

Nelson College

Guidance for Management of a Pandemic

A three stage approach to dealing with a pandemic at Nelson College as it unfolds to limit the impact of this virus on the health & safety of Nelson College staff and students.

STEP ONE

Planning Phase

- 1. Follow Ministry of Education & Ministry of Health advice at all stages**
- 2. Prepare an information sheet for staff and students to answer questions at the onset of a pandemic relating to health and safety, provision of tuition and accommodation services**
- 3. Give basic hygiene & cough etiquette reminders**
 - verbal & visual reminders on hygiene and the prevention of the spread of infection in boarding houses & dining room & around the school
- 4. Identify and train members of a Pandemic Response Team, including back-up members for the event where primary team members become ill**

Pandemic Response Team

The school will set up a Critical Incident Response Team

The school will identify a second tier of potential team members who can step in, should the identified team members be unavailable due to illness or caring for the ill.

The Pandemic Response Team will:

- Co-ordinate the school's response to the pandemic and communication with stakeholders
- Monitor the MoH website, and other relevant government advisory to determine the current situation and advice
- Liaise with the local district health board to determine the local situation
- Maintain a list of staff on leave and monitor staffing levels and provision of cover for services to international students/boarders, parents, agents and accommodation providers where staff members are away
- Develop contingency plans in the event that staffing levels fall to inoperative levels, including the repatriation of international students/boarders where travel restrictions allow
- Set up a process to check on ill staff members during their absence
- Set up a process to ensure that staff are healthy before returning to work
- Develop contingency plans for distance delivery of curriculum, care or repatriation of all international/boarding students in the event of school closure

Make plans for quarantining of those who have been in contact with a staff member, student or host family member who becomes ill. See section on *Contact Management Mandated by Law*

5. Manage students presenting as unwell

- boarding/school staff to phone San if a student presents as unwell (headache, flushed, fever, cough)
- San staff will assess student outside the San in the first instance

6. Email all internationally based students prior to school return ascertaining if there has been any contact with someone confirmed with the virus – self isolation upon return (Fell)

7. Prepare templates for communication to parents, agents and accommodation caregivers covering contingencies that are likely to occur at the onset of a pandemic.

These could include:

- Communication requesting that prospective students remain in home countries until the pandemic is over
- Advice on the school's response measures at the onset of a pandemic
- Reassurance about risk levels for host families
- Measures for preventing the spread of infection
- Information for stakeholders in the event of closure of the school

8. Limit events where Nelson College international students mix with International students from other schools

Preventing the Spread of Infection

- Encourage staff to use phones, video conferencing, and the internet rather than meeting face-to-face where possible
- Where face-to-face meeting is preferable, for example when meeting students who need support, advise staff to keep meetings short, choose large, well ventilated or outdoor spaces, avoid physical contact such as hand shaking or hugging, and wear face masks
- Cancel unnecessary travel, meetings, gatherings and workshops
- Allow staff to work from home where possible
- Ask students and staff to eat food from home and not to share food. Consider closing school tuckshop
- Staff and students should not share crockery or cutlery, and these should be washed in appropriately hot water and soap to ensure they are disinfected
- Remove magazines and books from lobbies/reception/shared areas. Consider closure of school resource centre and removal of shared devices
- Ask students and staff to remain at home if they feel unwell to any degree
- Encourage frequent hand washing and provide anti-bacterial liquid gel pumps in all bathrooms and common areas
- Inform and remind students and staff about measures to prevent the spread of infection – handwashing, coughing and sneezing etiquette, use and disposal of tissues, avoiding physical contact with others etc
- Where possible, provide facemasks and gloves
- Advise staff and students not to use others' phones or devices
- Advise staff and students to avoid places where they will come into contact with crowds such as gyms, shops etc
- Provide additional school cleaning services to minimise spread of a virus via hard surfaces such as desks, railings, taps, keyboards etc
- Issue alcohol wipes to students and staff and advise them to wipe surfaces before they touch

STEP TWO

Early Phase

- 1. Follow Ministry of Education & Ministry of Health advice at all stages**
- 2. Ensure staff members responsible for the care of international/boarding students are fully informed of the current situation relating to pandemic outbreaks in students' home countries and within**
- 3. Prevent the arrival of potentially infected students by intervening early to stop students departing from countries where infection levels are known to put them at risk**
- 4. Interview affected country(s) homestay students, other international students travelling via affected countries & other international boys where virus has been detected (If they are already here)**
 - ascertain where they have been travelling in last 14 days
 - ascertain whether they have had close contact with an unwell person who is under investigation for Corona Virus
 - quarantine to Fell House for 14 days (if recommended)
 - monitor health
- 5. Continue to track new international students as they arrive**
 - monitor health
 - ascertain where they have been travelling in last 14 days
 - ascertain whether they have had close contact with an unwell person who is under investigation for Corona Virus
- 6. Interview staff who have travelled internationally**
 - ascertain where they have been travelling in last 30 days (self-isolation for 14 days if relevant)
 - ascertain whether they have had close contact with an unwell person who is under investigation for Corona Virus
- 7. Meet with boarding staff to share information**
- 8. Communicate with host families to provide reassurance and recommend strategies for them to keep their families safe and identify students who may be unwell**
- 9. Contact back up caregivers and international staff and put them on notice that they may be needed**
- 10. San nurse to discuss PPE (personal protective equipment) with nursing students.**

- 11. Utilise school nurses and local doctors to monitor the health of current students and intervene early to quarantine students showing symptoms of illness and those who have been in contact with them**
- 12. Communicate with staff members who have contact with students, including homestay co-ordinators, deans and others, on measures they may take to protect themselves from infection**
- 13. Communicate with student body as above to prevent the spread of infection & plan for provision of reassurance and pastoral care to existing healthy students**
- 14. Consider at what point it may be necessary/advisable to repatriate existing healthy students subject to travel restrictions and plan for this including airport transfers, booking of air tickets etc**
- 15. Plan roll out of alternative methods of curriculum delivery in the event the school will have to close, such as online, via Google Docs / Onedrive etc.**
- 16. Plan for staff to be able to work from home to the extent possible and practicable where they may be unable to come to work**
- 17. Advise host families to prepare for disruption to food supplies if the pandemic worsens and recommend that they purchase stores to avoid running low on supplies and to stock up on cleaning supplies and protective equipment such as masks**
- 18. Students wearing masks around school**
 - provision & protocol

STEP THREE

Acute Phase

- 1. Follow Ministry of Health & Ministry of Education advice at all stages**
- 2. Institution close-down is likely to be driven by MoH and MoE directive. Schools should expect a mandatory shut down period of between 6 and 8 weeks, possibly longer.**
- 3. Institution close-down is likely to impact on contracts of enrolment as well as staff employment contracts. Refund policies will be applied, and the school sector will seek advice on implications for contractual obligations.**
- 4. Implement plans for distance delivery of curriculum, where relevant, and for staff to work from home.**
- 5. Implement plans for provision of pastoral care to students in the event of school closure, as well as ongoing payments to host families with students.**
- 6. Implement plans for the repatriation of international/boarding students where the school is unable to provide tuition and borders are open.**
- 7. Send domestic boarding students home (Consider refunds)**
- 8. Arrange alternative accommodation for homestay students whose caregivers have become unable or unwilling to care for them.**
- 9. Organise isolation**
 - -Set up an isolation area (Fell House?) and organise the following
 - Acquire and store sufficient supplies of face masks, gloves, hand soap and cleaning products for the prevention of the spread of infection during a pandemic when supplies may be limited in availability and supply chains disrupted
 - Organise staffing & medical care
 - Organise clear food protocol
- 10. Arrange for support to students in hospital and communicate effectively with natural and homestay parents according to critical incident plans.**
- 11. Communication with parents**
 - to update & provide reassurance
- 12. Closure of dining room to all remaining boarders/staff.**
 - students to be fed in boarding houses
 - use of disposable plates, cutlery etc

13. Containment of boarders to their own boarding houses. No mixing between houses.

Privacy Considerations

Schools should be mindful of their obligations under the Privacy Act 1993 (New Zealand Legislation website) and their own privacy policies. Given the special nature of critical incidents including pandemics, the following guidance is advised:

Personal information should not be disclosed to a third person unless the school believes on reasonable grounds that disclosure is necessary to prevent or lessen a serious and imminent threat to individual or public health or safety. Disclosure should be to someone who can do something about it.

Personal information is any official information held about an identifiable person that is of a personal nature, that could be used to identify that person, such as name and date of birth. Personal information may be disclosed where:

- it is not practicable or desirable to obtain individual authorisation; and
- there is a serious threat to public health, public safety or the life or health of an individual;
- the threat is imminent;
- disclosure would prevent or lessen that threat; and/or
- disclosure is necessary to prevent or lessen the threat.

Disclosure is not advisable if the threat can be prevented or minimised in another way that does not involve releasing confidential information. If disclosure is deemed necessary, it must:

- be made to someone who has the power to act urgently to achieve a tangible result in the particular case;
- only be to the extent necessary to prevent or lessen that threat; and
- should be to a responsible authority in the first instance if possible (e.g. Police)