



# St Patrick's College Silverstream

No 30

Tuesday 12 May 2020

## Vision Statement

*St Patrick's College, Silverstream is a boys' school of excellence, founded on Catholic and Marist values and traditions where students develop knowledge, skills, attitudes and values which enable them to become compassionate, just and successful citizens. Our students are challenged and motivated to achieve personal excellence in an innovative learning environment enhanced by tradition, superb facilities, quality teaching and a supportive College community*



Tēnā koutou katoa, Greetings everyone

On Monday 11 May, the Government announced that New Zealand will move into Alert Level 2 from 11:59pm on Wednesday 13 May. This means from Thursday 14 May Alert Level 2 criteria will apply.

Students who are currently at the College under Alert Level 3, can come to School on Wednesday and Thursday. On Friday 15 May staff are having a Staff Only Day to prepare for the reopening of the College. There will be no online learning and students currently working at school under Alert Level 3, will be required to remain at home. All other students will begin College as normal on Monday 18 May at 8.30am.

We know that children and young people's well-being is important and there may be some anxiety about returning to the College. The staff of the College are working hard to ensure that all necessary well-being and safety protocols are in place.

Yesterday, the Prime Minister advised that in Alert Level 2 schools are safe environments for children, young people and staff and that additional public health control measures are in place to prevent the spread of disease and to support contact tracing. The good news is that when we are able to, we will be ready to welcome all students and staff back to our school site.

The key Public Health approach is to minimise the risk that someone gets infected in the first place, and second to ensure that we can identify and contact anyone who has been in close contact with a person, if someone in a school is infected. As we have done in Alert Level 3, you can be assured that in Alert Level 2 we will know who is at school, who our staff and students have been in close contact with and take appropriate measures to keep everyone safe.

Physical distancing is a good precaution to prevent the spread of disease. We do however know it is challenging in schools, so good hygiene practices and regular cleaning are even more important here. This includes staff and students coughing into their elbows, handwashing and drying, and regular cleaning of commonly touched surfaces.

Under Alert Level 2, we advise any students and staff to stay at home if they are sick, and we will send anyone home immediately if they show any symptoms of being unwell. If you have a child who might be vulnerable to serious illness it is recommended that you speak to your health practitioner for advice on attendance at school. Under Level 2 it is safe to send your children to school and we encourage you to do so.

Please do get in touch with us if you wish to discuss this further.

Our school has safe and sensible practices to maintain the health and safety of everyone on the school site. As described by Dr Payinda in his New Zealand Herald article, “Covid’s not measles or chickenpox, it doesn’t hang in the air for hours waiting to infect passers-by. It travels on invisible drops of spit. You don’t have to cross the street to avoid anyone. Just avoid getting in their ‘moist breath’ zone”. We all just need to remember to have some breathing space at Alert Level 2!

It’s important however that not just at school but at home, safe hygiene habits are practised by everyone, as this is essential to minimise the risk that someone gets infected with Covid-19.

For more information about the public health measures at Alert Level 2, you can visit the covid19.govt.nz website <https://covid19.govt.nz/>

#### College Update

- There will be no online learning on Friday 15 May
- The Uniform Shop will be open Friday 15 May from 10:00am to midday. No appointment required and you can sign in directly at the Uniform Shop
- Students will return in Winter uniform
- Mr Charlie Lloyd, the Director of Boarding will be in contact with ALL Boarding parents to advise of the reopening of the Boarding School. Boarders will return Sunday evening 17 May.
- Please see below the latest information from College Sport
- Can I please ask that all parents visiting the College sign in at the front office so we have a record of all visitors
- If you are dropping your son off at the College then you are not required to sign in. You are only required to sign in should you need to enter the buildings
- The Snackshack will be open but in a limited capacity. It will operate with a basic menu. There will be no microwave or hot water available as we limit social interaction. We would also prefer transactions to be done by card as this limits cash handling. Cash transactions will still be available. Social distance rules will apply. If you have any questions regarding your son(s) return to the College then the first point of contact is the Tutor Teacher.
- Attached is the Alert Level 2 Health and Safety Plan for the College

Looking forward to the College reopening on Monday 18 May.

Ngā mihi

Sectare Fidem

Grahame Duffy  
Rector

## ■ COLLEGE SPORT

College Sport Wellington will now move to the next phase of its planning process, for the resumption of secondary school sport and advise the following for Alert Level 2:

Over the next fortnight College Sport will be working with their Regional Sport partners and schools to determine the sport-specific health and safety measures that need to be put in place, so as to adhere to the guidelines detailed in the attached Sport NZ document. As you will appreciate, there are many operational requirements that need to be considered, which will take time. Then, as those health and safety measures are confirmed, we can look at specific dates for the resumption of the secondary school sports calendar. As outlined in earlier updates, CSW will continue to adhere to the following principles:

- Allow sufficient time for schools and students to prepare for the season.
- Work with our regional and national sports partners to ensure strong communication and alignment of planning.
- Work with schools to determine what the Alert Levels mean for both intra and inter school sport.
- Winter Tournament Week considerations are factored into our planning.
- Make full use of the weeks available in Term 3, including the final weekend.
- A strong preference to finish the secondary school winter seasons at the end of Term 3 and not extend into Term 4.

While we share your excitement that a resumption of school sport may be just around the corner, we want to emphasise that a careful and considered approach is vital. We must not undo the hard work of the last six weeks by rushing into activities that have not been properly planned. This planning extends to the training environment and we ask that schools take note of the guidance provided by the National Sports over the coming weeks.

We note that as per the original 2020 College Sport Wellington Calendar, we have lost only two weeks of Term Two so far. There is still ample time to complete the winter season.

Bryan Dickson, Executive Director of College Sport Wellington thanks you for your patience and ongoing support of secondary school sport. The next update will be on Monday 25 May, at which time they hope to confirm resumption dates for at least some secondary school sports.

# Play, active recreation and sport at Alert Level 2

## Alert Level 2 - Reduce

Under Alert Level 2 the disease is contained, but there is still a risk of community transmission. The objective of these guidelines is to minimise the risk of transmission of the virus, and to be able to rapidly track and isolate any cases that may arise.

Subject to the range of public health measures outlined below, play, active recreation and sport can resume under level 2. This includes contact team sports and physical activities **only** if good contact tracing is possible and hygiene measures, particularly washing and drying of hands, and regular sanitising of equipment and surfaces are in place. Make sure you know (or can identify) anyone who is participating in your activity, including players, officials and spectators/supporters, in case someone gets sick.

### Public health measures

#### Required

- Gatherings must be restricted to a maximum of 100 people (both indoor and outdoor facilities). For sport and recreation, a gathering includes spectators but not players, officials or support staff.
- A system to record and retain the contact details of all people involved in, or attending, your activity must be in place to enable contact tracing should it be required. This information should be accessible at all times for contact tracing purposes up to 4 weeks after the contact was recorded.
- Surfaces and equipment must be regularly cleaned and disinfected where practicable.
- Good personal hygiene practices should continue – wash and dry your hands before and after activities, cough into elbow and don't touch your face.
- Stay home if you're sick and do not take part in sport or recreation if you have flu-like symptoms, self-isolate at home and get tested immediately.

#### Recommended

- Physical distancing of 2 metres should be maintained wherever possible, especially from people that you don't know. It is recognised that contact during physical activity will occur but this should be minimised as much as possible, especially off the field of play.
- People at high risk of severe illness from COVID-19 (particularly older people and those with existing medical conditions) should take additional precautions when undertaking physical activity.
- Business premises (e.g. cafes/bars in club rooms, or pro shops) can be open for staff and customers provided that they meet the relevant workplace requirements
- Travel should be done safely to reduce the possibility of transmission and spread of the virus.

### What does this mean for play, active recreation and sport generally?

Alert level 2 continues to expand the opportunities for play and active recreation and reintroduces the opportunity for competitive sport at a local level, if the the public health measures outlined above are implemented, to create a safe environment for physical activity. Sports are expected to take some time to prepare to resume. It is important that sports codes and clubs do not rush into starting activities again. It is essential to get all the protocols in place before activity resumes again, and ensure that everyone in your club or organisation is on the same page. Please work closely with your regional and/or national organisation to get advice on how to make your activity safe.

Personal hygiene is a key public health measure that will reduce the risk of transmission of the virus through physical activity. Each participant should wash their hands with soap and dry them before and after play or use hand sanitiser if this is not possible. There will also need to be regular sanitation of shared equipment. In addition to practicing good hygiene, the ability to record participants to aid contact tracing is very important, further information on hygiene requirements and contact tracing can be found [here](#).

Playgrounds, gyms, pools and public courts will be able to reopen, subject to meeting the above public health measures. Public conservation land is open to the public for walking, biking, and hunting but there are guidelines on the use of DOC huts and campgrounds. Check that where you want to go is open before setting off – you may need to book in advance. Further announcements will be made shortly regarding the duck shooting season.

During Alert Level 2 there may be some refinements to the public health measures. Any implications for play, active recreation and sport as a consequence of changes to the government's expectations and measures will result in these guidelines being updated and reissued.

### Considerations that apply to all of Play, Active Recreation and Sport

#### Alert Level 2

##### Contact Tracing

Contact tracing register for all participants and spectators must be in place and able to be accessed quickly.

##### Cleaning and Hygiene

You must adhere to basic hygiene measures, including washing and drying hands before and after any activity. Also exercise caution with common touch points (e.g. gates or doors) and wash or sanitise your hands after touching these surfaces.

Facilities must have a written plan for safe operation in place. Sanitation measures can be found [here](#). Facilities, water, soap and towels/drier should be made available for participants to wash and dry their hands or hand sanitiser (containing at least 60% alcohol).

##### Gatherings

Gatherings must be limited a maximum of 100 people (either indoors or outdoors).

##### If unwell

If you or members of your household are unwell, you should stay home.

You must not participate in physical activity (or leave home) if you are displaying symptoms of COVID-19, awaiting a test result, or required to self-isolate.

##### Physical Distancing

People are encouraged to remain 2 metres apart from people they don't know or where there is no contract tracing in place.

##### Risky activities

Activities should only be completed within your confidence and skill level to continue to reduce the need for essential services assistance.

#### Scenarios at Level 2

##### Contact Tracing

Ensure that all events and facilities have a contact tracing register and that all participants and spectators complete it, an electronic system or an online registration system. The register should be accessible to the Ministry of Health for contact tracing purposes at all times up to 4 weeks after the contact took place. This process should be detailed in your organisation's plan for safe operation. You may need to consider restricting the number of spectators or asking people to register in advance.

##### Cleaning and Hygiene

All participants should wash and dry their hand before and after partaking in any play, active recreation or sport. Ideally, they should be advised of this in advance of attending to allow time for this to happen safely.

Measures should be taken to minimise the sharing of equipment if possible. Equipment must be washed and dried before and after use. For example, balls washed before and after each game.

##### Gatherings

All indoor and outdoor facilities will need to restrict entry to a maximum of 100 people. This limit will still need to be considered in the context of maintaining the 2 metre physical distancing requirement.

For sports that take place outdoors in a large open area with multiple fields and courts the requirements on the numbers of people apply to a single field and court, so long as this is managed in accordance with other public health guidelines and the attendees at one gathering do not mingle or interact with each other in anyway.

Gathering restrictions apply to each separate space e.g. an outdoor court that can be managed separately with suitable physical distancing between these spaces.

For large areas such as golf courses or ski fields, individual groups engaging in activities should keep physically distanced from each other. Careful measures will be necessary to maintain physical distancing between groups while indoors. The Government is working closely with the ski industry to work out how the ski season can go ahead safely at Alert Level 2.

Care must be taken to avoid interacting at communal points such as entries and car parks. Phasing of activities could be used to allow time for people to pass through these areas safely.

For smaller venues a lower maximum number may be more appropriate to maintain physical distancing.

##### Physical Distancing

Physical distancing remains important, when people are interacting with people they don't know and that wouldn't be able to easily trace. For example, while mountain biking avoid gathering at trail heads or sections of trail where physical distancing will be difficult.

Play	Alert Level 2	Scenarios at Level 2
<p>(e.g. playing in homes, neighbourhoods and playgrounds)</p>	<p>Public and school playgrounds are able to open and families can get together for their children to play.</p> <p>You can drive to play in a public space, for example a beach or a park.</p> <p><b>Physical Distancing</b> People are encouraged to remain 2 metres apart from people they don't know or where there is no contact tracing in place.</p>	<p><b>Cleaning and Hygiene</b> You should wash and dry your hands or use hand sanitiser before and after using play equipment. You should also try not to touch your face, cough and sneeze into your elbow, and if you have cold or flu symptoms to stay off the equipment.</p> <p><b>Physical Distancing</b> You should, where possible, keep physical distance of 2 metre from people that you don't know and wouldn't be able to trace.</p>

Active Recreation	Alert Level 2	Scenarios at Level 2
<p>(e.g. walking or going to the gym)</p>	<p><b>Contact Tracing</b> Facilities and events must keep a contact register of contact details for everyone who visits. Individuals should also make a note of the places you visit and when to assist in contact tracing.</p> <p><b>Cleaning and Hygiene</b> Measures should be taken to minimise the sharing of equipment/balls. However, for activities where equipment must be shared ensure that all participants wash and dry their hands before and afterwards, and where possible clean and disinfect the equipment before and after use.</p> <p>Also exercise caution with common touch points (e.g. gates or doors) and wash or sanitise your hands after touching these surfaces.</p> <p>Facilities, water, soap and towels/drier should be available (where practicable) for participants to wash and dry their hands or hand sanitiser (containing at least 60% alcohol).</p> <p><b>If unwell</b> If you or members of your household are unwell, you must stay at home.</p> <p>You should not be participating in physical activity (or leaving home) if you are displaying symptoms of COVID-19, awaiting a test, or required to self-isolate.</p> <p><b>Physical Distancing</b> You should try as much as possible to maintain 2 metre physical distancing from people that you don't know while exercising and recreating.</p> <p><b>Risky activities</b> Activities should only be completed within your confidence and skill level to continue to reduce the need for emergency services assistance.</p> <p><b>Activities previously not allowed</b> Hunting is allowed on public conservation land with the necessary permits at Alert Level 2.</p> <p>Longer and overnight tramping is permitted, although these should still be easy trips within your ability and to places you've been before. The Department of Conservation have further advice on specific public health measures to take and the availability of their facilities.</p>	<p><b>Contact Tracing</b> When exercising take a note of where you have been. For example, make a note of the route you ran and when. If visiting a public facility (e.g. a gym or swimming pool) make sure that you complete their contact register.</p> <p>If going on a 'pack' run or cycle ride someone in the group needs to record the names of the participants.</p> <p><b>Cleaning and Hygiene</b> Where possible equipment should be cleaned before and after each use, for example gym users should wipe down and clean equipment between each use. For recreation activities where equipment is unable to be sanitised, for example ropes, a withholding period could be considered to allow any virus particles on these surfaces to die.</p> <p><b>Gatherings</b> Indoor and outdoor facilities will need to restrict entry (100 people not including players, support staff and officials). For smaller venues (e.g. a yoga studio) a lower maximum number may be necessary to maintain physical distancing.</p> <p><b>Physical Distancing</b> Try to maintain 2 metre physical distancing e.g. when running make sure to run single file when approaching others and give them a wide berth when passing. e.g. If sharing a lane when swimming in the local pool avoid resting at the same time at the same end.</p> <p><b>Risky Activities</b> Activities should still be well within your confidence and skill level to reduce the likelihood of needing emergency services. For example, only mountain biking on known trails within your ability level and stay on clearly defined and marked tracks in the back country.</p>

Sport	Alert Level 2	Scenarios at Level 2
<p>(e.g. team sport)</p> <p><i>Contact sport – is an activity, particularly a team activity, in which by participating you are coming into close contact to others as part of competing or taking part in that activity – for example, physical contact sports like rugby and wrestling, sport where there is close contact like football, squash, basketball, hockey, netball or a rowing crew (in which case also refer to guidance for Water-based Activities below).</i></p> <p><i>Non-contact – are activities in which you can comfortably avoid coming closer than 2 metres to others as part of participating in that activity – for example, running, cycling, golf or bowls.</i></p>	<p>All facilities must practice sanitation measures, and record contact tracing details. Facilities with employees must have a WorkSafe plan in place.</p> <p><b>Contact Tracing</b> Contact tracing register for all participants and spectators must be in place and able to be accessed quickly.</p> <p><b>Gatherings</b> All facilities must adhere to requirements regarding mass gatherings.</p> <p><b>Cleaning and Hygiene</b> Participants should wash and dry their hands before and after playing; equipment should be washed and dried before and after playing.</p> <p>Measures should be taken to minimise the sharing of equipment/balls. However, for sports or activities where equipment must be shared ensure that all participants wash and dry their hands before and afterwards, and clean and disinfect the equipment before and afterwards.</p> <p>Also exercise caution with common touch points (e.g. gates or doors) and wash or sanitise your hands after touching these surfaces.</p> <p><b>If unwell</b> No one should be participating (or leaving home) if they are displaying symptoms of COVID-19, awaiting a test, or if required to self-isolate.</p> <p><b>Physical Distancing</b> People may participate in team sport and physical activity, including where physical distance cannot be maintained. This means that training and competition for contact sports will be possible if other public health measures are observed.</p> <p>Participants should maintain physical distancing when not participating in the sport or activity.</p>	<p><b>Contact Tracing</b> A Contact tracing register must be in place and it must be quickly accessible if needed by public health authorities. Particular care should be taken to record the details of any spectators at a game.</p> <p><b>Cleaning and Hygiene</b> Make sure that participants wash and dry their hands before and after playing. Facilities, water, soap and towels/drier should be available for participants to wash and dry their hands. Make sure the equipment is washed and dried before and after games. For example, equipment is shared by people but at different times (e.g. a club kayak) the equipment should be cleaned before and after each use.</p> <p><b>Gatherings</b> Indoor and outdoor facilities will need to restrict crowds to a maximum of 100 people while maintaining a 1 metre physical distancing requirement if a contact tracing register is being used. For smaller venues a lower maximum number may be more appropriate to maintain physical distancing. For sports that take place outdoors in a large open area with multiple fields and courts the requirements on the numbers of people apply to a single field and court, so long as this is managed in accordance with other public health guidelines. Gathering restrictions apply to each separate space e.g. an outdoor court that can be managed separately with suitable physical distancing between these spaces. For large areas such as golf courses, individual groups engaging in activities should keep physically distanced from each other. Care must be taken to avoid gathering at communal points such as entries and car parks. Phasing of activities could be used to allow time for people to pass through these areas safely. Sports clubs should follow public health guidelines on physical distancing and personal hygiene. If you are having club events, consider limiting number to ensure physical distancing can take place, take extra care on cleaning surfaces and when preparing food to minimise risks. Now is not the time to have a large club prizegiving or event, think about keeping things simple.</p>

Water-based Activities	Alert Level 2	Scenarios at Level 2
<p>(e.g. swimming, kayaking, surfing)</p>	<p>All recreational boating and water-based activities are permitted.</p> <p><b>Physical Distancing</b> Participants should try to keep to the physical distancing as much as practicable.</p> <p><b>Cleaning and Hygiene</b> Measures should be taken to minimise the sharing of equipment. However, for sports or activities where equipment must be shared ensure that all participants wash and dry their hands before and afterwards, and if possible clean and disinfect the equipment before and afterwards.</p> <p>Also exercise caution with common touch points (e.g. gates or doors) and wash or sanitise your hands after touching these surfaces.</p> <p><b>Risky activities</b> High risk activities should only be completed within the confidence and skill level of the individual participating to continue to reduce the need for emergency services assistance.</p>	<p><b>Cleaning and Hygiene</b> Ensure that club boats are cleaned before and after each use and any shared equipment, like life jackets, are disinfected. Where equipment is unable to be sanitised, for example ropes, a withholding period could be considered to allow any virus particles on these surfaces to die, e.g. 120 hours between uses.</p> <p><b>Risky activities</b> Be responsible and follow Maritime NZ guidance (<a href="https://www.maritimenz.govt.nz/recreational/">https://www.maritimenz.govt.nz/recreational/</a>).</p>
Commercial	Alert Level 2	Scenarios at Level 2
<p>(e.g. sports who sell merchandise or run bar/café facilities)</p>	<p>All venues and sporting facilities, including clubrooms and gyms, are able to open. All venues must have a WorkSafe plan in place for safe operation.</p> <p>Retail and hospitality operations must meet the public health guidelines for these operations.</p> <p>Business premises can open for staff and customers. Services can also be provided on customers' premises (e.g. coaching or personal training).</p> <p>These businesses must operate safely. This means:</p> <ul style="list-style-type: none"> <li>• Complying with general Alert Level 2 settings</li> <li>• Meeting appropriate public health requirements for their workplace, as outlined above (e.g. having contact tracing systems)</li> <li>• Fulfilling all other health and safety obligations.</li> </ul> <p>Additional guidance for close contact business (e.g. sports massage, personal trainers or physiotherapists) is provided by WorkSafe.</p>	

# Saint Patrick's College Silverstream Alert Level 2 Health and Safety Plan

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<b>Date completed:</b>	11/05/2020	
<b>Plan approved by:</b>	Rector	<b>Date:</b> 11/05/2020
<b>Date distributed:</b>	11/05/2020	

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The Alert Level that is authorised by the government can be accessed [here](#).

The Schooling detail for Alert Level 2 on which this plan is based can be accessed on the Government website. This plan will be reviewed and refreshed as more details are available.

### **The key points for Alert Level 2 that are relevant for this Health and Safety Plan are:**

- Under Alert Level 2 it is safe for all schools to open. Safe and sensible practices for hygiene and contact tracing will be the norm, and all students will be able to return, so long as they remain well

### **The key controls that will operate at the College for Alert Level 2 are:**

- Anyone with COVID-19 symptoms or who feels generally unwell must **STAY AWAY** from College
- Physical distancing measures will be maintained so there is no breathing on or touching each other
- Good hygiene and cleaning practices will be maintained (hand washing and drying; coughing and sneezing into your elbow; keeping surfaces clean)
- Contact tracing registers are in place (combination of our timetable, attendance register and visitor register)
- Students will be expected to bring their own device to school wherever possible
- As educational facilities, and public and school transport, are not considered mass gatherings, there are no restrictions on numbers of people indoors or outside at schools other than what public health or health and safety measures require

The core principle behind this Health and Safety Plan is to protect the health and safety of all staff, students and their parents and whānau, and any visitors who come into Saint Patrick's College Silverstream.

### **The three key underlying principles for Alert Level 2 are to:**

- minimise the risk that someone gets infected in the first place
- ensure we can identify and contact anyone who has been in close contact with a person, if someone in the school is infected
- understand that Alert Level 2 is not Business as Usual
- Boarding Health and Safety plan  
<https://drive.google.com/open?id=1tW46eevR7kQaIWRrjwzDdPPaI3nQxAmq0QRvHxt9V5g>

	THIS IS WHAT WE WILL DO	PERSON RESPONSIBLE
<b>What will be done to manage risks from restarting business after lock-down?</b>	<p>1. The Property Checklist provided by the Ministry of Education has been completed. This covers:</p> <ul style="list-style-type: none"> <li>- site-wide checks of all buildings and grounds for safety with any necessary remediation carried out</li> <li>- general cleaning as recommended</li> <li>- systems checks (eg heating and electrical, emergency, security, IT)</li> <li>- hazardous substances checks</li> </ul>	Plant Manager / IT Technician
	<p>2. Any items of concern from the Property Checklist have been addressed prior to the College opening for staff and students</p>	Plant Manager
	<p>3. Our cleaning companies have been provided with Ministry supplied information regarding cleaning guidance and advice and asked to adhere to this guidance</p> <p>All areas of the College have been cleaned, including all hard surfaces, with disinfectant</p> <p>All toilet areas are stocked with soap and paper towels and/or air dryer</p>	Plant Manager
	<p>4. Hand sanitiser will be available throughout the college, particularly in the Technology, Science, Home Economics and Computer and Design Labs as this will be a key component of safety in these areas</p> <p>Spray bottles of disinfectant and cleaning cloths will be available throughout the college to wipe down hard surfaces regularly</p> <p>High stock levels will be maintained</p>	Plant Manager
	<p>5. Instructional signage will be developed to supplement what is already there, and put up in public areas and throughout the college</p>	Office Manager
	<p>6. Individual plans for high risk areas have been developed to ensure Ministry guidelines and specific public health requirements for schools at Alert Level 2 are followed:</p>	SLT
	<p>7. All Ministry of Education guidance regarding staffing will be followed. Relievers, as necessary, will be hired to cover teaching staff shortages</p>	Rector
	<p>8. The PC Health and Safety Committee and Senior Leadership Team will review and contribute to this plan. Staff will also be asked to provide feedback</p>	Rector
	<p>9. Posters will be prominently displayed throughout the College with relevant information</p>	Office Manager
	<p>10. Open communication channels will be maintained and staff will be encouraged to raise and discuss any health and safety concerns with either the Health and Safety Committee, the Executive Officer or the Principal</p>	All

<b>How will you gather information on the wellness of your staff to ensure that they are safe to work?</b>	<p>1. Staff will be reminded in communications to stay home if they are unwell and to report flu-like systems via the Healthline number 0800 358 5453</p>	
	<p>2. COVID-19 symptoms to monitor are respiratory in nature and include (from the Ministry of Health website):</p> <ul style="list-style-type: none"> <li>- a high temperature (at least 38°C)</li> <li>- shortness of breath</li> <li>- sore throat</li> <li>- sneezing and runny nose</li> <li>- temporary loss of smell</li> </ul>	
	<p>3. Unless required to self-isolate on public health advice, all staff are able to return to College in a safe and conscientious way</p> <p>Staff who have a household member who is at-risk of serious illness are also able to return to College</p>	
	<p>4. Staff at higher risk of severe illness from COVID-19 (eg those with underlying medical conditions, especially if not well-controlled) are encouraged to take additional precautions when leaving home. The <a href="https://www.covid19.govt.nz">COVID19.govt.nz</a> website has advice for those who are considered at risk.</p> <p>Any staff member who has concerns about returning to College should discuss these with either the Rector (teaching staff) or the Executive Officer (non-teaching staff) as there may be additional measures that can be agreed to support a safe return to College.</p>	
	<p>5. Staff who cannot return to work for health reasons should work from home or be provided with alternative duties where it is safe to do so.</p> <p>All Ministry guidance related to staff who are not able to return to work will be followed.</p>	
	<p>6. A trained first aid person will be on site during school hours (in the Office - there are others) and will be available to assist any staff member feeling unwell.</p>	List of First Aiders available
	<p>7. Any staff member with COVID-19-like symptoms should not come back to College until they have either recovered or have been tested and cleared from having COVID-19</p>	
	<p>8. Where a staff member is away from College due to illness the appropriate staff member (eg from the SLT, Head of Learning Area or Department Head) will regularly connect with staff by email, phone etc and any health concerns could be raised then</p>	
<b>How will you operate your business in a way that keeps workers and others safe from exposure to COVID-19?</b>	<p>1. All Ministry of Education guidance and public health requirements for schools at Alert Level 2 will be followed.</p>	
	<p>2. Individual plans for high risk areas will be implemented to ensure Ministry guidelines and specific public health requirements for schools are followed:</p>	
	<p>3. Specific public health requirements for schools at Alert Level 2 that we will implement include:</p> <ul style="list-style-type: none"> <li>- parents are asked to keep students who are sick at home</li> <li>- if a student comes to College unwell, or becomes unwell during the day, they will be sent home and will be taken to the sick-bay in the Office to await</li> </ul>	

	<p>collection</p> <ul style="list-style-type: none"> <li>- students and staff will maintain enough distance between each other so that they are not breathing on or touching each other (1 metre distance is recommended, particularly between adults)</li> <li>- students will be reminded to regularly wash and dry their hands, cough and sneeze into their elbow, and try to avoid touching their face</li> <li>- hand sanitiser will be placed throughout the College, particularly in shared spaces like the Office, by photocopiers, in the staff room and by classrooms</li> <li>- soap, water and either hand-towels or air dryers will be provided in bathrooms</li> <li>- physical education classes and break times can include access to sports equipment but hygiene practice should be observed afterwards, including regular cleaning of shared equipment like balls</li> <li>- surfaces will be cleaned and disinfected daily. Appropriate cleaning products (eg disinfectant and cloths) will be available throughout the College for regular cleaning of high-touch surfaces</li> <li>- Contract Tracing Registers will be set up for visitors to the College (including parents) and a combination of the attendance register and timetable will be used to satisfy contact tracing requirements for staff and students</li> </ul>	
	<p>4. Sufficient staffing will be available to teach classes and the need for relievers will be assessed and relievers booked as required</p> <p>Any working from home/alternative duties/leave arrangements for staff not returning to College will be discussed and agreed</p> <p>All-of-staff meeting arrangements will be confirmed and advised</p>	
	<p>5. The Library will reopen and will operate as normal with a particular emphasis on maintaining appropriate physical distance</p>	
	<p>6. The Uniform Shop will reopen and will operate as normal with a particular emphasis on maintaining appropriate physical distance</p> <p>Particular care will be taken with trying on items of clothing and this may be limited to those who intend to purchase</p>	
	<p>7. The Canteen will reopen only when we are sure that all health and safety requirements have been met.</p> <p>The following checklists(updated for the Level) will be completed:</p> <ul style="list-style-type: none"> <li>- <a href="#">Re-opening a Food Business</a></li> <li>- <a href="#">Safe work practices during alert level 2</a></li> </ul>	
	<p>8. Staff who need to continue to work from home will be supported to work safely with the appropriate equipment and should raise any concerns with the Rector, Executive Officer or Health and Safety Committee</p>	All
	<p>9. Ministry of Education and Health guidance relating to the use of Personal Protective Equipment will be followed.</p>	

	<p>PPE is currently not required or recommended for use in schools if the specific public health requirements for schools are in place</p> <p>We will be respectful if staff or students choose to wear their own face masks</p>	
<p><b>How will you manage an exposure or suspected exposure to COVID-19?</b></p>	<p>1. Full information about managing students and staff who become ill with respiratory symptoms at College is available.</p>	
	<p>2. Key points in managing exposure or suspected exposure to COVID-19 are:</p> <ul style="list-style-type: none"> <li>- go to the front office immediately, as staff in the office are first-aid trained and will provide immediate support and assistance and help with arrangements to go home/be taken home by a parent/caregiver</li> <li>- Office staff will notify the (the Principal/Boarding Master) of the respiratory illness</li> <li>- the work area and sick-bay will be disinfected immediately, following heightened cleaning processes</li> <li>- phone Healthline or your GP and arrange to be tested for COVID-19 if you have flu-like symptoms</li> <li>- stay home until you receive test results</li> <li>- if you test negative, stay home until you are symptom free for 24 hours and follow medical advice about returning to College</li> <li>- if you test positive, stay home and follow medical and public health instructions</li> <li>- if the College is contacted by public health we will follow all advice provided and will make all contact registers available for use in contact tracing</li> <li>- staff and students will be checked on regularly during any period of absence due to illness</li> </ul>	
	<p>3. If a COVID-19 case is identified at the College, or the College is connected to a confirmed or probable case of COVID-19 it will be closed for 72 hours to allow cleaning and close contact tracing</p> <p>Learning will revert back to a distance learning model until the College is cleared to reopen</p> <p>The College could be closed for a further 14 days and we will work with public health units to manage this</p>	
<p><b>How will you evaluate whether your work processes or risk controls are effective?</b></p>	<p>1. Open communication channels will be maintained and staff will be encouraged to raise and discuss any health and safety concerns with either the Health and Safety Committee, the Executive Officer or the Principal</p>	All
	<p>2. Staff may be surveyed to gather feedback and improvement ideas related to all aspects of our pandemic preparedness and the implementation of plans, including return to College</p>	Rector
	<p>3. Any major revisions of this COVID-19 Health and Safety Plan will be advised to staff.</p>	SLT Lead - Health and Safety

		Committee
	4. The Health and Safety Committee will lead the review and revision of these plans.	SLT Lead - Health and Safety Committee