

# Thornton School - Pandemic Planning and Policy

## **RATIONALE**

The objective of this policy is to ensure that Thornton School has a plan to respond appropriately in the event of a pandemic outbreak that ensures the school can both meet its obligations under Health and 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 and delegate tasks accordingly to ensure the pandemic plan is implemented and the risk of infection for students and staff is minimized.
- 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 particularly during the 'stamp it out' phase (see phases of pandemic on [www.minedu.govt.nz](http://www.minedu.govt.nz)) when the school is required to be open but remain vigilant.
- The Pandemic Manager will be responsible for ensuring the communication strategies (section 3) are implemented in a timely manner and utilizing as many modes of communication dissemination as necessary.

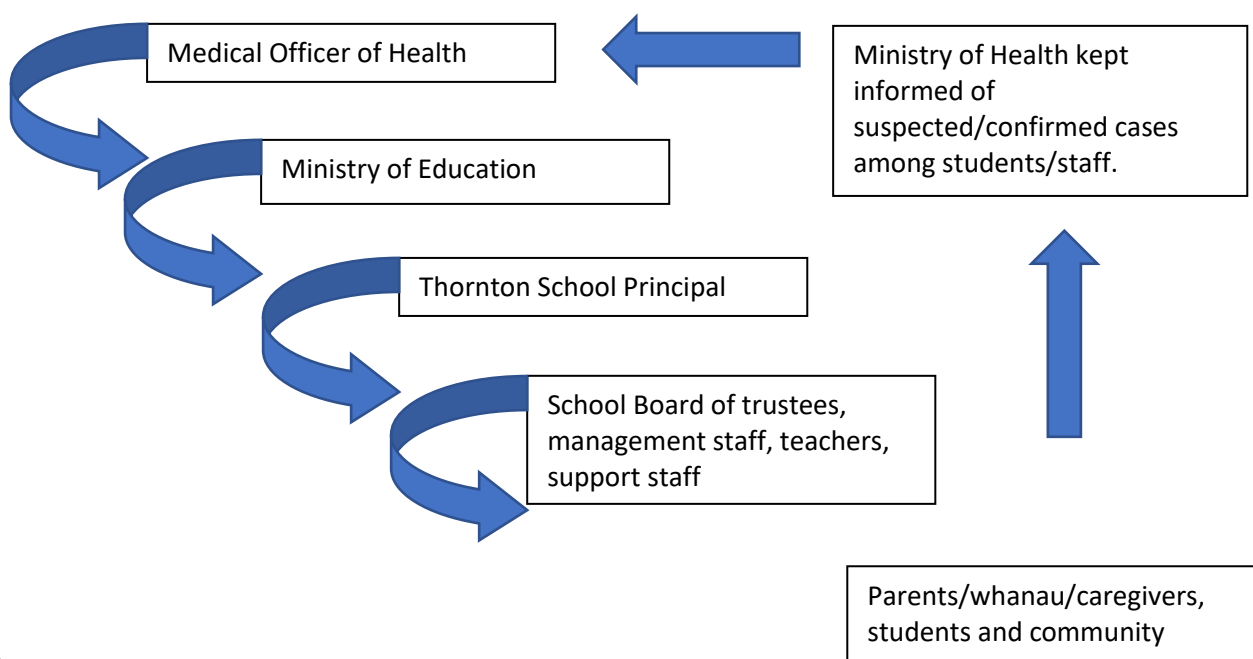
## **School Closure**

- In the event of an active pandemic, the school will be directed by the BOPDHB and Ministry of Health as to whether to remain open, to close or reopen.
- If the school is directed to close, the emergency response (H&S12) will be activated and the community will be advised via the school app, website, MOE website and notices place at each entrance to the school. The phone message at the office will be checked daily.
- As outline in H&S12, in the event of school closure directed by the BOPDHB, no students will be sent home until;
  - The parents have been contacted and advised of the situation;
  - or the parents have arrived at the school and advised the Principal that they are going to take the student. It is very important that an accurate roll is maintained during the closure so that at any time the location of all students is known.

- No pupils shall be left to find their own way home or return home if it is not known whether parents/guardians are available. Students may only be released into the care of another adult if the person has been authorized by phone/text by the parents/caregiver.
- The Education Act (1989) gives principals and boards powers to exclude students or staff in certain circumstances; including those that have been identified as having or been in contact with an infectious disease (regulation 14). Those that have been excluded due to infectious disease must obtain medical clearance before returning to the school.

### Communication Plan

- 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; school app, school website, Ministry of Education website, e-mail, notices at entrances to the school, phone, local media.
- The school will maintain regular communications with the Ministry of Education and Ministry of Health and will 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.
- The following communication tree outlines the flow of communication:



### Resources

Additional resources and templates are available on the following websites:

[www.minedu.govt.nz](http://www.minedu.govt.nz)

[www.moh.govt.nz](http://www.moh.govt.nz) (regular updates will be posted on this site)

[www.civildefence.govt.nz](http://www.civildefence.govt.nz)

### **Essential Activities Continuity Planning**

In the event the school is to be closed, the Principal in consultation with the teaching staff will establish ongoing learning objectives for students and modify teaching modules to deliver these activities to student via e-mail and website applications where possible.

### **Infection Control**

Staff and students will be informed of correct hygiene procedures to minimize the spread of respiratory illnesses as per Appendix 3 of this Health and Safety Policy.