



Three Kings School Pandemic Plan 2020

The **Ministry of Health** leads the Government's response to a pandemic. It is the responsibility of other agencies to plan for and respond to a pandemic in their respective sectors and settings, based on the direction set out by the Ministry of Health. Our school has responded by developing a plan that sits alongside the Six-phase strategy of New Zealand Pandemic Planning.

Purpose

The objective of this Pandemic Plan is to ensure that Three Kings School has a plan to respond appropriately in the event of a pandemic and/or outbreak that ensures the school can both meet its obligations under Health & Safety legislation and to continue to serve the school community.

Pandemic Manager

The Principal will take the role of Pandemic Manager and will be responsible for identifying other staff to assist (usually the Leadership team) and delegating tasks accordingly to ensure the pandemic plan is implemented and the risk of infection for students and staff is minimised. The Pandemic Manager will be responsible for ensuring that an effective system for maintaining the contact database for staff and students is kept current. This list of contact numbers of parents / caregivers of pupils shall be available in the school office.

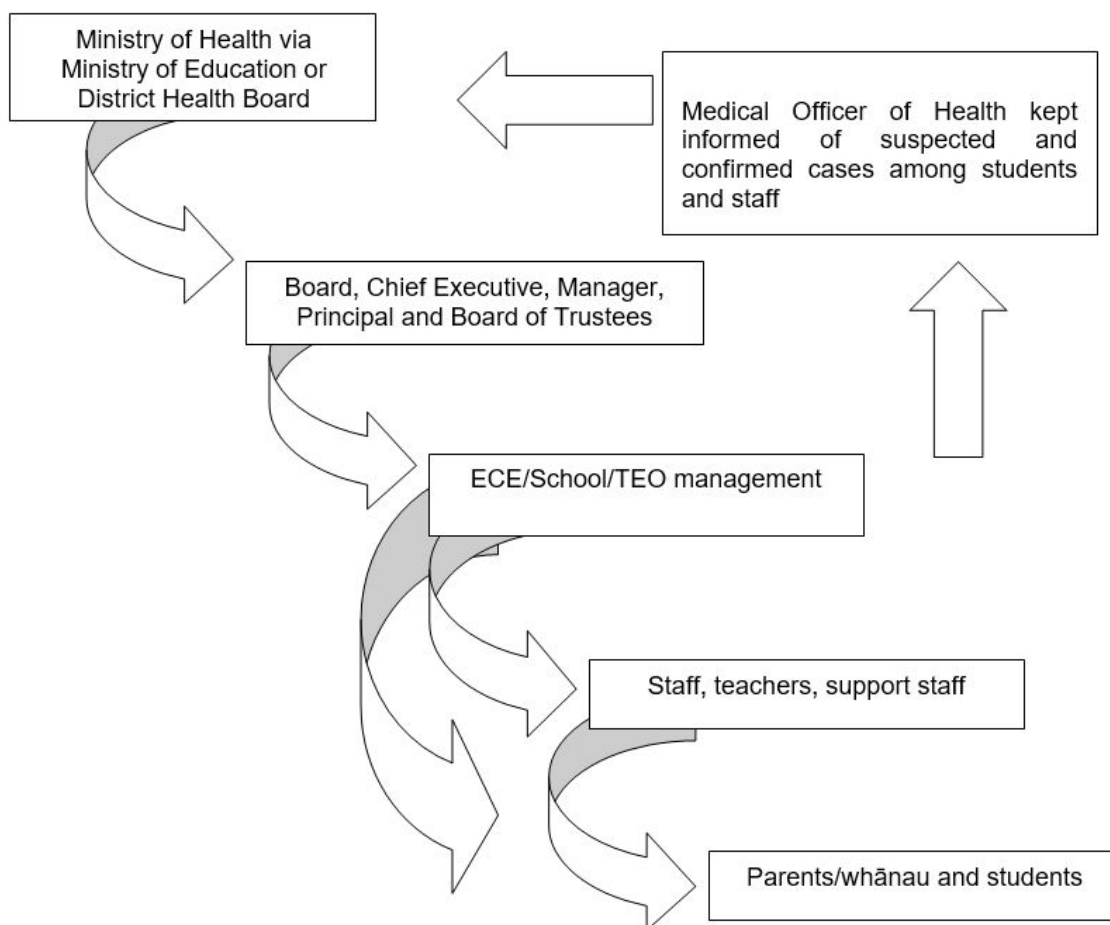
The Pandemic Manager is responsible for ensuring the school has adequate supplies of tissues, hand hygiene products, cleaning supplies and masks (when able to be sourced) particularly during the 'stamp it out' phase (see phases of pandemic on www.minedu.govt.nz) when the school is required to be open but remain vigilant'. The pandemic manager is responsible for ensuring the communication strategies are implemented in a timely manner and utilising as many modes of communication as necessary.

Communication Plan

Three Kings School will follow Ministry of Health advice at every stage of a pandemic. Ministry of Health announcements will be made through media reports and on their website. There will also be direct communication with education organisations from the Medical Officer of Health (DHB).

Any directions to close schools will come from health authorities. The Ministry of Education will assist health authorities to communicate these directions. The following communication tree outlines the flow of communication

Pandemic planning - decision making and communication process for schools



The school will provide clear, timely and proactive communications to the board, staff, students, parents/caregivers, contractors and suppliers explaining how we are managing the situation at all stages of the pandemic.

- Multiple forms of communication will be employed. These include but are not limited to; Three Kings School app, Hail, School website, Ministry of Education website, e-mail, newsletters given to students and phone.
- The school will maintain regular communications with the Ministry of Education and Ministry of Health and with local authorities at each stage of the pandemic. The school will follow the advice given by the Ministry of Health at every stage of the pandemic.

School Closure

In the event of an active pandemic or outbreak of national significance, the school may be directed by the Auckland District Health Board, Ministry of Health and/or the Ministry of Education as to whether to remain open, to close or reopen. The principal and BOT may also make the decision to close the school in certain circumstances.

“The Education Act 1989 gives principals and boards powers to exclude particular students and staff or to close their school in certain circumstances. This will be done in consultation with MOH and MOE.”

General Assumptions:

- Three Kings School will remain open for as long as possible during a pandemic emergency.
- During a pandemic, the school will attempt to provide off site learning for the pupils if the school is closed.
- The BOT and principal may close the school to students to help prevent the spreading of pandemic illness.
- Closure does not necessarily mean that the school facilities would be closed for quarantine. Staff should attend and prepare work for children, unless a risk of cross infection to their own dependents prevents them from doing so. This will be directed by the principal and BOT.
- The school may be used if required as a Community Based Assessment Centre (CBAC) and closed.
- Staff of Three Kings School will be paid normal salaries and wages during a pandemic, provided with the pre-approval of the Board;
 - They, where appropriate, come to school (with rigorous personal hygiene, social distancing and cleaning regimes in place)
 - Carry out additional or alternative duties at school, including working from home at the discretion of the principal and BOT
 - And in consultation with MOE
- Staff will be expected to use their sick leave entitlements (sick, domestic) if they are sick or are required to look after sick dependents during a pandemic emergency. An employee who contracts a pandemic illness may be sick for up to two weeks. When sick leave entitlement has run out, the school will approach the Ministry of Education to approve additional sick leave.
- The school would be expected to be supported with direct advice, guidance and material from the local DHB or Ministry of Health, in the events of a pandemic emergency affecting the school community.

The following 6 phase plan aligns with the New Zealand Pandemic plan. If there are modifications to this plan, our Three Kings School Pandemic/Outbreak plan will be modified to ensure ongoing alignment with the New Zealand Pandemic plan.

Six-phase strategy of New Zealand pandemic planning			Three Kings School response to each phase
Phase	Potential trigger	Specific objectives	
<p>Phase 1</p> <p>Plan For It</p> <p>Planning and preparedness</p>	<p>Level of influenza at normal seasonal levels</p>	<p>Plan and prepare to reduce the health, social and economic impact of a pandemic on New Zealand.</p> <p>Deal with disease in animals, if required</p>	<p>Phase 1 - Planning and Preparedness:</p> <p>Potential Trigger/s: The World Health Organisation and The New Zealand Ministry of Health are monitoring an emerging new disease or a surge in a known disease/influenza at normal seasonal levels.</p> <p>Goals: To review our pandemic policy and plan. To ensure that the school community is prepared, though best hygiene practices to deal with normal seasonal influenza and/or known diseases that may escalate.</p> <p style="text-align: center;">Review Pandemic Policy & Plan</p> <ul style="list-style-type: none"> ● Check: Do they take into account any new legislation? ● Check: Do they align with NZ Govt guideline updates?

			<ul style="list-style-type: none"> • Share with staff and school community. <p>Normal seasonal influenza best hygiene practices re-visited</p> <ul style="list-style-type: none"> • Staff and students are reminded about the need for effective handwashing, coughing and sneezing protocol. • Posters are put up in classrooms and bathrooms to reinforce hygiene practice • Encourage Flu vaccines each year for staff (supported by BOT) • Caretaker and Cleaning staff reminded about vigilance and provision of soaps, paper towels etc • Parents are reminded through normal school communications about keeping students at home when unwell.
<p>Phase 2:</p> <p>Keep It Out Border management</p>	<p>Sustained human-to-human transmission of a novel influenza virus overseas in two or more countries</p>	<p>Prevent, or delay to the greatest extent possible, the arrival of the pandemic virus in New Zealand</p>	<p>Phase 2 - Prepare to Respond to a Pandemic and/or significant Outbreak:</p> <p>Potential Trigger/s: Sustained human-to-human transmission of a novel influenza virus overseas in two or more countries. The Ministry of Health announces changes to New Zealand borders or that borders are closed.</p> <p>Goals: The pandemic plan is activated and Three Kings School is ready for the subsequent phases, should a pandemic be declared.</p> <p>All staff, board of trustees, leaders, students and parents are informed, understand their roles and responsibilities.</p> <p>Three Kings Protocol:</p> <ul style="list-style-type: none"> • Brief staff on any updates from MOH and MOE. • Specific symptoms are shared with staff, students and parents with links to Ministry of Health given for further resources <ul style="list-style-type: none"> ◦ https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus • Reassure the school community that, along with continued good hygiene reminders and that robust plans are in place. Have policy and plan documents available on the school's website. • Share updates from the Ministry of Health and the Ministry of Education as they come in via our app, email

			<p>and letters home.</p> <ul style="list-style-type: none"> • Send notice out to parents to remind them about updating any new contact details. - Office staff to update SMS and print out the most up to date contact list. • Teaching staff to have pre-prepared some online curriculum learning links if families need to go into self-isolation or school closure. • Ensure classroom teachers are prepared to answer questions from students and to take a lead role in keeping students calm and feeling secure at school. • Check in with office staff re protocol for dealing with sickbay, office area/s in preparation. • Identify an isolation area in the school
<p>Phase 3 Stamp It Out Cluster control</p>	<p>Novel influenza virus or pandemic virus detected in case(s) in New Zealand</p>	<p>Novel influenza virus or pandemic virus detected in case(s) in New Zealand</p>	<p>Phase 3 - Respond to a Pandemic/Significant Outbreak - Early Stage</p> <p><i>The Ministry of Health can declare a pandemic event and provide advice and guidance about this. The Ministry of Health's Medical Officers of Health are our key external contact in a pandemic event.</i></p> <p><i>If a Pandemic is not declared at this stage but potential national trigger/s are present, Three Kings School will enact prudent actions to keep it out.</i></p> <p>Potential Trigger/s: The Ministry of Health announces Novel influenza virus or pandemic virus detected in case(s) in New Zealand.</p> <p>Goals: If Three Kings School is inside a pandemic cluster area the school is closed in consultation with Medical Officers of Health. Students, children, staff and parents are informed, and understand their roles and responsibilities. If TKS is outside the pandemic cluster areas the school is on heightened alert.</p> <p><u>Three Kings School Protocol: Outside the pandemic cluster area/s - Heightened alert</u></p> <ul style="list-style-type: none"> • Continue to brief staff on any updates from MOH and MOE

			<ul style="list-style-type: none"> • Continue to brief parents on any updates from MOH and MOE. • Health and welfare of staff is paramount. All staff are vigilant about their own health and must not be at school if they develop any concerning symptoms. • If staff have traveled to countries where advice to self-isolate has been issued, staff to inform the principal and must follow advice from the MOH. • School will inform the school community <p>If a child at school is exhibiting any symptoms:</p> <ul style="list-style-type: none"> • Student sent to the office with school bag • Concerns documented by designated staff • Parents pick up child • Child remains away from school as per advice of their health care professional <p><i>The Education Act 1989 gives principals and boards powers to exclude particular students and staff or to close their school in certain circumstances. This will be done in consultation with MOH and MOE.</i></p> <p>If a Teacher at school is exhibiting any symptoms:</p> <ul style="list-style-type: none"> • Concerns documented by designated staff • Teacher is sent home and remains away from school as per advice of their healthcare professional
<p>Phase 4 Manage It Pandemic management</p>	<p>Multiple clusters at separate locations, or clusters spreading out of control</p>	<p>Reduce the impact of pandemic influenza on New Zealand's population</p>	<p>Phase 4 - Pandemic Management</p> <p>Potential Trigger/s: Multiple clusters at separate locations, or clusters spreading out of control.</p> <p>Goals: Reduce the impact of pandemic influenza on our school community. If Three Kings School is inside a pandemic cluster area the school is closed in consultation with Medical Officers of Health. If TKS is outside the pandemic cluster areas the school is on heightened alert.</p> <p>Three Kings School Protocol: Inside the pandemic cluster area but school not yet closed</p> <ul style="list-style-type: none"> • Continue to brief staff on any updates from MOH and MOE. • Continue to brief parents on any updates from MOH and MOE. • If staff have traveled to countries where advice to

self-isolate has been issued, staff to inform the principal and must follow advice from the MOH.

- School will inform the school community
- Health and welfare of staff is paramount. All staff vigilant about own health and must not be at school if they develop any concerning symptoms

- If a number of teachers are away and adequate relieving staff can not be secured, classes will be split with consideration to numbers remaining in each class.

- Should the number of staff become untenable, the principal will work with the MOE to make decisions about the school remaining open.

- If a child is exhibiting any symptoms:

Teacher rings ahead to the office. Parents contacted immediately

Student sent to the designated triage area with school bag:

- Concerns documented by designated staff
- Parents pick up child
- Child remains away from school as per advice of the MOH and MOE

If school closes

The Education Act 1989 gives principals and boards powers to exclude particular students and staff or to close their school in certain circumstances. This will be done in consultation with MOH and MOE.

If a Teacher at school is exhibiting any symptoms:

- Teacher removes themselves to the designated triage area
- Concerns documented by designated staff
- Teacher is sent home and remains away from school as per advice of the MoH and MoE

Protocol:

- Decision to close school is made due to pandemic status and in consultation with MOE and MOH

- Three Kings School school community informed of the closure, using our available communication options:

- School App
- Hail (Newsletter)
- Update voice message system with the new status of the school
- Update the school website
- Email parents and caregivers
- Put signage up at the school gates and on

			<p>reception doors.</p> <ul style="list-style-type: none"> ● Liaise with other agencies affected (Kelly Club) ● Inform staff of the closure, and any expectations of their attendance. ● Keep any students who arrive at school safe and arrange for their pick-up. <ul style="list-style-type: none"> ○ If a child's family is unable to be contacted, use the designated emergency numbers. ○ If no emergency contacts can be located, the principal will make a decision regarding the immediate care of the child. This may include contacting the Children's Team, Oranga Tamariki for advice. <p>If closure is required during the school day:</p> <ul style="list-style-type: none"> ● Appropriate classroom programmes are continued, keeping students safe, calm and occupied. ● Teacher, or other designated staff depending on circumstances, are responsible for signing students out to parents or caregivers. <ul style="list-style-type: none"> ○ Keep all students at school safe and calm and arrange for their pick-up. ○ If a child's family is unable to be contacted, use the designated emergency numbers. ○ If no emergency contacts can be located, the principal will make a decision regarding the immediate care of the child. This may include contacting the Children's Team, Oranga Tamariki for advice. ● Teachers remain at school until the principal gives permission to leave.
<p>Phase 5</p> <p>Manage It: Post Peak</p> <p>Transition to Recover From It phase, and planning for a resurgence or second wave</p>	<p>New Zealand wave decreasing</p>	<p>Expedite recovery, and prepare for a re-escalation of response</p>	<p>Phase 5 - Post-peak</p> <p>Potential Trigger/s: New Zealand wave decreasing.</p> <p>Goals: To speed up recovery for our school community and prepare for a re-escalation of response.</p> <p>Three Kings School Protocol:</p> <ul style="list-style-type: none"> ● If the school is open, Ministry of Health guidelines will be followed regarding social distancing, large gatherings etc ● Arrange debrief of pandemic event for staff and students as appropriate ● Arrange trauma and/or grief counselling as necessary. ● Staff welfare and staffing levels are monitored continually <ul style="list-style-type: none"> ○ Relieving staff to be employed if needed. ● Student welfare (especially any student who may have

			<p>been affected) are monitored closely</p> <ul style="list-style-type: none"> ○ Students who have been unwell may need extra support and understanding of physical capabilities as they fully recover ○ If a child is exhibiting any symptoms: <ul style="list-style-type: none"> ■ Teacher rings ahead to the office. Parents contacted immediately ■ Student sent to the designated triage area with school bag ■ Concerns documented by designated staff ■ Parents pick up child ■ Child remains away from school as per advice of the MOH and MOE <ul style="list-style-type: none"> ● The school will remain vigilant if a re-escalation becomes apparent. ● Resume learning programmes as soon as possible, including normal school routines and activities.
<p>Phase 6 Recover From It</p>	<p>Population protected by vaccination, or pandemic abated in New Zealand</p>	<p>Expedite the recovery of population health, communities and society where affected by the pandemic, pandemic management measures, or disruption to normal services</p>	<p>Phase 6 - Recover from Pandemic</p> <p>Potential Trigger/s: Population protected by vaccination, or pandemic abated in New Zealand.</p> <p>Goals: Three Kings School ensures continued wellbeing of staff, children and students, and education services are fully restored.</p> <p>Three Kings School Protocol:</p> <ul style="list-style-type: none"> ● Continue to monitor the physical and emotional needs of staff and students <ul style="list-style-type: none"> ○ Arrange trauma and/or grief counselling as necessary ● Monitor learning programme needs including <ul style="list-style-type: none"> ○ Designing and implementing programmes for resilience, stress management etc ● Continue to be vigilant about documenting student vaccinations and educate parents about students who may need to be excluded if they are not vaccinated in the event of another outbreak of the pandemic source (as well as other notifiable diseases should there be outbreaks). This will be directed by the Medical Officer of Health. . ● Continue to encourage safe hygiene practices

Points of contact

Principal/Pandemic Manager: Moirra Blair Ph 021749696	Ministry of Education Auckland office: 09 6329400
BOT Chair: Brenda McNaughton Ph 021 334835	Auckland Civil Defence Emergency Management (CDEM) 0800 800 401
Oranga Tamariki Ph 0508 326 459	

Appendix A - Covid 19 compared to other common conditions

COVID-19 compared to other common conditions

SYMPTOM	COVID-19	COMMON COLD	FLU	ALLERGIES
Fever	Common	Rare	Common	Sometimes
Dry cough	Common	Mild	Common	Sometimes
Shortness of breath	Common	No	No	Common
Headaches	Sometimes	Rare	Common	Sometimes
Aches and pains	Sometimes	Common	Common	No
Sore throat	Sometimes	Common	Common	No
Fatigue	Sometimes	Sometimes	Common	Sometimes
Diarrhea	Rare	No	Sometimes*	No
Runny nose	Rare	Common	Sometimes	Common
Sneezing	No	Common	No	Common

*Sometimes for children

Sources: CDC, WHO, American College of Allergy, Asthma and Immunology

BUSINESS INSIDER

High Five for Clean Hands

wash hands
for 20
seconds

dry hands
for 20
seconds



1 Wet your hands under clean running water. Use warm water if available



2 Put soap on your hands and wash for 20 seconds. Liquid soap is best



3 Rub hands together until the soap makes bubbles



4 Rub on both sides of both hands...



5 and in between fingers and thumbs...



6 and round and round both hands



7 Rinse all the soap off under clean running water. Use warm water if available



8 Dry your hands all over for 20 seconds. Using a paper towel is best (or, if at home, a clean dry towel)

Always wash and dry your hands...

before

eating or preparing food

after

having contact with animals

sneezing, coughing or blowing your nose

going to the toilet

playing outside



Protect others from getting sick

When coughing and sneezing
cover mouth and nose with
flexed elbow or tissue



Throw tissue into closed bin
immediately after use

Clean hands with alcohol-based
hand rub or soap and water
after coughing or sneezing and
when caring for the sick



World Health
Organization