



COVID RESPONSE STAGES PLAN KAPAKAPANUI PRIMARY SCHOOL (15 February 2022)

Tēnā koutou katoa Kapakapanui Community

You are probably aware that the number of primary schools in New Zealand experiencing COVID-19 Omicron cases amongst staff and students is increasing. The purpose of this update is to inform you of the process our school will undertake once we are informed of a positive case at Kapakapanui School.

There are two ways we will be notified of a case:

1. NOTIFICATION THROUGH PUBLIC HEALTH

When there is a confirmed case in the community, public health officials will undertake a case investigation, and work closely with the confirmed case to identify any close contacts, including any connection to a school or early learning service.

Health officials will then contact the Regional Director of Education to provide direction on contact tracing and other relevant information. The Ministry of Education will provide support with communications to our school community, based on this public health advice.

As a result of the case investigation, public health may be able to provide the following information:

- Infectious period OR information that the person was not infectious when at school
- Any known activities onsite during that infectious period
- Isolation end date and testing advice for contacts

2. NOTIFICATIONS FROM STAFF, PARENTS OR CAREGIVERS

A staff member, parent or caregiver will first notify the principal or service manager that they, or their child, are a confirmed case. If this is so, and I have yet to hear from Public Health, I will immediately contact the Ministry of Education, who will liaise with Public Health and then work with our school on next steps.

WHAT HAPPENS NEXT?

The Principal liaises with the Ministry of Education and Public Health to work through next steps. We will work with a designated single point of contact (SPOC) at the Ministry of Education.

Roles and responsibilities in regard to this are summarised here:

Role	Responsibility
Principal / Tumuaki	<ul style="list-style-type: none"> • Confirm with Ministry of Education (MOE) Single Point of Contact if student/staff member is positive case • Discuss public health risk and contact categorisation with MoE Single Point of Contact and public health • Complete assessment of contacts • Provide list of contacts to National Investigation and Tracing Centre • Send letters to Close Contacts and Casual Contacts (school community)
Ministry of Education Single Point of Contact (SPOC)	<ul style="list-style-type: none"> • Request information on a case from a public health unit • Provide information about the education facility • Notify school / kura and arrange meeting • Discuss public health risk and contact categorisation with Principal / Tumuaki and public health • Support Principal / Tumuaki to complete assessment of contacts
Public Health	<ul style="list-style-type: none"> • Investigate case • Confirm positive case was infectious at school • Notify MoE Single Point of Contact of case at school • Discuss public health risk and contact categorisation • Provide the infectious period, self-isolation end date and testing dates
National Investigation and Tracing Centre (NITC)	<ul style="list-style-type: none"> • Upload Close Contacts into NCTS • Provide advice to Contacts

Identifying the contacts can take some time to ensure the risk assessment undertaken by public health is based on good information. Our school has good processes in place for making the contact tracing process as easy as possible.

As an interim measure to mitigate risk and if advised by the Director of Education to do so, the following actions can be taken:

- The confirmed case and their household should already be self-isolating.
- As a precaution, those who have been in the same classroom/bubble/room as the confirmed case for the previous 48 hours can be asked to stay away, until public health advice has been received.
- There is no testing requirement at this time for those individuals unless they are feeling unwell and are advised by Healthline or their GP to get tested.
- Our school will however, be provided with specific guidance based on the public health risk assessment as soon as possible; which is likely to require any close contacts to self-isolate and get tested.
- Undertake a thorough clean prior to the other students, children and staff returning onsite.

HOW WILL WE COMMUNICATE WITH YOU?

- Close contacts of a confirmed case will receive direct communication from the school.

- The Kapakapanui School Community will be informed via email, message from school app or [facebook](#)

The school's response to Covid will depend on the various scenarios that could play out within the school community. Some decisions will need to be immediate while others will come into effect with some warning to our community. The movement between the stages needs to be responsive to community circumstances and government requirements. Preparing at home for various changes that may be ahead will be helpful for all.



STAGE 1 KKS is open to all students for onsite learning	STAGE 2 Some students and staff will be working onsite. Some staff and students will be working from home	STAGE 3 Schooling continues but is home-based learning only	STAGE 4 KKS is closed. No learning programmes are available until further notice
<p>Onsite learning:</p> <p>KKS programmes not impacted by Covid-19</p> <p>Majority of staff and students on site</p>	<p>Hybrid learning:</p> <p>KKS programmes impacted by Covid-19</p> <p>Growing numbers of teachers across the school are absent</p> <p>KKS will start offering a mixture of home-based and onsite learning</p> <p>Staff/Teacher responsibilities will require flexibility</p> <p>Relieving teachers, AP, DP, SENCO and Principal maybe required for teaching purposes</p> <p>Priority will be given to children of essential workers for onsite learning</p>	<p>Home-Based learning:</p> <p>KKS programmes highly impacted by Covid-19 due to large numbers of students absent</p> <p>Most staff available to support models of learning</p> <p>The staff, in consultation with the Board, will decide to implement home-based learning programmes</p> <p>Students at school will follow the home-based learning programme</p> <p>Priority for students being supervised on the school site will be given to children of essential workers</p>	<p>SCHOOL CLOSURE:</p> <p>KKS programmes heavily impacted by Covid-19</p> <p>Majority of staff and students are absent</p> <p>Consideration of the Health and Safety risks due to not enough staff available on-site</p> <p>No longer possible to support home based learning and on-site supervision</p> <p>Ministry of Education, in consultation with the Board, will decide to shut the school because learning programmes cannot be sustained at this time</p>

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GETTING PREPARED for Stages 2, 3 and 4

School-

- KKS Covid Response Stages Guidelines shared with the community-Broad Outline Plan.
- Parents inform school for students who do not have devices, or have faulty devices.
- Teachers prepare for learning at home.
- Teachers explain what online learning will look like to students where applicable.
- Teachers make students familiar with Google Meet.
- Teachers prepare to switch over to online learning as appropriate to Year levels and community needs.
- RED LIGHT playground and bus duty-staggered break times across the school

Families/Whānau-

- Be familiar with our Covid Response Plan and be fully prepared should students need to switch to home-based learning.
- Be ready at short notice should your child/ren need to isolate.
- Keep your employer/employees informed how Covid and our Response Plan could impact your work.
- Consider purchasing a chromebook (Years 5-8)
- List of things that could be handy during isolation:
- Stationery, playdough, plain paper, whiteboards & whiteboard pens, games, playing cards, tennis balls, sport equipment, recipes and ingredients/baking, keep a stationery pack at home, renew library books regularly, several jigsaw puzzles stacked away, booklets and resources your child/ren could use during isolation, etc. Places like Kmart, Warehouse & Stationery Warehouse could be useful to visit.

POSSIBLE SCENARIOS AND OPTIONS

KKS Staff absent due to COVID-19	
Possible scenarios:	Possible options:
Teachers and Teacher Aides start to be impacted by Covid-19	Relieving teachers will be called in APs, SENCO, part-time teachers may be required to step into classroom teaching Teacher Aides may be reallocated to students with highest needs
Increasing teacher and TA absence due to Covid-19	Use pool of relieving teachers if there is availability APs, SENCO, part-time teachers may be required to step into classroom teaching

	<p>Depending on the number of students also absent, there could be possible splits and re-working of classes within syndicate groups</p> <p>Teacher aides assigned to students with the highest learning and physical needs may bring small groups of these students together and work out of the SENCO rooms and library areas</p>
Teacher Shortage	The Principal and the Board will decide at what point the school moves to Stage 2 or 3. The Ministry of Education will be consulted if we feel KKS needs to move to Stage 4.
Admin Team	<p>The school office will continue as normal for as long as possible.</p> <p>Usual functions and face to face service will change according to the stage we are in. Contactless service may become necessary</p> <p>Onsite presence of Admin staff will be regularly reviewed by the Principal and Office Manager</p> <p>Some Admin staff may be able to work from home. A roster will be set up by the Office Manager as required</p>
Caretaker(s) and Cleaning Staff	<p>The Property Manager will liaise with the Principal and/or APs regarding the availability of cleaning staff, key roles, supplies etc</p> <p>If the number of students attending on-site drops then some bathrooms/resource spaces will be closed to reduce the number of spaces which need cleaning. This will be helpful if we have reduced numbers of cleaning staff too.</p> <p>If the Caretaker is away sick or isolating, one of the SLT or a support staff member will be asked to step up into this role. Alternatively the role could be split.</p>
Board Members	<p>The Board will stay in regular contact with the Principal via phone calls and email</p> <p>The Board Chair and the Principal will liaise with the Ministry of Education and Public Health as and when necessary</p> <p>If the Chair is sick the role will be fulfilled by the Deputy Chairperson</p>

KKS LEADERSHIP absent due to COVID-19 In Stages 2, 3 and 4 the running of the school could be heavily impacted if there are absences amongst school leadership. In Stages 2 - 4 all leadership work will revolve around enacting these contingency plans and ensuring the health and safety of those on the school site.

Possible scenarios:	Possible options:
Principal	<p>If the Principal is on sick leave, the Associate Principal (Michelle Whitaker) becomes the Acting Principal taking over the operation of the school and liaising with the Board Chair and Rochelle McKenzie (AP)</p> <p>If the Principal is isolating, the Associate Principal leads on site, whilst the Principal works from home to support the APs and others</p>
Associate Principals	<p>If isolating, the APs will work from home and collaborate with staff on site to continue their most pertinent responsibilities</p> <p>If either AP is on sick leave, the Principal will divide up and/or delegate their most pertinent responsibilities.</p>

	If one or both of the APs are isolating, they will continue to work from home, collaborating with staff on site to continue in their most pertinent responsibilities Team Leaders will 'Act Up' as required
Syndicate Leaders	Syndicate leaders will designate a teacher in their team to be the acting leader in case they are away sick If isolating, a Syndicate leader will work from home and collaborate with staff on site to continue their most pertinent leadership responsibilities
SENCO	If the SENCO is on sick leave, the APs will take on the SENCO role to support TAs and students If isolating, the SENCO will work from home and collaborate with staff on site to continue their most pertinent responsibilities

KKS STUDENTS absent due to COVID-19

It is expected that students will be absent from school due to Covid-19 (sick or isolating) at different times during 2022
The workload of staff will need to be carefully managed as a result. It will not be possible to run full school programmes (face to face learning) and home learning programmes at the same time.

Wherever the bulk of our student population is at any one time will likely dictate where teachers put their emphasis. For example, if the majority of our students are learning at school the teachers' attention will be on face to face learning programmes. However, if the majority of our students are learning from home then the teachers' attention will be on the home-based programmes.

If a student is at home sick no learning programme will be provided as the child needs to focus on getting well.

If a student is at home isolating the parent/caregiver will need to contact the teacher for home-based learning.

Additional Resources

[Managing COVID-19: A public health toolkit for primary and intermediate schools and kura](#) - This resource/toolkit outlines has been prepared by the MOE and MoH including guidance on letters to community, various scenarios, FAQs etc)

[Government Phases for response to Omicron](#)

[Derek Wenmoth \(2020\) Resilience Planning for Schools](#)

[Covid Protection Guidelines RED LEVEL](#)