



FRANKLEY
SCHOOL

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COVID 19 Safety Plan

RED Covid 19 Protection Framework - Frankley School School

The overriding principles for Red are:

<https://covid19.govt.nz/traffic-lights/life-at-red/education-at-red/>

Schools and kura are open for on site learning, for all students

- Action will need to be taken to protect both at-risk people and protect our health system from an unsustainable number of hospitalisations
- Schools and kura are open for on site learning for all students

Schools are prohibited from requiring students to be vaccinated to access education. This includes parents, caregivers and whānau supporting students and their learning.

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 are in short supply, washing and drying hands with soap is still the most effective hygiene measure'.
- Face coverings are to be worn at all times, 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 cases in a school.
- For a confirmed case Frankley School follows the procedure as provided in the TOOL Kit by MOE.
- [Guidelines for Events](#) and [Resources](#)

School POOL will be closed to our community but open for Water Skills for Life for Students(curriculum). Plan to be developed for changing rooms

| Red: PLAN | | |
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| TOPIC | GUIDELINES AND ADVICE FROM CPF | Our Plan to support Health and Safety |
| Face Coverings | Face coverings must be worn when indoors by ākonga receiving education in Years 4 and above and any staff member working to provide, or support the provision of, that education. | <ul style="list-style-type: none">• Staff (Year 4 - 6) wear masks at all times except for when eating or working on their own in offices away from others. Masks can be taken off outside when on duty - distance form children. Please have with you to put on if working closely to support children.• Masks on road patrol for staff• Admin/Leadership/Caretaker to wear inside building when in office area with staff and students |

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| | <p>Face coverings are not required to be worn in schools by staff or students, for Years 1 - 3.</p> <p>For all ākonga aged 12 and upwards face coverings are mandatory on school transport, and when accessing public venues, student health and campus retailers such as food providers/canteens.</p> <p>All PHN and other health professionals will need to follow their own industry guidelines for using PPE.</p> | <ul style="list-style-type: none"> • Staff to wear masks and distance at PLD, team meetings and Mahi Tahi. Masks to be worn by all staff when arriving and departing school • Face coverings are not required to be worn in schools by staff or students, for Years 1 - 3. • Staff need to model to students how to wear a mask correctly and the importance of not fiddling with them. • Parents/Whānau are asked to wear masks when coming into school. • If a student or whānau member has an exemption then they must show this and then follow all hygiene practices as well as ensuring they keep 1m away from others to ensure we are looking after the needs of others. • Robyn King will ensure we have surgical masks to provide for students who are in the sickbay or for whom need one. This cannot be a daily event so students will need to be reminded of the need to have one. If a student/s continually does not then let Sarah Morris or Bonnie Mills know and she will arrange to purchase ones for those who have a genuine need. |
| 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</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 Bonnie Mills.</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>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</p> |

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| | <p>or caring for a dependent who is sick with COVID-19, sick leave applies. 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>A staff member who has underlying health conditions and/or a medical exemption may need to work with the school to mitigate the risks associated with their conditions. Mitigation of these risks will need to consider the setting of COVID-19 exposure in the community.</p> | <p>students especially if staff are away for a longer than normal period of time.</p> |
| <p>Who needs to be fully vaccinated</p> | <ul style="list-style-type: none"> • teachers • staff • support people in schools and early learning centres, including volunteers • teacher aides • administration and maintenance staff • contractors • An on-site register will be kept. <p>Children and parents or caregivers of a child or student cannot be prevented</p> | <p>All staff and volunteers to be fully vaccinated. A small number of staff and teachers are able to apply for an exemption.</p> <p>Contractors carrying out work during school time when staff and students are on site.</p> <p>Once back at school all staff will need to have Vaccine Passport sited by Sarah Morris - expiry dates will need to be recorded and this information will be kept on file confidentially.</p> <p>Staff will need to be prepared to undertake a booster as the MoH and MoE are both promoting and expecting this - once it has been mandated there will be a time frame for all staff to work towards.</p> |

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| | from going to school or early childhood services based on their vaccination status. | |
| Who comes back to school? | <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/HHN parents to check well being and any concerns. • If students arrive at class appearing unwell, staff are to observe them, checking for symptoms. Students are to be sent home if necessary. A teacher needs to be in their hubs at 8.30am to greet the students. • Distance learning provided for children self isolating. Both online and hardcopy resources will be available and offered to whānau. • Relief teachers can only work at 1 school, music teachers can not work across school |
| Physical and cultural activities on site / use of playgrounds | Physical education classes and break time activities can include access to sports equipment, but hygiene practices | <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. |

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| | <p>should be observed before and after playing with equipment.</p> <ul style="list-style-type: none"> • Playgrounds can be used (maintain good hand hygiene) but consider rostering use by different groups to minimise congestion. • Itinerant teachers can work across schools (must wear face coverings) <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"> • Inter-school activities not related to the curriculum should be limited or not go ahead. • For curriculum related activities, if they do go ahead, physical distancing of 1 metre should be observed wherever practical. | <ul style="list-style-type: none"> • Playground will be rostered in order to minimise number of students in one place. We will work on a rotation basis as follows • Kapa Haka to operate with physical distancing of 2 metres apart and must be taught outside of school buildings/closed in spaces. No singing 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 | <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. Volunteers must be vaccinated. • Face masks must be worn by everyone Year 4 and upwards at all times except when eating. All to be taught etiquette about putting on and off a mask and the importance of not touching and moving the mask continually. |

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| | <p>commonly touched surfaces. This includes items 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. | <ul style="list-style-type: none"> • Teachers to remind children about hand washing before eating and after toileting/sneezing etc -COVID - Posters up. • Extra cleaning products in classroom spaces. • All touch points to be sanitised by CrestClean • PROVISIONS Classrooms are being provided with tissues, hand sanitiser, soap and paper towels for classes with sinks and cleaning products for your classes. Please see Rangī Trindere when you need refills. • Open the windows and doors. It's good practice to fully open all windows during breaks and after school for as long as possible. • All resources can be shared. • Physical distancing is required for sports and Kapa Haka. Space out children if seated on your designated floor teaching space or at tables • 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 will be closed during red to ensure that we are doing our best. Students will need their own drink bottle and will fill them in the classrooms as often as needed. Sarah Morris has spare bottles as needed |
| Pick Up and Drop Off | <ul style="list-style-type: none"> • Whānau not on site • All visitors, including parents and caregivers, if they do come on | <p>Letter sent to the community with details. Parents must sign into classrooms for contact tracing and are asked to wear face coverings when entering buildings. Stay away if unwell. Whānau are encouraged to wait at the school gate to collect students rather than coming into school grounds. Cones will be used on</p> |

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| | <p>site should wear face coverings when on school grounds.</p> <ul style="list-style-type: none"> • All must sign into our Vistab systems and well as scan in. | <p>field for drop off and pick up. Plan for NE following guidelines.</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>At Red,</p> <ul style="list-style-type: none"> • Learning support services continue. • Minimise attendance on site for non-essential services as much as possible. • Those on site must be captured in a visitor register or other system, to support contact tracing and must meet any other health requirements applicable at the time. | <p>CONTACT TRACING</p> <p>Contact tracing sheets set up for all classrooms and admin entrance. These must be filled in for everyone who enters the space. This includes whānau who enter the classrooms: date,time,name.</p> <ul style="list-style-type: none"> • QR code scan available at each entrance • Sanitise on entry • Stay away if unwell • Parent meetings - 1 metre away from each other and face coverings to be worn by parents • All contractors to wear face coverings and be vaccinated. |
| 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 eaten in outside and supervised by hub teachers to ensure all safety precautions followed. No eating inside(unless weather dependent)-use of kai mats</p> |
| Office Operations | | Promote online banking |

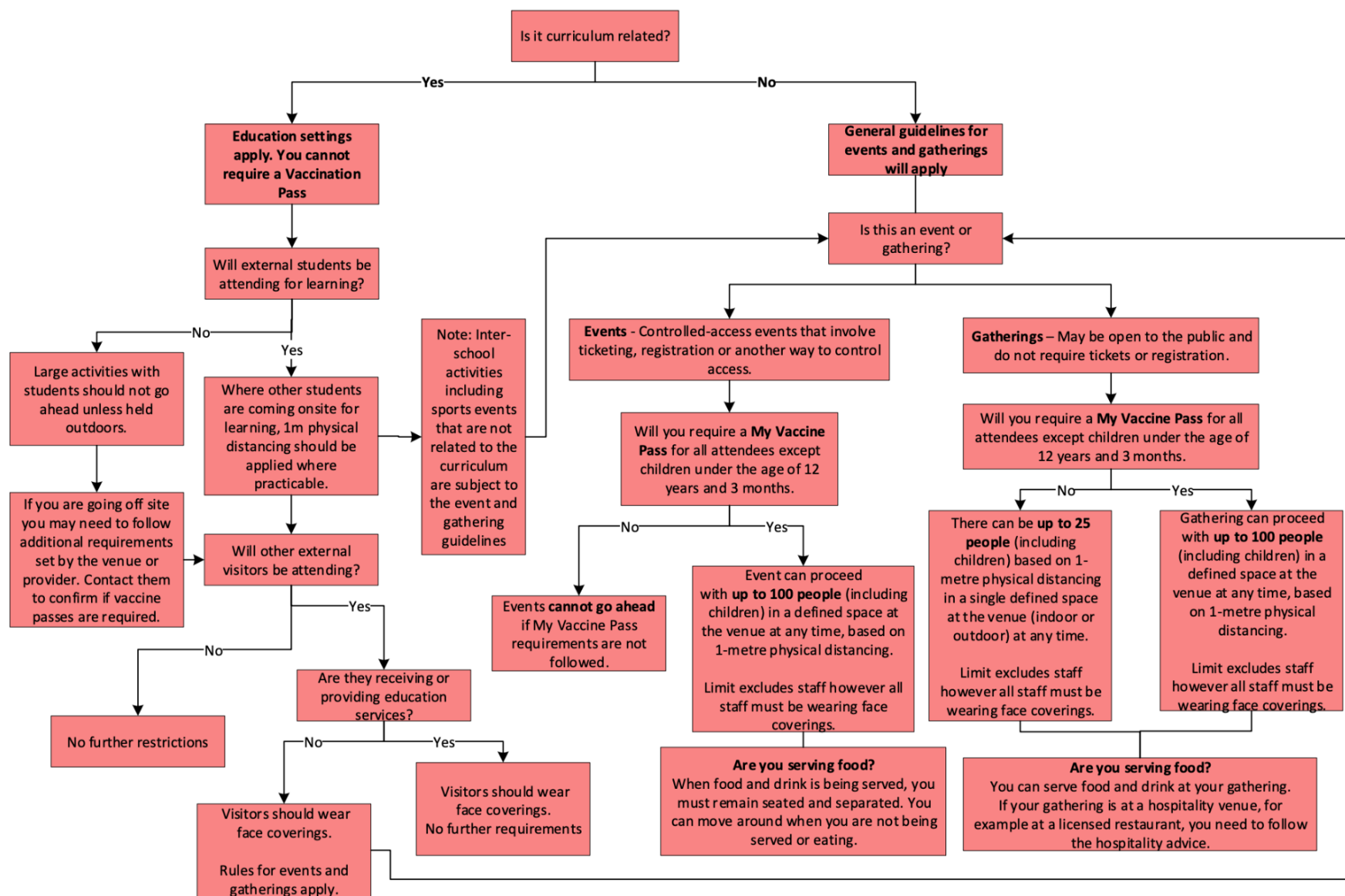
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| | | <p>Staff will wipe down the computer keyboards they use. Staff are to wipe down the photocopier buttons/keypads each day. Hand sanitiser will be placed beside the photocopier and will be used before and after copying. Students will NOT use the main office photocopier for staff or collect photocopying.</p> <p>Late sign ins - through office/library as usual for safety</p> <p>Early Leaving - through office/library 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 classrooms Staff to bring them into sick bay if needed, gloves - usual procedure, name in First Aid book etc If the child is sick - Robyn King/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 and students will be required to wear a mask. |

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| Curriculum related events | <p>Curriculum related activities include technology centres, examinations, assemblies and shared facilities across schools.</p> <p>Curriculum related activities can continue with public health measures in place.</p> <ul style="list-style-type: none"> • You cannot require proof of vaccination. • Large activities with students should not go ahead unless held outdoors. • Where students are coming on site for learning, 1m physical distancing should be applied where practical. | <p>Assemblies to be held in teams outside once a week/fortnightly, or in well ventilated space. ON HOLD as per MOE recommendation as of Jan 23 2022</p> <p>Powhiri at the beginning of the year will be for new students and staff only - no parents as then this becomes a gathering and Vaccine Passports will be required from all.</p> <p>Other activities to continue under Red:</p> <p><i>Kapa Haka - outside</i></p> <p><i>RDA TBC</i></p> <p><i>Surfing</i></p> <p><i>Overnight EOTC Term One Camp - under level 2 EOTC guidelines 2021. Sarah Morris to work with Vertical Horizons</i></p> |
| Non-curriculum related events | <p>Non-curriculum related events should be limited and may only go ahead if a vaccination certificate is required. Events may only go ahead if a vaccination certificate is required.</p> <ul style="list-style-type: none"> • Events should be limited and may only go ahead if a vaccination certificate is required. • If bringing others onsite, including parents and caregivers, any general rules for events, applicable at the time, will apply. • Further advice will be available for sporting events | <p>See Sports table below - More Guidelines to be released</p> <p>Sports organisations provide their own brief using Public Health Information-Sports unit holders to distribute info to whānau.</p> <p>Sarah Morris to check sports coaches Vaccine pass. Volunteer letter available to outline expectations.</p> |

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| | on the Sports NZ website (external link) | |
| EOTC | Follow Level 2 Guidelines as per 2021 | <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 and whether a Vaccine Pass is required by the provider. <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> |
| 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>STAFF CONCERNS</p> <p>Staff with concerns about people in their teams or colleagues 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> |

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| | 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 . | WHAKATAUKI FOR THIS TIME "He waka eke noa " |
| SENCo meetings | | Can go ahead. Tracing information to be completed. Masks to be worn. |
| SFRC meetings | May occur. If a Vaccine Pass is required - maximum of 100 people can attend. All must be vaccinated. If no pass is required a maximum of 25 people including children based on 1m physical distancing. Limits exclude staff. Face coverings are required. | Can go ahead in staff room. Tracing information to be completed. Maximum of 25 people including children based on 1m physical distancing. Limits exclude staff. Face coverings are required. |
| 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 |

Guidelines for events and activities during December 2021 – Schools and kura at Red



How Sport and Recreation will operate under the CPF

sportnz.org.nz

| Sport and rec Activity/setting | CPF category | RED | | ORANGE | | GREEN | |
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| | | With My Vaccine Pass | No My Vaccine Pass | With My Vaccine Pass | No My Vaccine Pass | With My Vaccine Pass | No My Vaccine Pass |
| Organised community sport and rec, (includes indoor and outdoor, controlled and uncontrolled entry) (e.g. cricket, touch, netball, basketball) | Gathering | Up to 100 people per gathering (based on allowing 1m ² of space per person) Facemasks encouraged when not playing | Up to 25 people per gathering (based on allowing 1m ² of space per person) Facemasks encouraged when not playing | Open, no limits Facemasks encouraged when not playing | Up to 50 people per gathering (based on allowing 1m ² of space per person) Facemasks encouraged when not playing | Open, no limits | Up to 100 people per gathering (based on allowing 1m ² of space per person) |
| Unorganised (social) sport and rec (indoor and outdoor, controlled and uncontrolled entry) (e.g. friends playing touch, casual group bike ride) | Gathering | Up to 100 people per gathering (based on allowing 1m ² of space per person) Facemasks encouraged when not playing | Up to 25 people per gathering (based on allowing 1m ² of space per person) Facemasks encouraged when not playing | Open, no limits Facemasks encouraged when not playing | Up to 50 people per gathering (based on allowing 1m ² of space per person) Facemasks encouraged when not playing | Open, no limits Facemasks encouraged indoors when not playing | Up to 100 people per gathering (based on allowing 1m ² of space per person) |
| Sport and recreation 'events' (indoor and outdoor with controlled entry) (e.g. athletics competition, squash multiday tournament) | Event | Up to 100 people, based on allowing 1m ² of space per person, seated and separated Facemasks encouraged | Event cannot go ahead Facemasks encouraged | Open, no limits Facemasks encouraged | Event cannot go ahead Facemasks encouraged | Open, no limits | Spectators allowed. Up to 100 people based on allowing 1m ² of space per person, seated and separated |
| Professional and semi professional sport 'events' (indoor and outdoor with controlled entry) (e.g. international ticketed sports events, with professional players) | Event | Up to 100 people, based on allowing 1m ² of space per person, seated and separated Facemasks encouraged | Event can go ahead without spectators Facemasks encouraged | Open, no limits Facemasks encouraged | Event can go ahead without spectators Facemasks encouraged | Open, no limits | Spectators allowed. Up to 100 people based on allowing 1m ² of space per person, seated and separated |
| Gyms (including facilities like boxing gyms, martial arts gyms, dance and yoga studios) | Gyms | Up to 100 people (based on allowing 1m ² of space per person) Facemasks encouraged when not exercising | Cannot operate | Open, no limits Facemasks encouraged when not exercising | Cannot operate | Open, no limits | Up to 100 people (based on allowing 1m ² of space per person) |
| Outdoor exercise groups (e.g. boot camp) | Gathering | Up to 100 people per gathering (based on allowing 1m ² of space per person) Facemasks encouraged at all times when not playing | Up to 25 people per gathering (based on allowing 1m ² of space per person) Facemasks encouraged at all times when not playing | Open, no limits Facemasks encouraged at all times when not playing | Up to 50 people per gathering (based on allowing 1m ² of space per person) Facemasks encouraged at all times when not playing | Open, no limits Facemasks encouraged indoors when not playing | Up to 100 people per gathering (based on allowing 1m ² of space per person) Facemasks encouraged indoors when not playing |
| Intra-school sport and recreation (in school grounds, indoor and outdoor, curriculum based only) | Education | No restrictions at any level, no vaccine requirements | No restrictions at any level, no vaccine requirements | No restrictions at any level, no vaccine requirements | No restrictions at any level, no vaccine requirements | No restrictions at any level, no vaccine requirements | No restrictions at any level, no vaccine requirements |
| Non-curriculum based School sport (on school grounds, indoor and outdoor; may include supporters from outside the school) | Gathering | Up to 100 people per gathering (based on allowing 1m ² of space per person) Facemasks encouraged at all times when not playing | Up to 25 people per gathering (based on allowing 1m ² of space per person) Facemasks encouraged at all times when not playing | Open, no limits Facemasks encouraged at all times when not playing | Up to 50 people per gathering (based on allowing 1m ² of space per person) Facemasks encouraged at all times when not playing | Open, no limits Facemasks encouraged indoors when not playing | Up to 100 people per gathering (based on allowing 1m ² of space per person) Facemasks encouraged indoors when not playing |
| Clubrooms | Gathering | Up to 100 people per gathering (based on allowing 1m ² of space per person) Facemasks encouraged at all times when not playing | Up to 25 people per gathering (based on allowing 1m ² of space per person) Facemasks encouraged at all times when not playing | No limits Facemasks encouraged at all times when not playing | Up to 50 people per gathering (based on allowing 1m ² of space per person) Facemasks encouraged at all times when not playing | No limits Facemasks encouraged at all times when not playing | Up to 100 people per gathering (based on allowing 1m ² of space per person) Facemasks encouraged at all times when not playing |
| Clubrooms with hospitality offering | Hospitality | Up to 100 people, based on allowing 1m ² of space per person, seated and separated | Takeaway service only | Open, no limits | Takeaway service only | Open, no limits | Up to 100 people, based on allowing 1m ² of space per person, seated and separated |
| Council-owned pools and rec centres | Public facilities | Open – with capacity limited based on allowing 1m ² of space per person Facemasks are mandatory at all times when not playing, except at pools | Open – with capacity limited based on allowing 1m ² of space per person Facemasks are mandatory at all times when not playing, except at pools | Open, with capacity limits based on allowing 1m ² of space per person Facemasks are mandatory at all times when not playing, except at pools | Open, with capacity limits based on allowing 1m ² of space per person Facemasks are mandatory at all times when not playing, except at pools | Open, no limits Facemasks encouraged indoors when not playing | Open, no limits Facemasks encouraged indoors when not playing |
| Professional/ semi-professional sport (see above for professional and semi-professional sport events) | Workplaces | Professional and semi-professional sport can take place. Working from home may be appropriate for some staff. Workplace to determine if employees need to be vaccinated. You can use the following assessment tools to decide this: Business NZ assessment and Worksafe assessment | | Professional and semi-professional sport can take place. Workplaces can open. Workplace to determine if employees need to be vaccinated. You can use the following assessment tools to decide this: Business NZ assessment and Worksafe assessment | | Professional and semi-professional sport can take place. Workplaces can open. Workplace to determine if employees need to be vaccinated. You can use the following assessment tools to decide this: Business NZ assessment and Worksafe assessment | |