



# TIRIMOANA SCHOOL

## **PANDEMIC PLANNING POLICY**

### **RATIONALE:**

Government Health officials are concerned that a pandemic could pose a substantial risk to the community. It is the responsibility of the board of Trustees to prepare plans for managing any potential pandemic risk.

### **PURPOSES:**

1. To prepare the school is well prepared for any potential pandemic virus.
2. To prepare a Pandemic Plan that meets Ministry of Education and Ministry of Health/DHB expectations when the school is notified of a potential pandemic risk.
3. To ensure staff, students and parents are well informed and understand their roles in a pandemic emergency.

### **GUIDELINES:**

1. The School Pandemic Plan will provide a framework and specific guidelines for managing a pandemic emergency.
2. The plan will focus on three stages – Prepare, Respond and Recover from a pandemic emergency.
3. The plan requires that the school annually appoint a Pandemic Manager (the principal) and Deputy Pandemic Manager (the Deputy Principal).
4. The plan requires that the school maintain an up-to-date register of all students and their emergency contact details and email addresses.
5. The plan requires that the school maintain an up-to-date list of community contacts including Waitemata District Health Board, Waitakere Hospital, CDEM – Civil Defence Emergency Management Headquarters for Waitakere City.
6. The Senior Leadership Team will ensure teachers and support staff are prepared for home learning and distant teaching, when required.
7. The school will comply with recommendations outlined in the Health and Safety Code of Practice for State and State Integrated Schools.
8. The school will each year focus on effective hand hygiene for staff and children, and on effective cleaning regimes throughout the school.
9. The school will review annually its emergency supplies kit.
10. The school will maintain a supply of pandemic signage and QR code posters for use in a pandemic.

# Appendix to Pandemic Policy

## Register of Staff with compromised health issues and relevant vaccination records:

Principal (or Pandemic Manager as per Pandemic Plan) will request relevant health and wellbeing information on all staff to be kept confidentially for the duration of the pandemic. Privacy protocols will apply when gathering the information and transparency about who this may be shared with. The Register of Staff will be stored securely with only key staff eligible to access it. Information by staff will be submitted voluntarily unless mandated to do so by the relevant Medical Officer of Health.

Individual staff may discuss personal issues with the principal that they do not wish to be recorded on the register or withhold information that they consider only relevant to be shared with their medical practitioner.

Staff who are unwilling to be on site and who have not disclosed vaccination or health conditions will be asked to provide a medical certificate.

## Staff Contact Information:

School will maintain a register of:

1. Staff addresses
2. Email and telephone contacts
3. Next of kin
4. Compromised health conditions
5. Vaccination data
6. First Aid certificates

## Working remotely from home:

Where appropriate staff for whom on-site work is a health risk will be offered the opportunity to work remotely at home. Working from home will be on full pay. The Board of Trustees may reimburse internet connection costs on application when required to work from home for more than one working week.

## Health and Safety Practices on-site:

1. Whole staff face-to-face meetings will be stopped. Full staff meetings will be digital.
2. Hand sanitiser will be available in all workplaces.
3. Masks will be available for those that wish to wear them.
4. Non-staff will be kept from engaging on-site with all staff except in the front office.
5. All staff will be advised to stay home if they present any relevant health issues until fully recovered.