



**Onslow
College**

COVID-19 Protocols

The goals of this document are to:

- Keep staff, students and the wider community healthy and safe by preventing the spread of COVID-19.
- Apply relevant guidance from the Ministry of Health and Education to the School environment.
- Encourage a safe and respectful work environment and good communication.
- Sit alongside your usual health and safety controls to ensure staff, students are safe on site.

Our commitment as a School:

- We are committed to working alongside Government to prevent the spread of COVID-19.
- We are united against COVID-19 and will do our utmost to protect our staff, students, the wider community and New Zealand.
- We know that we're in this together – this means trusting those we work with will keep us safe and that we'll do the same for them.

For information on what COVID-19 is, what the symptoms are, and how it spreads, visit www.covid19.govt.nz

The Five Step Guide for returning to school - Alert Level 3

Before arriving to School



Think about whether or not you have any risk factors

Conduct a remote induction before arrival on site, this can be done via video conferencing or by phone. If an in-person induction is required, the [Physical distancing and hygiene protocol](#) must be followed.

All staff should follow the [Personal health flowchart](#) to confirm they are safe to be on site.

Employers must have an understanding of how people will travel to and from site and will communicate the [Site transportation protocol](#) to all.

Signing In



Only essential personnel and Y9 and 10 who can not learn safely at home are to access the school. All other Staff and students will work remotely

A daily register of staff and students entering and leaving site must be completed along with a health declaration.

[Signage](#) reminding staff and students of the COVID-19 physical distancing and hygiene protocol will be posted at the site entrance and in common areas where appropriate.

At School



All work is to be undertaken in such a way as to reduce any possible contact between staff and students to promote physical distancing wherever possible, as per the [Physical distancing and hygiene protocol](#).

All visitors to the site, such as necessary delivery workers, will be restricted to one person wherever possible.

All offices and jobsites must implement cleaning measures as per the Ministry of Education guidelines

Additional sanitary measures are to be implemented on site to prevent the spread of COVID-19 e.g. hand washing stations, provision of additional hand sanitizer, provision of disinfectant wiping products, as per the [Physical distancing and hygiene protocol](#).

Going Home



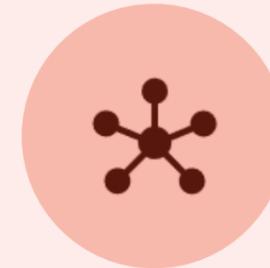
Staff and Students must sign out.

When [Returning home](#), staff and students will need to follow the necessary hygiene measures

The school must be cleaned and sanitised at the end of the working day

Staff and students must follow the [Site transportation protocol](#).

SLT Responsibilities



Follow the COVID-19 [SLT Checklist](#).

Communicate the schools expectations and prevention measures to all staff and students.

Follow our COVID-19 [Response plan](#) in place to identify processes for dealing with suspected and confirmed COVID-19 cases.

Stay in contact with all staff/student including those who may be in isolation or working remotely.

Don't forget your normal health and safety obligations still apply. These Protocols are in addition to your usual health and safety controls.

More information

Healthline

call 0800 3585453
www.health.govt.nz

Unite Against COVID-19

www.covid19.govt.nz

National Telehealth Service

1737.org.nz

SLT Checklist

- Outline expectations to all students and staff on site. Clearly outline what parts of the school are open.

- Review contractor's site plans.

- Follow COVID-19 pandemic plan to identify processes for dealing with suspected and confirmed COVID-19 cases.

- Complete an incident report in the event of a suspected or confirmed case of COVID-19.

- Maintain a **Sign-in register** and detailed work schedule to understand the movements and activities of all students and staff in the event of an exposure to COVID-19.

- Stay in contact with staff who may be in isolation or working remotely.

- Assist staff and students to access mental health and wellbeing information. Free call or text 1737 any time for support from a trained counsellor.

- Communicate regularly to keep students, staff and whānau up to date with COVID-19 protocols as we progress through stages.

- Don't forget your normal health and safety obligations still apply. These Protocols are in addition to your usual health and safety controls.

- Check that all required cleaning is done regularly

Physical Distancing and Hygiene Protocol - Alert Level 3

Safe work practices to limit exposure to COVID-19 while operating under alert level 3 at work mean first assessing the risks, and then implementing the appropriate controls, so far as is reasonably practicable. All work must be undertaken in such a way as to reduce any possible contact between people and to promote physical distancing wherever possible.

What is physical distancing?

Physical distancing, sometimes known as “social distancing”, is about keeping a safe distance from others. Physical distancing means remaining two metres away from other people. This is important to help protect us from COVID-19, which spreads via droplets from coughing and sneezing. Staying two metres away from others is an effective measure.

General Working Arrangements

- Keep bubbles as small as possible.
- Keep a record of who is in each bubble every day as you may be required to track back for contact tracing.
- Where possible, apply a one-way system in high-traffic areas, such as lifts, stairwells.
- Where practical, all staff and students should work remotely.
- Any sign in registers should be recoded by one person where possible - do not pass material around the group and minimise contact with any screens.

Meetings

- Only absolutely necessary meeting participants should attend.
- Attendees should be two metres apart from each other
- Rooms should be well ventilated / windows opened to allow fresh air circulation.
- Hold meetings in open areas where possible.
- Meetings are to be held through teleconferencing or videoconferencing where possible.

Avoiding Close Working

- Staff and students are to distance themselves from each other by two metres.
- Plan all work to minimise contact
- Stairs should be used in preference to lifts
- Where Lifts must be used
 - Lower their capacity to reduce congestion and contact at all times
 - regularly clean touch points, doors, buttons etc.
- Increase ventilation in enclosed spaces.

Toilet Facilities

- Physical distancing rules apply to the use of shared facilities, including toilets.
- Wash hands before and after using the facilities.
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks, toilet flush and sanitary bins.
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Eating Arrangements

- If you need to leave school for any reason, follow entry procedures on return.
- Dedicated eating areas should be identified on site to reduce food waste and contamination.
- Break times should be staggered to reduce congestion and contact at all times.
- Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by anyone entering and leaving the area.
- The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home.
- People should sit 2 metres apart from each other whilst eating and avoid all contact.
- Shared crockery, eating utensils, cups etc. should not be used unless a dishwasher is available to clean them.
- Tables should be cleaned between each use.
- All rubbish should be put straight in the bin and not left for someone else to clear up.
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines.
- Limit access and use of coffee machines and water fountains.
- Consider numbers on site for site facilities as physical distancing may require additional space/facilities.

Changing Facilities, Showers and Drying Rooms

- Introduce staggered start and finish times to reduce congestion and contact at all times.
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.
- Consider increasing the number or size of facilities available on site if possible.
- Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres.
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

General Hygiene

- Each staff/student must sanitise their hands with hand sanitiser or soap and running water before entry onto school, use warm water if available.
- Set up a specific place near the entry of the site for handwashing and/or sanitising.
- Any personal items brought to site by people must be segregated (kept separate from other peoples items).
- All eating and drinking utensils to be cleaned by the user. Have paper towels accessible to dry.

Hand Washing

- Ensure soap and fresh water is readily available and kept topped up at all times.
- Provide hand sanitiser where hand washing facilities are unavailable.
- Regularly clean the hand washing facilities and check soap and sanitiser levels.
- Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.

Hand washing



Wet your hands under clean running water. Use warm water if available.



Put soap on your hands and wash for 20 seconds. Liquid soap is best.



Rub on both sides of both hands...



and in between fingers and thumbs...



and round and round both hands.



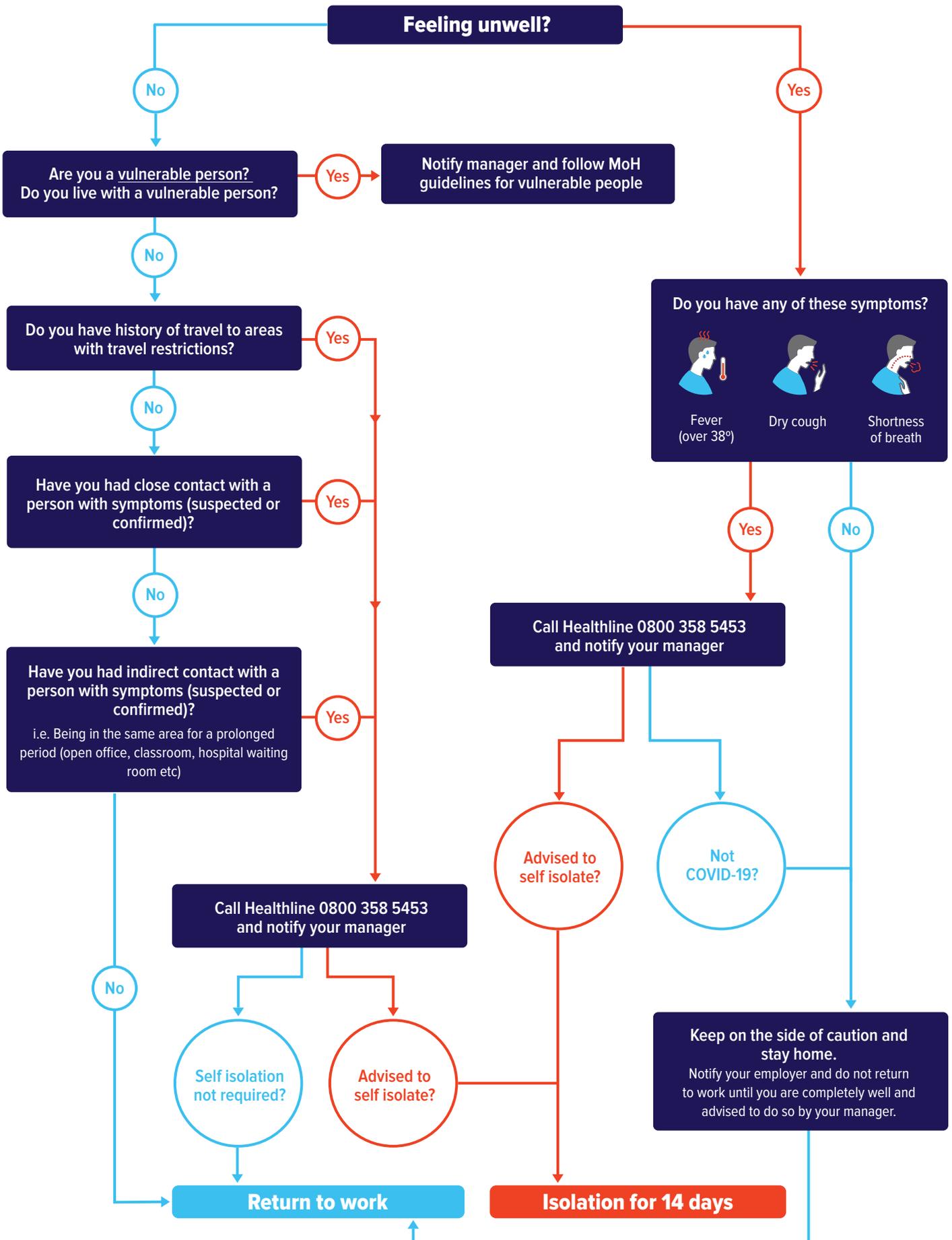
Rinse all the soap off under clean running water. Use warm water if available.



Dry your hands all over for 20 seconds. Using a paper towel is best.

Steps provided by Ministry of Health's guide to hand washing

Personal Health Flowchart



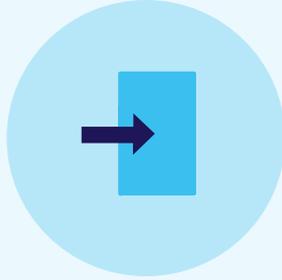
School Transportation Protocol - Alert Level 3

Students/Staff travel to site

Schools are required to have an understanding of how you will travel to and from site.



You are to travel to the site one person per vehicle where possible.



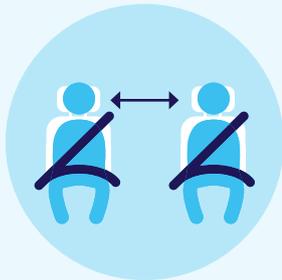
Log is to be kept to record who has arrived on site, how they traveled and who they traveled with for contact tracing purposes.



You must travel home in the same vehicle as they arrived in.



Handwashing protocols to be observed before entering site.



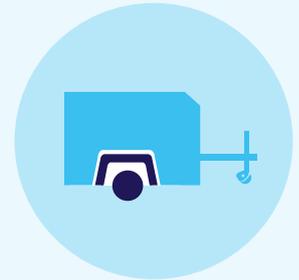
Allowing for spaces between passengers.



Hygienic washing of hands before and after the journey.



Follow Vehicle Cleaning Procedures as per the [Cleaning guide](#).



Restricting equipment and baggage to trailers and or separate parts of the vehicle.

Required process for deliveries to site



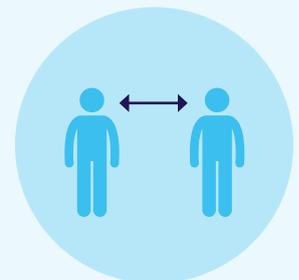
Deliveries to site should be delivered by one person only where possible.



Handwashing protocols to be observed once arrived at site.



Sign-in register must be completed for persons delivering goods to site.



2m physical distancing rules to be applied at all times.

Returning home after School

Stopping the spread of COVID-19 from School to home

To stop the possible spread of COVID-19, it is important that when you return home after school, you take all the necessary precautions to ensure that you and everyone in your bubble are safe. Here are four simple guidelines to follow:



No touching

When you return home, try not to touch anything until you have cleaned your hands properly.



Shoes

Remove your shoes, do not walk through the house with them on - leave them outside.



Items

Leave non-essential items at work and disinfect items you have used at work that you have to keep with you, e.g. mobile phones.



Clothes and bags

Place your clothes and bags in a container and wash in a hot washing machine cycle.



Shower

Have a shower and make sure to clean your hands, wrists, arms, neck, nails and areas that might have been exposed.

Suspected or confirmed case of COVID-19 at School

If the suspected or confirmed case of COVID-19 is at School



1. Isolate

Isolate the person from others and provide a disposable surgical mask, if available, for the person to wear.



2. Inform

Call Healthline (0800 611 116). Follow the advice of health officials.



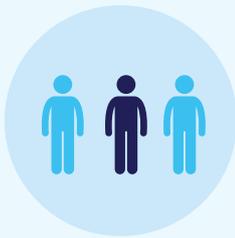
3. Transport

Ensure the person has transport to their home or to a medical facility.



4. Clean

Clean the area where the person was working and all places they have been. This may mean evacuating those areas. Use PPE when cleaning.



5. Identify

Identify who at the workplace had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate. Allow employees to raise concerns.



6. Clean

Clean the area where the close contact people were working and all common areas they have been. This may mean evacuating those areas. Use PPE when cleaning.



7. Review

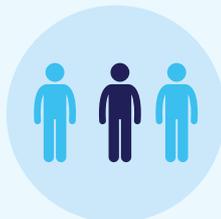
Review risk management controls relating to COVID-19 and review whether work may need to change. Keep employees up to date on what is happening.

If the suspected or confirmed case of COVID-19 is not at work when diagnosed



1. Inform

Call Healthline (0800 611 116). Follow advice of health officials.



2. Identify

Identify who at the workplace had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate. Allow employees to raise concerns.



3. Clean

Clean the area where the infected person and their close contacts were working and all common areas they have been. This may mean evacuating those areas. Use PPE when cleaning.



4. Review

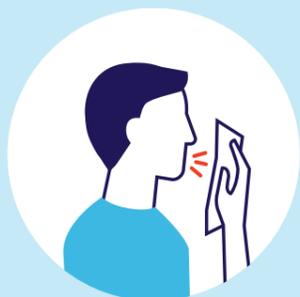
Review risk management controls relating to COVID-19 and review whether work may need to change. Keep employees up to date on what is happening.

Protect yourself and others

Ways to prevent spreading germs



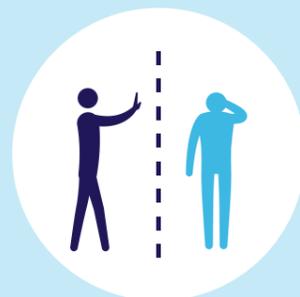
Throw tissues in a bin or plastic bag after use



Cough or sneeze into a tissue or your elbow



Clean and disinfect surfaces and objects that people frequently touch



Avoid close contact with people who are sick, sneezing or coughing



Avoid touching your eyes, nose or mouth with unwashed hands



Stay home when you are sick



Wash your hands frequently and thoroughly using soap and water for at least 20 seconds

14 days self isolation is required if you...



Have arrived or returned from overseas within the last 14 days

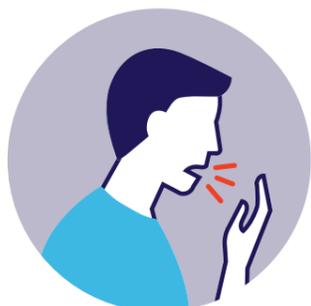


Are showing symptoms of COVID-19



Have been in close contact with someone confirmed with COVID-19 within the last 14 days

Symptoms can include:



Cough



Fever (at least 38°C)



Shortness of breath

› Additional Information

Introduction

This is about what to do as the Coronavirus (aka COVID-19) spreads through New Zealand and what you can do to protect yourself, your family and the people around you.

The most up-to-date information for New Zealand is at the [Ministry of Health website](#).

The disease

COVID-19 is a new contagious illness that can affect the lungs and airways; it is caused by a type of coronavirus. Experience of COVID-19 to date shows that all people are at risk of contracting the virus, however some people are at higher risk at getting very sick from this illness. This includes older adults and people who have medical conditions like heart disease, lung disease, asthma and diabetes.

It spreads through tiny droplets of saliva or body fluids spread by such things as talking, sneezing, kissing and coughing. The disease can survive on surfaces such as benchtops and door handles for a number of hours and can then be picked up from there which is why washing your hands is very important.

Signs and symptoms

Some people get a very mild form of the disease but it can kill some people quite quickly, especially if they have diabetes or heart disease.

The signs and symptoms are:



A high temperature.
(At least 38°C)



Coughing



Breathing problems

Milder symptoms can be helped with normal medicines but if there is trouble breathing people may need to go to hospital.

If you have these symptoms call the Ministry of Health's special COVID-19 number on **0800 358 5453 at any time**. Or call your doctor, but don't go in without warning them. We can't have doctors getting infected as they will have to go into isolation.

Most of the deaths are from fluid building up in the lungs so people can't breathe. Only about one in 100 people are dying but because it is so easy to spread, this could amount to a lot of people throughout the whole country.

Prevention

There is no cure or vaccine yet so preventing the spread is the best defence.



A face mask won't stop the virus but if fit correctly, it does help stop people touching their face to avoid any virus on their hands going into their mouths or eyes.



Because it attacks the lungs, if you smoke, stop now. There's never been a better time!



Clean and disinfect frequently touched surfaces such as doorknobs and railings.



Wash your hands. Ordinary soap is even better than expensive hand sanitisers. A 20 second wash with soap will dissolve the virus's protective coating. Ensure that hands are thoroughly dried. Keep plenty of soap, water and disposable hand-towels on site.



Stay home if you are sick. The Ministry of Health wants people suspected of having the virus to stay home and quarantine themselves for 14 days so make sure you have enough supplies to last that long. If one of your team is sick, send them home.



Cough into your elbow, not your hands. This helps stop the spread.



If you have been in contact with someone who has the disease, assume you may have it and stay home. Stopping the spread is our best weapon to stop our medical system getting swamped.



Follow the physical distancing and hygiene protocol. Staying 2 metres away from others whenever possible as this is an effective measure to stop the spread.

Self-isolation

If you are showing signs of being unwell or have recently arrived or returned from overseas (or have been in contact with someone who has) you may be required to self-isolate. Follow the [Personal health flowchart](#) and take appropriate actions. The situation is evolving so please visit the [Ministry of Health website](#) for the most up-to-date information.

COVID-19 Protocols

Protocols are in place for protecting staff and students against the risks of COVID-19. The procedures cover the 5 steps for Onslow. The protocols are in addition to the normal health and safety obligations and include some useful guides and resources to assist with implementing the protocols on site. For more information and advice about COVID-19 visit [Unite Against COVID-19](#).