



PANDEMIC PLANNING POLICY

Objective

The objective of this policy is to ensure that St Anthony's Catholic School has a plan to respond appropriately in the event of a pandemic outbreak that ensures the school can both meet its obligations under Health & Safety legislation and to continue to serve the school community.

1. Appointment of a Pandemic Manager

The Principal will take the role of Pandemic Manager and will be responsible for identifying other staff to assist (normally the Management team) and delegating tasks accordingly to ensure the pandemic plan is implemented and the risk of infection for students and staff is minimized.

The Pandemic Manager will be responsible for ensuring that an effective system for maintaining the contact database for staff and students is kept current. This list of contact numbers of parents/ caregivers of students shall be available in the school office and a hard copy in the photocopy room.

The Pandemic Manager is responsible for ensuring the school has adequate supplies of tissues, hand hygiene products, cleaning supplies and masks particularly during the 'stamp it out' phase (see phases of pandemic on <https://www.education.govt.nz/>) when the school is required to be open but remain 'vigilant'.

The pandemic manager will be responsible for ensuring the communication strategies (section 3) are implemented in a timely manner and utilizing as many modes of communication dissemination as necessary.

2. School Closure

2.1 In the event of an active pandemic, the school will be directed by the DHB and Ministry of Health as to whether to remain open, to close or reopen.

2.2 If the school is directed to close, the emergency response (H&S12) will be activated and the community will be advised via radio, school website, MOE website and notices placed at each entrance to the school. The phone message at reception will also advise parents of the closure and where to go to access updated information. The message will advise callers that the phone will be cleared of messages twice a day. The phone message will be able to be accessed off site so that messages received can be collected by the designated staff member and responded to appropriately.

2.3 As outlined in H&S12, in the event of school closure directed by the DHB, no students will be sent home until;

- a) The Parents have been contacted and advised of the situation; or the parents have arrived at the school and advised the Principal that they are going to take the student. It is very important that an accurate roll is maintained during the closure so that at any time the location of all students is known.
- b) No pupils shall be left to find their own way home or return home if it is not known whether parents / guardians are available. Students may only be released into the care of another adult if the person has been authorised in writing by the parents/caregiver.

2.4 The Education Act (1989) gives principals and boards powers to exclude students or staff in certain circumstances; including those that have been identified as having an infectious disease (Regulation 14). Those that have been excluded due to infectious disease must obtain medical clearance before returning to the school.

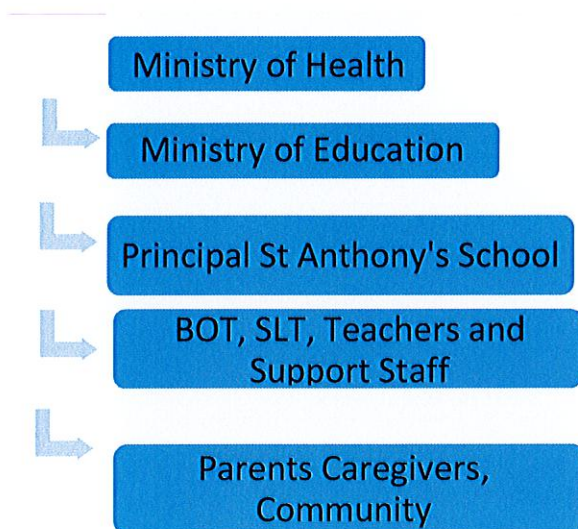
3. Communication Plan

3.1 The school will provide clear, timely and proactive communications to the board, staff, students, parents/caregivers, contractors and suppliers explaining how we are managing the situation at all stages of the pandemic.

3.2 Multiple forms of communication will be employed. These include but are not limited to; school website, ministry of education website, e-mail, notices at entrances to the school, phone, local media.

3.3 The school will maintain regular communications with the Ministry of Education and Ministry of Health and with local authorities at each stage of the pandemic. The school will follow the advice given by the Ministry of Health at every stage of the pandemic.

3.4 The following communication tree outlines the flow of communication:



4. Resources

Additional resources and templates are available on the following websites:

<https://www.education.govt.nz/>

<https://www.waikatodhb.health.nz/>

<https://www.health.govt.nz/> (regular updates will be posted on this site)

<https://www.civildefence.govt.nz/>

5. Essential Activities Continuity Planning

In the event the school is closed for an extended period of time, the Principal in consultation with the Board of Trustees and the school Management Team will establish ongoing learning objectives for students and modify teaching modules to deliver these activities to students via e-mail and website applications where possible.

6. Infection Control

Staff and students will be informed of correct hygiene procedures to minimize the spread of respiratory illnesses as per Appendix 3 of this Health & Safety Policy.

Monitoring

Instances, matters or risks in relation to this policy shall form part of the principal’s report to every board meeting, taking care that individual students cannot be identified.

The board shall monitor the use of Pandemic Policy, looking for trends and any action that could be taken at governance level to support such incidents.

School to enter own monitoring and reporting procedures.

Reviewed: 18 Mar 2020	Next review: Mar 2021
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Marvin Casimiro
Chairperson