



# Darfield Primary School Te Whenua Kōkōwai

*Standing Tall: Reaching our Potential*

## Darfield Primary School Health and Safety Plan for Covid 19 Protection Framework (CPF) - Orange

### Guidance for DPS Staff at Stage 1 of COVID Response Stages

Conditions for safe opening of the school site from 29th April 2022 onwards

As of 29 April March 2022 the whole of New Zealand is still under the CPF Orange setting. The country is still experiencing cases pf COVID however as a rural and highly vaccinated community, we are in a good position to operate with reasonable safety due to lots of space. We need to continue to support elimination in the rest of New Zealand.

### How to protect yourself and others

The ORANGE setting means “keeping up healthy habits (as they) can slow the spread of the virus and help protect you, your whānau, and your community from COVID-19, including variants”. Given the measures below, the Board and management of Darfield Primary School believe we can open safely.

Meredith Devonald  
Tumuaki

 Covid Response Stages

<b>Staffing</b>	<ol style="list-style-type: none"> <li>1. For the duration of the CPF Orange setting, all staff are expected to work from the school site (excepting the usual reasons for leave as per policy) including staff with a higher level of vulnerability to COVID-19 (for such staff, individual arrangements covering safety measures should be made in advance on a case by case basis with the principal).</li> <li>2. Staff can work across more the one group/class of students within a school</li> <li>3. Staff such as itinerant music teachers and relief teachers will be able to work across different schools</li> <li>4. All staff should closely monitor for symptoms, stay home if unwell, get tested if symptomatic</li> </ol>
<b>Safe Operating Procedure</b>	<ol style="list-style-type: none"> <li>1. Students are not required to be vaccinated.</li> <li>2. No person with a contagious respiratory illness may enter the school site. This will be published throughout the school community and signs will be posted on all entrance points.</li> <li>3. Masks are strongly recommended for all adults when indoors with others (with the exception of Teachers/Teachers Aides within the Pikopiko space). Masks are strongly recommended for all students in Years 4 and above when indoors with others. An exception to this procedure will be people with formal masks exemptions. Masks should meet government guidelines (eg medical, N95 or cloth with filter). Eating / drinking will be encouraged to be done outside but when inside masks may be removed but with increased physical distancing (&gt;1m) required. A small number of medical masks will be available at school.</li> <li>4. Staff and students will be allowed to access school by normal means and at normal times.</li> <li>5. Students with complex medical needs may have the school programme adapted, or learn at home, and teachers will provide for this.</li> <li>6. Hygiene routines will continue to be taught and prioritised; proper mask wearing taught and reinforced; no spitting or dropping tissues; hand sanitise on entry to and exit from school, on entry to and exit from each teaching space; washing of hands with soap and dry hands before leaving the toilet or prior to eating food; contactless greetings; sneeze or cough into elbow; where sneezing/coughing contacts an shared surface this surface will be disinfected promptly; maintain as much physical distance as is practical; water fountains not to be used; no sharing of bottles. Students will eat outside whenever practicable.</li> <li>7. Shared supplies and equipment can be used if students and staff are undertaking regular hand washing and staying away of sick</li> <li>8. Playgrounds can be used (maintain good hand hygiene)</li> <li>9. If a person on site starts to show signs of Covid, they should contact the office and carefully make their way to the office for assessment and/or exiting the site. Anyone not complying can be directed to comply and may be directed home by the principal. Stand outside the office and wait to be met.</li> <li>10. Staff briefings will be held in the Maker Space at the usual times.</li> <li>11. Teachers will adapt learning plans, including teaching spaces, to reduce potential transmission of Covid (eg avoiding close face to face exposure, increased hand washing).</li> <li>12. 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</li> <li>13. Some EOTC activities will continue but will require specific Risk Assessment and Management Forms (RAMS).</li> <li>14. Evacuation drills are able to be held</li> <li>15. Mental Health considerations:</li> </ol>

	<ul style="list-style-type: none"> <li>a. Excessive mask-wearing: students and staff will be encouraged to be outdoors whenever practicable.</li> <li>b. Positive messages and reinforcement will be promoted along with careful handling of behavioural corrections</li> </ul> <ol style="list-style-type: none"> <li>16. Ventilate spaces thoroughly as often as possible and at the end of each day (windows wide open 10 mins)</li> <li>17. All members of the school community will be encouraged to voice any health and safety concerns at any time.</li> <li>18. External hire of school facilities will be monitored for compliance with CPF Orange practices.</li> <li>19. If cases are proportionally higher in our community, consideration will be given to whether classroom groupings are possible to minimise spread</li> </ol>
<b>Events</b>	<p><b>Curriculum Events (EOTC, assemblies, parent-teacher interviews, visiting speakers, etc)</b></p> <ol style="list-style-type: none"> <li>1. Do not require vaccination certificates</li> <li>2. Events with large numbers of people can take place - try to plan for events to be outside wherever possible.</li> <li>3. Assemblies can be held either indoors or outdoors. However spaces must be well ventilated and allow for physical distancing wherever possible</li> </ol> <p><b>Non-Curriculum Events (prize givings, sports, inter-school events etc)</b></p> <ol style="list-style-type: none"> <li>1. Must follow current MoH rules for public gatherings</li> <li>2. There are no indoor capacity limits. Schools are strongly encouraged to use allocated seating for large events or apply a maximum capacity limit based on the maximum number of people who occupy the space if each person was one meter apart.</li> <li>3. Cultural and physical activities can go ahead on site (all other public health measures must be maintained including good hygiene practices)</li> </ol>
<b>Parents</b>	<ol style="list-style-type: none"> <li>1. Parents are encouraged to drop off and pick up outside the school gates. Otherwise parents may drop their children off outside the child's classroom, whilst maintaining physical distancing. Parents are still unable to drop off in the classroom as physical distancing of 1 metre is difficult to achieve</li> <li>2. Classroom tours for new parents can be arranged for outside of school time (8.30am-3.15pm)</li> <li>3. Parents are strongly encouraged to wear masks and maintain physical distancing</li> <li>4. When entering the school site (outside of school drop off or pick up times) all parents are to use the Vis Tab tablet for signing in - located in the school office</li> <li>5. All parents are strongly encouraged to be masked whilst on the school site or at a school event. If the event is outside and physical distancing is maintained masks may not need to be worn</li> <li>6. All parents can enter the school classrooms for curriculum related events (eg Parent conferences, a prearranged meeting with a teacher or office staff, etc).</li> </ol>
<b>Children with complex needs</b>	<ol style="list-style-type: none"> <li>1. Students are encouraged to take additional precautions when leaving home.</li> <li>2. Parents, caregivers and students will need to work with the school to develop a plan to support attendance onsite.</li> </ol>
<b>Visitors</b>	<ol style="list-style-type: none"> <li>1. No non-essential visitors and appointments preferred.</li> <li>2. Do NOT need to be vaccinated but strongly encouraged to wear a face mask unless exempt.</li> <li>3. Must first go to the office to sign in.</li> <li>4. Students from other schools are permitted to be on site and must follow all health measures</li> <li>5. Large gatherings should be held outdoors or in well ventilated spaces</li> <li>6. For non-curriculum related activities, schools should follow any rules and guidance for events and gatherings</li> </ol>
<b>Office</b>	<ol style="list-style-type: none"> <li>1. Promote appointments when visiting the school site.</li> <li>2. Strongly encouraged to wear a face mask at the front desk and whilst moving around the office space.</li> </ol>

	<ol style="list-style-type: none"><li>3. Scan / sign-in tables for visitors in entrance with hand sanitizer.</li><li>4. Hours 8.30am - 3.30pm.</li><li>5. Marks on floor where waiting visitors should stand</li></ol>
<b>Staffroom</b>	<ol style="list-style-type: none"><li>1. All staff are able to access staff amenities - staff room, toilets, photocopier</li><li>2. School staff are encouraged to limit visits to the office area</li></ol>
<b>Buses</b>	<ol style="list-style-type: none"><li>1. Masks are strongly encouraged to be worn on buses if Year 4 or above</li><li>2. No one is allowed on the bus who is not on the bus list</li><li>3. Bus contractors have own H&amp;S procedures based on MoE/MoH guidance</li></ol>
<b>Contractors</b>	<ol style="list-style-type: none"><li>1. Will be briefed on Darfield primary school H&amp;S procedures before entering</li><li>2. Areas they are working in will be blocked off/signs</li></ol>
<b>Cleaners</b>	<ol style="list-style-type: none"><li>1. Additional cleaning time may be required</li></ol>