to COVID-19 outbreak:</p> <p>If your school or kura is required to close for onsite instruction due to COVID-19 you should continue to pay staff as usual, as you move to online learning.</p> <p>Managing staff leave:</p> <p>All staff would be subject to their usual sick leave entitlements. In the event of a staff member being sick with COVID-19 or caring for a dependent who is sick with COVID-19, sick leave applies. Teaching Staff who contract COVID-19 are eligible for disregarded sick leave.</p> <p>A staff member who is self-isolating, or caring for a dependent who is self-isolating, should be provided discretionary paid leave.</p>	<p>If you are sick, waiting for your COVID-19 test results or have been asked to self-isolate you should stay home, and not go to your educational facility.</p> <p>Teachers - Relievers from the list booked as needed by the teacher. Contact Bonnie Mills as necessary.</p> <p>Process on leave followed as recommended by MOE</p> <p>Call your doctor or Healthline on 0800 358 5453 for advice about getting tested.</p> <p>Inform Sarah Morris and Bonnie Mills immediately if you have been tested.</p> <p>Testing kits available in the school office.</p> <p>If too many staff are absent we will need to buddy up classrooms and support teachers with our support staff to ensure we are catering for our face to face students especially if staff are away for a longer than normal period of time.</p>

<p>Who comes back to school?</p>	<ul style="list-style-type: none"> • All children to attend school • Children with complex medical needs, particularly if not fully vaccinated are encouraged to take additional precaution when leaving home. Work with school to develop a plan to support attendance following advice from health professional <p>Distance Learning</p> <ul style="list-style-type: none"> • Schools and kura will support off site learning for those required to self-isolate or waiting for a test result. • Support will also be required for children with complex medical needs, especially if not fully vaccinated, and who are learning from home following advice from a health professional. 	<ul style="list-style-type: none"> • Bonnie Mills to contact ORS/HNN parents to check well being and any concerns. Out West online learning to be used for students unable to attend our kura at this time • If students arrive at class appearing unwell, staff are to observe them, checking for symptoms. Students are to be sent home if necessary. A Hub teacher needs to be in their hubs at 8.30am to greet the students. • Distance learning provided for children self isolating. Online resources will be available and offered to whānau. A template letter is available for staff to use. Website contains online learning for each hub. <p>New entrant teachers to work with whānau for smooth transition and personalised approach for first day students</p>
<p>Physical and cultural activities on site / use of playgrounds</p>	<p>Physical education classes and break time activities can include access to sports equipment, but hygiene practices should be observed before and after playing with equipment.</p> <ul style="list-style-type: none"> • Playgrounds can be used (maintain good hand hygiene) 	<ul style="list-style-type: none"> • Physical education classes and break time activities can include access to PE equipment and hand sanitation will be completed after use. • Playground to operate as normal

	<ul style="list-style-type: none"> • Itinerant teachers can work across schools <p>Whether you can have external students on site for inter-school activities depends on what type of activity it is.</p> <ul style="list-style-type: none"> • Activities with large numbers of students, if they are to go ahead, should take place in well-ventilated areas or outdoors. • Students from other schools are permitted to be onsite and must follow all health measures. • If risk assessment indicates higher risk for your community, consider how you might limit any large indoor gatherings. 	<ul style="list-style-type: none"> • Kapa Haka and music lessons to operate with physical distancing preferably of 1 metre inside • Work with NPPA around sports inter school expectation. For curriculum related inter school activities 1 metre distancing to be upheld where practical
Hygiene	<p>Maintain good hygiene</p> <p>Use basic hygiene measures, including cleaning of surfaces, washing your hands, coughing or sneezing into your elbow and avoid touching your face.</p> <ul style="list-style-type: none"> • Schools and kura must complete regular cleaning and disinfecting of commonly touched surfaces. This includes items 	<ul style="list-style-type: none"> • Hand sanitizer on entry to spaces. This includes EOTC - sanitise before entering a vehicle and wipe down doors of vehicle. • Teachers to remind children about hand washing before eating and after toileting/sneezing etc -COVID - Posters up • Extra cleaning products in hubs • All touch points to be sanitised by CrestClean • PROVISIONS

	<p>like door handles and phones.</p> <ul style="list-style-type: none"> • Wash your hands with soap and water often (for at least 20 seconds) and dry thoroughly. Use an alcohol-based sanitiser and rub hands together if soap and water is unavailable. • Cough or sneeze into your elbow or cover your mouth and nose with tissues. Put them in a bin immediately. • Avoid touching your face, including your eyes, nose, or mouth if your hands are not clean. • Use hand sanitiser at entrances to indoor spaces at CPF settings - Orange and Red. • At all settings within the CPF, shared supplies and equipment are able to be used if students and staff are undertaking regular hand washing and staying away if sick. 	<p>Hubs are being provided with tissues, hand sanitiser, soap and paper towels for classes with sinks and cleaning products for your classes. Please see Rangji Trinder when you need refills</p> <ul style="list-style-type: none"> • Open the windows and doors. It's good practice to fully open all windows during breaks and after school for as long as possible. Air quality will be measured. • All resources can be shared • Physical distancing is not a requirement but encouraged for certain activities-singing, Kapa Haka. Space out children in the hubs at mat time • Symptoms to monitor for are any respiratory symptoms such as a cold, a head cold, blocked ears, cough, sneezing, chills and a fever. Anyone with those symptoms should stay home and contact Healthline for advice, which may include getting tested for COVID-19 • Water fountains to be wiped down by Rangji Trinder daily • Bathrooms to be checked at 11.30am - 2.00pm
<p>Pick Up and Drop Off</p>	<ul style="list-style-type: none"> • No restrictions on visitors but need to be captured through tracing 	<p>Letter sent to the community with details. Parents are asked to wear face masks when entering buildings. Stay away if unwell. The cones will be out but not monitored. This will support continued independence for students. Whānau will be asked to spread across field at pick up</p>

		<p>CONSIDERATIONS</p> <ul style="list-style-type: none"> ● Feeling reassured, welcome and heard ● Allaying concerns and fears about their child's mental state and learning
Visitors to the school	<p>Support services and agencies who may need to be on site include the Ministry of Education, Education Review Office, NZQA, Police, Fire, Mobile Dental units, or any other support services and agencies that access your site.</p> <p>Other visitors</p> <p>At Orange, you can have visitors on site.</p> <ul style="list-style-type: none"> ● There are no restrictions on visitors on site, but they need to be captured in a visitor register ● They must also meet any other health requirements applicable at the time. 	<ul style="list-style-type: none"> ● Sanitise on entry ● Stay away if unwell ● Parent meetings with teachers - 1 metre away from each other and face masks to be worn by parents ● All contractors to wear face masks ● Sign in on vistab
Break times for students	<ul style="list-style-type: none"> ● Normal practice 	<p>There is to be no sharing of food by students during morning tea and lunch eating. Lunch to be with hub teachers for first 10 minutes of break</p>
Office Operations		<p>Box for dropping off forms in foyer, stickers on carpet</p> <p>Promote online banking</p> <p>Staff will wipe down the computer keyboards they use. Staff are to wipe down the photocopier buttons/keypads each day. Hand sanitiser will be placed beside the photocopier and will be used before and after copying. Students will NOT use the photocopier for staff or collect photocopying.</p>

		<p>Late sign ins - through office as usual for safety</p> <p>Early Leaving - through office as usual for safety</p> <ul style="list-style-type: none"> • P, L, M codes remain most commonly used for day to day attendance. Students yet to return for medical reasons and continuing some form of learning from home - use F, students delaying return but not for medical reasons - use E
Sick Bay and Guidelines for Staff and Students	<p>PPE not required or recommended as necessary</p> <p><i>Principals at state and state-integrated schools have authority to preclude a student from attending if they believe on reasonable grounds, they may have a communicable disease under section 77 of the Education and Training Act 2020.</i></p>	<p>Plasters in hubs One teacher to bring them into sick bay if needed, gloves - usual procedure, name in First Aid book etc If the child is sick - Office Admin will organise parents to collect.</p> <ul style="list-style-type: none"> • Parents are asked to keep any sick children at home. If a sick child comes to school, they will be sent home <p>Guidelines</p> <ul style="list-style-type: none"> • Washing and drying hands, good cough and sneeze etiquette and regularly cleaning surfaces, continue to be a key defence against the spread of coronavirus. Moist breath zone - children to keep their distance • Stay home if you're sick and report flu-like symptoms • Symptoms to monitor for are any respiratory symptoms such as a cold, a head cold, blocked ears, cough, sneezing, chills and a fever. Anyone with those symptoms should stay home and contact Healthline for advice, which may include getting tested for COVID-19 • If these symptoms occur on site self isolation will take place in the First Aid room • Staff to wear a mask when children unwell in First Aid room
Curriculum related events	Curriculum related activities include technology centres, examinations, assemblies and shared facilities across	No hall bookings

	<p>schools.</p> <p>Curriculum related activities can continue with public health measures in place.</p> <ul style="list-style-type: none"> • Large activities with students, if they are to go ahead, should take place in well-ventilated areas or outdoors. • Similarly, consider whether any other activities where students might closely congregate indoors in large numbers should go ahead. If they do, they will need careful planning. • Practices and rehearsals can go ahead – physical distancing of 1 metre is recommended where practicable especially for higher risk activities such as singing and using wind instruments. 	<p>Assemblies to be held in teams outside once a week/fortnightly, or in well ventilated space.</p> <p>Whakatau at the beginning of each term will be staff and students outside</p> <p>All activities to continue under Orange:</p> <p><i>Surfing</i></p> <p><i>RDA</i></p> <p><i>Moveables</i></p> <p><i>Camp - under level 2 EOTC guidelines 2021</i></p>
<p>Non-curriculum related events</p>	<p>Generally, events and activities are not curriculum-related if they occur outside of class time – particularly where attendance is optional.</p>	<p>See Sports table below - There are no capacity limits indoors or outdoors.</p> <p>Sports organisations provide their own brief using Public Health Information-Sports unit holders to distribute info to whānau.</p>

Non-curriculum related activities need to meet the requirements for events and gatherings under the framework when onsite and offsite.

Some examples of events and activities that are not curriculum-related include:

- prizegiving events involving the wider community (parents and whānau)
- school balls and leavers' dinners
- weekend sports
- community use of swimming pools or other facilities
- out-of-hours music and art, and sporting and cultural activities held out of school hours
- school fairs and fundraising events
- PTA meeting
- religious instruction during school hours (state schools only).
- Activities with large numbers of students, if they are to go ahead, should take place in well-ventilated areas or outdoors.
- There are no indoor capacity limits. You are strongly encouraged to use allocated seating for large events (such as those with more than 500 people) or apply a maximum capacity limit based on the maximum number of people

	<p>who could occupy the space if each person was 1 metre apart.</p> <ul style="list-style-type: none"> • Students from other schools are permitted to be onsite and must follow all health measures. • Workers at indoor events and gatherings are required to wear masks. • The same rules/guidance will also apply if you are hiring out your facilities. <p>Life at Orange Unite against COVID-19</p>	
EOTC	<p>Follow Level 2 Guidelines as per 2021</p> <p>There are no specific requirements for inter-school EOTC activities.</p>	<p>Follow Level 2 Guidelines as per 2021</p> <p>EOTC activities can go ahead but will need careful planning. Targeted local lockdowns, if initiated, may restrict movement across boundaries.</p> <p>Along with your usual risk management approach we will need to consider:</p> <ul style="list-style-type: none"> • The importance of protecting those vulnerable to respiratory illness - do you know who on staff, volunteers, and students may be at greater risk? • If someone were to become ill with a serious illness, are we able to respond to that, including the ability to isolate that person while seeking advice from a medical professional? • Work closely with the venue to ensure that any requirements for COVID are understood and can be met. This may include capacity limits.

		<p>Extra caution in planning for the above points must be highlighted in the RAMs completed for any EOTC and given to Sarah Morris at least two weeks before the event is to occur</p> <p>Masks to be worn in cars- small confined spaces TBC with staff</p>
Staff wellbeing	<p>Workforce wellbeing EAP services</p> <p>EAP wellbeing support services is available</p> <p>There are up to three confidential individual one-on-one counselling sessions available. There will be no charge for these services.</p> <p>You'll find further information about these EAP services on the Workforce wellbeing package page or if you have any questions call 0800 327 669 or visit the EAP website.</p>	<p>STAFF CONCERNS</p> <p>Staff with concerns about people in their hub or colleagues and will let Sarah Morris or Bonnie Mills know. Staff who are not well MUST NOT come to school. This has been and is, an overwhelming situation for many of us and your wellbeing is paramount. Please talk to Sarah Morris or another trusted staff member so we can provide the appropriate support. Remember "Together we can do this". Be Kind.</p> <p>WHAKATAUKI FOR THIS TIME</p> <p>"He waka eke noa "</p>
SENCo meetings		Can go ahead. Tracing information to be completed. Masks to be worn.
SFRC meetings	Can go ahead in staff room.	<p>Can go ahead in staff room.</p> <p>1m physical distancing.</p>
Emergency		Reverse evacuation and Evacuation - same procedures
Staffroom		Dishwasher turned on at the end of the day

		Cleaning as per usual Wipe down surfaces etc regularly and use sanitizer frequently. Masks can be removed whilst in this space eating and drinking.
BOT support		Plan to be shared with School Board