



HEALTH & SAFETY
COVID-19 Protection Framework (CPF)– Red setting Procedures
(From 24 January 2022)

General

Teaching Instruction

Under a Red Setting, (CPF), all Form 3 - 7 students who are physically well will be able to attend classes on campus.

Students who are unwell, including having cold-like symptoms, should stay at home, be tested and parents should inform the School.

Assessment

Under a Red Setting, (CPF), school examinations, NZQA and Cambridge examinations will be held on campus.

Physical Distancing

Physical distancing on campus under the Red setting refers to students and staff maintaining a physical distance so that they are not breathing on or in physical contact with each other, coupled with good hygiene practices (coughing into your elbow, handwashing and drying) and regular cleaning of commonly touched surfaces.

Face Masks

Face masks that meet the requirements of the Public Health Response (Vaccinations) Amendment Order 2022 must be worn at all times indoors. Face mask wearing is optional outdoors.

Hygienic Practices

Where there are situations where physical distancing is not possible, extra emphasis on handwashing and drying (or cleansing with hand sanitiser) before and after activities and regular cleaning of equipment needs to be undertaken.

Protocols for Staff (on Campus)

Staff members should apply standard hygiene procedures at all times:

- hand hygiene – that is, washing hands regularly with soap and water, and/or use hand sanitiser
- coughing or sneezing into a tissue or your elbow and then performing hand hygiene
- clean surfaces regularly
- Tea/coffee and a selection of food will be available in the Staff Common Room, but the general public physical distancing recommendations should be applied where possible. Staff members should use the School's 'keep cup' provided to them
- Shared resources and equipment are able to be used if staff are undertaking regular hand washing and good hygiene practices

Protocols for Staff (off Campus)

- Teaching or Support Staff members who are unable to work on-campus due to the potential for their own health or a member of their family's health (auto-immune disease etc), to be compromised should communicate directly with the Headmaster
- Teachers who are sick and cannot attend work should contact Deputy Headmaster, HR, and complete normal teacher relief protocols
- Support Staff members who are sick and cannot attend work should contact their line manager to report the requirement for sick leave and then follow School processes
- Any staff member who is sick and shows any of the COVID-19 symptoms should contact their GP and determine with a COVID-19 test should be completed. The Headmaster or his EA should be informed if a COVID-19 test is necessary

Protocols when working with Students

While under the Red setting, the School is expecting all students in Form 3 - 7 to return for on-campus teaching.

- Teachers are required to accurately record attendance for each class – the accuracy of PC School attendance is crucial for contact tracing purposes if required
- Teachers should accept responsibility for applying the standard hygiene measures below. Teachers should also regularly remind students to:
 - wash their hands regularly with soap and water, or with hand sanitiser
 - coughing or sneezing into a tissue or your elbow and then performing hand hygiene
 - cleaning surfaces regularly
- In classrooms where the temperature is controlled, ie; heat inverter, the temperature should be set to 18 degrees

Public Health officials have advised when the above measures are in place, then personal protective equipment is not needed.

- Where possible teachers should be in the classroom prior to the lesson to allow students to directly enter the classroom. This will mitigate close contact that may have existed when lining up outside a room
- Sports equipment use and Physical Education activities can resume
- At the start and end of all periods, the teacher is expected to place extra emphasis on handwashing and drying (or cleansing with hand sanitiser) and it is their responsibility to have equipment cleaned and/or sprayed with the anti-viral product available from Property Services
- In Music lessons, singing can only take place outdoors

Protocols for On-Campus Operations (applicable to Staff AND Students)

- Approved group meetings indoors may occur in well ventilated areas
- Physical distancing recommendations should be applied
- Hand sanitiser will be provided in bathrooms and at various locations around campus
- Where it is safe to do so, latch or wedge classroom or facility doors open (not for smoke stop doors) and windows should be opened for additional ventilation
- Avoid using shared supplies with students
- Students should bring their own personal water bottles to School

- Fire alarms and other emergencies may require staff and students to either evacuate or lock down the building/s. The priority in these situations is keeping students and staff safe from the threat arising through the emergency event. Follow the School's emergency evacuation or lock down procedures
- Signage around the campus provides guidance to staff members and students on safe hygiene practices
- All deliveries should be made to the Student and Enrolment Office only. Delivery within the School will be arranged
- The Property Team will manage the cleaning of areas throughout the School each day during the Red setting. Surfaces will be cleaned and disinfected at the conclusion of each day. All classrooms and departmental areas have been sprayed (fogged) with an anti-viral product that lasts for 30 days. Property Services should be informed if additional cleaning is required. The School does not permit employees to bring their own cleaning products onto campus
- Departments should have processes in place for the cleaning of shared resources at the end of each day
- Contractors may be working on campus and will have signed agreements with Property Services regarding the School's Health & Safety protocols and COVID-19 guidelines. Queries or concerns should be addressed to the Director of Property Services
- Non-essential visitors are not permitted on campus. Approved essential visitors must report to reception and will be required to sign-in when arriving on campus and will need to show their Vaccination Pass
- Visitors are not permitted to enter any other parts of the campus before signing in at reception and being met by their host
- PPE is not required or recommended as necessary in any educational facility as advised by the Public Health Service and the Ministry of Education

Protocols for Parents

- Parents will be required to sign-in to reception when arriving on campus
- Parents are not permitted to drop their sons off on-campus at any time

Events

- Under a Red setting events held on campus will meet the requirements of the Public Health Response (Vaccinations) Amendment Order 2022. All attendees will need to sign in and present their COVID-19 Vaccine Pass

EOTC

- Under a Red setting Education Outside the Classroom Activities can go ahead.
- The School will meet the conditions of all external providers

Health Centre Protocols

- The Health Centre is open under the Red setting
- The isolation room in the Health Centre will be accessible. Arrangements will be made for staff and/or students who present as sick to be collected
- Staff and/or students who present with symptoms of sickness should immediately report to the Health Centre
- Parents are expected to follow the Health Centre's instructions for students who are sick and need to go home

The following outlines the School's Pandemic Plan Health and Safety procedures. These points are implemented, unless superseded by the School's Health and Safety Procedures for the COVID-19 Protection Framework – Red setting

Health & Safety Policy Appendix 2

APPENDIX II Protecting Staff, Students and Visitors

Although widespread centrally coordinated closures would usually be expected during a pandemic event, the School will plan and implement measures to protect staff, students and visitors.

These include, but are not limited to:

- Restricting entry of people with the pandemic specific symptoms
- Practising good personal hygiene and workplace cleaning habits
- Increasing physical distancing (by minimising close physical contact and avoiding situations where staff and students may come into contact with infected people, such as outings to enclosed places)
- Managing staff and students who become ill
- Managing any staff members and/or students who are travelling overseas or who have recently returned from affected countries

Summary of Possible Protection Measures

Restrict workplace entry of people with pandemic specific symptoms

Consider putting up notices at all entry points, advising people not to enter if they have pandemic specific symptoms. Hygiene notices should be posted in all workplace entrances, washrooms, hand washing stations and public areas.

Personal Hygiene

Personal hygiene measures should be reinforced as a key way to minimise the transmission of pandemic specific symptoms. These include:

- 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.
- Ensure that adequate supplies of hand hygiene products are available. This is a high planning priority as there may be shortages of liquid soap and paper towels.

Workplace Cleaning

Hygiene practices should be elevated in a pandemic to an even higher level than usual. Preventative measures should include:

- Reminding staff and students not to share cups, dishes and cutlery; and ensure these items are thoroughly washed with soap and hot water after use.
- Removing books, magazines and papers from common areas.
- Considering ways of cleaning and/or restricting communal use of some play, physical education equipment and office equipment.

- When a person with suspected pandemic specific symptoms is identified and has left, it is important that their work area or office and any other known places they have been are thoroughly cleaned and disinfected.
- Basic hygiene practices (including hand hygiene) must be followed by cleaners, including methods for waste disposal.

During a pandemic the School may be closed, but a thorough clean may be required to destroy any virus on surfaces. This applies particularly to hard surfaces (for example, sinks, handles, railings, objects and counters).

Physical Distancing

Physical distancing is a strategy to protect staff and students during a pandemic by minimising their contact with others. Events involving large gatherings may need to be avoided, whether inside or outside. If this decision is made, a distance of at least one metre should be maintained between people wherever practical.

The Ministry of Health has the following suggestions for minimising contact, but each of these measures should only be employed if necessary and practicable:

- Where possible avoid meeting people face-to-face – use the telephone, video conferencing and the internet as much as possible – even when participants are in the same building
- Avoid any unnecessary travel and cancel or postpone non-essential meetings, gatherings, workshops or training sessions
- Bring lunch and eat away from others (avoid the staffroom)
- Do not congregate in staffrooms or other areas where people socialise. Do what needs to be done and then leave the area.
- If a face-to-face meeting with people is unavoidable, minimise the meeting time, choose a large meeting room and sit at least one metre away from each other if possible. Avoid shaking hands or hugging. Consider holding meetings via conference call or outside.
- Encourage students and staff to avoid recreational or other leisure classes or meetings where they might come into contact with infectious people.

Managing staff and students who become ill

If a person feels ill or someone observes that another person is exhibiting pandemic specific symptoms, they are to contact the Deputy Headmaster – Human Resources (for staff) or the School Nurse (for students) by telephone if possible.

If the staff member or student is on-site when they begin to feel ill and/or exhibit pandemic specific symptoms, they should be placed in an Isolation Room within the Health Centre.

Staff and Student travel

If staff members and/or students are travelling overseas then the School will follow all Ministry of Health, Education and Foreign Affairs directives regarding travel, self-isolation and return-to-School/Work protocols. These protocols, alongside School processes will be regularly communicated to students, parents and staff.