

# COVID-19 safety plan

Use this form to document your thinking about how you and your workers 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 workers 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.

Fairfield College Under Level 2	Principal approval: Richard Crawford	Worker representative consultation: Braden Macpherson, Guss Stimpson, Rudy Kuhn, Richard Crawford, Ross Williamson
Date completed: May 8		Name of worker representative:  Guss Stimpson
Date distributed: May 11		Name of manager: Braden Macpherson
Revision date: May 29		

**Refer to the WorkSafe guidance for constructing a COVID-19 safe work plan for full details.** <https://worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/operating-safely-at-alert-level-2-what-you-need-to-think-about/>

If staff have any queries about this plan can they please initially contact Mr Stimpson.

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<b>What will be done to manage risks from restarting school for Level 2</b>	<ul style="list-style-type: none"> <li>Ensure that school has undertaken a thorough cleaning before staff and students arrive – please note that according to MOE advice there is no specific action a school needs to take for COVID-19 in regard to cleaning prior to re-opening</li> <li>Once staff and students are on site regular (at least daily) cleaning of surfaces is recommended alongside our cleaning schedule</li> <li>Have reviewed our cleaning policies and practices to ensure daily cleaning of high touch surfaces (door handles, tabletops in common spaces etc.) and bathrooms.</li> <li>Ensure cleaners have appropriate information, training and equipment.</li> <li>Ensure clear communication occurs with school community to identify when students will attend school and develop a clear plan to support them.</li> <li>Ensure clear communication occurs with staff to identify those that are able/unable to be on site and develop a clear plan to support them. This will include those staff that are at higher risk of severe illness from COVID-19 and are able to work on site as well as those who are unable to work on site. The Principal will send an email to staff about staffing arrangements under alert level 2 as outlined by the Ministry of Education.</li> <li>Communicating with staff, students, and whaanau how the school is meeting public health requirements.</li> </ul>	<b>Braden Macpherson – Deputy Principal with Health and Safety Delegation</b>
<b>How will you ensure all your staff and students know how to keep themselves safe from exposure to COVID-19?</b>	<ul style="list-style-type: none"> <li>In addition to the school's usual practices of managing health and safety we will implement procedures and practices to ensure that the school adheres to the specific <a href="#">public health requirements</a> for Alert Level 2. Staff and students are required to follow these requirements</li> <li>Provide staff and students with access to the right information about keeping themselves well during alert level 2. This will assist them to</li> </ul>	<b>Braden Macpherson – Deputy Principal with Health and</b>

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	<p>maintain good work and hygiene practices. We will also provide guidance on keeping well while travelling between home and school.</p> <ul style="list-style-type: none"> <li>• Although Ministry Of Health has advised that PPE is not required in school settings staff and students can provide this for themselves if they desire</li> <li>• Provide information sheets and/or posters that emphasise key health and safety practices linked to Covid-19.</li> <li>• Regularly review WorkSafe and MOH guidance and advice.</li> </ul>	<p><b>Safety Delegation</b></p>
<p><b>How will you gather information on the wellness of your staff and students to ensure that are safe to be at school?</b></p>	<ul style="list-style-type: none"> <li>• Primarily but not exclusively through the wellbeing committee strengthen a culture of staff wellbeing at the staff and student level</li> <li>• Primarily but not exclusively through the Health and Safety Committee emphasize to staff and students the importance of remaining at home if they are not well</li> <li>• Develop a self-symptom check for staff, students, and other people before they enter school.</li> </ul> <p><i>Symptoms are:</i></p> <ul style="list-style-type: none"> <li>• a new or worsening cough</li> <li>• a high temperature (at least 38°C)</li> <li>• shortness of breath</li> <li>• sore throat</li> <li>• sneezing and runny nose</li> <li>• temporary loss of smell.</li> </ul>	<p><b>Health and Safety Committee</b></p>
<p><b>How will you operate your business in a way that keeps staff and students safe from exposure to COVID-19?</b></p>	<ul style="list-style-type: none"> <li>• Provide regular and clear communications to staff, students, and whaanau regarding school practices to manage COVID 19</li> <li>• Engage in weekly dialogue with cleaning contractors about any possible changes to the cleaning contract as a result of COVID-19.</li> <li>• Implement COVID-19 risk controls such as: supporting people practices with flu-like symptoms to stay home, ensuring level 2 physical distancing, disinfecting surfaces, maintaining good hygiene, including hand hygiene and good cough/sneeze etiquette, keeping records to facilitate contact tracing.</li> </ul>	<p><i>Facilities manager to review procedures and order supplies, cleaners to use the new supplies and follow new cleaning procedures</i></p>
<p><b>How will you manage an exposure or suspected exposure to COVID-19?</b></p>	<p>The school will develop a plan that:</p> <ul style="list-style-type: none"> <li>• Identifies and supports staff and students who are unwell with respiratory symptoms to immediately go home, and call Healthline or their GP.</li> <li>• Identifies and supports staff and students with respiratory symptoms who have tested negative for COVID 19 are able to stay home until they've been symptom-free for 24 hours.</li> <li>• If a staff member or student has tested positive, the school is able to provide clear information regarding the staff member's or students contacts at school to public health</li> <li>• Principal or DP with Health and Safety Delegation will be school contact with public health</li> <li>• Public Health will provide advice about any further actions you are required to take.</li> <li>• The work area of the unwell staff or student's classrooms will be disinfected in accordance with the cleaning procedures that have been implemented.</li> </ul>	<p><i>Site manager</i></p>

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- School has information about who was in contact from when the staff member or student is suspected to have contracted COVID-19 as this will assist with contact tracing)
- Develop a system for keeping in contact with unwell staff and tracking their progress.
- Identify people at school who have been in close proximity to someone suspected or confirmed as having COVID-19. The best way to do this is to keep a register of people entering or leaving the premises or workspace.
- The minimum information you'll need is; full name (not nickname), contact telephone number, address (for workers) or the name of the visitor's business, Reason for visit and duration.

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

The effectiveness of the school plan to manage staff and student safety under alert level 2 will be part of the health and safety committee brief. This will include a google form where staff are able to express ideas about how the system could be improved. This will be reported to the Board of Trustees and the staff at least once during the school term.

**Health and Safety Committee**

### How do these changes impact on the risks of the work that is done?

These risks will become more apparent once students and staff are back at school under level 2 and this will be referenced as part of the Health and safety report:

- Critical risks are referenced
- Describe the process the school followed to review the risk controls.
- Identify who was involved in identifying the risks and working out how to manage them –staff and staff representatives will be part of process
- Describe any changes the school has made regarding their control of risks. Note: this can be a high-level description if the plan identifies where the detailed information can be found.
- Carry out a risk assessment for new processes and think about whether they might create new work-related risks.
- List the risks identified and describe where the recorded the list's controls are stored- this does not need to include all of the detail.
- Identify who was involved in the risk assessment - you must involve staff or staff representatives.

The following risks were identified by the committee that contributed to the plan:

1. Communicating the importance of the health measures that are required to students and monitoring this throughout the day. There are resourcing implications that the school is working through to provide hand sanitisers in classroom and shared spaces as well as working with the cleaning contractors about the possibility of extending the contract to the daily cleaning of the school desks? The cost of 45k per year will mean that we will work with students and staff to find a strategy to deal with this situation. Daily cleaning processes including the daily cleaning of school desks could cause new work-related risks because of a greater threat to exposure to Covid-19.
2. Contact Tracing could be an issue in regards to Year 13 students that were permitted to leave the school during the lunch breaks. It was decided that Year 13 students would be able to leave school during lunch breaks but they will be required to sign an off-site register. This will enable the school to record those students that left school during the school day on a particular school day. Senior students will be encouraged to maintain a personal contact diary of anyone that they contacted during the time that they were off school grounds. These records will be kept in a paper file and the records managed by the front office staff. There is limited work related risk to this possible issue.

**Health and Safety Committee**



# PREVENT COLDS & FLU

## Get your flu shot



It's not too late! Schedule through the Tang Center or check any website for more option.

## Wash your hands

for 20 seconds



## Cover your cough

in your  
elbow, not  
your hands



## Stay home if you're sick

follow current  
recommended guidelines



# Protect yourself against coronavirus

Cover your mouth and nose with a tissue when you cough or sneeze



Put your used tissue in the rubbish bin or in a plastic bag



Wash and dry your hands often, especially after coughing or sneezing – use soap



Stay away from others if you're sick



Healthline  
0800 611 116

[health.govt.nz/coronavirus](https://health.govt.nz/coronavirus)

Protect your family/whānau from coronavirus





## Washing and drying your hands kills the virus

Wash often. Use soap. 20 seconds. Then dry.  
This kills the virus by bursting its protective bubble.

Find out more at  
[Covid19.govt.nz](https://www.covid19.govt.nz)

[nz.govt.nz](https://www.nz.govt.nz)

Unite  
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COVID-19



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