

COVID-19 safety plan

Level Three April 2020

Oruaiti School

| | DESCRIBE WHAT YOU WILL DO | WHO IS RESPONSIBLE |
|---|--|---|
| What will be done to manage risks from restarting School after lock-down? | <p>The school will have had a thorough clean before any staff or students are able to return. This will include all surfaces, including table tops, window sills and door handles. Carpets will be cleaned and toilets and cloak bay areas will also be cleaned including all floors, walls, sinks and taps.</p> <p>A register will be compiled of those students who are attending school. This register will include the names and contact details for the people in their 'bubble' outside of school.</p> <p>Students who are attending school will have a designated area in the classroom of 1.5 square metres which no one else is allowed to enter. Students will also have a container which contains all the equipment they will need at school i.e pencils, books, crayons or felts etc.</p> <p>Each child will also have designated 'play' equipment, this may be games for inside the classroom and possibly some equipment for use outside. Children will not be allowed to share this equipment.</p> | <p><i>Principal, cleaner, supervising teachers.</i></p> |
| How will you ensure all your workers know how to keep themselves safe from exposure to COVID-19? | <p>Guidance will be provided for all staff onsite outlining their requirements when working with students. Health and safety plan will be shared with all staff.</p> <ul style="list-style-type: none">• Stay outside of the students designated area.• Remind students to keep distance from adults• Wear gloves and mask if having to deal with any emergencies e.g First aid.• Remind everyone of hygiene requirements, hand sanitizer in room, safe coughing/sneezing.• Any at risk staff will stay home• Regular hand washing and sanitising | <p>All staff onsite</p> |

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| How will you gather information on the wellness of your staff to ensure that they are safe to work? | <p>Check with staff each day as to their well being.</p> <p>All staff and students (as well as any visitors) to sign in each day.</p> <p>Information relating to 'bubbles' of those onsite to be kept in case of the need for contact tracing.</p> | Principal/ Senior staff |
| How will you operate your school in a way that keeps workers and others safe from exposure to COVID-19? | <p>Minimal number of staff onsite for supervision.</p> <p>Shortened hours of work as well as shortened morning tea and lunch breaks.</p> <p>Those who can to continue to work from home.</p> <p>All equipment to be wiped with disinfectant each day</p> <p>Thorough clean of spaces being used each day.</p> <p>Playgrounds will remain out of bounds. Children will have designated areas when outside. Break times will be staggered as numbers onsite increase.</p> <p>Children will be transported to school in private vehicles, children will be dropped off and picked up at the gate to minimize numbers of people onsite.</p> <p>As numbers onsite increase drop off and pick up times will be staggered.</p> <p>Students will use hand sanitizer after entering classroom.</p> <p>Children will eat morning tea and lunch in the classroom</p> <p>Parents/ Caregivers of any students who are not able to comply with the health and safety requirements will be contacted and asked to collect their child.</p> | All staff onsite |
| How will you manage an exposure or suspected exposure to COVID-19? | <p>We will ensure we have details for contact tracing of all on site.</p> <p>Thorough clean will be actioned. School will be closed for 72 hours</p> <p>All those who have had contact will be notified. And informed to self isolate.</p> <p>Advise will be provided to all contacts regarding Healthline and possible testing.</p> | Principal |

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| How will you evaluate whether your work processes or risk controls are effective? | Plan will be reviewed on a regular basis. Regularly question all staff as to any concerns they may have. Record any concerns and detail how and when they have been actioned. | Principal/ Senior staff |
| How do these changes impact on the risks of the work that you do? | Regular check ins with all staff including those working off site as to their physical and mental well being. | Principal/Senior staff |

Notes: