



COVID-19 - Level 2 Health & Safety Master Plan



Unite
against
COVID-19

updated 12.5.20

Use this form to document your thinking about how you and your staff will keep safe at work during the COVID-19 pandemic. Provide as much information in response to each question as possible. This information will help your staff and other people to know exactly what to do and what to expect.

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required. There is guidance on what to think about when you’re planning a safe return to work here: <http://www.worksafe.govt.nz/>

You **don't** need to send this plan to WorkSafe for review or comment.

School name: Allenvale School	Principal approval:  Jenny Gosney, Acting Principal	BOT approval:  Jamie Gordon: Acting Board Chair
Address: 14a Aorangi Rd	Forwarded to MOE: Sue Barr 15/5/2020	
Date completed: 13 May	Date distributed: 14 May	Revision date:

Refer to the WorkSafe guidance for constructing a COVID-19 safe work plan for full details.

Supporting Documents:

1. [MoE - Managing Health and Safety at Schools](#)
2. [MoE - Public Health Requirements For schools at Alert Level 2](#)
3. [MoE - Alert Level 2 Arrangements for secondary-tertiary and work-place learning students](#)
4. [MoE - School Transport FAQs](#)
5. [Allenvale School - BOT Letter to Whānau, 14.5.20](#)
6. [Allenvale School - Protocols for sick students and staff](#)
7. [Allenvale School - PPE protocols](#)
8. [Allenvale School - Classroom Surface cleaning procedure/protocols](#)
9. [Allenvale School - Shared Spaces Protocol](#)
10. [Allenvale School - SESTA / Taxi](#)
11. [Allenvale School - Walks and Community Playgrounds](#)
12. Allenvale School - Specialist Services Protocol
13. [Allenvale School - Whānau FAQs](#)
14. [Allenvale School - Staff FAQs](#)

What will be done to manage risks from restarting School after lock-down?

DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE?
1. Property Checklist completed.	1. Caretaker and DP2
2. Full school clean by cleaning contractors.	2. Cleaning Contractors, BM
3. Hand Sanitizer stations located at school entry, high use locations and at the entry of each class room. Some classes, e.g. 7 and 8, to carry personal supply rather than being located by classes. Personal supply to be refreshed at reception.	3. Caretaker, Admin
4. Safety signage throughout the school. Safe sneezing poster, hand washing poster and other COVID related information.	4. DP 2 and AP 2
5. Whānau surveyed to ascertain attendance at Level 2 and also identify any concerns from families. Whānua FAQ linked here	5. Teachers and DP1
6. A letter will be sent to all families and staff so that they are aware that no one will be allowed onsite who is unwell.	6. BoT
7. Staff surveyed to ascertain those staff at high risk of a COVID related illness and attendance at Level 2 and also to identify any concerns of staff.	7. DP1
8. Relief staff contacted and information regarding health and safety passed on to them prior to them entering the premises	8. AP 2
9. SESTA to devise their own Health and Safety Plan and share with school. This will be shared with staff and whānau via Facebook and School Website. Allenvale Taxi protocols as well as FAQ re: MoE transport linked here .	9. AP 2 and AP 1

How will you ensure all your staff know how to keep themselves safe from exposure to COVID-19?

DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE?
1. All staff taken through the Health and Safety plan prior to starting school. This will take place either via online meeting or in person at school.	1. Principal (base) / DP 1 (Ashgrove)
2. Staff questions are answered. Staff FAQ compiled from survey and shared in person, via email and WhatsApp.	2. DP1/Leadership Team
3. Safety signage throughout the school. Safe sneezing poster, hand washing poster and other COVID related information as a reminder for all staff.	3. DP 2
4. Videos and lessons around safe hygiene practises to be shared in class.	4. DP 1 and DP 2
5. Weekly review meetings with regards to Health and Safety onsite. Meetings attendance is free to any staff member and minutes are available to all staff.	5. Principal via Health and Safety Committee
6. Information available to all staff with regards to Public Health advice.	6. DP 1

7. All staff to have digital access to a copy of the H&S plans and protocols. All classes to have a hardcopy of the H&S plans and protocols.	7. DP 1 and DP 2
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How will you gather information on the wellness of your staff/Students to ensure that they are safe to work?

DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE?
<p>STAFF</p> <ol style="list-style-type: none"> 1. BoT to remind staff via email and WhatsApp to call the reliever's phone if they are unwell and not to come to work. Staff will be asked to remain at home if unwell. 2. Class teams to be vigilant regarding the health of their team members and communicate with DP 1 and AP 2 regarding any concern. If staff present as unwell at school they will be asked to go home. 3. Staff survey prior to reentry. 4. Thermometers available for temperature checks for staff if they are unsure. 	<ol style="list-style-type: none"> 1. BoT 2. Class Teams, DP 1 and AP 2 3. DP 1 4. Admin
<p>STUDENTS</p> <ol style="list-style-type: none"> 1. BoT to remind whānau via Seesaw, Website and Facebook to keep their child at home if they are unwell. 2. Regular contact with whānau via Seesaw and any other means to ensure children are well for school. 3. Staff will monitor the holistic wellbeing of children at school. Understanding the impact the lockdown period will have had on mental wellbeing and routines. See also the last section 	<ol style="list-style-type: none"> 1. BoT and Class Teachers 2. Class Teachers 3. Class Teachers

How will you operate your business in a way that keeps staff/ and others safe from exposure to COVID-19?

DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE?
<p>STAFF</p> <ol style="list-style-type: none"> 1. We will update our Health and Safety Guidelines with any update provided by the Ministry of Health and the Ministry of Education. 2. Staff will immediately be informed of updates and any change in practice as a result. 3. Staff will be given a guide on correct surface cleaning practices. 4. Partnership schools will be regularly contacted to ensure Health and Safety provisions are shared between schools. Satellite staff will have a health and safety response with their host school. 5. Outreach staff will have an understanding of outreach school expectations prior to going onsite. Outreach staff will follow all host school procedures while on site. Outreach staff will keep a personal register of contact for each site they attend. 	<ol style="list-style-type: none"> 1. Principal 2. Principal 3. BM and Senior TA 1 4. Principal 5. STOS Lead Teacher

<p>6. School vans will not be used for the first three weeks of Level 2. This will be reviewed weekly as well in line with any information from the MOH or MOE. A review at week three will take place and a new plan will be developed.</p> <p>7. Influenza Inoculation Programme up and running at school.</p> <p>8. Protocols around Sick Students and Staff to be followed where staff are showing symptoms.</p> <p><i>STUDENTS</i></p> <p>1. Students continue to practice safe hygiene measures. Safe sneezing and coughing as well as hand washing. Displays around the school.</p> <p>2. Class Teachers to add a 'COVID-19' box to the Individual Risk Management Plan for each student.</p> <p>3. Students will need to wash/sanitize hands before and after using the playground and bikes.</p> <p>4. Student's desks and chairs will be wiped during the day following the Surface Cleaning Protocols. This will be before and after morning tea, before and after lunch and at the end of the school day.</p> <p>5. Class teachers to review their 'week 6' timetable in relation to safe practice and complete an In-Class Risk Management Plan. This is to be completed by Friday 15 May. Share with Team Leaders when complete.</p> <p>6. Class Teachers to review In-Class Risk Management Plan daily in week 6 (i.e. May 18-23)</p> <p>7. Protocols around Sick Students and Staff to be followed where students are showing symptoms.</p>	<p>6. Principal</p> <p>7. Admin</p> <p>8. All staff</p> <p>1. Class Teachers</p> <p>2. Class Teachers</p> <p>3. Class Teams</p> <p>4. Class Teams</p> <p>5. Class Teachers</p> <p>6. Class Teachers</p> <p>7. DP 1, AP 2, Admin</p>
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How will you manage an exposure or suspected exposure to COVID-19?

DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE?
<p>1. All staff on site will have completed the contact tracing requirements. Contact tracing available for MOH if required.</p>	<p>1. DP 1</p>
<p>2. Protocols around Sick Students and Staff to be followed where anyone is showing symptoms</p>	<p>2. AP 1 and AP 2</p>
<p>3. Taxi Protocols to be followed to help identify any students arriving in an unwell state and ensuring safe handwashing as they arrive</p>	<p>3. AP 1 and AP 2</p>
<p>4. Ministry of Health to be contacted if a case of COVID-19 confirmed.</p>	<p>4. Principal</p>
<p>5. Ministry of Education to be contacted if a case of COVID-19 confirmed.</p>	<p>5. Principal</p>

How will you evaluate whether your work processes or risk controls are effective?

DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE?
1. Health and Safety committee to review plans weekly and discuss any feedback from staff and student surveys. (Monday 18th May, Monday 25th May full meetings, Check-ins Thursday 21st May and 28th May).	1. Principal
2. Staff to be surveyed digitally or in person prior to meetings to ensure any concerns are being met.	2. DP 1
3. Class Teachers to survey class, where possible, in relation to how they are feeling about safety measures and any recommendations.	3. AP 1
4. Regular updates from MOH and MOE implemented in plan.	4. Principal
5. Any alterations of plans to be distributed to staff via email, WhatsApp and in the staffroom.	5. DP 1
6. Class teachers to communicate any alterations to their students.	6. Class Teachers

How do these changes impact on the risks of the work that you do?

DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE?
1. Wellbeing check-ins to be held daily <ol style="list-style-type: none">Class teams to check-in with studentsClass teachers to check-in with TAsTeam Leaders to check-in with team membersLeadership Team to check-in with Team Leaders and each other	1. All staff
2. Student's Individual Risk Management Plans for EOTC to be updated in relation to any additional risks - see here	2. Class Teachers
3. In-class Risk Management Plans created to help assess and minimise risks of daily tasks within the classroom - see here	3. Class Teachers