

Victoria Avenue School Pandemic Plan 2020

The purpose of this plan is to ensure Victoria Avenue School staff have guidelines regarding how to respond in case of a pandemic. In the event of a pandemic, Victoria Avenue School will work closely with the Ministry of Education and Ministry of Health and act in accordance with their Guidelines:

Ministry of Education [Pandemic Planning Guide \(full guide\)](#)[DOC, 813 KB]

Victoria Avenue School Pandemic Planning Guidelines

This following plan is based on the Ministry of Education's Influenza Pandemic Planning Guide for schools. The original was from Newmarket School, this version was updated for Victoria Avenue School, March 2020

Preparing to Activate the Victoria Avenue School pandemic plan	Planned Actions	Y/N/U
<p>Maintain links with relevant agencies and community support networks</p> <ul style="list-style-type: none"> Ensure relevant information from the Ministry of Education and the Ministry of Health are shared with our community Maintain links with other local schools through email distribution lists 	Check for regular email alerts from the Ministry of Education Ministry of Health	Y Y
<p>Actions</p> <ul style="list-style-type: none"> Monitor and respond to information provided by the MOE and take appropriate action if required, including disseminating information to the VAS parent/caregiver community and staff 	Regular email updates will be sent by the MOE Disseminate information as necessary Note and act on guidance from official sources	Y Y Y
<p>Systems</p> <ul style="list-style-type: none"> Keep Student Management Systems (SMS) database updated Update website and community contacts Update staff emergency contact details 	Contact parents through email system Update website posts Update school telephone message	U U U
<p>Educate staff, students, children and parents about:</p> <ul style="list-style-type: none"> The importance of staying home when sick The importance of good hygiene practices 	Reminders to parents in the school newsletter, emails Reminders to children in the classrooms	U Y
<p>Supplies</p> <ul style="list-style-type: none"> Check the school has adequate supplies to maintain a healthy environment 	Supplies ordered and stored	Y
<p>Signage</p> <ul style="list-style-type: none"> Prepare signs read to display in school environment 	Signs displayed in school environment	Y

Respond to a Pandemic

- Ministry of Health announces human pandemic case in non-school location
- If the school is outside the pandemic cluster area the school is on heightened alert
- If inside the pandemic cluster are the school would close on the instructions of the Ministry of Health
- Staff and parents are informed and understand their roles and responsibilities

VAS has no pandemic cases and can continue to remain open VAS may have possible pandemic case/s and can remain open Start preparing for a possible school closure	Dated
<p>Maintain contact with our local Health Board, Public Health Unit through agreed contact or cluster point of contact</p> <p>VAS should not close without taking advice from the local District Health Board (DHB) or Public Health Unit (PHU) contact, Medical Officer of Health or their designated officer. Refer to page 5 of the MOE's planning Guide.</p> <ul style="list-style-type: none"> • Make preparations for possible closure • Make preparations for securing premises 	
<p>Cancel all work-related travel plans (domestic and international)</p> <ul style="list-style-type: none"> • Follow Ministry of Health travel advice on their website and via media. • Review travel of staff who work between regions or clusters, such as RTLb,RTLIT, staff in Kahui Ako roles and relieving teachers 	
<p>Take care of staff, children and students showing symptoms</p> <p>Actions: see screening flowchart, page 26 of the Moe's Planning guide</p> <ul style="list-style-type: none"> • Set up an isolation room or area • Use the table outlining the difference between influenza and common cold in the Planning guide page 36 • Have clear policies around how/when decisions are made to send children and/or staff home, in consultation with a medical advisor (public health or doctor) • Ensure notification of cases and status reports to health authorities • Have excellent personal hygiene facilities and practices to reduce the spread of illnesses, such as good hand hygiene, cough and sneeze etiquette, staying home when sick • Assist health authorities to track 'contacts' of people showing symptoms. 	
<p>Prepare pandemic 'contact' lists</p> <ul style="list-style-type: none"> • 'Contact' is also used by the Ministry of Health to refer to a person who has been in close proximity to a suspected or confirmed pandemic case. • The Ministry of Health may require information urgently to trace 'contacts' or infected people. 	

Closing Victoria Avenue School to students	Dated
<p>Communicate directly with local DHB contact through our agreed contact or cluster 'point of contact'</p> <p>Close VAS to students</p> <ul style="list-style-type: none"> • Have arrangements in place for: staff pay, utilities, phone or e-communication, coordination of voluntary redeployment of staff in alternative duties (such as health and welfare roles); and alternative use of VAS premises. • While VAS will be closed to students/children, it will not be closed in a quarantine sense. Staff may still go to work using appropriate social distancing measures or work remotely, such as from home. • Guidance of staff pay arrangements will be clarified after discussion with employers and MOE/Unions 	

<p>Prepare to secure premises, if necessary</p> <p>Post notices of closure to students on entry points and main buildings</p> <ul style="list-style-type: none"> Page 29 of the Planning Guide has sample notices (adapt as appropriate) 	
<p>Keep relevant groups informed through briefings, emails, newsletters and websites</p> <p>If requested, collaborate with local agencies in making Victoria Avenue School facilities available in local response efforts</p> <ul style="list-style-type: none"> Liaise with local Public Health Units, district Health Board, local government Civil Defence emergency Management (CDEM) group etc 	
<p>Activate rigorous personal hygiene, social distancing regimes for those staff continuing to work at Victoria Avenue School. Provide options for working remotely where applicable or necessary, Coordinate 'alternative duties' for willing staff, where applicable.</p> <ul style="list-style-type: none"> See page 17 of Planning Guide 	

Recover from a Pandemic

Trigger: Population protected by vaccination and/or pandemic abated in New Zealand MOH - Code Green

Goals: Victoria Avenue School ensures continued wellbeing of staff and students, education services are restored

Getting back to business	Date
<p>Activate recovery plan</p> <ul style="list-style-type: none"> Contact the MOE for advice and liaise with Special Education Traumatic Incident Co-ordinators, if available. Note: no external support may be available See MOH and MOCD - Emergency Management Arrange debrief of pandemic event for staff and students as appropriate Arrange trauma and/or grief counselling as necessary 	
<p>Assess capacity of staff to resume normal school/centre operations</p> <ul style="list-style-type: none"> Employ relievers or appoint new staff if necessary 	
<p>Clean and disinfect affected areas</p> <ul style="list-style-type: none"> See cleaning guidelines in Planning Guide 	
<p>Keep relevant groups informed through briefings, emails, newsletters and websites</p> <ul style="list-style-type: none"> Checklist of the types of topics to cover: Local status - the current pandemic phase, what Newmarket is doing, what parents, children and students can do at home, next steps. 	
<p>Communicate and consult with:</p> <ul style="list-style-type: none"> Board of Trustees/management/principal Staff Students Parents 	

<ul style="list-style-type: none"> ● Volunteers 	
<p>Support and monitor the wellbeing of staff and students</p> <ul style="list-style-type: none"> ● Follow the advice of health officials in managing return to work/lessons. ● Watch for other symptoms of grief and trauma. ● Counselling and support may be required 	

Getting Started	
<p>Pandemic manager and deputy, pandemic team members</p> <ul style="list-style-type: none"> ● The VAS principal is the pandemic manager and the associate principals will act in this role should the principal be unable to carry out this role. ● The pandemic manager will develop your institution's pandemic plan including outline of the primary roles of key participants based on information received from the MOE and MOH and the local situation ● Janice Adamson (principal) j.adamson@victoria-avenue.school.nz ● Jane Cameron (associate principal) j.cameron@victoria-avenue.school.nz ● John Thorman (board chair) john_thorman@hotmail.com ● Joanne Henderson (communications) j.henderson@victoria-avenue.school.nz ● Kinzsa Vahry (administration) k.vahry@victoria-avenue.school.nz 	
<p>Points of contact</p> <ul style="list-style-type: none"> ● During a pandemic event the MOH, local medical officers of Health or their approved designates will provide leadership or direct the closing or opening of the school ● Leading into a pandemic event the school will identify the correct health point of contact 	

Working with the community - Contacts and General Information and Resources	
<p>Consult and inform:</p> <ul style="list-style-type: none"> ● Board of trustees/management/principal ● Staff receive regular updates on hygiene practices and pandemic planning by principal ● Students receive regular information on hygiene by teachers ● Parent caregivers are given handwashing and pandemic planning and procedures in newsletters ● Links with outside agencies - MOE Senior Advisor Central – Julien le Sueur ● Links with regional public health - Auckland 	
<p>Contact list roles and resources:</p> <ul style="list-style-type: none"> ● A staff contact list is kept updated ● A list of staff willing to carry out alternative duties developed if required ● Parents/caregivers - at least two emergency contacts for each student in the SMS 	
<p>Isolation room or area for sick people</p> <ul style="list-style-type: none"> ● School medical room (which has toilet and sinks) 	
<p>Effective Hand hygiene practices</p> <ul style="list-style-type: none"> ● First aid kits regularly checked and replenished ● Hand sanitiser distributed throughout the school ● Regular reminders regarding handwashing, notices displayed 	
<p>Review cleaning policies, practices and supplies</p> <ul style="list-style-type: none"> ● See Planning Guide ● Contract cleaners made aware of expectations ● Make contact with After School Providers 	

Pandemic team review scenarios <ul style="list-style-type: none">● See Planning Guide p39	
Review pandemic plan regularly <ul style="list-style-type: none">● Review plan regularly, check for MOE and MOH updates	
Remuera local response plans <ul style="list-style-type: none">● Alternative duties for Victoria Avenue staff● Alternative use of Victoria Avenue School● Local response plans will be developed if required	