



## KARORI NORMAL SCHOOL

*We encourage our children to be the best they can be  
"Tino pai ake"*

### Health and Safety Procedures - Pandemic Plan

#### Rationale:

The purpose of this plan is to ensure that the Karori Normal School (KNS) staff have guidelines regarding how to respond in case of a pandemic. In the event of a pandemic, KNS will work closely with the Ministry of Education (MoE) and act in accordance with MoE guidance.

This plan is based on the MoE's Influenza pandemic planning guide for early childhood education services, schools and tertiary organisations (Updated August 2011), [MoE Pandemic Planning Guide](#)

#### Prepare to Respond to a Pandemic

**Trigger:** Ministry of Health announces New Zealand borders are closed.  
Ministry of Health (MoH) Alert Code: Yellow

**Goals:** The pandemic plan is activated and KNS is ready for the subsequent phases, should the pandemic enter New Zealand. All staff, board of trustees, students and parents/caregivers are informed, understand their roles and responsibilities.

| Preparing to activate the KNS pandemic plan   | Planned Actions  |
|---|--|
| <p><b>Maintain links with relevant agencies and community support networks</b></p> <ul style="list-style-type: none"> <li>The powers of Medical Officers of Health to close schools and centres are described on pages 4 and 5 of the MoE's Planning Guide.</li> <li>Maintain links with other local schools through the local principals email distribution list.</li> </ul> | <p>Check for regular email alerts from the Ministry of Education (MoE)</p>   |
| <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>Monitor and respond to information provided by the MoE and take appropriate action if required, including disseminating information to the KNS parent/caregiver community and staff.</li> </ul>   | <p>Regular email updates will be sent by the Ministry of Education.<br/>Disseminate information as necessary<br/>Note and act on guidance from official sources.</p>               |
| <ul style="list-style-type: none"> <li>Keep Student Management System (SMS) database updated.</li> <li>Update community contacts section of this document</li> </ul>  | <p>Use Student Management System to contact parents/caregivers via email.<br/>Updates posted on KNS Website.<br/>Update school telephone voice message<br/>If possible the KNS</p> |
| <p><b>Educate staff, students, children and parents about:</b></p> <ul style="list-style-type: none"> <li>The importance of staying home when sick</li> <li>The importance of good hygiene practices</li> </ul>   | <p>Reminders to parents in school newsletter<br/>Reminders to children in classrooms</p>   |

## Respond to a Pandemic

|                |   |
|----------------|---|
| <b>Trigger</b> | Ministry of Health announces human pandemic strain case(s) found in separate locations in New Zealand.  |
| <b>Goals</b>   | Ministry of Health (MoH) Alert Code: Red<br>If KNS is outside pandemic cluster areas the school is on heightened alert. If KNS is inside 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. |

| KNS has no pandemic cases and can continue to remain open<br>KNS may have possible pandemic case/s and can still remain open<br>Start preparing for a possible school/centre closures   | Tick/date |
|---|-----------|
| <p><b>Maintain contact with our local DHB/PHU through agreed health contact or cluster 'point of contact'</b></p> <p>KNS should not close without taking advice from the local District Health Board (DHB) or Public Health Unit (PHU) contact, Medical Officer of Health or their designated officer. Refer to page 5 of the MoE's Planning Guide.</p> <ul style="list-style-type: none"> <li>• Make preparations for possible closure</li> <li>• Make preparations for securing premises</li> </ul>   |           |
| <p><b>Cancel all work-related travel plans (domestic and international)</b></p> <ul style="list-style-type: none"> <li>• Follow Ministry of Health travel advice on their website and via media.</li> <li>• Review travel of staff who works between regions or clusters, such as staff with Kāhui Ako roles and relieving teachers.</li> </ul>   |           |
| <p><b>Take care of staff, children and students showing symptoms</b></p> <p><b>Actions: see screening flowchart, page 26 of the MoE's Planning Guide</b></p> <ul style="list-style-type: none"> <li>• Set up an isolation room or area</li> <li>• Use the table outlining the difference between influenza and the common cold in the Planning Guide page 36</li> <li>• Have clear policies around how/when decisions are made to send children and/or staff home, in consultation with a medical advisor (public health or doctor)</li> <li>• Ensure notification of cases and status reports to health authorities</li> <li>• Have excellent personal hygiene facilities and practices to reduce the spread of illness, such as good hand hygiene, cough and sneeze etiquette, staying home when sick</li> <li>• Assist health authorities to track 'contacts' of people showing symptoms.</li> </ul> |           |
| <p><b>Prepare pandemic 'contact' lists</b></p> <ul style="list-style-type: none"> <li>• 'Contact' is also used by the Ministry of Health to refer to a person who has been in close proximity to a suspected or confirmed pandemic case.</li> <li>• Ministry of Health may require information urgently to trace 'contacts' of infected people.</li> </ul>  |           |

| <b>Closing KNS to students</b>  | <b>Tick/date</b> |
|---|------------------|
| <p data-bbox="108 125 1174 181"><b>Communicate directly with local DHB contact through our agreed contact or cluster 'point of contact'</b></p> <p data-bbox="108 210 371 237"><b>Close KNS to students</b></p> <ul data-bbox="108 266 1203 465" style="list-style-type: none"> <li>• Have arrangements in place for: staff pay; power; gas; phone; co-ordination of voluntary re-deployment of staff in 'alternative duties' (such as health and welfare roles); and alternative use of KNS premises.</li> <li>• While KNS will be closed to students/children, it will not be closed in a quarantine sense. Staff may still go to work using appropriate social distancing measures or work remotely, such as from home.</li> <li>• Guidance on staff pay arrangements will be clarified after discussion with employers and unions.</li> </ul> |                  |
| <p data-bbox="108 490 919 546"><b>Prepare to secure premises, if necessary</b><br/><b>Post notices of closure to students on entry points and main buildings</b></p> <ul data-bbox="108 575 951 602" style="list-style-type: none"> <li>• Page 29 of the Planning Guide has sample notices (adapt as appropriate).</li> </ul>   |                  |
| <p data-bbox="108 629 1094 714"><b>Keep relevant groups informed through briefings, emails, newsletters and websites</b><br/><b>If requested, collaborate with local agencies in making KNS facilities available in local response efforts</b></p> <ul data-bbox="108 743 1118 799" style="list-style-type: none"> <li>• Liaise with local Public Health Units, District Health Board, local government Civil Defence Emergency Management (CDEM) group, etc.</li> </ul>  |                  |
| <p data-bbox="108 826 1145 911"><b>Activate rigorous personal hygiene, social distancing and cleaning regimes for those staff continuing to work at KNS. Provide options for working remotely where applicable or necessary. Coordinate 'alternative duties' for willing staff, where applicable.</b></p> <ul data-bbox="108 940 536 967" style="list-style-type: none"> <li>• See page 17 of the Planning Guide</li> </ul>   |                  |

## Recover from a Pandemic

**Trigger:** Population protected by vaccination and/or pandemic abated in New Zealand. Ministry of Health (MoH) Alert Code: Green

**Goals:** KNS ensures continued wellbeing of staff, children and students, and education services are fully restored.

| Getting back to business  | Tick/date |
|---|-----------|
| <p><b>Activate recovery plan</b></p> <ul style="list-style-type: none"> <li>Contact the Ministry of Education for advice and liaise with Special Education Traumatic Incident Co-ordinators, if available.</li> <li><b>Note: no external support may be available.</b></li> <li>Also see <a href="#">Ministry of Health Pandemics</a> and <a href="#">Ministry of Civil Defence and Emergency Management (MCDEM)</a> websites. <ul style="list-style-type: none"> <li>Arrange debrief of pandemic event for staff and students as appropriate</li> <li>Arrange trauma and/or grief counselling as necessary.</li> </ul> </li> </ul> |           |
| <p><b>Assess capacity of staff to resume normal school/centre operations</b></p> <ul style="list-style-type: none"> <li>Employ relievers or appoint new staff if necessary</li> </ul>   |           |
| <p><b>Clean and disinfect affected areas</b></p> <ul style="list-style-type: none"> <li>See the cleaning guidelines on page 16 of the Planning Guide.</li> </ul>  |           |
| <p><b>Keep relevant groups informed through briefings, emails, newsletters and websites</b></p> <ul style="list-style-type: none"> <li>Checklist of the types of topics to cover: Local status – the current pandemic phase, what KNS is doing, what parents, children and students can do at home, next steps.</li> </ul>  |           |
| <p><b>Communicate and consult with:</b></p> <ul style="list-style-type: none"> <li>Board of trustees/management/principal</li> <li>Staff</li> <li>Students</li> <li>Parents</li> <li>Volunteers</li> </ul>  |           |
| <p><b>Support and monitor the wellbeing of staff, children and students</b></p> <ul style="list-style-type: none"> <li>Follow the advice of health officials in managing return to work/lessons.</li> <li>Watch for other symptoms of grief and trauma.</li> <li>Counselling and support may be required</li> </ul>   |           |

| Getting Started   | Tick/date |
|---|-----------|
| <p><b>Pandemic manager and deputy</b></p> <ul style="list-style-type: none"> <li>The KNS Principal is the pandemic manager and the two Deputy Principals will act in this role should the principal be unable to carry out the role.</li> <li>The pandemic manager will develop your institution's pandemic plan including outlining the primary roles of key participants, based on information received from the MoE and MoH and the local situation. <ul style="list-style-type: none"> <li>Conrad Kelly, Principal      027 680 333      <a href="mailto:ckelly@kns.school.nz">ckelly@kns.school.nz</a></li> <li>Andrea Peetz, Deputy Principal      027 311 74 91      <a href="mailto:apeetz@kns.school.nz">apeetz@kns.school.nz</a></li> <li>James Appleton, Deputy Principal      027 476 7209      <a href="mailto:jappleton@kns.school.nz">jappleton@kns.school.nz</a></li> </ul> </li> </ul> |           |
| <p><b>Points of contact at the local <a href="#">District Health Board (DHB) (1)</a> / <a href="#">Public Health Unit (1) (PHU)</a> and <a href="#">Civil Defence Emergency Management (CDEM) Group (2)</a></b></p> <ul style="list-style-type: none"> <li>During a pandemic event, the Ministry of Health, local Medical Officers of Health or their approved designates will provide leadership or direct the closing or opening of ECEs/Schools/TEOs.</li> <li>Although Board of Trustees and Centre Management have the power to close, KNS will take advice/direction from health authorities.</li> <li>Leading into a pandemic event, the school will need to identify who the correct health 'point of contact' is.</li> <li>Information will also be sought from the MoH Healthline team on 0800 358 5453</li> </ul>  |           |

| Working with the community - Contacts  | Tick/date |
|--|-----------|
| <p>In later phases of a pandemic, KNS will communicate with its community using its website, by email and by newsletter. If the school is closed, regular updates will be provided on the school website</p>   |           |
| <b>Consult and inform</b>  |           |
| <p><b>Board of trustees/Management/Principal</b></p> <ul style="list-style-type: none"> <li>Board of Trustees kept informed of pandemic planning in the board's monthly meetings:</li> <li>Bronwyn Barberel                      027 230 9385</li> <li>Helena Court                              020 418 56209</li> <li>Simon Johnson                          021 898 187</li> <li>Nicole Rex                                 022 094 9815</li> <li>Blair Wightman                         027 318 8846</li> </ul>  |           |
| <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>Teachers and support staff are given regular updates on hygiene practices and pandemic planning by principal in weekly reminders and more regular email if required.</li> </ul>   |           |
| <p><b>Students/Child</b></p> <ul style="list-style-type: none"> <li>Students to be given handwashing/hygiene reminders by staff in classrooms</li> </ul>   |           |
| <p><b>Parents/Caregivers</b></p> <ul style="list-style-type: none"> <li>Parents given update on handwashing and on pandemic planning procedures in school newsletters</li> </ul>   |           |
| <p><b>Links with the outside agencies and community support networks</b></p> <p><b>Ministry of Education regional or local office</b></p> <ul style="list-style-type: none"> <li>Director, Central South Office – Roy Sye                      <a href="mailto:roy.sye@education.govt.nz">roy.sye@education.govt.nz</a>                      027 836 4850</li> <li>KNS MoE Senior Adviser – Anne Bell                      <a href="mailto:Anne.Bell@education.govt.nz">Anne.Bell@education.govt.nz</a>                      0276723720</li> <li>Regional Public Health                      <a href="mailto:rph@huttvalleydhb.org.nz">rph@huttvalleydhb.org.nz</a>                      570 9002</li> </ul> |           |
| Contact lists, roles and resources   | Tick/date |
| <ul style="list-style-type: none"> <li>A staff contact list is kept updated.</li> <li>A list of staff willing to carry out alternative duties will be developed if required.</li> <li>Parents/Caregivers - At least two local emergency contacts for each student, this is recorded on the school's SMS</li> </ul>   |           |
| <p><b>Isolation room or area for sick people</b></p> <ul style="list-style-type: none"> <li>School medical room (which has toilet and basin)</li> </ul> <p><b>Effective hand hygiene practices and review emergency supplies kit,</b></p> <ul style="list-style-type: none"> <li>First aid kits regularly checked and replenished.</li> <li>Hand sanitiser distributed throughout the school.</li> <li>Regular reminders regarding hand washing.</li> </ul>  |           |
| <p><b>Review cleaning policies, practices and supplies</b></p> <ul style="list-style-type: none"> <li>See page 16 of the Planning Guide.</li> <li>Contract cleaners will be made aware of expectations.</li> </ul>   |           |
| <p><b>Review pandemic plan regularly</b></p> <ul style="list-style-type: none"> <li>Review pandemic plan regularly, checking for up-to-date information on the <a href="#">Ministry of Education</a> and the <a href="#">Ministry of Health</a> websites. Refer to section 3 of the Planning Guide.</li> </ul>   |           |
| <p><b>KNS' local response plans</b></p> <ul style="list-style-type: none"> <li>'Alternative duties' for KNS staff (it will be made clear that staff are under no pressure to volunteer for alternative duties they are uncomfortable with)</li> <li>Alternative uses of KNS facilities</li> <li>Local response plans will be developed if required.</li> </ul>   |           |