



PANDEMIC PLAN

The intent of this pandemic plan is to ensure all practical steps to protect staff and students from a pandemic situation.

1. The Pandemic Manager will be the Deputy Principal with the delegation for Health and Safety.
2. The liaison person for Te Pae Here Kaahui Ako Schools will be the Lead Principal.
3. The school will develop a pandemic action plan. This is to be reviewed on an annual basis.
 - The school protocol for dealing with sick staff/students.
 - Cleaning requirements and practices in case of a pandemic outbreak.
 - Consultation procedures to be used in each case of a pandemic outbreak
 - Consultation procedures to be used in each stage of pandemic.

PANDEMIC PLAN

Stage One

| KEEP IT OUT (Border Management) | |
|--|---|
| Trigger: | Ministry of Health announces human-to-human transmission overseas, and confirms that pandemic plans need to be implemented. |
| MoH Alert Code: | Red |
| Goals: | <ul style="list-style-type: none">○ The Pandemic Plan is activated and the school is ready for the subsequent phases, should the pandemic enter New Zealand.○ All staff, board of trustees, students and parents to be informed, understand their roles and responsibilities and have confidence in the school's preparedness. |

Actions:

1. Update and activate telephone and email trees.
2. Contact Lead Principal for Te Pae Here Kaahui Ako.
3. Check all contact details are correct.
 - Staff
 - Students
 - BoT members
4. Ensure MoE local office has updated BoT/Principal contact details

5. Brief staff on roles and responsibilities including:
 - Local status
 - Actions to be undertaken with students
6. Outline to parents possible methods of future communications.
7. Outline to staff, students and parents:
 - Difference between disease symptoms
 - Importance of good hygiene
 - Gravity of pandemic.
8. With students, implementing programmes to limit spread of infectious disease e.g. hygiene, cough and sneeze etiquette, not spitting, staying at home when sick. Resources available through
9. Cleaning contractors of need to implement Pandemic Cleaning Procedures.
10. Review school's medical resources to ensure that there are sufficient supplies of:
 - Barrier masks.
 - Surgical gloves
 - Cleaning materials.

Stage Two

| STAMP IT OUT (Cluster Control) for Schools Outside the Cluster Area | |
|--|---|
| Trigger: | Ministry of Health announces human pandemic strain case(s) found in separate locations in New Zealand. |
| MoH Alert Code: | Red |
| Goal: | <ul style="list-style-type: none"> ○ Schools inside cluster area are closed. ○ Schools outside cluster areas are on heightened alert. ○ Students, staff and parents are informed, understand their roles and responsibilities, and have confidence in their school's preparedness. School endeavours to keep their community calm and reduce panic |

Actions:

1. Through consultation with local DHB emergency planner, local MoE, local Principals and BoT Chairperson, the Principal, in consultation with the Board Chair, will make the decision of the need to close the school.
2. Communicate the decision through established means.
3. Take care of students showing symptoms:
 - Set up isolation room (library).
 - In consultation with group (Action Point 1) arrange to send students home. The only students to go home are those whose parents either collect them from the school or have given permission via phone or email that they are to go home.

- Notify any cases to health authorities as are requested.
 - Children staying at school are to be kept in normal classes where possible, (depending on number of staff available), until children are collected or until the end of the school day.
4. Cancel all extra curricular activities and planned class/school trips
 5. Introduce extra cleaning as per outlined schedule.

Stage Three

| MANAGE IT (Pandemic Management) | |
|--|---|
| Trigger: | Ministry of Health announces significant number of pandemic outbreaks at separate locations, or outbreaks spreading out of control. |
| MoH Alert Code: | Red |
| Goals: | Fairfield College successfully activates closure procedures in response to multiple cluster or nationwide outbreak. |

Actions:

1. Close school to students.
2. Advise all staff.
3. Post notices of closure on entry points – office, library, hall and each classroom block.
4. Through local media (radio, television), school website and voice message – telephone and inform all interested groups.
 - Local station of pandemic
 - What the school is doing
 - What parents could be doing with students
5. Collaborate with local agencies in making school facilities available in pandemic response efforts.

Stage Four

| MANAGE IT (Recovery) | |
|---------------------------------|---|
| Trigger: | Population protected by vaccination and/or pandemic abated in New Zealand. |
| MoH Alert Code: | Green |
| Goals: | Fairfield College ensures continuing well-being of staff and students and education services are fully restored |

Actions:

1. Through media (radio, newspaper, television) school website, telephone message and email/telephone, advise that school is re-open.
2. As necessary, arrange for trauma/grief counselling - contact MoE Group Special Education.
3. With BoT and School Leadership Team, undertake debrief of procedures undertaken.
4. Staff revisit importance of keeping safe guidelines with students.