



Coronavirus planning guide for Ōtūmoetai College

Table of Contents

Source of advice for pandemic planning.....	Pg 3
Closure definition.....	Pg 4
Pandemic characteristics and impact.....	Pg 5
Legislation.....	Pg 6
Pandemic Planning.....	Pgs 7 - 10
Pandemic is expected to arrive.....	Pgs 11 - 13
Pandemic has arrived – Emergency Plan.....	Pgs 14 - 16
 Appendices:	
Appendix 1 – Hand Hygiene.....	Pgs 17 - 19
Appendix 2 – Screening Flowchart.....	Pg 20
Appendix 3 – Self-isolation Guidelines.....	Pgs 21 - 22
Appendix 4 – Influenza / Coronavirus Staff Notice 1 & 2.....	Pgs 23 - 24
Appendix 5 – Closure Notice.....	Pg 25
Appendix 6 – Suspected Coronavirus Notification Form.....	Pg 26
Appendix 7 – Contact List.....	Pg 27
Appendix 8 – Sample Letter (Pandemic Stage 1)	Pg 28
Appendix 9 – Contact Details.....	Pg 29
Appendix 10 – Sample Letter (Pandemic Stage 2).....	Pg 30
Appendix 11 – Actual Coronavirus letter exemplar and Script...	Pg 31 - 32
Appendix 12 – Pandemic Planning Scenarios.....	Pgs 33 - 34
Appendix 13 – Sample decision making and communication tree	Pg 35

Source of advice for our pandemic planning

The Ministry of Education's role in pandemic planning

The Ministry of Education leads pandemic planning for the education sector and we will make use of the information and resources available on the Ministry of Education's website <http://www.education.govt.nz/> to assist with contingency planning.

The Ministry of Health's role in pandemic planning

In the event of a pandemic reaching New Zealand we are conscious of the fact that health advice will change over time as new information becomes available. We will therefore have the Pandemic Manager (DP Human Resources) check the Ministry of health website twice daily. If we require advice specific to Ōtūmoetai College, we will make contact with our Bay of Plenty District Health Board via the Medical Officer of Health – 07 579 8000 and ask to be transferred to the Medical office of Health on call so that we can obtain advice on local circumstances during a pandemic to inform our actions.

Powers of Medical Officers of Health in a pandemic emergency

Activation of the National Health Emergency Plan begins when the Ministry of Health learns of a potential national health-related emergency, such as an influenza pandemic. Medical Officers of Health will be working as part of each district's and region's health response coordination team and have wide ranging powers designed to prevent the outbreak or spread of any infectious disease. These powers include the ability to:

- require people to submit themselves for medical examination
- require people, places, buildings, ships, animals, and things to be isolated, quarantined, or disinfected
- forbid persons, ships, animals, or things to be brought to any (air or sea) port or place in the health district from any port or place supposed to be infected
- forbid persons to leave a place or area until they have been medically examined and found to be free from infectious disease
- require theatres, churches, bars, clubs and other public gathering places to be closed
- prohibit the attendance of students under the age of 16 years in schools, Sunday schools, and other public places within the district
- have infected animals destroyed.

The Chief Medical Officer of Health (Ministry of Health) or local Medical Officers of Health, or another designated officer attached to the public health service will provide leadership, direction and guidance as to whether the school will remain open, close or reopen.

What does closure mean?

Closing a school to students would not necessarily mean that facilities would be closed in a quarantine sense. Staff may still go to work, work remotely, or carry out 'alternative duties' for other agencies with their board's pre-approval. Facilities may also be used for alternative purposes such as Community Based Assessment Centres (CBAC).

However, during a pandemic the Chief Medical Officer of Health (Ministry of Health) or local Medical Officers of Health, or another designated officer attached to the public health service would provide leadership, direction and guidance as to what to do – remain open, close or reopen.

What does the Legislation say?

The Education Act 1989 gives principals and boards powers to exclude particular students and staff or to close their school in certain circumstances:

- *Section 19* provides that a principal may exclude a student who may have a communicable disease (communicable diseases are specified in the Schedule to the Act. Highly Pathogenic Avian Influenza or 'bird flu' (HPAI subtype H5N1) was added on 12 February 2004. In practice, schools would generally proceed subject to advice received from health authorities.
- *Section 65E* provides that a board may close a school in an emergency such as an epidemic.
- *The Health (Infectious and Notifiable Diseases) Regulations* place duties on schools, teachers and parents in the case of a pandemic.
- *Regulation 14* provides that schools must exclude teachers and students who have an infectious disease.

However, any decision by the board chair, principal or management to close the School should be based on advice or direction from health authorities.

Pandemic characteristics and impact

A pandemic has unique characteristics when compared with a more “typical” disaster. For example:

- **Widespread impact**

The impact of a pandemic would likely be widespread, even nation-wide, not localised to a single area and there may be little outside assistance. Many business continuity plans assume some part of an organisation is unaffected and can take up the required capacity.

- **Not a physical disaster**

A pandemic is not a physical disaster. It has some unique characteristics that require measures to limit contact, restrict movement, introduce quarantine and ban public gatherings.

- **Duration**

A pandemic would not be a short, sharp event leading immediately to the start of a recovery stage. A pandemic emergency may last several weeks or months. Plans need to take this into account.

- **Notice**

Some advance warning is likely if a pandemic develops overseas, but that warning period may be very short. Should pandemic influenza spread within New Zealand the education sector would most probably be one of the first sectors to be closed and closures sustained

- **Primary effect is on staffing levels**

Unlike natural disasters where disruption to infrastructure and service delivery is likely to be related to hardware, a pandemic is more of a threat to staff. Employers will need to plan for the scenario of up to 50% staff absences at the height of a severe pandemic. Ministry of Health modelling shows that two weeks leave is the average amount of leave required for sickness and recovery of a staff member. Overall, a pandemic wave may last about eight weeks, though the pandemic may come in several waves of varying severity over time.

Staff absences can be expected for many reasons, including:

- illness or incapacity (suspected or actual)
- their need to stay at home to care for sick dependents
- they may feel safer working from home (for example, to keep out of crowded places such as public transport – public transport may cease)
- some people may be assigned to ‘alternative duties’ for their employer or another agency (such as health or welfare roles)
- others may need to stay at home to look after pre-school and school-aged students (as early childhood education services and schools may be closed).

Legislation

Compliance with the Health and Safety in Employment Act 1992

In addition to requirements under the Civil Defence Emergency Management Act, pandemic planning will help ECE/Schools/TEOs ensure they meet their obligations under the Health and Safety in Employment Act, including:

- *Section 6: All practicable steps*
“Every employer shall take all practicable steps to ensure the safety of employees while at work; and in particular shall take all practicable steps to:
 - provide and maintain for employees a safe working environment
 - provide and maintain for employees while they are at work facilities for their safety and health...”
- *Section 28: Employees may refuse to perform work likely to cause serious harm*
“An employee may refuse to do work if the employee believes that the work that the employee is required to perform is likely to cause serious harm to him or her...”

This act requires boards to take all practicable steps to ensure the safety of employees while at work. The enforced closure of schools to students in an affected area will mitigate most risks for teaching staff.

The Education Act 1989 gives principals and boards powers to exclude particular students and staff or to close their school in certain circumstances. Any decision by the board chair and principal to close a school should be based on advice from health authorities.

1. Pandemic Planning

Pandemic Manager

The Pandemic Manager (Deputy Principal Human Resources) is responsible for management and decision making of Ōtūmoetai College's pandemic response. The Pandemic Manager will provide direction to the Pandemic Planning Team made up of:

The Principal

Pandemic Manager: Deputy Principal (Human Resources)

Health: School nurse

Property: Property Manager

Cleaning: Cleaning Supervisor

Education: TIC Health

Communications: Publicity Manager

Emergency planning/pandemic planning

The Pandemic Planning Team's role is to ensure that the emergency plan is put into place in order to meet the required health and safety requirements. **(Pgs 8 – 16)**

Before a Pandemic

- Ensure we have well maintained electronic versions of health records for personal reference.
- i) This team will first seek to **understand the threats and hazards** faced by the school and the surrounding community. The planning team will then draw upon their wealth of existing information to identify the range of threats and hazards that may be faced by the school (supported by the Ministry of Health resources).
- ii) **Assess the Risk Posed by the Identified Threats and Hazards.** Once an initial set of threats and hazards have been identified the Planning Team will seek to understand the probability that the specific threat or hazard will occur; the effects it will likely have (the severity of the impact); the time the school will have to warn students and staff about the threat or hazard; and how long it may last.

A minimum of two meetings to be held each week throughout the potential pandemic period.

EMERGENCY PLAN

Prevention (Identifying courses of action - what, who, when)

WHAT IS THE ACTION?

We will seek to minimise disruption to teaching and learning and protect students and staff from social stigma and discrimination. We will seek to limit the Spread of Germs and Prevent Infection by:

- Review the usual **absenteeism patterns** at your school among both students and staff.
- Routinely clean frequently touched surfaces (e.g., doorknobs, light switches, countertops) with the cleaners typically used. Use all cleaning products according to the directions on the label.
- Provide **disposable wipes** so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down by students and staff before each use.
- Provide alcohol based **hand sanitisers** for each class
- **Highlighting the symptoms** of the current pandemic
- Establishing a system to **monitor staff who are ill** or suspected of being ill.
- **Isolating and avoiding close contact** with people who are presenting symptoms of the current pandemic.
- If you are suffering symptoms of the current pandemic, **keep your distance** from others to protect them from getting sick too.
- **Cover your mouth and nose** with a tissue when coughing or sneezing. It may prevent those around you from getting sick.
- **Washing your hands (for at least 20 seconds)** often will help protect you from germs.
- **Avoid touching your eyes, nose or mouth.**
- **Practice other good health habits.** Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.
- Ensure Managing staff / students who become ill: students or staff are to report in sick from home or are to report to the Wellness Centre. If a staff member is exhibiting symptoms they are to contact the Pandemic Manager, by telephone if possible. Students and staff who become sick at school or arrive at school sick are **sent home as soon as possible.**
- The Wellness Centre will follow the **screening process** as identified in Appendix 2.
- A potential coronavirus case will be recorded as FCBT (Fever / Cough / Breathing / Throat) under the Health tab on Kamar.
- **Staff / students are to remain at home** if you are feeling sick and given instructions for self isolation.

Alert Codes for Pandemic Plans

STAGE	STRATEGY	MOE & DHB ALERT CODE	OBJECTIVE / ACTION
1	Plan for it	White	Devise a plan to reduce impact
		Yellow	Prepare to implement action plan
2	Keep it out	Red	<ul style="list-style-type: none"> •Border management •Internal surveillance / notification •Quarantine
3	Stamp it out		<ul style="list-style-type: none"> •Isolate and treat clusters •Trace contacts •MOH closes schools to students in affected area
4	Manage it		<ul style="list-style-type: none"> •MOH directs national closure of education organizations •Prohibits mass gatherings •MOH supports community response
5	Recover	Green	<ul style="list-style-type: none"> •Expedite recovery •Vaccination

Restrict workplace entry of people with influenza symptoms

On declaration of Code Red, Coronavirus notices will be placed at all entry points, advising people not to enter if they have coronavirus symptoms.

Children or students who are unwell should remain at home. Staff, parents and whānau should be advised not to come in when they are feeling unwell, or if they are exhibiting any influenza symptoms.

Use your normal communication methods to ensure all staff, parents and whānau receive notices. You may also provide them with information about how to stay well during a pandemic, such as the [Ministry of Health](#) advice.

In your pandemic planning establish a process for ensuring that ill students and staff have completed any required quarantine period and *are healthy* before allowing them to return.

Students and staff who have recovered from the pandemic influenza are unlikely to be re-infected (they will have natural immunity) and should be encouraged to return as soon as they are well and, for students, the school has re-opened to them.

Cleaning

During a pandemic Schools will be closed, but you may need to clean thoroughly to destroy any virus. This applies particularly to hard surfaces (for example, sinks, handles, railings, objects and counters). Influenza viruses may live up to two days on hard surfaces.

Influenza viruses are inactivated by alcohol and by chlorine. Cleaning of surfaces with a neutral detergent followed by a disinfectant solution is recommended. Surfaces that are frequently touched with hands should be cleaned often, preferably daily. Information about the appropriate choice and concentration of disinfectants can be found on the Ministry of Health website.

- Hygiene practices should be elevated in a pandemic to an even higher level than usual.
- Remind staff and students not to share cups, dishes and cutlery; and ensure these items are thoroughly washed with soap and hot water after use.
- Remove books, magazines and papers from common areas.
- Consider ways of cleaning and/or restricting communal use of some play, physical education equipment and office equipment.
- When a person with suspected influenza is identified and has left, it is important that their work area or office and any other known places they have been are thoroughly cleaned and disinfected.
- Planning should identify the basic hygiene practices (including hand hygiene) to be followed by cleaners, protocols for the use of personal protection equipment (if recommended by the Ministry of Health), and methods for waste disposal.

Ventilation

The [Ministry of Health](#) and the [Department of Labour](#) recommend all internal spaces should be well ventilated, preferably by fresh air via opening windows, or by properly designed and maintained air-conditioning systems.

2. Pandemic is expected to arrive

Activation of pandemic action plan

The Ministry of Health will widely publicise any changes to the “alert codes”, and may signal the need to activate pandemic and continuity plans. The Ministry of Education will keep regional and local Ministry offices, education agencies and education sector groups informed of these changes. You will most likely find out about changes to “alert codes” via media, Ministry of Education, sector representative group or your cluster point of contact.

Leadership and direction will come centrally from the Ministry of Health or health local authorities or via the Ministry of Education.

Communication with your community

It is likely there will be anxiety leading up to and during a pandemic and this is likely to contribute to increased absence and/or increased stress to the board, managers, staff, parents/whānau and students. Ways to manage this might be to:

- Communicate early the possibility of a pandemic and your preparedness to manage it – to your board, staff, students, parents and whānau.

Contact management

Contact definition

The Ministry of Health defines pandemic influenza contacts as people who, during the infectious period of a suspected or confirmed case, were:

- household members of the case
- close workplace contacts of the case, including people sharing an office or cubicle area or whose work brought them into close physical proximity (sitting within 1 metre for at least 15 minutes) with the case, but not people who share general office space
- members of the case’s class or child care group (up to and including tertiary education) with whom most of the day is spent and who spent at least 15 minutes within 1 metre of the case; this definition could include the teacher or child care supervisor
- identified by the case as being in close physical contact (eg hugging, kissing, sitting within 1 metre for at least 15 minutes) with the case.

People who have not been in close proximity nor shared a confined airspace with a sick person within four days of that person developing symptoms, are not considered to be contacts.

Note that the contact definition may change, depending on the nature of the pandemic virus when a pandemic occurs. Up to date contact definitions will be placed on the Ministry of Health and Ministry of Education web sites.

Under the Health Act 1956, both highly pathogenic avian influenza (HPAI) and influenza are classed as infectious diseases. HPAI is also a notifiable disease, meaning that some additional provisions of the Health Act apply to it, over and above the provisions that apply to influenza. To reduce the risk of further infection contacts will be expected to stay at home and avoid contact with others for a recommended period. This period will be set by health officials and is not at the discretion of employers.

In any circumstance, boards, chief executives, principals and managers should urge sick staff members with influenza-like symptoms to return home immediately and contact a health professional. For sick students this will need to be done through parents/whānau.

As indicated in the previous section, it is helpful for boards of trustees and principals to:

- identify contacts (once anyone from the school is suspected to be infected)
- advise contacts in person that they have been in contact with a person suspected of having influenza
- ask contacts to go home and stay at home until advised otherwise.

Staff and student travel

The Ministry of Foreign Affairs and Trade and Ministry of Health will publish appropriate travel advisories for people travelling to other countries infected by the pandemic. They will also provide advice for government staff and other New Zealanders in infected areas.

Once a pandemic is recognised, our border may immediately be closed to all incoming passengers and aircrew, possibly for several days.

It is likely that quarantine measures will be set up before passenger movements resume. It is possible that all incoming people will be required to complete at least eight days quarantine before being allowed past the border. These arrangements may change so check relevant websites at the time.

If your staff and/or students travel overseas your plan will need to consider their management in the event of a pandemic. Similarly, students from overseas or New Zealand students returning to New Zealand will need consideration in the event of a pandemic. For example, on declaration of a pandemic, if any staff or students have recently (within the last four or five days) visited countries known to be affected by the disease, you should:

- Advise the person (or the parents/whānau for a student) not to attend ECE/School/TEO for the duration specified by Ministry of Health for the disease.
- Ask them to follow instructions on Ministry of Health website for self-checking for influenza symptoms, which may include advice to telephone (rather than visit) their medical centre to seek advice immediately if symptoms occur.
- Check on the staff member or student during his or her absence.

- Establish a process for ensuring that the staff member or student has completed the appropriate quarantine and is healthy before allowing them to return.

Personal protection equipment (PPE)

In the event of a pandemic refer to Ministry of Health website for the latest information.

Using masks

People with influenza symptoms should use a disposable surgical mask to help prevent exposing others to their sneezes and coughs. Used masks must be disposed of as soon as they become moist or after any cough or sneeze, and hands must be thoroughly washed and dried after the used mask has been discarded.

3. Pandemic has arrived:

EMERGENCY PLAN

During a Pandemic (Identifying courses of action - what, who, when)

WHAT IS THE ACTION?

Ōtūmoetai College will collaborate, share information, and review plans with local Ministry of Education and health officials to help protect the whole school community, including those with special health needs.

Communication links with key contacts, relevant agencies and community support networks:

- 1) We will inform the Bay of Plenty District Health Board via the Medical Officer of Health – 07 579 8000 and ask to be transferred to the Medical office of Health to inform the Ministry of Health of a possible outbreak and discuss next steps in our planning.
- 2) We will then inform the Ministry of Education – 07 571 7800 and ask to be transferred to our Ministry of Education advisor to inform the Ministry of Education of a possible outbreak and discuss next steps in our planning.
- 3) Establish a “communications tree” to circulate important messages. Consider how you might maintain communication with board, staff, student, parents and whānau other ECE / School in our area / Kahui Ako
- 4) Staff, students, parents and whānau
- 5) [New Zealand School Trustees Association](#) (NZSTA): phone 0800 STAHELP or email helpdesk@nzsta.org.nz
- 6) Other ECE/Schools/TEOs in your cluster/area
- 7) Local government [Civil Defence Emergency Management \(CDEM\)](#) groups and Regional Civil Defence Emergency Management (CDEM) groups are consortia of local authorities, emergency services (police, fire, health), lifeline utilities and others working together within regional boundaries - administered by regional councils.

In the event of a pandemic it is important that people with core skills are available to keep essential parts of our college functioning even if it has been closed to students.

Identify core people and core skills

Issues to consider include:

- i) What are the “essential” parts of your operation?
- ii) Who are the key people required to keep these essential parts running?
- iii) What are the core skills required to keep them running?
- iv) Is there sufficient back-up for people and skills if there is a high level of absence? Are there other resources (such as volunteers, retirees) that could be drawn on if necessary? Is it possible to co-ordinate/operate this provision remotely, using telephone and email?
- v) Who are the key people required to manage the pandemic contingency plan?
- vi) Do you have any systems which rely on periodic physical intervention by key individuals to keep them going? How long would the system last without attention?

WHO IS RESPONSIBLE FOR THE ACTION?

Pandemic Manager

WHEN DOES THE ACTION TAKE PLACE?

As soon as we have been made aware of a potential threat within the school community.

Summary of Influenza Protection Measures

Protection measure	Where applicable
Hand hygiene, cough etiquette, ventilation	Everyone, all the time
Health and safety policies	Everyone, all the time
Social distancing	Everyone, whenever practical stay at least one metre away from other people.
Protective barriers	In situations where regular work practice requires unavoidable, relatively close contact with the public, for example, reception areas.
Disposable surgical mask	Sick people coughing and sneezing Staff having close contact with suspected infected people, for example, in sick bay caring for the sick (this includes first aiders) Also as a possible adjunct to protective barriers.

Appendix 1

Hand hygiene notices

PROTECTING YOURSELF AND OTHERS AGAINST ILLNESS

HANDWASHING IS THE MOST IMPORTANT THING YOU CAN DO TO PROTECT YOURSELF

- Cover your nose and mouth when coughing or sneezing
- Use a tissue and dispose of this once used
- Always wash hands after coughing and sneezing or disposing of tissues
- Keep your hands away from your mouth, nose and eyes.
- Avoid contact with individuals at risk (eg, people with underlying or chronic illnesses such as immune suppression or lung disease) until the influenza-like symptoms have resolved.
- Avoid contact with people who have influenza-like symptoms.
- Ask students to use a tissue and cover their nose and mouth when coughing or sneezing and to wash and dry their hands afterwards.



HOW TO

HAND WASH



Wash hands when visibly soiled, after contact with patients who have diarrhoea or vomiting, or when advised to do so. Alcohol-based hand rub can be used at all other times.

 <p>1</p> <p>Wet hands with water and apply enough soap to cover all hand surfaces</p>	 <p>2</p> <p>Rub hands palm to palm, up to and including wrists</p>	 <p>3</p> <p>Right palm over back of left with linked fingers and vice versa</p>
 <p>4</p> <p>Palm to palm with fingers linked</p>	 <p>5</p> <p>Backs of fingers to opposing palms with fingers interlocked</p>	 <p>6</p> <p>Rotational rubbing of left thumb held in right palm and vice versa</p>
 <p>7</p> <p>Rotational rubbing firmly, with closed fingers of right hand in left palm and vice versa</p>	 <p>8</p> <p>Rinse your hands with water</p>	 <p>9</p> <p>Dry hands thoroughly with a paper towel</p>

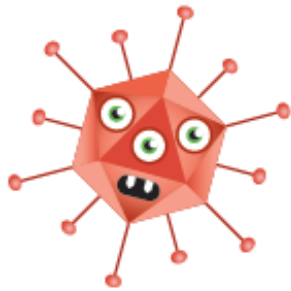
IMPORTANT TIPS:

- Remove all wrist and hand jewellery other than a wedding band.
- Use hand lotion regularly to prevent dry, cracked hands, ie, before and after work and before breaks.
- Cover minor cuts and abrasions on hands and arms with a waterproof dressing before starting work.
- Contact occupational health and safety if you have any dermatitis, skin allergies or infected lesions on your arms or hands.



Procedure lasts
40-60
SECONDS





HOW TO

HAND RUB



Use hand rub to clean hands. Wash hands only when visibly soiled.

<p>1 Apply one squirt of hand rub in a cupped hand</p>	<p>2 Rub hands palm to palm, up to and including wrists</p>	<p>3 Right palm over back of left with linked fingers and vice versa</p>
<p>4 Palm to palm with fingers linked</p>	<p>5 Backs of fingers to opposing palms with fingers interlocked</p>	<p>6 Rotational rubbing of left thumb held in right palm and vice versa</p>
<p>7 Rotational rubbing firmly, with closed fingers of right hand in left palm and vice versa</p>	<p>8 Once dry, your hands are safe</p>	

IMPORTANT TIPS:

- Remove all wrist and hand jewellery other than a wedding band.
- Use hand lotion regularly to prevent dry, cracked hands, ie, before and after work and before breaks.
- Cover minor cuts and abrasions on hands and arms with a waterproof dressing before starting work.
- Contact occupational health and safety if you have any dermatitis, skin allergies or infected lesions on your arms or hands.

Procedure lasts
20-30
SECONDS

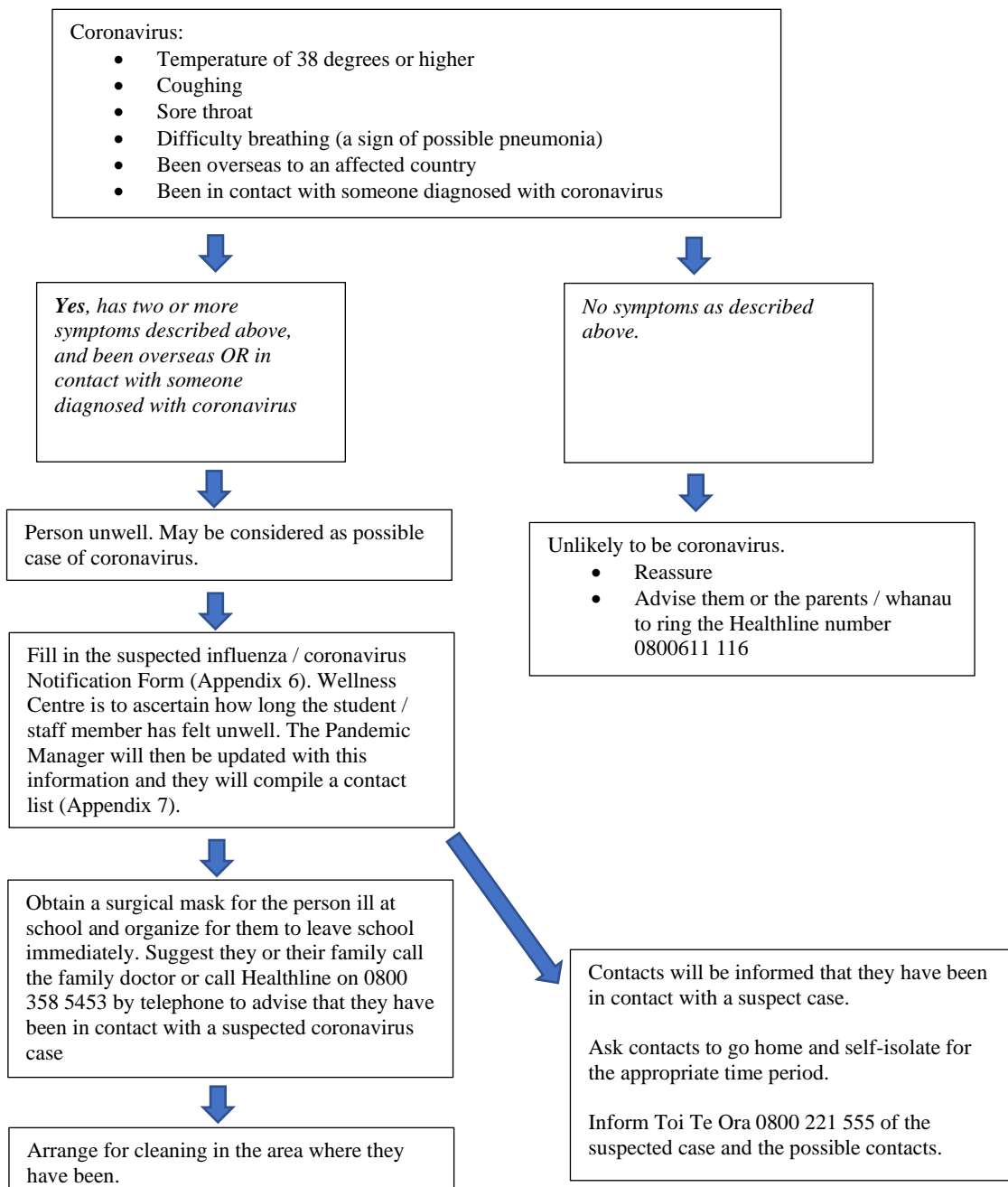
Appendix 2

Screening flowchart

For detection and management of suspected pandemic cases

Process

1. Our school's Pandemic Manager receives a call from a person suspecting they may have pandemic symptoms, or from a staff member who has noticed a child who may be ill.
2. Avoid contact with the sick person if possible and manage the process over the telephone.
3. For someone at the school who is ill, follow the flowchart below:



Appendix 3

Self-isolation Guidelines:

If you have had possible exposure to coronavirus, it may take up to two weeks for symptoms to present. To keep yourself and others safe, you should isolate yourself from other people for 14 days.

If you have not been in contact with someone who has been infected with COVID-19, your risk of being infected is very low.

We are asking people to take simple, common-sense steps to avoid close contact with other people as much as possible, like you would with the seasonal flu virus. We know it is a stressful time, but taking these measures will help protect you, your family, and all of New Zealand from COVID-19 and other common infectious diseases.

What does self-isolation mean?

Self-isolation means staying away from situations where you could infect other people. This means any situation where you may come in close contact with others (face to face contact closer than 1 metre for more than 15 minutes), such as social gatherings, work, school, child care/pre-school centres, university, polytechnic and other education providers, faith-based gatherings, aged care and health care facilities, prisons, sports gatherings, restaurants and all public gatherings.

Living with others

As much as possible, you should limit your contact with people other than the family members/companions you travelled with. You should avoid having visitors to your home, but it is okay for friends, family or delivery drivers to drop off food.

If you are in a home where the other residents have not travelled (eg, your home / flat, a homestay, student accommodation), minimise close contact with the other residents by avoiding situations where you may have face-to-face contact closer than 1 metre for more than 15 minutes. The other household residents do not need to self-isolate provided these precautions are followed.

You should not share dishes, drinking glasses, cups, eating utensils, towels, pillows or other items with other people in your home. After using these items, you should wash them thoroughly with soap and water, place them in the dishwasher for cleaning or wash them in your washing machine.

Cover your coughs and sneezes

Cover your mouth and nose with a tissue when you cough or sneeze, or you can cough or sneeze into your sleeve. Throw used tissues in a lined trash can, and immediately wash your hands with soap and water for at least 20 seconds making sure you dry them thoroughly. You can also use hand sanitiser.

Wash your hands

Wash your hands often and thoroughly with soap and water for at least 20 seconds. You can use a hand sanitiser if soap and water are not available and if your hands are not visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

Transport

If possible, avoid all travel.

If you are forced to use transport, please make sure you use hand sanitiser regularly. If you need to cough or sneeze, cover your mouth or nose, or you can cough and sneeze into your sleeve. You should minimise your use of public transport, taxis and ride-sharing apps like Uber. Avoid crowded public transport, especially during rush hour.

Getting food and medicine

Where possible, contact a friend, family member or delivery services to carry out errands like supermarket shopping on your behalf.

Taking care of your wellbeing

Your emotional and mental health is important. It is normal to feel stressed or lonely when self-isolating, but there are some things you can do to feel better. Reach out to your usual supports, like family and friends, and talk about how you feel. We also recommend sticking to a routine such as having regular mealtimes, bedtimes and exercising.

If you feel you are not coping, it is important to talk with a health professional. For support with grief, anxiety, distress or mental wellbeing, you can call or text [1737](tel:1737) – free, anytime, 24 hours a day, 7 days a week – to talk with a trained counsellor.

If you become unwell, contact Healthline

Contact Healthline for free on [0800 358 5453](tel:08003585453), or your GP if you begin to feel unwell. The symptoms of COVID-19 are cough, fever, and shortness of breath.

CORONAVIRUS NOTIFICATION

Coronavirus is a contagious disease.

There is currently an increase in the numbers of people in New Zealand with influenza / coronavirus. To prevent the spread of influenza / coronavirus here:

DO NOT ENTER if you have:

- a fever (temperature above 38°C)
- sore throat
- cough
- trouble breathing

If you start to feel ill at school or are showing any of the symptoms listed above, go straight to the **Wellness Centre**.

CORONAVIRUS NOTIFICATION

Coronavirus is a contagious disease.

There is currently an increase in the numbers of people in New Zealand with coronavirus.

To prevent the spread of coronavirus in this school, you must **tell your teacher** if you have any of the following symptoms:

- a fever (temperature above 38°C)
- sore throat
- cough
- trouble breathing

Appendix 5

Closure notice

SCHOOL CLOSED

DUE TO THE INFLUENZA PANDEMIC,
THIS SCHOOL IS CLOSED UNTIL FURTHER
NOTICE

DO NOT ENTER

**For urgent enquiries, contact the school
on:**

07 576 2316

**Appendix 6
Suspected Coronavirus Notification Form**

Details of Affected Staff/Students

Name:	Site:	Location of isolation:
Job title:	Nationality if visitor to site:	Date of birth: (optional)
Address:		
Telephone no: _____ (W) _____ (H) _____ (M)		
Symptoms noticed:		
Fever	<input type="checkbox"/>	Details: _____
Cough	<input type="checkbox"/>	
Trouble breathing	<input type="checkbox"/>	
Sore Throat	<input type="checkbox"/>	
Time of symptoms on-set: _____		
Time of isolation: _____		
Travel history over the past eight days:		
Countries visited _____		
Flights taken: _____		
Where referred:		
Contact List (See separate page)		
Where referred:		
Contact List (See separate page)		

Details of Reporter

Name:
Job title:
Telephone no: _____ (W) _____ (H) _____ (M)

Appendix 7

Contact list

The Ministry of Health currently defines pandemic contacts as:

Contacts include people who, during the infectious period of a suspected or confirmed case, were:

- household members of the case
- close workplace contacts of the case, including people sharing an office or cubicle area or whose work brought them into close physical proximity (sitting within 1 metre for at least 15 minutes) with the case, but not people who share general office space
- members of the case's class or child care group (up to and including tertiary education) with whom most of the day is spent and who spent at least 15 minutes within 1 metre of the case; this definition could include the teacher or child care supervisor
- identified by the case as being in close physical contact (eg hugging, kissing, sitting within 1 metre for at least 15 minutes) with the case.

Note that the contact definition may change, depending on the nature of the pandemic virus when a pandemic occurs. Up to date contact definitions will be placed on the Ministry of Health and Ministry of Education web sites.

Retain this list and provide to the Medical Officer of Health or his/her designated officer on request.

People the affected person has interacted with since displaying symptoms			
Name	Email	Telephone contact	Address
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Sample letter 1

Letter to parents/caregivers: introduction to pandemic planning

Dear Parents / Caregivers

Most of you will be aware that we are starting to see signs of a possible increase in the '**[name]**' virus. International health experts are concerned that the virus could mutate to pass easily between humans, leading to a global pandemic.

The government is preparing plans to protect the country from a possible influenza pandemic.

Our **ECE/School/TEO** has an emergency management plan that covers most emergencies, such as fire and earthquake. Using resources provided by the Ministry of Education, we are now updating our emergency management plan to include plans for coping with a pandemic.

We will keep you informed as our pandemic plan develops. Meanwhile, you can reduce the risk of your child catching influenza by:

- Teaching your child(ren) the importance of hand washing – especially before meals and after toileting.
- Teaching your child(ren) to use a disposable tissue when coughing or sneezing.
- Keeping your child(ren) at home if they have the flu.

An important part of emergency planning is ensuring we have **up-to-date contact details** for all students and staff. Please ensure that you **complete and return the attached form**. Your personal details will not be used for any other purpose other than in the context of emergency management.

If you have any questions or concerns at this stage, please contact me directly.

Yours sincerely

Principal/Manager

Appendix 9

Contact details

Please take time to fill out this form with up-to-date contact details for you as parents/caregivers of your child (or children) at school. Please also provide two local emergency contacts of people your child knows (eg, family/friends) who could take care of your child in an emergency:

Date: _____

Family name: _____

Name(s) of child (ren): _____

1. Parent/caregiver: _____

Home phone: _____

Work phone: _____ **Mobile phone:** _____

2. Parent/caregiver _____

Home phone: _____

Work phone: _____ **Mobile phone:** _____

3. First emergency local contact (eg, friend or family member):

Name _____

Home phone: _____

Work phone: _____ **Mobile phone:** _____

4. Second emergency local contact (eg, friend or family member):

Name _____

Appendix 10
Sample letter 2

Pandemic Stage 2

Dear Parents / Caregivers

The government has announced that New Zealand is stepping up its pandemic influenza response plans. This means that the situation overseas has changed and New Zealand's borders have been tightened in an attempt to stop the virus getting here.

We are talking with health and civil defence officials and we have been advised that there is no reason for alarm. We will remain open until further notice. Our own pandemic plans mean that we have systems in place to help us cope if anything changes.

The most important thing you can do as parents and caregivers is reinforce healthy messages:

- Teach your children the importance of hand washing and drying – especially before meals and after toileting.
- Teach your children to use a disposable tissue when coughing or sneezing.

We ask that all children or students showing flu like symptoms be kept home until checked and okayed by a doctor or nurse to return. **The symptoms of influenza and how they differ from common cold symptom are included with this letter.**

We are updating our **emergency contact details** for all students and staff. Please **complete the attached form and return it to your child's/student's classroom teacher.**

The board of trustees and I are working closely with staff to ensure that all students are kept as safe as possible.

If you have any questions or concerns please contact me directly. Thank you.

Yours sincerely

Principal/Manager

Appendix 11

Actual Coronavirus letter exemplar and Script

4 March 2020

Dear parent or caregiver

Auckland Regional Public Health Service (ARPHS) has confirmed a parent of two students - one at Westlake Boys High and one at Westlake Girls High - has been confirmed with coronavirus (COVID-19). While this is concerning for everyone, there is no risk to students, staff or others at the schools.

The whole household is in isolation at home, but the two students have not been infectious while they have been at school, and are not considered infectious now.

The children are completely well and have no symptoms. They are now staying home as a precaution, in case they develop the disease in the future. The parents have not visited the schools.

This disease is managed the same way as other infectious diseases, like mumps, where people who are close contacts – but do not have the disease – are kept away from others, in case they become contagious.

There will be high levels of anxiety amongst parents and students, and there will be commentary in social and other media.

Please understand that people are not considered at risk if they have been close to a contact – as the contact does not have the disease. Contacts of contacts do not have to take any action such as isolating themselves.

Please explain to your children that the students do not have COVID-19, and that they have not exposed anyone else to this virus. Please ask them not to post any information on social media as this could lead to bullying. [Netsafe](#) provides guidance on online behaviour.

If you would like more information, please visit the [ARPHS'](#) or the [Ministry of Health's](#) websites, or call Healthline on 0800 358 5453.

Please be assured there is no risk to the school communities from this case.

Auckland Regional Public Health Service

In the meantime, we can provide you some further facts from the World Health Organization.

- Evidence from China shows that only 1% of reported cases do not have symptoms, and most of those cases develop symptoms within 2 days.
- Young people 18 years and under represent less than 2.4 per cent of those who have contracted the virus.

- From the data we have so far, COVID-19 does not transmit as efficiently as influenza.

It continues to remain that the best thing to do is to practice good preventative measures, particularly good hygiene:

- Washing hands with soap and water for 20 seconds before and after eating as well as after attending the toilet
- Covering coughs and sneezes with clean tissues or with an elbow
- Putting used tissues in the bin
- Encouraging staff and students to stay home if they are unwell

Script for Auckland Grammar and Ormiston Primary

We will not be confirming the year level of the student for privacy reasons. Please be assured there has been NO exposure to COVID-19 at this school from this student or their parent.

The student has NOT been infectious and we need to protect their privacy. They have NOT been to Italy and they have NOT had the virus – so parents do not need to worry about transmission in classes, on buses, on surfaces or at sports games.

Other students do not need to stay away from school – even if they have been sitting next to them in the class – as the student has not been infectious at school.

The student is in isolation at home and will not be returning until they have been assessed as not contagious.

Appendix 12

Pandemic Planning Scenarios

New Zealand will have some advanced warning of a gathering coronavirus pandemic risk. The following scenarios may help with your planning for each pandemic stage:

Stage 3

An outbreak of pandemic coronavirus has been declared in the Western Bay of Plenty. Schools and early childhood education services have been closed to students and children in the Western Bay of Plenty region. Public gatherings have been banned. You are a teacher in a secondary school. One of your students, Michael (aged 14 years), has been sneezing and the other students are starting to get anxious.

- 1. What are your immediate actions?**
- 2. What planning and resources should you have in place to carry out the actions?**
- 3. What longer term actions should you take, from the next day on?**
- 4. What planning and resources do you need to have in place?**

It is 1pm on a Wednesday afternoon. A confirmed case of pandemic coronavirus has been diagnosed in a 15-year-old boy at a local high school. His father and two siblings are showing coronavirus symptoms and three students from his class are at home sick. The Medical Officer of Health has just declared a medical emergency and closed all schools and all early childhood education services to students and children in your area.

- 1. What actions do you take immediately?**
- 2. What planning and resources (eg, letters etc) do you need to have in place to accomplish the actions?**
- 3. What actions do you need to take longer term, from the next day on?**
- 4. What planning and resources do you need to have in place to accomplish the actions?**

Your school day finishes at 3.20pm. By 5pm the parents of two children, who are usually picked up by a parent, have not arrived to collect them. Public transport has been disrupted due to the pandemic outbreak being declared. You have telephoned the numbers you have on file for the parents. Mobile telephone services are disrupted and you have not been successful in contacting the parents.

- 1. What are your responsibilities?**
- 2. What are your immediate actions?**
- 3. What planning and resources do you need to have in place?**

Stage 4

It is 9pm on a Monday evening, the Minister of Health has declared that New Zealand is in Stage 4 - Alert Code Red (Manage it). The coronavirus pandemic has spread nation-wide. All schools and all early childhood education services in the country have been directed to close to students and children by Medical Officers of Health from tomorrow until further notice. All public gatherings have been banned and swimming pools and recreation centres closed. You are the principal of a secondary school.

- 1. What are your immediate actions?**
- 2. What planning and resources do you need to have in place to achieve the actions?**
- 3. What do you do the next day?**

You were unable to contact several staff members last night and early this morning. Some parents have not heard about schools closing to students and have been arriving to drop their children from 8am this morning.

- 1. What immediate actions should you take?**
- 2. What planning and resources do you need to have in place to achieve the actions?**

Appendix 13

Sample Decision Making and Communications Tree

Schools should 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.

Pandemic planning - decision making and communication process for schools

