



YOUR PASS TO YOUR POTENTIAL

PACIFIC ADVANCE SECONDARY SCHOOL

AN INNOVATIVE SECONDARY SCHOOL FOR PASIFIKA BY PASIFIKA

COVID-19 Protection Framework Protocols

At **CPF RED** schools are open for learning with staff and students on site and our expectation is that most students will be attending

Stay home if you feel unwell, are self-isolating or waiting for a Covid-19 test result

- Students, staff, volunteers, Kainga, whānau and caregivers must carefully monitor for symptoms and exposure to Covid-19.
- Students required to self-isolate or waiting for a test result will be encouraged to continue learning as much as possible while they are unable to attend classes on site.

Vaccination

- All staff, support people and volunteers must be vaccinated. Pacific Advance Secondary School will maintain a register of vaccination status.
- Pacific Advance Secondary School students have the right to access education on site regardless of their vaccination status.
- Kainga, whānau or caregivers are **not** required to provide proof of vaccination to be on site for education purposes.

Masks

- Masks **must** be worn when inside at Pacific Advance Secondary School. This applies to students, staff, volunteers and visitors.
- Masks are mandatory when accessing the school wharekai and the junior and senior mala'e.
- Masks are mandatory on school vans and public buses.
- Students and staff are to provide their own face masks where possible, otherwise ask a staff member.
- Scarves and bandannas are not to be worn as face masks.
- Masks are encouraged for all when interacting with visitors.
- Individuals in a well-ventilated space where there are no others present may remove their mask.

Practice good personal hygiene:

- Wash/sanitise your hands frequently.
- Avoid touching eyes, nose and mouth.
- Cough and sneeze into your elbow.
- Use tissues and paper towels.
- Sanitise hands when you enter and exit each room.
- Sanitiser will be provided in classrooms and other areas around the school.
- Students and staff are encouraged to carry their own pocket-sized sanitiser

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Maintain physical distancing where possible:

- A one metre distance must be maintained where possible.
- Large groups of students meeting indoors should be avoided where possible.
- Exercising and singing in large groups should be held outside
- Avoid touching other people. Avoid hugs, high fives, hongi and handshakes. Fist or elbow pumps only.
- There is to be no sharing of phones and/or personal devices.
- Classrooms will be arranged by each teacher to maximise the distance between students.
- Physical distancing of 1.5m is required for examinations.

Make sure your workspaces and classrooms are clean and hygienic:

- Frequently disinfect/sanitise surfaces (e.g. desks, tables and chair backs) and objects (e.g. telephones, keyboards, remotes, door handles).
- Avoid sharing workstations/desks. Any workstations that are shared must be sanitised/disinfected before and after use.
- Hand sanitiser and disinfectant will be provided for each room.
- Staff should sanitise hands before handling and handing out paper resources and books.
- Students and staff using school devices need to be mindful of keeping the keyboards clean. Any sneezing or coughing while using a computer requires the keyboard to be cleaned before further use. Appropriate cleaning solution for this purpose is provided in computer rooms.
- Any time you use a room/classroom please clean the equipment and touched surfaces when you leave.
- Some additional protocols will be in place in particular subject areas/spaces. HODs are to manage additional protocols required within their department.

Keep work areas and classrooms well ventilated:

- Open all windows and doors as much as possible.
- Open windows when using a heat pump. Heat pumps do not provide ventilation – they only heat and cool the air in the room.
- Staff are asked to remember to lock rooms at the end of the day.

Sickbay

- Students or staff who feel unwell or show symptoms while at school must report to the office and then home. A parent or designated caregiver will be required to collect students.
- Masks are mandatory for students visiting the administration area.

When you are responsible for students:

- Open the doors in advance to minimise the need for students to touch the doorknob. Doorstops are available.
- Have students sanitise their hands each time they arrive or leave a room.
- Observe students on arrival checking for symptoms.
- Send any student who is unwell to the office. Message the office through GOOGLE chat naming the student sent.
- Clean shared resources used by students before and after use by each student.

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Kainga and caregivers dropping off and picking up students

- Kainga and caregivers dropping off or picking up students before and after school are encouraged to wear a face covering and keep 2 metres distance from others.

Curriculum related activities

- Inter-school activities not related to the curriculum should be limited or not go ahead.
- For curriculum related activities, if they do go ahead, physical distancing of 1 metre should be observed wherever practical.

Eating and Drinking

- Sharing food or drinks is prohibited.
- The school wharekai will be open and 1m distancing rules will be required where possible.
- Masks are mandatory for students accessing the school wharekai.
- The village duty KITCHEN roster MUST be visible and the cook in charge is responsible for recording names for future contact tracing purposes.

Contact Tracing

- Normal school attendance data will be used to contact trace students if required.
- Students and staff are encouraged to use the Covid Tracer app with the Bluetooth function enabled.
- Staff and students should keep a written record of people they have contact with each day.
- All visitors and contractors are to sign in at reception.
- The Pacific Advance Secondary School Covid-19 QR is displayed at all entrances.

Staff working across multiple schools

Staff members working across schools should be extra mindful to adhere to the protocols of each school.

Visitors

- Non-essential visitors are **not permitted**. An example of essential visitors are RTLB, nurses, pastoral agencies, Oranga Tamariki, lawyers, police.
- Visitors **must** pre-arrange their visit.
- All visitors need to sign in using the NZ Covid Tracer App and also sign in as a visitor (and out) in the foyer.
- Visitors **must** wear a mask/face covering and maintain a 2 metre distance where possible.
- Visitors **are required to refrain** from handshakes, hugs and hongi.
- Visitors are asked to apply basic hygiene measures.
- Staff are asked to arrange to meet visitors in a well ventilated space or outside.
- Staff are asked to check that visitors have no cold, flu or Covid-19 symptoms and that they have not been asked to self-isolate or been overseas in the previous 10 days and are not waiting for a Covid-19 test result.

Construction and Property Contractors

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- They must be informed of and follow Pacific Advance Secondary School protocols and the Ministry of Education guidelines.
- Contractors working on site at Pacific Advance Secondary School must be vaccinated.

School Van and Public Transport

- Students are required to wear masks whenever travelling on the school vans, hired buses or public transport.

Providing Access to Online Learning

- The school expectation is that most students will attend and that teaching will happen at school. Some provision of work for students who are away is expected as it would normally be.
- Students with complex medical needs who have been advised by their health professional to remain at home will be supported to access appropriate education opportunities.

Chromebooks

Chromebooks held in classrooms will need to be personally allocated to students. This will mean students will take responsibility for systematically ensuring their Chromebook is wiped down with the cloth and solution provided before returning it to the charging dock. Cleaning solution, cloths, pump spray and wipes will be provided. Teachers will be responsible for ensuring that devices are returned correctly at the end of the day.

Assemblies

- Full school assemblies will be held digitally during Mana class.
- The Co-principals will set up Zoom invites for assemblies. The same zoom code should be used for every assembly to avoid confusion.
- While at Mana Classes, the Village leader or Mana teachers enter the Zoom and will project for the class.

Meetings

- All meetings can be face to face ensuring a 1m distance is maintained and the attendance numbers are 25 or less. Otherwise meetings must be held online. This includes:
 - Mana Kaiarataki (SLT)
 - Staff Meetings
 - Mana Awhi (Support Staff)
 - Mana Kaiārahi (Pastoral/Village Leaders)
 - Mana Nu'u (Village)
 - Mana Ako (Curriculum)
 - RTLB
 - Anga Talavou (Student Engagement)
 - Meetings with Kainga and Outside Agencies
- If a meeting requires physical presence it is the organiser's responsibility to ensure a minimum of 1 metre distance is maintained, masks are worn, ventilation appropriate, and health measures are in place.

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Groups of Students

Groups of students are able to be on site outside of school hours for curriculum support and extra-curricular activities. The Teacher in Charge is required to ensure social distancing and all other health protocols are followed.

Non-Curriculum Related Events and Extra-Curricular Activities

- Events and extra-curricular activities should be limited and will only go ahead if a vaccination certificate is provided.
- Physical and cultural activities for Pacific Advance Secondary School students can go ahead on site subject to normal school approvals and all CPF RED public health requirements being met.
- Proof of vaccination is required for events or activities which bring people onsite who are not there for education purposes.
- Inter School activities not related to the curriculum **are not permitted**.
- Organisers of events and extra-curricular activities are responsible for ensuring all required CPF RED protocols are followed.
- Physical distancing of one metre is recommended where practicable especially for higher risk activities such as singing. Large activities, if they are to go ahead, should take place outdoors.

Sport

- Curriculum-based school sport (including contact sports) in physical education classes held on school grounds, during school time, can go ahead as long as coaches, volunteers and facilitators are fully vaccinated. Masks are not required when taking part in sport.
- All other sports are subject to Sport New Zealand guidance. <https://sportnz.org.nz/resources/covid-19-protection-framework-overview/>
- Teacher in Charge/Manager/Coach is responsible for ensuring all required **CPF RED** protocols are followed. These include:
 - Keeping a record of attendance for contact tracing purposes.
 - Maintaining numbers within gathering limits.
 - Sanitising hands before and after training/games.
 - Sanitising equipment before and after use.
- Students and staff who want to be involved with Auckland secondary school sanctioned sporting competitions, need to be fully vaccinated.

EOTC

- EOTC can go ahead with careful planning and if all protocols, contract tracing, hygiene and vaccination requirements of the school and the venue are met.

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Van Use

- Masks must be worn by all those in the school van.
- Hand sanitiser will be provided.
- The driver is responsible for sanitising the interior surfaces before and after use.
- The driver is responsible for recording names of those in the van for future contact tracing if required.

Staff absences

- Normal sick leave entitlements apply in the event of a staff member being sick with COVID-19 or caring for a dependant who is sick with COVID-19.
- A staff member who has underlying health conditions and/or a medical exemption may need to work with the school to mitigate the risks associated with their conditions.
- Staff members who travel must apply in writing for leave if they are unexpectedly absent from school due to Covid-19 related travel delays or isolation requirements due to travel.
- Staff **may** be offered the opportunity to work remotely if they are unexpectedly delayed when travelling. Each case will be considered based on the particular circumstances.
- Staff are encouraged to take their laptops with them when they travel (both in NZ and beyond NZ) to allow the option of working remotely to be considered in the event of an unexpected delay.

Sources:

<https://www.education.govt.nz/covid-19/advice-for-schoolskura/covid-19-protection-framework-advice-for-schools-and-kura/orange/>

<https://assets.education.govt.nz/public/Documents/COVID19-files/Schools/CPF-guidance-table-Schools-and-Kura-25.11.21.pdf>

https://secure.chasnz.org/downloads/resources/Full_NewZealandCOVID-19ProtectionFramework_ConstructionProtocols.pdf

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