

Rangitoto College

Covid Protection Framework – Orange Operating Procedures

April 2022

[Further information: Te Mahau website - Advice for schools and kura](#)

Health measures common to all framework settings

Basic Hygiene

Includes good hand hygiene, cough, and sneeze etiquette, avoid touching your face, and regularly clean and disinfect surfaces. Use hand sanitiser at entrances to indoor spaces at Orange and Red.

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.

Case management

Cases of COVID-19 in a school will continue to be managed across the framework. Staff and students should follow public health guidance to identify who needs to self-isolate and get tested. Schools do not need to undertake contact tracing for their staff or students.

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.

Vaccination

The best way to reduce the risk of severe illness from COVID-19 is to be up to date with vaccinations.

Staff Support

In support of staff's mental wellbeing we would encourage all staff members to liaise with their line managers should they require support for their mental wellbeing. The external Employee Assistance Programme (EAP) is available for all staff who may require this. Staff should speak with their line manager if they wish to engage with this level of support.

The school reminds teaching staff of the ability to depart the school grounds after Period 4 on a day within the 6 day teaching cycle where they do not teach Period 5 or have a lunchtime duty. Staff should notify their HOD when this occurs.

Under the school's contingency planning for Covid-19, there are systems in place for support staff to work from home should case numbers rise to a point where it would be inappropriate to have all support staff on site. Support staff are encouraged to speak with their line managers to determine if flexible work practices are possible within the demands of their roles and responsibilities

Classroom Practices

- The teacher will observe students on arrival into the classroom, checking for symptoms and will ask those presenting as unwell to report to the Health Centre
- Entry into the classroom will be on a one by one basis
- Hand sanitiser will be provided in the classroom
- Surfaces will be disinfected and cleaned at the end of the day
- Bathroom breaks will be allowed on a one at a time basis
- Cell phones must be handed in at the beginning of the period as previously required for IB4L

Other

Food preparation

If you prepare food onsite you must check the MPI guidance on food safety and ensure your school and any suppliers meet all health and safety requirements.

Food should be eaten outside wherever practicable e.g. on fine days. On wet days staff should open up classrooms so that food can be eaten inside in well-ventilated spaces.

Managing in an emergency

Fire alarms and other emergencies may require you to either evacuate your buildings or move everyone inside. The priority in these situations is keeping students and staff safe from the threat arising through the emergency event – fire, flood, earthquake etc.

You will also need to ensure your health and safety plan can respond to other accidents or issues that may be faced in regard to health and safety, particularly if there are smaller numbers of staff on site. This includes having sufficient staff with first aid experience.

Health Centre Procedures

- Any staff member who has any health concern regarding a student should send them to the Health Centre
 - Only one student should be sent at a time
 - The student should wear a mask if they have one
- Any person who arrives at the Health Centre will be met by the nurse for a 2 metre visual and verbal assessment prior to entry to the Health Clinic
 - Any requirement that is not involving respiratory issues will be handled in the appropriate way as per usual Health Centre protocol
 - Any person arriving with or develops any of the respiratory symptoms as outlined in the guidelines will be assessed following these same guidelines. These guidelines are the ones issued to primary care areas by the ministry of health
 - the person will be issued with a mask if they do not have one
 - the person will be isolated in a room on their own with tissues, hand sanitiser and monitored by nursing staff until they are collected to either go home or on to a testing station or GP
 - parents will be notified by the school
- The isolation room has its own separate access within the Health Centre surrounds and will be cleaned and disinfected according to ministry protocols between each and every client
- No throat swabbing or examination will be undertaken in the Health Centre
- The Health Centre has the most recent up to date contact numbers hours and times for the nearest Covid19 testing station
- Full PPE gear will be worn by the nurse, as required depending on the EMERGENCY

Health measures for the Orange setting

Measure	
Face Masks	<ul style="list-style-type: none"> • Masks are not required to be worn outdoors. • Masks are strongly encouraged to be worn when indoors. • Staff are strongly encouraged to role model the wearing of masks indoors. • Staff are strongly encouraged to wear a mask at parent-teacher interviews. • Masks must be worn for Year Level Assemblies and for full staff meetings in the staffroom (includes morning staff briefings). • For all ākonga aged 12 years and above, masks are mandatory on school transport. • Nurses in schools and other health professionals will need to follow their own industry guidance for using PPE.
Children with complex medical needs	<ul style="list-style-type: none"> • 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 onsite.
Physical distancing	<ul style="list-style-type: none"> • Physical distancing is strongly encouraged, particularly from people you don't know. • Classroom seating arrangements should aim to minimise transmission whilst maximising student outcomes. Existing spacing arrangements must remain in place for now - this will be reviewed during Term 2. • In primary settings, if cases are proportionately higher in your community, consider whether classroom groupings are possible to minimise potential spread • Activities with large numbers of students, if they are to go ahead, should take place in well-ventilated areas or outdoors. • There can only be two classes in a gymnasium at any one time and one class in the Fitness Centre.
Physical and cultural activities on site / use of playgrounds	<ul style="list-style-type: none"> • Playgrounds can be used (maintain good hand hygiene). • Physical and cultural activities can go ahead on site (all other public health measures must be maintained including good hygiene practices).
Curriculum related activities - including technology centres, examinations, assemblies	<ul style="list-style-type: none"> • You cannot require proof of vaccination. • Activities with large numbers of students, if they are to go ahead, should take place in well-ventilated areas or outdoors. • If Risk Assessment indicates higher risk for your community, consider how you might limit any large indoor gatherings.

Measure	
Non-curriculum related events and activities	<ul style="list-style-type: none"> • Activities need to meet the requirements for events and gatherings under the framework when onsite and offsite. • There are no indoor capacity limits. You are strongly encouraged to use allocated seating for large events (such as those with more than 500 people) or apply a maximum capacity limit based on the maximum number of people who could occupy the space if each person was one metre apart. • Workers at indoor events and gatherings are required to wear masks. • The same rules/guidance will also apply if you are hiring out your facilities.
External students onsite for inter-school activities	<ul style="list-style-type: none"> • Students from other schools are permitted to be on site and must follow all health measures. • Large gatherings should be held outdoors or in well ventilated spaces • For non-curriculum related activities, schools should follow any rules and guidance for events and gatherings.
Visitors	<ul style="list-style-type: none"> • There are no restrictions, on numbers of visitors on site, but they should be captured in a visitor register as is normal practice. • All visitors, including parents and caregivers, if they do come onsite, are strongly encouraged to wear a mask when indoors. • They must also meet any other health requirements applicable at the time.
Music, instruments, singing etc.	<ul style="list-style-type: none"> • Practices and rehearsals can go ahead – physical distancing of one metre is recommended where practicable especially for higher risk activities such as singing and using wind instruments.
Support services and agencies on site	<ul style="list-style-type: none"> • There are no restrictions, but they should be captured in a visitor register as is normal practice. • They must also meet any other health requirements applicable at the time.
Teaching across schools and groups	<ul style="list-style-type: none"> • Staff can 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. • As with all staff, they should closely monitor for symptoms, stay home if unwell, get tested if symptomatic.
Libraries	<ul style="list-style-type: none"> • Operate as normal.
Shared supplies	<ul style="list-style-type: none"> • Shared supplies and equipment (including PE bibs and games/activities that require tagging e.g. rippa, ki-O-Rahi, Turbo touch) can be used if students and staff are undertaking regular hand washing and staying away if sick.
Drinking fountains	<ul style="list-style-type: none"> • OK to use at any framework setting. Follow usual safety precautions (regular cleaning, don't touch mouth to metal, wash hands regularly).