

Papamoa College Level 2 Safety Plan Version 15 Feb 2021

For operating the school under Alert Level 2 conditions

Name of School: Papamoa College
Name of Principal: Steve Lindsey PCBU
Names of Health and Safety Reps: Sarah Cowie, Nathan Rillstone, Kerri Turanga

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This plan has been written with input from staff who will be working on campus and health and safety, BOT & PPTA Branch representatives.

This safety plan will be posted on the school website and be available for Papamoa College staff on PC@Work / Current.

This safety plan should be read in conjunction with the following documents which provide the operational detail:

[Papamoa College Campus Protocols](#) How Alert Level 2 conditions will impact school life on campus
[Reception Student Services Sick Bay Protocols](#) Specific detail for these areas
[Property Protocols](#) Specific detail for the area of property

| | WHAT WILL WE DO | WHO IS RESPONSIBLE |
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| What will be done to manage risks from restarting business after lock-down? | The PCBU will ultimately make the decision as to whether they are satisfied that the school can be opened safely before the intended reopen date. | Principal |
| | Follow the directives and advice of the Ministry of Health and the Ministry of Education. All actions are to support the main principles of Alert Level 2 in Play it Safe. All staff, students and community will have access to this safety plan and will be published on the school website. The safety plan will be regularly reviewed. All campus services and activities will be available for staff and students. Some activities will be introduced on a delayed basis. There may be limited availability for campus use by external groups. All staff and students are expected to be at school unless they are sick or pose a significant risk for or from being on campus. Staff at a higher-risk of severe illness are able to work on-campus if they can do so in a safe way. Employees will discuss any such <i>at risk</i> matters with the employer. Suitable measures to reduce risk on campus will be put in place as necessary. Physical distancing will be practiced for all personnel as best as possible and where practical: 1m inside, 2m outside | Principal |

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| | <p>The property team is responsible for ensuring the campus is safe to reopen including cleaning, signage and reinstatement of equipment and facilities.</p> <p>Internal air temperature should be kept between 18-20 degrees celsius.</p> <p>The practice of sharing food will be actively discouraged. All personnel will be expected to provide their own daily food and water bottles where possible.</p> | <p>Property Manager</p> <p>Property Manager</p> |
| <p>How will you ensure all your workers know how to keep themselves safe from exposure to COVID-19?</p> | <p>Email communications will be provided to all staff, students and community regarding operational and safety matters</p> <p>Staff on campus will have the protocols and expectations available online.</p> <p>Planning meetings will be held with relevant staff to discuss expectations/protocols, answer questions and update the safety plan as required.</p> <p>A high level of hygiene practices will be maintained – washing hands, sneezing/coughing into elbow, staying away when sick, keeping physical distancing where possible.</p> | <p>SLT</p> <p>Leaders Principal</p> <p>All Personnel</p> |

| | WHAT WE WILL DO | WHO IS RESPONSIBLE |
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| <p>How will you gather information on the wellness of your staff to ensure that they are safe to work?</p> | <p>Communicate clearly the requirements for staff at work and expected public health practices.</p> <p>Staff (and students) who are sick should not be on campus.</p> <p>Share with staff what <u>symptoms to look for</u> and if they or others are faced with any symptoms.</p> <p>Discuss with staff <u>what to do</u> if faced with a student, themselves or a visitor who is showing symptoms.</p> | <p>SLT</p> <p>SLT</p> |

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| <p>How will you operate your business in a way that keeps workers and others safe from exposure to COVID-19 ?</p> | <p>Protocols for Staff, Students, visitors and the Community will be specified especially in the areas of Reception, Student Services, Sick Bay and Property.</p> <p>The Campus Cafe will follow strict hygiene food handling requirements and physical distancing practices will be followed for customers in queues.</p> <p>Physical distancing will be applied where practical: 1m inside, 2m outside.</p> <p>The campus will be cleaned every day and high-touch surfaces will be wiped down each day with disinfectant and by way of recommended methods, for those areas that have high use for staff and students.</p> <p>Hand sanitizers will be available at entrances to buildings and bathrooms.</p> <p>Bathrooms will be checked and cleaned throughout the day and cleaned as necessary, in addition to the end of day clean.</p> <p>Staff will be provided with cleaning equipment to be used as needed due to a mess etc.</p> <p>PPE as per MinHealth advice, is available when needed.</p> <p>Students and staff can wear their own PPE if they wish.</p> <p>An Attendance Register and Contact Tracing Register will be kept each day for all personnel on campus.</p> <p>All visitors will be required to sign the contact register at Reception.</p> | <p>Respective Leaders of areas</p> <p>Property Manager</p> <p>Property Manager</p> <p>Property Manager</p> <p>Property Manager</p> <p>SLT</p> |
| <p>How will you manage an exposure or suspected exposure to COVID-19?</p> | <p>Staff and students who are sick or unwell should not be on campus.</p> <p>Sick personnel will be asked to leave campus.</p> <p>The Sick Bay will be open but only for a space while waiting for parents to collect their child. Specific Sick Bay protocols will be followed by staff.</p> <p>If faced with a suspected infection on campus the Ministry of Health and Ministry of Education procedures will be followed.</p> <p>An Attendance Register and Contact Tracing Register will be maintained for all personnel on campus.</p> <p>The Papamoa College school closure procedures will be followed as well as all directives and instructions from the Ministry of Education and Ministry of Health.</p> <p>The school QR Scan code will be available for all visitors and other personnel to use. The QR scan code will be readily available throughout campus.</p> | <p>SLT</p> <p>Principal</p> <p>All Admin teachers and relevant support staff</p> <p>Principal</p> <p>Admin and Property staff</p> |

| | WHAT WILL WE DO | WHO IS RESPONSIBLE |
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| How will you evaluate whether your work processes or risk controls are effective? | <p>Any changes regarding Alert Level 2 made by the Ministry of Education and Ministry of Health at any time will be applied to this safety plan.</p> <p>This safety plan will be reviewed weekly after the reopening of school or earlier as needed.</p> <p>Staff, students and community will be asked through email communications/newsletters how aspects of the safety plan are going and if there are any improvements that could be made.</p> <p>Any changes to the plan will be communicated to the appropriate people in a timely manner.</p> | <p>Principal</p> <p>Principal</p> <p>SLT Principal SLT</p> |
| How do these changes impact on the risks of the work that you do? | <p>Staff, students and community will be asked through email communications/newsletters/meetings to seek clarification, ask questions and provide suggestions on how the health and safety can be improved on campus.</p> <p>The priority for all decisions and actions will be the safety and security of all people who are on campus and the capacity to meet the requirements of Alert Level 2.</p> | <p>SLT</p> <p>SLT Principal</p> |

