



# Dominion Road School

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*He Maunga Teitei*

**Covid Safety Plan**  
**Term 1, 2022**

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# Introduction

To our Dominion Road School community,

Welcome back to school and as you know we are returning under the Red light of the Covid Protection Framework. This is not quite what we had in mind at the beginning of January!

Despite the fact that Covid-19 continues to disrupt our day to day lives, we want everyone back at school. We are very aware of the speed at which the Omicron variant is travelling and is likely to travel through communities. Our planning has prepared for this. Most of you who were here last year will be familiar with the health measures we have had in place every time we have an alert change under these conditions.

The message remains the same - vaccination and booster doses are your best defence, scan wherever you go, wear a mask and stay at home and get a covid test if you feel unwell. You must stay at home until your test results come in.

The best defence we have is vaccination. All children 5 years and older can now be vaccinated but it is not compulsory to attend school. You are eligible for your booster dose 4 months after your second vaccine dose. Many local chemists are taking walk-ins, including the Unichem chemists at Stoddard Road shops and Royal Oak Mall. Unfortunately booster doses are not yet available for under 18 year olds.

It is important to remember that red level, at this stage, does not mean lockdown. Most businesses and educational settings will be operating as usual unless cases impact on staffing. Therefore it is even more important to maintain good physical distancing, wear face coverings and scan wherever you go.

At Red level, schools are open as usual but children from Year 4-6 and their teachers must wear masks indoors. We also encourage Year 3 students to wear masks as they are in the same room as their Year 4 peers. We are also unable to hold any large gatherings allowed at red so there will be no school assemblies for now.

It is inevitable that distance learning will be required at some point.

Even though it is tough still being restricted like this, we should try to go with the flow and be assured that children never stop learning. They are just learning in a different way. Our preference, however, is that all children who are well are at school.

We will work through the detailed implications of Covid-19 case in our school before we start on 3 February. We do know that when we all return to school, our Dominion Road School community will come together again, and by following the public health recommendations we'll do our very best to protect each other.

As the situation evolves we will be adaptive and update this document. In keeping our children, families and ourselves safe it will require conscientious effort and this safety plan sets the expectations for how we will move forward together.

# Health and Safety

Dominion Road School follows the public health measures set by the Ministry of Health and Ministry of Education. We undertake careful planning and follow clear procedures to enable us to operate safely to minimise the spread of Covid-19 to the best of our ability. These include keeping your children home if they are unwell, wearing masks, providing good ventilation and expecting regular hand washing from our children.

## Covid symptoms

Common symptoms of COVID-19 are like those found with illnesses such as a cold or influenza. You may have one or more of the following:

- new or worsening cough
- sneezing and runny nose
- fever
- temporary loss of smell or altered sense of taste
- sore throat
- shortness of breath

Less common symptoms of COVID-19 may include diarrhoea, headache, muscle aches, nausea, vomiting, malaise, chest pain, abdominal pain, joint pain or confusion/irritability. These almost always occur with one or more of the common symptoms.

Symptoms tend to arise around two to five days after a person has been infected but can take up to 14 days to show. The virus can be passed onto others before they know they have it – from up to two days before symptoms develop.

## Vaccination Status

All adults who work or volunteer at Dominion Road School (when students are present) must meet all public health measures in place regarding vaccination status. Parents are not required to show their vaccination status unless they are helping/volunteering at school. Under red level only essential visitors, such as supporting agencies and facilitators are permitted on site as long as they are double vaccinated and wearing face coverings. Practicum teachers may also be teaching onsite.

## Vaccination and Children

You will be aware that all children from 5 years of age can now be vaccinated. We encourage you to do this as soon as possible, but it is not a requirement for children to be vaccinated to be able to attend school.

## Vaccination Register

The school keeps a vaccination register for adults who are working or volunteering in our school. This is private and confidential.

# Cleaning and Hygiene

## Hygiene

Washing hands is a good defence against Covid-19.

To promote good hygiene practice we will explicitly teach good hand washing and sneezing technique

- Wash your hands with soap and water often (for at least 20 seconds) and dry thoroughly. Use an alcohol-based sanitiser and rub hands together if soap and water is unavailable.
- Encourage hand washing before and after eating, and after going to the bathroom - Encourage hand washing before and after outdoor play
- Each classroom has hand washing supplies and hand sanitizers.
- Good sneezing etiquette is encouraged and adhered to.
- Avoid touching your face, including your eyes, nose or mouth if your hands are not clean. Surfaces may have infectious droplets.

## Cleaning

SARS-CoV-2, the virus that causes COVID-19 has a fragile outer membrane so it only survives on surfaces for a limited amount of time, and it is easy to kill through effective cleaning and disinfection using regular cleaning and disinfecting products.

Daily routine cleaning is managed by the caretaker and class teachers wipe down hard surfaces at the end of each day. This includes items that are frequently touched like door handles, phones & devices. All classrooms have access to detergents and disinfectants.

Should there be a high risk situation (suspected or confirmed case of Covid-19) we follow MoH guidelines to conduct a thorough clean and disinfection process of all concerned surfaces. We are no longer required to do a whole school deep clean given what is now known about the virus.

## Schedule for Operating school under Red Level

### School Hours

These will return to our regular hours for now unless circumstances force us to reconsider. School starts at 8.50am and will finish at 3.00pm for all students. Please be prompt in collecting your child at the end of the school day and please continue to ensure they are at school on time.

### Face Coverings Indoors and Outdoors

Face masks need to be worn in most places now, including schools, as we know that the Delta and Omicron variants are transmissible by droplets and through the air. Public health advice is that an appropriate mask will fit snugly and seal well. While adults working in the school will be wearing medical grade masks, the advice we have been given is that any mask, as long as it is well fitting, is fine for children. Do not feel you have to go out and buy new masks for your child.

The following guidelines are in place for mask use at Red Level.

- All staff working in the Takahē and Kākāpō teams must wear masks inside classrooms. Junior school staff are not required to wear masks in the classrooms with our youngest students but do wear masks when around other adults. All admin staff wear masks.
- All Year 4-6 students must wear masks unless we have received a medical exemption from your doctor. Masks are also recommended for our Year 3 students as they are in the same class as Year 4s. Students do not need to wear medical grade masks.
- Masks do not need to be worn when playing outside
- Year 0-2 students and their teachers are not required to wear masks in the classroom

- Staff and students are encouraged to take short breaks from masks when outdoors and away from others
- Eating outdoors is encouraged
- We will have a supply of masks available should anyone forget one. They just need to come to the office.

## **Ventilation**

Most of our classrooms have air conditioners to keep rooms cool in Summer and warm in Winter, but it is natural ventilation that is most important with Covid-19. Classroom doors and windows will be opened to keep a breeze circulating through classes and admin areas each day.

During elevated times of Covid transmission we are aware that being outdoors is better so classes may utilise these spaces for learning. Singing, Kapa Haka and Physical Education will all be held outside with appropriate physical distancing.

## **Physical Distancing**

Schools are considered as one bubble but for contact tracing purposes we will be keeping children, their teachers and support staff in team bubbles during this red alert level.

All this means for an outsider looking in is that children will be having their breaks in their own teams rather than the whole school being outside at the same time.

The risk of infection is lowest outside which is why masks are not required when children are playing outdoors. They may of course choose to keep their masks on if they wish. Classes will eat outside weather permitting.

For all adults who are waiting for their children at 3.00pm, please maintain good physical distancing from other adults while you are waiting and please leave the grounds promptly with your children.

## **Team Bubbles**

At Red level children will have their own teacher in their own class, but break times will be staggered so that only one team is outside at break times eg: Tūi will be out together for morning tea and lunch but no other teams will be out at the same time. This allows us to keep the number of children and staff mixing to a minimum making contact tracing more manageable. The children were very good at keeping to their bubbles last year despite not being able to see their siblings so we are confident that will be the same on our return to school.

## **School Trips & Camp**

We do not have any trips planned until the end of Term 1 and will review this as we get closer to that time. There are no inter-school sporting events between schools at Red Level.

Any staff and volunteers who go on school trips or transport children to interschool must be vaccinated and have had their booster dose.

Separate Health and Safety documents are put together for any trips or offsite activity

School Camp for Year 5/6 is scheduled for Term 3 and we are optimistic we will be able to go ahead of this. More information will come out later in Term 1.

## Assemblies and School Events

At Red level we are unable to run physical assemblies or school events with large numbers. We will monitor this as we move back down to orange and green when the government announces this. For now, our assemblies will be virtual and families will be notified of the link in our school newsletter each week. The first assembly will be in Week 3. Assemblies are held on Friday mornings.

## Learning

- At Red, school remains open for all learners, who are well, unless very low levels of available staff prevent us from safely running the school. This decision will be made by the school's board or the Ministry of Health if this were to happen.
- Home learning booklets will be available for children who are having to isolate and there may be opportunities to connect with the child's class remotely during the school day where appropriate. More information will be available on this depending on how long we are at the Red Alert Level.
- If teachers are also needing to self-isolate, online learning workshops will be available to children isolating at home, but this will not be the case if all teachers are teaching at school.
- Please be aware that the only children who should be at home during Red, are those who are unwell, have a medical exemption or are needing to self-isolate due to being a close contact. **All other children are expected at school and any non-attendance will be recorded as an unjustified absence.**
- If your child is identified as a close contact at school they will need to self-isolate at home. Information will be supplied to families at the time if this was to happen.

If the situation changes and more people are at home, updates will be made to learning arrangements.

Please be prepared to switch back to Distance Learning at any time. Seesaw is the main platform that we use. Please ensure you know how to access this and if you are not sure your child's teacher is able to help you. If you are new to our school the class teacher will provide you with a sign in code.

## Covid-19 Response Plan

### Stay Home If You Are Feeling Unwell

Please play it safe for the benefit of everyone. Stay home if you or your children are feeling unwell. If a child is unwell with covid-like symptoms at school we will be ringing you to come and collect them under Red Level.

Instructions from the Ministry of Education include:

- Staff are to observe children on arrival, checking for symptoms. Those who present as unwell will be sent up to the office for assessment and parents will be rung to collect their children.
- Principals are able to make the call to send a child home if they are presenting with symptoms that could potentially be infectious
- If a teacher becomes unwell at school they can self isolate in the sick bay until we can arrange safe transport for them home.
- If a child or staff member is unwell with covid-like symptoms they will be asked to stay home and get tested. Current advice is that anyone who has been tested but returns a negative test, will still need to stay at home for a further 24 hours after their symptoms have gone, before they return to school.

## Contact Tracing Register

We must keep an accurate and up to date Contact Tracing Register at school. It is also very important that you scan in using the NZ Covid Tracer App if you are visiting the office or volunteering at our school. The office will also take your contact details if we do not have them. This is for contact tracing purposes only. Please be very aware of your movements at all times. If a case of COVID-19 is confirmed, we need to stop the spread as quickly as possible and our Contact Tracing Register will be our main source of information to identify close contacts quickly and efficiently. Because we are keeping children and staff in their team bubbles we are hopeful that any outbreak would be able to be contained to a class or team rather than the whole school.

It is very important that we have up to date contact information for you. If your address, email or phone number has changed since last year please let the office know on [office@dominionrd.school.nz](mailto:office@dominionrd.school.nz) or ring us on 621 0155.

Where hand hygiene, physical distancing, student and staff vaccination and good ventilation are in place the risk of COVID-19 transmission in school settings is considered low. We will focus on our protocols and maintain vigilance as part of keeping everyone safe. From international evidence we know the greatest risk is adult - adult, and adult - child transmission but this is significantly reduced in settings where vaccination is high and our other safety measures are in place.

## If there is an Infectious Case....

If we are notified that someone has been at school while infectious with covid-19, we can quickly identify the contacts through our contact tracing register. Any notification of a positive case will always be confirmed by the Ministry of Education or Health. If we hear from a parent or another source first, we must always verify that the case was infectious while at school before we send out any communication to our community. If the case has been easily contained it will be unlikely that we would need to close the whole school. However, this may be considered by the board if there is a high volume of cases at any one time.

Our parent community will be notified by email, and letters will be sent depending on whether your child is considered a close contact or casual contact. The current information that we have is that close contacts need to get tested and isolate whereas casual contacts need to monitor for symptoms and if unwell they need to get a test. This is why it is extremely important to have correct contact details for everyone. The Ministry of Education is scheduled to send more up-to-date information to us early next week due to the changing nature of Omicron cases. Please see the table below for the contact tracing process as it currently stands.

## Contact Tracing Process

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
A covid case is identified in school - either from our MoE Point of Contact, the individual, their family, a GP or other Health Professional.	The school will confirm the case with our MOE Point of Contact if we have heard that we have a case from another source	A risk assessment will take place and close and casual contacts will be identified	The contacts tracing register and class attendance registers will be shared with the official MoH investigations team and contact tracing departments	Emails will be sent from the school to close and casual contacts notifying them of what they need to do.  A general letter will come out to our school community	Contacts will get called and monitored directly by the Ministry of Health.  The positive case will be given a clearance letter to give to the school before they can return

# Preparing for Covid-19

You can prepare for self-isolation by ensuring you have a plan in place. Most people will be able to manage self-isolation with the help of family and/or friends but there is additional support if you need it. Please check these links below.

1. Covid-19 Readiness Checklist

<https://covid19.govt.nz/assets/resources/posters/COVID-19-Readiness-Checklist.pdf>

2. What to expect when self-isolating

<https://covid19.govt.nz/isolation-and-care/what-to-expect-when-self-isolating-at-home/>

3. Extra Support

<https://covid19.govt.nz/isolation-and-care/getting-extra-support-if-you-have-covid-19-or-are-self-isolating/>

<https://workandincome.govt.nz/covid-19/>

<https://www.familyservices.govt.nz/directory/>

## Additional Resources

Advice for People with Covid-19 -

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-health-advice-public/advice-people-covid-19>

Ministry of Health Latest Updates and Advice on Covid-19

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus>

Ministry of Health Locations of Interest

<https://covid19.govt.nz/alert-levels-and-updates/covid-19-data-and-statistics/covid-19-vaccination-rates-around-new-zealand/>

Life at Red

<https://covid19.govt.nz/traffic-lights/life-at-red/>

New Zealand Protection Framework (CPF) - all traffic light levels

<https://covid19.govt.nz/assets/COVID-19-Protection-Framework/COVID-19-Protection-Framework-traffic-lights-detailed-table.pdf>

Omicron in the Community - Phases of Action

<https://assets.education.govt.nz/public/Documents/School/SchoolsBulletin/2022-Bulletins/2022COVID/Jan-COVID-docs/Omicron-in-the-community-phases.pdf>

Ministry of Health Advice for Parents

<https://parents.education.govt.nz/essential-information/covid-19-information-for-parents-and-whanau/>

Kids Health Supporting Children

<https://www.kidshealth.org.nz/resources-help-explain-covid-19-children>

## Public Health Measures are applied across all CPF settings



### Basic hygiene

Basic hygiene measures include good hand hygiene, cough, and sneeze etiquette, avoid touching your face, and regularly clean and disinfect surfaces.



### Contact tracing

Schools are required to display QR Code posters for the NZ COVID Tracer App. They must also have other contact tracing systems in place, including an attendance register and visitor register.



### Vaccination

Getting vaccinated is a key step to gain more protection against the virus. From 2 January 2022, only fully vaccinated staff and support people can have contact with children and students.



### If you are sick - stay home and get tested

If you have cold, flu or COVID-19 symptoms, stay home. Call your doctor or Healthline on **0800 358 5453** for advice about getting tested. Staff are to observe children on arrival, checking for symptoms. Those presenting as unwell will be asked to go home or arrange for parents or caregivers to come and pick up.



### Ventilation

Indoor spaces should be well ventilated, for example by opening windows, doors, and any vents. If mechanical ventilation is used, make sure the ventilation system is regularly maintained.



## Case management across all CPF settings



Cases of COVID-19 in a school will continue to be managed across the framework. Schools will work with the Ministry of Education, following public health guidance, to identify who else may need to self-isolate and get tested. Contact tracing systems will support this process. Letter templates and other supports will be provided, to assist with communications to the community.



Closing schools on site is an unlikely option at all colours of the framework. However, it may be considered where there is a high volume of cases in a school.



Cases in school hostels will be managed directly by public health, as there is a greater risk of spread in a hostel, than there is in a school setting.



## Additional mitigations at each CPF setting



### ORANGE

Schools and kura are **OPEN** for on site learning for all students.

**Face coverings** are encouraged but not required.

**Children with complex medical needs** are encouraged to take additional precautions when leaving home. Parents, caregivers and students will need to work with the school to develop a plan to support attendance on site.



### RED

Schools and kura are **OPEN** for on site learning for all students.

**Face coverings are required on school transport** for ākonga aged 12 and up.

**Face coverings are encouraged** but not required indoors at school. **Children with complex medical needs** are encouraged to take additional precautions when leaving home. Parents, caregivers and students will need to work with the school to develop a plan to support attendance on site.

**Staff are able to work across more than one group/class** of students within the school. Staff such as **itinerant music teachers and relief teachers** will be able to work across different schools.

**Curriculum related activities** - Large activities with students, if they are to go ahead, should take place in well-ventilated areas or outdoors.

**Non-curriculum related events** may only go ahead if a vaccination certificate is required. If bringing others on site, including parents and caregivers, any general rules for events applicable at the time will apply.



**Face coverings are required:**

- for all ākonga **Years 4 and up** when indoors or in close contact with others
- for staff working to provide or support the provisions of education for Years 4 and up
- on school transport for all ākonga aged 12 and up.



**Curriculum related activities** - Large activities with students should not go ahead unless held outdoors.



**Non-curriculum related events** should be limited and may only go ahead if a vaccination certificate is required.



**No external students on site** for non-curriculum related inter-school activities.



Essential support services and agencies such as **learning support service may be on site**. Minimise attendance on site for non-essential services as much as possible.



**No non-essential visitors on site.**



**Children with complex medical needs**, can seek advice from their health professional about whether it is appropriate to come to school. Parents, caregivers and students will need to work with the school to develop a plan to support attendance on site.



**Support for off site learning** will be provided for those who are advised to remain at home.

## Additional Information – Covid Protection Framework

<b>RED</b>	<ul style="list-style-type: none"><li>● Face coverings will be required at school when indoors for students and staff in Years 4-13.</li><li>● Physical activities and singing will be held outside only.</li><li>● Keeping a one-metre distance between different groups is recommended.</li><li>● Children with complex medical needs can seek advice from their health professional about whether it is appropriate to come to school. For children who are advised to remain at home we will provide Distance Learning.</li><li>● No non-essential visitors onsite.</li><li>● Staff will be working with their own classes</li><li>● There will be staggered break times for teams</li><li>● Swimming is permitted</li><li>● Children are allowed to use the playgrounds</li><li>● All curriculum related activities are able to go ahead with health and safety measures in place</li></ul>
ORANGE - GREEN	<ul style="list-style-type: none"><li>● There are very few differences between Orange and Green when onsite. However at Orange there is an increased emphasis on school planning limitations for events and activities with large student numbers involved.</li></ul>