



Sacred Heart College Lower Hutt School Plan - Community

COVID Protection Framework RED

INTRODUCTION

The Ministry of Health (MoH) is constantly updating its COVID-19 pandemic plan. Leading up to, during and post pandemic, leadership and direction will come from firstly the Ministry of Health and/or local health authorities and secondly from civil defence or local authorities.

Health advice will change over time as new information becomes available. Please check the [Ministry of Health](#) website for updated information.

Convid-19 is a new illness that can affect your lungs and airways. It is caused by a type of coronavirus. COVID-19, like the flu, can spread from person to person. When a person who has COVID-19 coughs, sneezes or talks, they may spread droplets containing the virus a short distance, which quickly settle on surrounding surfaces.

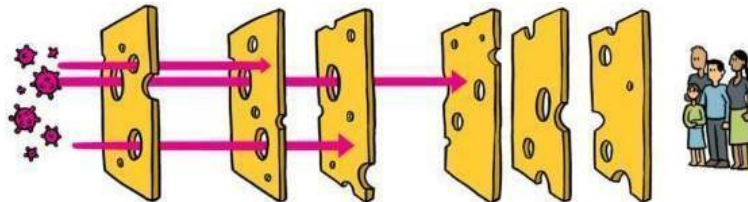
A person may get infected by the virus if they touch surfaces or objects and then touch their mouth, nose or eyes. It is important that good hygiene, regularly wash and thoroughly dry hands, and use good cough etiquette.

Symptoms: High fever, dry cough, sore throat, fatigue and sometimes diarrhea and vomiting.

Preparedness

Based on international and local evidence and experience, the risk of COVID-19 transmission within a secondary school setting is considered relatively low. Widespread vaccination and wearing of face coverings are effective ways to reduce risk of transmission in these settings.

There are many things that we as a school can do to further reduce the risk and impact of a COVID-19 case in our school. It is useful to conceptualise this as having layers of preventative measures in place to protect staff and students, as the cheese model below explains. The more layers of protection in place (eg, vaccination, ventilation, face coverings etc.), the harder it is for the virus to get through.



To help reduce the risk of spreading COVID-19, we will:

- Keep occupied spaces well ventilated
- Create a culture where face covering wearing is normalised
- Support access to COVID-19 vaccinations for all staff and eligible students
- Maintain physical distancing as much as possible
- Encourage good hygiene practices
 - Hand hygiene
 - Cough and sneeze etiquette
- Maintain appropriate cleaning regimes, including cleaning and disinfecting high touch surfaces, as well as regular cleaning
- Ensure students or staff members with COVID-19 symptoms get a COVID-19 test and remain at home until a negative result is received and they are symptom free for 24 hours
- Reduce mixing of students and staff where possible
- Follow public health advice (testing, self-isolation) for any cases and contacts within our school community
- Manage events, sports and cultural activities in a manner that prioritises the safety of our students and staff at all times
- Manage expectations, meetings and Professional Learning and Development in a manner that enables staff to focus first and foremost on our ākonga and their wellbeing
- Design our school, staffing structures and support networks in a manner that anticipates staff absences and contact event

Face Coverings

At **Red**, face coverings are mandated indoors at schools at all times for:

- **all students**
- **all staff / and students working onsite for any reason**
- **all visitors**
- **students 12 and over on school or kura transport**

Some students may have a mask exemption due to medical reasons. They will wear something (badge or Lanyard) which clearly identifies this for staff and students. An up-to-date list is kept which is accessible to staff.

Guidance with regards to masks is changing. Staff from 8 February are required to wear medical grade masks. HODs have supplies for their departments. An emergency supply for students is held at the school office.

Guidance regarding the efficacy of masks can be found at the following link:

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-health-advice-public/covid-19-use-masks-and-face-coverings-community#:~:text=before%20your%20visit.-,Face%20mask%20exemption%20advice,wearing%20a%20face%20mask%20unsuitable.>

Special considerations for face coverings

The use of face coverings may have a particular impact on those who rely on visual signals for communication. Those who communicate with or provide support to this group of people, are exempt from wearing a mask.

Feedback from our parents tells us that the students are somewhat apprehensive about also wearing masks on occasions and some staff and students have mask exemptions. Please apply an educational and supportive approach. It's important to be kind, respect people's privacy, and not jump to any conclusions.

Exemption cards are available only for those who have a disability or health condition that makes wearing a face covering unsuitable. While the cards are not a requirement for the individual, guidance on the Ministry of Health website notes it will make it easier to explain why wearing a face covering is unsuitable for them.

Where someone is exempted from wearing a face covering, they should not be prevented from attending school and nor should there be any additional measures imposed on the individual.

The Ministry of Health is currently reviewing mask exemptions so you will be updated as changes occur.

Students refusing to wear a mask

If students do not have an exemption and continually do not wear a mask our behaviour management system will be followed. As masks are mandated, if the behaviour continues, students will need to be picked from school.

Ventilation

Open or well-ventilated spaces reduce the risk of transmission of COVID-19 because infectious particles are more quickly diffused in the open air than in spaces with less ventilation.

The virus that causes COVID-19 can be spread from person to person through contact with droplets which are produced when a person sneezes or coughs, or through other small respiratory particles that are produced when people talk, sing or shout. These small particles can remain in the air for some time. Aerosolised particles may build up if there is not enough ventilation.

Transmission of COVID-19 is more common indoors, where there may be less space to physically distance, and where people may come into contact with droplets and aerosolised particles more easily.

To help reduce the risk, it is important to take steps to improve ventilation in indoor settings so that any infectious particles that may be present in the air are more quickly removed.

The Senior Leadership Team have requested that windows in classes are to be opened to allow for as much ventilation as possible. **Classes and rooms must have windows and doors open to create an air flow. If it is not possible all of the time, the opening of doors/windows regularly, 10 minutes per hour, is recommended.**

Learning from Home

We can expect over the coming weeks and months to be providing a hybrid (mixed mode) learning model as it is inevitable that students and staff associated with our community will either become infected with Covid-19 and require to isolate, or will be a contact that requires them to isolate. Further information regarding 'contacts' is provided further in this document.

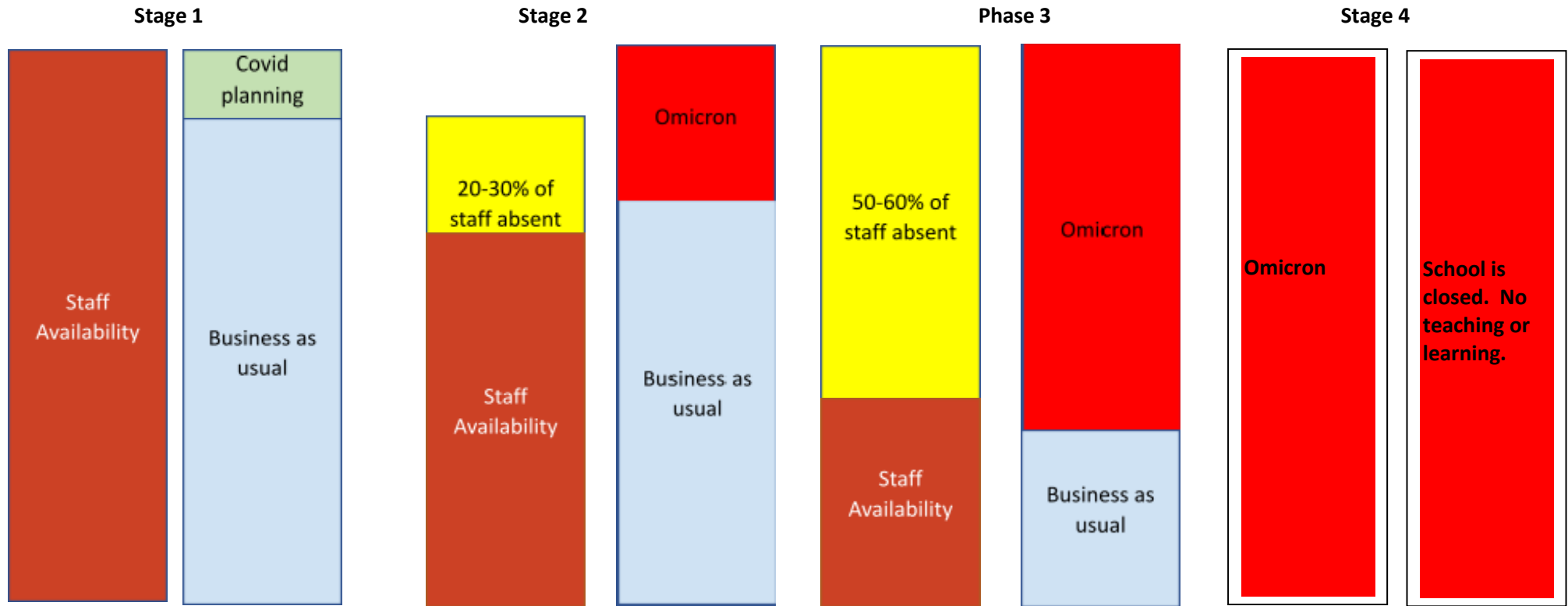
It is also reasonable to expect that some high risk/vulnerable students will not attend school until it is deemed safe for them to do so.

Deans and Kāiaraahi will have oversight of students learning from home in their respective years and coordinate with staff accordingly. Students will access their learning through teams. Should you have any questions regarding any of our students please contact them in the first instance.

If learning from home is required then the plan for distance learning will be invoked [Learning From Home](#)

Sacred Heart College – Lower Hutt COVID Response planning

How could an Omicron wave impact our school?



Suggested modelling – 20-30% of staff away at any one time - MOE modelling is higher due to close and broad contact

Modelling available advises 16 weeks of impact

The specific timing of when we move between stages will be dependent on our school and local community situation rather than when the country moves between phases.

Stages	Day School Mitigation Strategies
Stage 1	<ul style="list-style-type: none"> ● Remains open, operates with Red settings published 25/1 ● Rule of thumb, treat site as unvaccinated ● No inter-school gatherings unless all players and officials are fully vaxed ● Minimisation of staff cross infections ● Red level Health and safety planning for EOTC/Events/Gatherings ● Finance/admin, Grounds, Caretaking, and Uniform Shop placed into alternate teams ● No non-essential visitors ● Mass gathering/event rules apply ● No spectators at sport ● Focus on ventilation – building works undertaken
Stage 2	<ul style="list-style-type: none"> ● Open for instruction ● Explore SLT split into teams ● No gatherings/events curriculum or otherwise, indoors or outdoors, or external hire ● Explore limiting staff briefings or gatherings – move to zoom or morning bulletin ● Finance/admin work from home where possible ● All meetings online ● Year levels/groups could be rostered home due to staff unavailability. NB – students numbers expected to be down as well ● Have 60 seats and desks set up in the PAC one staff member to Supervise (30 in PAC & 30 in Lawson Foyer).
Stage 3	<ul style="list-style-type: none"> ● Learning from Home is encouraged for all. ● School open for students who need to be here for safety purposes – seating available in the PAC ● Essential staff onsite only

Stage 4

- School is closed to students and staff
- No teaching or learning occurs

Managing Illness

A reminder, if you are sick stay at home. We appreciate that there is a long-standing view amongst educators that at times it is easier to manage with a minor illness than to be away. In the RED setting, **this is not an option**. We all have a collective responsibility to look after the health, safety and wellbeing of each other and their whānau. If you have cold, flu or COVID-19 symptoms, stay home. Call your doctor or Healthline on 0800 358 5453 for advice about getting tested.

To inform the school of your need to stay at home please text or phone the relief number Sarah Knowles on 02102505224. Please let your HOD know and also the Principal if Covid-19 related. If unable to write relief on KAMAR, please inform your HOD. All work needs to be on TEAMS.

There will be very clear expectations to our parents and whānau with regards to students remaining at home if they are unwell. Staff may observe ākongā on arrival, checking for symptoms. Those students presenting as unwell, will be asked to go to the office where an assessment will be made with regards to their symptoms and what the best course of action is. It is also important to note that some seasonal illnesses such as hay fever, asthma and the likes could present as Covid like symptoms.

A quick screening conversation with the student can help to avoid any potential misdiagnosis/conflict. Staff should wear masks and gloves while having this screening conversation.

Isolation a key part of our response to Covid is having adequate plans in place to isolate students and staff should they show signs and symptoms. This without doubt is one of our biggest challenges given some are a long way from home and the nature in which students live, go to school and interact in the wider community.

Designated staff will only be allowed in the isolation room. You must wear a mask, wear gloves if there is potential to interact with/touch surfaces of a positive case and maintain a physical distance of 1m at all times.

Vaccination

Getting vaccinated is a key step to gain more protection against the virus. From 1 January 2022, only fully vaccinated staff and support people can have contact with children and students. We are prohibited from requiring students to be vaccinated to access education. This includes parents, caregiver and whānau supporting students and their learning. If you are a parent that is unvaccinated, you are able to come into school to support your student and his learning. We ask you follow all Public Health protocols and where possible, conduct these meetings via Google Meet.

Schools are able to request vaccination passes for events/gathering and other school activities that are not deemed 'curriculum'. See the table below for clarity.

Although there is no longer a requirement to maintain a student vaccine register, we will do so. We are encouraging student vaccination status to be recorded on Kamar. This is via your access to the student portal. Note, student EOTC, Sport and Cultural activities may require vaccination for participation. Where possible please refrain from asking students their vaccination status. The College is currently updating our privacy document with regards to this. Please see a member of the SLT if you require vaccination updates for a trip or events.

The COVID-19 Public Health Response (Vaccinations) Order 2021 has been amended to add that booster shots are now a mandatory requirement for the education workforce.

Who needs a booster?

The requirements for booster shots are the same as the requirements for vaccination.

- Everyone who works for a school or kura, who may have contact with children or students or will be present at a time when children and students are also present;
- Unpaid workers, such as volunteers and any members of the community who are regularly on site during a time when children and students may be present.

When are boosters required by?

Staff are eligible for a booster four months after their second vaccination. We are advising that staff get a booster as soon as they are eligible for one.

Staff are required to have their booster either by 1 March 2022 or 183 days after their second vaccination - whichever is the latest.

Where possible staff should get their booster appointment outside of normal working hours. Where that is not possible, we will support you with adequate paid time for staff to get vaccinated during work hours.

If staff do not get their booster in the required timeframe, they will no longer be able to be on a school site. Please provide a screen shot of your booster evidence, including the date and your name to; principal@sacredheartcollege.school.nz so our vaccination register can be updated.

Please also make sure you make time to get your booster by booking it online at [Book My Vaccine](#)

Contact Tracing

Given the reality that at some point COVID will enter our community, it is essential that clear and effective contact tracing systems are in place. You must keep your rolls up to date and accurate. We are also required to display QR Code posters for the NZ COVID Tracer App and maintain a visitor register. The attendance register needs to be taken within the first 10min of each lesson, and any ? followed up and corrected by Kāiaraahi every day during AKO time.

Other practical measures and information

Meetings

- Short briefings – given the short nature of these, our vaccination status, mask wearing, ability to physically distance and ventilation, these will still go ahead at this stage. They will take place in the PAC until further notice.
- Whole staff –If staff absence is high, these could be done via Zoom or TEAMS.

- Meetings of up to 30 students can go ahead in a well-ventilated space with masks on and physical distancing. The organiser of these may also choose to move these online and should do so if the previous conditions cannot be met.
- Staff meals - please ensure that you follow the same guidelines that have been outlined for students, wearing a mask and distancing at all times unless sitting and eating. At all other times you should have a face covering on.

EOTC

- If you are taking a trip out of school the teacher will need to contact venues and providers to check on their Vaccine requirements.
- A list of students attending can be given to the Assistant Principal who has access to our KAMAR record of students' vaccinations. You will be given a list saying who has supplied vaccination data to the college and their vaccination status.
- EOTC – we hope to be able to allow this as much as possible, but we need staff to plan and communicate early with us so we can decide and put in place the appropriate steps. Any EOTC events need to be cleared by MK, including COVID preparedness. A key premise will be isolation and the ability to put in place immediate measures should there be an exposure event or a student illness. For EOTC purposes, legislation has been passed that makes the premise being visited an extension of the school for the duration of the visit.
- PE classes must be outdoors. We appreciate that this will be disappointing for students, however we plan to ensure there are plenty of outdoor events organised to keep them occupied.

Music - Singing, kapa haka and woodwind music must also be outdoors.

Canteen

- Students to sanitise in and out of the Canteen area
- Social distancing of (1m) required at all times
- Masks must be worn **at all times** while inside the canteen area - no mask, no service
- Canteen staff members will be masked and wear gloves at all times while services are operating
- A staff member will be rostered on to ensure students are adhering to the mask and social distancing rules
- Posters are up at the entrance doors notifying about masks and keeping a distance

Food Fundraisers

- Can go ahead provided health measures are adhered to:
- Masks on at all times when selling and receiving food
- Social distancing 1m
- Wearing Gloves

Gym

Closed to students at Interval and lunch. This includes the exercise room – Fitpit.
The gym is open to sports teams who are vaccinated

Games at break time

- Please be mindful to avoid contact as much as possible as the fields are well ventilated.
- Gear to be sanitised on return
- Students to hand sanitise before and after

Commonly asked questions

General Guidance	RED Traffic Light
Children with complex medical needs, particularly if not fully vaccinated	Children with complex medical needs can seek advice from their health professional about whether it is appropriate to come to school and the boarding house. Support off site learning will be provided for those who are advised to remain at home, this will be managed by the Heads of Years.
Physical distancing	Beyond classroom groupings physical distancing of 1 metre when indoors should be observed wherever practicable. Large groups of students meeting indoors should be avoided. A large group is defined as more than 30.
Music, instruments, singing etc	For singing, participants must be outside and two metres distant from each other. No singing should take place inside, this includes at Mass, Choirs and other gatherings. Wind instruments are not to be shared and limited to home use, or outside only.
External students onsite for inter-school activities	No external students onsite for non-curriculum related inter-school activities. For curriculum related activities, if they do go ahead, physical distancing of 1 metre should be observed wherever practical.
Visitors	No non-essential visitors on site. All visitors, including parents and caregivers, if they do come onsite should wear face coverings when on school grounds. All visitors must sign in at the front office, boarding office, compound or with team/event managers outside of school hours.
Teaching/working across schools/groups	It is difficult to minimise working across groups of students. Therefore, hygiene and contact tracing are of the utmost importance.
Shared supplies	Shared supplies and equipment are able to be used if students and staff are undertaking regular hand washing and staying away if sick.
Water fountains	OK to use. Follow usual safety precautions (regular cleaning, don't touch mouth to metal, wash hands regularly).
Food preparation	When preparing food onsite you must check the MPI guidance on food safety and ensure you and any suppliers meet all health and safety requirements. Food should be eaten outside wherever practicable at Red. https://www.mpi.govt.nz/dmsdocument/3713-Food-safety-tips-for-event-organisers
Managing in an emergency	Fire alarms and other emergencies may require us to either evacuate our buildings or move everyone inside. The priority in these situations is keeping students and staff safe from the threat arising through the emergency event – fire, flood, earthquake etc. We will continue to operate practice drills as normal at red.
If I transport a student for a PCR test am I an automatic close contact?	No, not if you follow all public health measures. Drive with the windows open, have the students in the back seat, wear a mask and maintain good hygiene practices. If the school van is available use this to increase physical distance

General Health and Safety Matrix

	How we will ensure Contact tracing	How we will reduce contact & promote physical distancing	How we will ensure appropriate cleaning & hygiene practices?
Students	<ul style="list-style-type: none"> - Parents and whānau remain in the car or at the gate if dropping off a student. - If late go straight to AKO or Period 2 and sign in with your teacher. - If period 2 sign in at the school office. - Year 13 may leave the school grounds at lunch and during study time. They must sign in and out at the school office. 	<ul style="list-style-type: none"> - No physical greetings eg handshake, hugs. - Parents at any school event have the necessary appropriate My Vaccine pass. 	<ul style="list-style-type: none"> - Entry, hallways to be cleaned daily by cleaning staff. - Common touch surfaces to be cleaned regularly. - Sanitiser at entry/exit point. - Face coverings to be worn when indoors
Canteen & Eating	<ul style="list-style-type: none"> - Students to wear masks prior to eating whilst waiting in line and getting food. - Students to practice physical distancing - Service provided by catering staff - 	<ul style="list-style-type: none"> ● Students at least 1 meter apart when possible. ● 1m zone in place during cue and at the servery. ● Kitchen/catering staff to maintain physical distancing from students and wear face coverings at all times. 	<ul style="list-style-type: none"> ● To be cleaned daily by catering staff. ● Hand sanitiser available at entrance, exit, and around the dining hall. ● Face coverings to and from meals. ● No self-service to limit student contact with utensils etc.

			<ul style="list-style-type: none"> ● Increased signage to promote handwashing and hygiene practices. ● Encourage good ventilation windows and doors left open to circulate good airflow.
Recreation, common areas	<ul style="list-style-type: none"> ● Students and staff wear face coverings in indoors. ● Staff and students must be seated while eating and put mask on as soon as finished eating ● Students and staff must use the one-way system in Euphrase block. ● A staggered release from class for the top floor will be implemented to reduce congestion. Classes nearest the driveway will release their classes first. 	<ul style="list-style-type: none"> ● The Fitpit will be closed. ● The gym will be closed during interval and lunch time. ● Sports teams may use the gym before and after school – vaccine pass required. 	<ul style="list-style-type: none"> ● To be cleaned daily by cleaning staff. ● Common touch surfaces to be cleaned frequently by staff and students. ● Increased signage to promote handwashing and hygiene practices. ● Sanitiser at entry point. ● Increased ventilation.
Unwell students	<ul style="list-style-type: none"> ● Students to go home as soon as possible or not return to school if feeling unwell at home. ● Student to be isolated if unwell and exhibiting any Covid symptoms. ● Office staff to advice caregivers to arrange a covid-19 test as soon as possible. Student returns to school when test is negative. 	<ul style="list-style-type: none"> ● Isolation zone - studio to have no potential access for other students or staff ● The college studio can be used. 	<ul style="list-style-type: none"> ● Isolation zone to have separate bathroom and toilet facilities – beside studio 2 & 3 as a designated bathroom. ● Deep clean post any use. ● Face coverings, gloves, distancing all required by staff in contact with unwell students. ● Increased ventilation. ● Staff to dispose of, and replace masks and gloves.

Staff

- Staff sign in and out during the school day using the school vistab at the office

- Practice recommended safe 1m social distancing when inside.
- If staff are unwell they are to stay away.
- All staff have to be vaccinated and have provided evidence of their vaccine status/My vaccine pass etc.

- All staff work rooms to have disinfectant sprays, sanitiser.
- High touch areas/objects cleaned regularly if cleared.
- Wash hands after use of phone and other high touch areas.

			<ul style="list-style-type: none"> ● To wear face coverings indoors.
Signage	<ul style="list-style-type: none"> ● Clear signage regarding access to site. ● Onsite visitors' registers are maintained – Contractors all have to have complied with Covid vaccinations/use My vaccine pass and use Contact tracer app to sign into school QR code on doors. 		<ul style="list-style-type: none"> ● Increased signage across all areas promoting hygiene.

Contacts

People who have had contact with a case are considered 'contacts.' Depending on the type of interaction with the COVID-19 case, you may be categorised as Close or Casual Contacts.

When someone is a COVID-19 positive case, their infectious period should be assumed to be from 48 hours before their symptoms started until medical clearance (at least 10 days of self-isolation for fully vaccinated people). If a case has no symptoms, they should generally be assumed infectious from 48 hours before the initial test.

If you are identified as a contact, the last time you were near to the case during their infectious period is considered your 'last date of exposure'. This counts as day 0 for isolation and testing purposes.

This past week the Government announced the removal of the Casual Plus contact category. MoE and MoH are currently working to update guidance for the education sector and are engaging with the NZBSA to establish boarding specific guidelines.

For your reference the current categorising table from the MOE is below, note this will change due to the removal of the casual plus category, but it gives you a feel for what to expect.

Please click on the link below from the Ministry of Health Website for further information about how to proceed once your son or a family member is linked to a confirmed case.

https://www.arphs.health.nz/assets/Uploads/Resources/Disease-and-illness/Coronavirus/Education/Managing_COVID-19-A-public-health-toolkit-for-secondary-schools-and-kura.pdf

Contact Categorising

	Type of interaction	Examples	Face covering worn by case ¹	
			Yes	No or unknown
Close range contact within 1.5m of case	Direct contact with respiratory secretions or saliva (indoors or outdoors) OR Face to face contact with a case who is forcefully expelling air/secretions FOR ANY DURATION OF TIME REGARDLESS OF FACE COVERING USE	Kissing, spitting, hongis, sharing cigarettes or vapes Singing, shouting, coughing, sneezing Contact sports (heavy breathing related to exertion)	Close	Close
	Indoor face to face contact for more than 15 minutes	Having a conversation Sitting across a table from someone	Casual plus if < 2 hours Close if > 2 hours	Close
	Non-face to face contact for more than 1 hour in an indoor space	Sitting near someone in class or assembly but not having a conversation	Casual plus if < 2 hours Close if > 2 hours	Close
Higher risk indoor contact more than 1.5m away from case and no close-range contact	Indoor contact in a small space without good airflow/ventilation* for more than 15 minutes	Classroom, staff rooms, office, sick bay, toilets, school bus	Casual Plus if < 2 hours Close if > 2 hours	Close
	Indoor contact in a moderate sized space without good airflow/ventilation for more than 1 hour	Gymnasium, hall, train	Casual Plus if < 2 hours Close if > 2 hours	Close
Low risk contact (no close-range contact or higher risk indoor contact)	Large indoor settings (bigger than 300m ²) if none of the criteria above are present	Auditorium	Casual	Casual
	Smaller indoor venues (less than 300m ²) with good airflow-ventilation for up to 2 hours	Well ventilated classrooms/offices (e.g., windows open)	Casual	Casual
	Brief indoor contact regardless of distance from case	Passing each other in the corridor, sharing an elevator	Casual	Casual
	Contact in outdoor spaces FOR ANY DURATION OF TIME	Walking outside with friends Non-contact sports Playground activities	Casual	Casual
*Good airflow and ventilation is required to prevent virus particles accumulating in an indoor space. Good ventilation/airflow can be achieved by keeping windows open. Please refer to page 4 for guidance on ventilation.				

¹ It is unclear how long a face covering provides protection from infection when a contact is in close-range contact with a case or is present in the same indoor spaces. Therefore, face covering use should only be used to down-categorise contacts when the close-range contact is for less than 2 hours. This advice may change as more evidence becomes available.

Support and Guidance

As we enter our third year of delivering education in a global pandemic, we cannot underestimate the impact of the last two years on you, your whānau and our community.

Our ākonga will again look to us as adults for guidance on how to react to stressful events. If parents or staff seem overly worried, the anxiety of ākonga may rise.

We can reassure our ākonga that everyone is working together to stay healthy and to limit the spread of this virus.

As things change, families and whānau will also want to stay connected with you. Things may be challenging for some children, young people and their families. As an individual staff member you might not have all the answers but working collectively can help.

The following website has a range of resources and information on [COVID-19 and wellbeing](#) that will be helpful for you and the wellbeing of our ākonga and their whānau.

Some helpful tips

- o Stay connected – with us, your whanau and friends
- o Reach out if you need to
- o Spend time in places that feel safe and comfortable as much as possible
- o Keep active
- o Establish a good routine such as regular mealtimes, bedtimes and exercising

EAP services are available - 0800 327 669/1800 726474 or visit the [EAP website](#).

https://nziwr.co.nz/wp-content/uploads/2020/03/NZIWR_Real-time_Resilience_Coping_with_Coronavirus.pdf

[Public health unit contacts](#)