

# Nelson College Health & Safety

## Boarding Alert Level 2

Our Boarding House is a safe environment for students and staff.

Additional measures will be in place to help prevent the spread of the disease and to support contact tracing.

The boarding school is not considered a place of mass gathering as we are a controlled environment.

Our goal is to open within a structure that:

- promotes safety for all within Ministry of Education and Ministry of Health guidelines
- ensures all public health measures are in place, and
- allows for the safe return for all students and staff

The overriding principles for Alert Level 2 are:

- to minimise the risk that someone gets infected in the first place
- and to ensure we can identify and contact anyone who has been in close contact with a person if someone in our boarding and day school is infected.

We have an obligation to ensure the health and safety of our staff, students, whānau and members of the public who may engage with Nelson College Boarding in some capacity.

We must manage the associated risks.

The key controls for our boarding school are:

- ensure people with COVID-19 symptoms or who are sick, stay away from boarding if they are due to return. If they are already in boarding, isolation measures will be implemented.
- maintain physical distancing so that where possible, they are not breathing on or touching each other.
- ensure good hygiene practices through cough & sneeze etiquette, heightened hand washing reminders & well stocked hygiene facilities.
- heightened cleaning of school & boarding facilities.
- keep track of people that enter our boarding community through contact tracing registers in the houses, san & dining room.
- increase protocols around day leave and no overnight leave to friends for the time being.

## Preparation Phase

<b>ACTION</b>	<b>WHO</b>	<b>FOLLOW UP ACTIONS IF REQUIRED</b>
Email sent to all boarding whanau outlining: <ul style="list-style-type: none"> <li>H &amp; S practices at Alert Level 2</li> <li>Return to boarding process and timelines</li> </ul> Process to manage any concerns re returning to boarding	<b>SH/TK</b>	
Work with individual students and whanau	<b>AH/MN/SH</b>	
Establish Isolation Zones, including PPR, medical and cleaning supplies	<b>SH/BR</b>	
Set up dorms with increased signage and sanitising equipment	<b>BR/Helen/Georgina</b>	
Review dining room procedures	<b>SH/Shawn</b>	
Check cleaning stock and equipment	<b>Helen/Georgina</b>	
Adapt Boarding ware for daytime sign out	<b>MN</b>	
Check parent and emergency caregiver details	<b>SC/SH</b>	
Consult staff regarding the H & S plan	<b>SH</b>	
Finalise COVID-19 H & S plan	<b>SH</b>	

## Implementation Phase

	<b>How will we ensure contact tracing</b>	<b>How will we reduce contact &amp; promote physical distancing</b>	<b>How will we ensure appropriate cleaning &amp; hygiene practices</b>
<b>Arrival of students</b>	<ul style="list-style-type: none"> <li>Arrival times planned and staggered to avoid mass contact.</li> <li>Contact tracing/visitor register completed for parents/whanau/visitors who enter the houses/san/dining room.</li> </ul>	Parent/caregivers asked to maintain physical distance from staff & boarders	<ul style="list-style-type: none"> <li>Heightened cleaning with focus on common touch surfaces.</li> <li>Sanitiser at bathrooms &amp; entry/exit points.</li> <li>Increased signage to</li> </ul>

			promote. handwashing and hygiene practices
<b>Students within boarding</b>	<ul style="list-style-type: none"> <li>- Boarding ware to continue to record leave.</li> <li>- Students permitted to visit friend(s) during the day with extra sign out steps for contact tracing.</li> </ul>	<ul style="list-style-type: none"> <li>- Students reminded to stay out of breath &amp; touch space of others within the boarding community.</li> <li>- Students reminded to stay a further physical distance from visitors.</li> <li>- Students not permitted to sign out overnight unless it is to home.</li> <li>- No mass gatherings that include visitors</li> </ul>	<ul style="list-style-type: none"> <li>- Heightened cleaning with focus on common touch surfaces.</li> <li>- Sanitiser at bathrooms &amp; entry/exit points.</li> <li>- Increased signage to promote handwashing and hygiene practices.</li> <li>- Heightened reminders of hand washing before entering the houses, before eating and after sport and ablutions.</li> </ul>
<b>Unwell students</b>	<ul style="list-style-type: none"> <li>- Isolation zone, and screening procedures continue.</li> <li>- Continued advice from MOH</li> </ul>	<ul style="list-style-type: none"> <li>- Lower threshold for unwell assessment</li> <li>- Isolation zone to have no potential access for other students</li> <li>- Students who become unwell will be sent home where practical.</li> </ul>	<ul style="list-style-type: none"> <li>- Separate COVID-Like isolation from other isolation (use of san &amp; Fell House)</li> <li>- Isolation zone to have separate bathroom and toilet facilities.</li> <li>- Deep clean post any use.</li> <li>- PPE equipment available as needed.</li> </ul>
<b>Signage</b>	<ul style="list-style-type: none"> <li>- Clear signage regarding access to site &amp; use of visitor books/registers.</li> <li>- Contractors/deliveries are contactless.</li> <li>- Onsite visitors' registers are maintained</li> </ul>	<ul style="list-style-type: none"> <li>- Increased signage in houses</li> </ul>	<ul style="list-style-type: none"> <li>- Increased signage across all areas promoting hygiene</li> </ul>

## Unwell Students and Staff

A key component of this plan is the effective management of staff and students who show signs and symptoms of being unwell. During L2, the threshold for being unwell is reduced.

### Isolation Zone

Unwell boarders will be assessed by the san nurse/nursing students in their boarding house in the first instance.

Unwell boarding students who present without Covid-like symptoms but need to be isolated, will be cared for in Fell House. Due to the need for individual isolation, bathroom and toilet facilities, no other space in the boarding school is deemed suitable.

Staff are required to stay away from work if unwell. For those who live onsite, they are required to self-isolate in their residence. Absolutely no access to communal, bathroom or food areas.

The Nelson College San is the isolation point for unwell Covid-Like students. Students/staff must remain there until an approved course of action is determined by SLT, BR & SH. During school hours, the day school students will not use the san. Day school students who are unwell will report to the school's main reception office.

Any student showing COVID-like signs must be placed in the isolation zone for screening by BR (or Mason) using the Screening tool provided. Symptoms to monitor for are any respiratory symptoms such as a cold, a head cold, blocked ears, cough, sneezing, chills and a fever. Anyone with those symptoms should be isolated and contact Healthline for advice [0800 358 5453](tel:08003585453), which may include getting tested for COVID-19.

When treating a student/staff member, as noted on the COVID-19 website:

- If you can, ensure more than 2-metres distance from people with potential COVID-19 symptoms and any surfaces or items they may touch – facemasks and gloves are not recommended.
- If the nature of your job means you may touch surfaces or items also touched by people with potential COVID-19 symptoms, you may consider wearing gloves, however, facemasks are still not recommended.
- If you may be unable to maintain more than 2-metres contact distance from people with potential COVID-19 symptoms, facemasks and gloves are recommended when this contact is likely to occur.
- In all situations, regular handwashing should continue.

In the instance of a Boarder or staff member confirmed/probable case of COVID-19 we will contact and take the advice of the Medical Officer of Health to manage our response. This will include supporting health authorities to identify any close contacts and working through any potential closure and/or increased cleaning practices.

For contact tracing purposes, the [Ministry of Health](#) describes close contacts as any person with the following exposure to a suspect, confirmed or probable case during the case's infectious period, without appropriate personal protective equipment (PPE):

- living in the same household or household-like setting (For example: shared section in a hostel) with a case
- face-to-face contact in any setting within two metres of a case for 15 minutes or more
- having been in a closed environment (For example: a classroom, hospital waiting room, or conveyance other than aircraft) within 2 metres of a case for 15 minutes or more

Our contact registers will need to be accurate to support this process. Close contacts will be required to self-isolate and will need to be monitored for symptoms.

Due to the impracticality of prolonged self-isolation in boarding, the general rule is during a Pandemic any unwell student will be required to go home. Should students be suspected of COVID-19, we will follow the Medical Office of Health's advice regarding sending students home or preparing for a 14-day period of isolation of the entire boarding school.

Any student/staff member absent due to Covid 19 must have medical clearance to return. Nelson College will take advice from the Ministry of Health due to Covid 19 being a notifiable disease.

## SCREENING FLOWCHARD

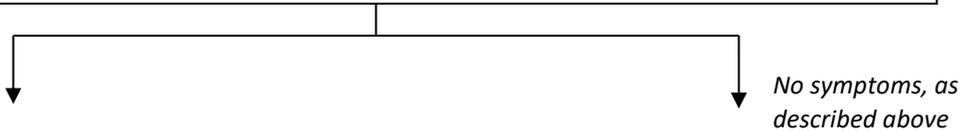
### For detection and management of suspected COVID-19

#### Process:

1. The SLT receives a call from a person of reported student/staff illness
2. Avoid contact with the sick person if possible. When treating a student/staff member, as noted on the COVID-19 website:
  - a) If you can ensure more than 2-metres distance from people with potential COVID-19 symptoms and any surfaces or items they may touch – facemasks and gloves are not recommended.
  - b) If the nature of your job means you may touch surfaces or items also touched by people with potential COVID-19 symptoms, you may consider wearing gloves, however, facemasks are still not recommended.
  - c) If you may be unable to maintain more than 2-metres contact distance from people with potential COVID-19 symptoms, facemasks and gloves are recommended when this contact is likely to occur.
  - d) In all situations, regular handwashing should continue.

San Nurse to assess whether the person or child has any of the following:

- High fever (or feel feverish and hot) > 38 degrees.
- Headache, fatigue, and weakness
- Sore throat, cough, cold, chest discomfort, difficulty in breathing, blocked ears, sneezing
- Muscle aches and pains.
- Been overseas recently to an affected country (refer MOH website for latest update).
- Been in contact with someone diagnosed with influenza/coronavirus.



Person unwell. May be considered as possible case of coronavirus

Unlikely to be coronavirus

- Reassure
- Advise them or the parents/whānau to visit their doctor.

Fill in the suspected flu/coronavirus Notification Form. Take names of contacts (those who have been within one metre of them or in an enclosed place for more than 15 minutes).

Obtain a surgical mask for the person ill at school and place in the Isolation Zone  
Contact Healthline and follow their advice (0800 358 5453).  
SLT/San Nurse to notify MOE/MOH

Advise contacts that they have been in contact with suspect case.  
Contacts may need to self-isolate.  
Follow Healthline advice

Arrange for cleaning of the area where they have been (when clear).



**Suspected Notification Form**  
**Details of Affected Staff/Students**

Name:	House:	Location of isolation:
Job title:	Nationality if visitor to site:	Date of birth: (optional)
Address:		
Telephone no: _____ (W) _____ (H) _____ (M)		
<b>Symptoms noticed:</b>		
Fever <input type="checkbox"/>	Body aches <input type="checkbox"/>	
Headache <input type="checkbox"/>	Fatigue <input type="checkbox"/>	
Dry cough <input type="checkbox"/>	Others <input type="checkbox"/>	Details: _____
Cold <input type="checkbox"/>		
Time of fever on-set: _____		
Time of isolation: _____		
Travel history over the past eight days:		
Regions/Countries visited _____		
Flights taken: _____		

**Details of Reporter**

Name:
Job title:
Telephone no: _____ (W) _____ (H) _____ (M)

## Contact Tracing List

The Ministry of Health currently describes close contacts as any person with the following exposure to a suspect, confirmed or probable case during the case's infectious period, without appropriate personal protective equipment (PPE):

- living in the same household or household-like setting (EG, shared section in a hostel) with a case
- face-to-face contact in any setting within two metres of a case for 15 minutes or more
- having been in a closed environment (EG, a classroom, hospital waiting room, or conveyance other than aircraft) within 2 metres of a case for 15 minutes or more

Note that the contact definition may change, depending on the nature of the pandemic virus when a pandemic occurs. Up to date contact definitions will be placed on the Ministry of Health and Ministry of Education web sites.

Retain this list and provide to the Medical Officer of Health or his/her designated officer on request.

<b>People the affected person has interacted with since displaying symptoms</b>			
<b>Name</b>	<b>Email</b>	<b>Telephone number</b>	<b>Address</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

## Medical Reminders

SYMPTOM	Covid-19	COMMON COLD
Fever	Usual, sudden onset 38°-40° and lasts 3-4 days.	Rare
Shortness of Breath	Usual	Rare
Headache	Usual and can be severe	Rare
Aches and pains	Usual and can be severe	Rare
Fatigue and weakness	Usual and can last 2-3 weeks or more after the acute illness	Sometimes, but mild
Debilitating fatigue	Usual, early onset can be severe	Rare
Nausea, vomiting, diarrhoea	In children over 5 years	Rare
Watering of the eyes	Rare	Usual
Runny, stuffy nose	Rare	Usual
Sneezing	Rare in early stages	Usual
Sore throat	Usual	Usual
Chest discomfort	Usual and can be severe	Sometimes, but mild to moderate
Complications	Respiratory failure; can worsen a current chronic condition; can be life threatening	Congestion or earache
Fatalities	Well recognised	Not reported
Prevention	Frequent handwashing; cover your cough	Frequent handwashing, cover your cough