

# Rotorua Seventh-day Adventist School COVID-19 Safety Plan - RED level

- Updated 30 January 2022

## Schools & Kura at Red



Days out from the beginning of Term 1, the Omicron variant is in some areas of New Zealand, and we will be beginning our school year under the Red setting of the [COVID-19 Protection Framework](#).

At this stage there are cases within the Bay of Plenty that have been reported to have COVID 19, for either the Delta or Omicron variant, and we are expecting for it to spread nationwide over the coming weeks.

Rotorua SDA School [is in a region ranked 574 out of 2156 nationally for vaccination, with 95% of eligible over 12 year olds having had their second dose, compared to the national average of 95%.](#)

Because of this, we take our precautionary measures very seriously at the school, knowing also that we have members of our school and wider community who are at a higher risk of serious illness if they contract COVID-19.

The most pressing challenge we face as a school is being able to stay open and not end up with all staff either sick or isolating at the same time. This is why mask wearing is mandatory for all adults when in the presence of other adults and children in Year 4 upwards while indoors at school. (Those working with children in Years 0-3 are not required to wear masks when with them, because this can create difficulty in teaching and learning at this age. However, while not mandatory, they are welcome to do so if they prefer to. We will readdress this if / when COVID-19 becomes prevalent in our own community.)

Masks are required to be worn by students Year 4 and up when indoors

Teachers and staff must wear masks when teaching and supporting children in Years 4 and up.

Ākonga year 4 and above must wear masks on school transport and public transport from 4 February.

Curriculum related activities – activities with large numbers of students should not go ahead

Non-curriculum related events should be limited and may only go ahead if a vaccination certificate is required.

Support for off site learning will be provided for those who are advised to stay at home

Schools and Kura are OPEN with staff and students onsite

Health and Safety - For more detail see...

<a href="#">How you can operate at Orange</a>	<a href="#">Flow Chart - Curriculum or Non Curriculum event</a>	<a href="#">Regional Health Contact if a confirmed case at Rotorua SDA School</a>
<a href="#">How you can operate at Red</a>	<a href="#">CPF resources for schools and kura (A3 summary of the key things schools and kura need to know)</a>	<a href="#">(CPF) – Guidance for schools and kura</a>
<a href="#">COVID-19 Protection Framework</a>	<a href="#">More info about the COVID-19 Protection Framework</a>	



# Key things that **schools and kura** need to know

## Public Health Measures are applied across all CPF settings



### Basic hygiene

Basic hygiene measures include good hand hygiene, cough, and sneeze etiquette, avoid touching your face, and regularly clean and disinfect surfaces.



### Contact tracing

Schools are required to display QR Code posters for the NZ COVID Tracer App. They must also have other contact tracing systems in place, including an attendance register and visitor register.



### Vaccination

Getting vaccinated is a key step to gain more protection against the virus. From 2 January 2022, only fully vaccinated staff and support people can have contact with children and students.



### If you are sick - stay home and get tested

If you have cold, flu or COVID-19 symptoms, stay home. Call your doctor or Healthline on **0800 358 5453** for advice about getting tested. Staff are to observe children on arrival, checking for symptoms. Those presenting as unwell will be asked to go home or arrange for parents or caregivers to come and pick up.



### Ventilation

Indoor spaces should be well ventilated, for example by opening windows, doors, and any vents. If mechanical ventilation is used, make sure the ventilation system is regularly maintained.

## Case management across all CPF settings



Cases of COVID-19 in a school will continue to be managed across the framework. Schools will work with the Ministry of Education, following public health guidance, to identify who else may need to self-isolate and get tested. Contact tracing systems will support this process. Letter templates and other supports will be provided, to assist with communications to the community.



Closing schools on site is an unlikely option at all colours of the framework. However, it may be considered where there is a high volume of cases in a school.



Cases in school hostels will be managed directly by public health, as there is a greater risk of spread in a hostel, than there is in a school setting.

## Additional mitigations at each CPF setting

### GREEN

Schools and kura are **OPEN** for on site learning for all students.



Face coverings are encouraged but not required.



Children with complex medical needs are encouraged to take additional precautions when leaving home. Parents, caregivers and students will need to work with the school to develop a plan to support attendance on site.

### ORANGE

Schools and kura are **OPEN** for on site learning for all students.



Face coverings are required on school transport for ākonga aged 12 and up.

Face coverings are encouraged but not required indoors at school.



Children with complex medical needs are encouraged to take additional precautions when leaving home. Parents, caregivers and students will need to work with the school to develop a plan to support attendance on site.



Staff are able to work across more than one group/class of students within the school.

Staff such as itinerant music teachers and relief teachers will be able to work across different schools.



Curriculum related activities - Large activities with students, if they are to go ahead, should take place in well-ventilated areas or outdoors.



Non-curriculum related events may only go ahead if a vaccination certificate is required. If bringing others on site, including parents and caregivers, any general rules for events applicable at the time will apply.

### RED

Schools and kura are **OPEN** for on site learning for all students.



Face coverings are required:

- for all ākonga Years 4 and up when indoors or in close contact with others
- for staff working to provide or support the provisions of education for Years 4 and up
- on school transport for all ākonga aged 12 and up.



Curriculum related activities - Large activities with students should not go ahead unless held outdoors.



Non-curriculum related events should be limited and may only go ahead if a vaccination certificate is required.



No external students on site for non-curriculum related inter-school activities.



Essential support services and agencies such as learning support service may be on site. Minimise attendance on site for non-essential services as much as possible.



No non-essential visitors on site.



Children with complex medical needs, can seek advice from their health professional about whether it is appropriate to come to school. Parents, caregivers and students will need to work with the school to develop a plan to support attendance on site.



Support for off site learning will be provided for those who are advised to remain at home.

## How will we manage the risks of opening school in Red Level with Omicron in the community?

## How will we operate the school in a way that keeps staff, students and other people safe from exposure to COVID-19?

<b>Basic Hygiene</b>	Specific teaching and modelling of good hand hygiene, cough, and sneeze etiquette, avoiding touching your face, and regularly cleaning and disinfect surfaces. We use hand sanitiser at entrances to classrooms and the office at Orange and Red.
<b>Cleaning</b>	The whole school will be cleaned daily while surfaces like door handles, phones, taps and table tops will be regularly disinfected during each day.
<b>Contact Tracing</b>	RSDAS displays QR Code posters for the NZ COVID Tracer App. We also have other contact tracing systems in place, including an attendance register and visitor register.
<b>Vaccination</b>	Getting vaccinated is a key step to gain more protection against the virus. From 1 January 2022, only fully vaccinated staff and support people employed by RSDAS have contact with students. If 183 days have already passed since the person received their second vaccination, staff are required to receive their booster dose by 1 March 2022 to be able to continue working in the school.
<b>Sickness</b>	If staff or learners get sick, stay home and get tested. If you have cold, flu or COVID-19 symptoms, stay home. Call your doctor or Healthline on 0800 358 5453 for advice about getting tested. Staff are to observe children on arrival, checking for symptoms. Those presenting as unwell will be asked to go home or arrange for parents or caregivers to come and pick up. These akonga will be sent to the office and be triaged by office staff. 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.
<b>Ventilation</b>	Indoor spaces will be well ventilated, for example by opening windows, doors, and any vents. Teachers will open all windows, vents and doors first thing in the morning.
<b>Case Management</b>	Case management across all CPF settings Cases of COVID-19 in a school will continue to be managed across the framework. RSDAS will work with the Ministry of Education, following public health guidance, to identify who else may need to self-isolate and get tested. Contact tracing systems will support this process. Letter templates and other supports are being provided by the Ministry. Communications to the community will be via emails, texts, FaceBook and website. Closing schools onsite is an unlikely option. However, it may be considered where there is a high volume of cases in a school. Where confirmed cases occur within a school or kura, it may be necessary to group Year 0 – 8 students by

	<p>classrooms to limit the risk of transmission. These groups will not intermingle where practicable. There is no fixed limit on the maximum size of classroom groups (for example, one room in a modern learning environment can be considered one group).</p>
<b>Students / Staff with complex medical needs</b>	<p>For children with complex medical needs, particularly if unvaccinated, whānau will contact the school advising them of their decision to stay home, and online learning links and reading books will be provided for home learning. For staff, we will seek to provide work that can be done from home wherever possible once it is safer for them to not be on school grounds.</p>
<b>Face Masks</b>	<p>Ākonga in Year 4 and above will wear face masks indoors, as will all adults working with them.</p> <p>All staff will wear masks when in contact with Year 4 and above students, as well as each other and any other adults in indoor spaces. All other learners and staff have the option of wearing face masks.</p> <p>We will educate the importance of why we should wear masks and there is an expectation that all children in Senior Tuakana will wear masks while inside and on school van. Students need to be taught <a href="#">how to wear a mask correctly</a>.</p>
<b>Physical Distancing</b>	<p>There is no physical distancing requirement between group members, only groups. While RSDAS remains as one group, there is no need to physically distance indoors or outdoors. This will be revisited, however, if Omicron gains a stronger presence in our own community.</p> <p>We will still avoid having the whole school or more than one class together in close proximity indoors, meeting outside instead, and for eating, we will encourage students to spread out under the sunsail, instead of mainly sitting together on the steps.</p> <p>We will not have regular assemblies, as these involve sitting together as a whole school for longer periods, as well as singing.</p>
<b>Use of Outdoor space</b>	<p>Ākonga will be encouraged to wash their hands regularly and use sanitiser especially after outside activities and break times.</p> <p>Face masks do not have to be worn outside and teachers will be encouraged to take the ākonga outside regularly for exercise, activities and outside lessons.</p>
<b>Technology at Rotorua Intermediate</b>	<p>If (after favourable consultation with parents / caregivers), Year 7-8 students will go to Rotorua Intermediate for technology, with the understanding that staff there are working with guidelines to prevent them from close contact with students from the Intermediate and other school students coming in for technology as well.</p>
<b>Events at School</b>	<p>There will be no external events for Term 1 apart from day trips where we are not in contact with other groups, such as being at the lake. This includes no camp, district and zone sports or community events. No external students will visit our school either, and only essential visitors.</p>

<b>Visitors</b>	<p>All visitors will enter via the school office only wearing face masks, which will be required to be left on at all times while in the school grounds. They are to scan in and also sign in to the visitor's book if visiting rather than dropping something off or picking something up. Community members, including parents and caregivers, are asked not to visit unless for important matters.</p> <p>Parents and caregivers are to drop and collect their children at the gate instead of coming onto school grounds.</p>
<b>Singing</b>	Singing can only take place outdoors and at 2m distances from each other in Red.

## **How will we ensure all workers are able to keep themselves safe from exposure to COVID-19?**

<b>Mask wearing</b>	Compulsory for all staff when with other staff indoors or with Year 4 and older students. Medical grade masks to be worn
<b>Social distancing</b>	Staff to maintain at least one metre distance, preferably more, with each other when indoors.
<b>Hygiene</b>	Same emphasis on hygiene for staff as with students. Door handles and common areas sanitised during the day as well.
<b>Vaccination, including boosters</b>	Mandatory for all staff.
<b>Staying home when sick</b>	No exceptions, even if the staff member thinks they will be okay at school.
<b>Staff training</b>	Regular emphasis, while in this stage, on the importance of social distancing, mask wearing, hygiene and managing sickness.

**How will we gather information on our workers' wellness to ensure they are safe and well to work?  
How do any changes impact on the risks of the work we do?**

<b>Daily check-ins</b>	Principal to ask all staff how they are doing physically and mentally each day. Staff encouraged to do the same with each other. Staff to check on student physical health and mental wellbeing as well - this environment is one that will affect our students, and we want them to feel safe and happy at school. If a student is sick at school, they are to be brought to the office and families contacted to bring them home. If any wellbeing issues come up, they are brought to management attention and solutions sought.
<b>Regular communication</b>	For mental wellbeing especially, staff, students and the wider community will be given regular updates on the health situation as new information comes to light. We aim to be transparent with all communication, keeping everyone on the same page.
<b>EAP Access</b>	EAP access is available for all staff members. Contact information can be found <a href="#">here</a> . EAP Services is easy to access, to do so just call 0800 327 669 or visit <a href="http://www.eapservices.co.nz">www.eapservices.co.nz</a> for more information.
<b>Negative test results</b>	If a staff member is unwell with suspected COVID, a negative COVID test is required before being able to come back to work.
<b>Contact Tracing emphasised</b>	Staff reminded to scan in to all places visited so that if they are found to be a contact of someone with a known case, they can be traced.
<b>Alternative work options</b>	If a staff member has legitimate concerns about working on site, needs to move into isolation or is feeling unwell but still able to work, alternative working arrangements will be discussed and put in place if possible, such as managing home learning for students not present at school either.

## How will we manage an exposure or suspected exposure to COVID-19?

<b>Follow Guidelines</b>	Contact regional contact to notify them of the exposure or suspected exposure, then follow their guidance: Dawid.deVilliers@education.govt.nz - Director of Education, Nelson, Marlborough & West Coast Email: <a href="mailto:Dawid.deVilliers@education.govt.nz">Dawid.deVilliers@education.govt.nz</a> Phone: +64 7 571 7828 Mobile: +64 27 568 039
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## How will we check to see if our work processes and risk controls are effective?

<b>Adapt to guideline and situational changes</b>	As mentioned before, if Omicron impacts our community directly, we will reassess our current measures, such as with groupings or going to technology, as well as following up to date guidelines to make changes necessary to keep our people safe.
<b>Regular reviews</b>	All staff meetings while at Red will include a component of going through our safety plan and assessing its ease of implementation, as well as any suggestions for better / easier ways of achieving the same outcomes. These will be minuted and updated in the plan as necessary.

<b>Regular Review Dates</b>	<ol style="list-style-type: none"><li>1. Thursday 27th January 2022 - Staff PLD</li><li>2. Tuesday 1st February 2022 - Staff PLD</li></ol>
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