



# Te Rāwhiti Kindergarten & Te Rā School

## *Our plan for Covid-19 related risk management (as of 5 April 2022)*

This plan will be updated and amended when/if additional information becomes known to us.

### OVERVIEW

Whilst the following is extracted from New Zealand School Trustee Association (NZSTA) advice to schools, the same approach applies to the kindergarten. Here, the Kapiti Waldorf Trust is the equivalent to the role of the school board role assumes the respective responsibilities for the kindergarten.

## Identifying H&S Risks and understanding legal duties

- The Health and Safety in Work Act 2015 (HSWA) outlines that School Boards have a duty to ensure, so far as reasonably practicable:
  - The health and safety of workers who work for the School Board; and
  - The health and safety of workers whose activities in carrying out work are influenced or directed by the School Board while the workers are carrying out the work; (contractors) and
  - That the health and safety of other persons is not put at risk from work carried out as part of the activities of the business or undertaking (e.g., students' visitors such as parents, community, etc. )
- Schools will also need to consider people indirectly affected by what is going on in schools (i.e., If you know a student's parent(s) are severely compromised, you should consider this even if the student does not have the same medical status).
- In other words, are there measures in place, as far as reasonably practical that provide for the health and safety of employees and do not put people at risk when they are onsite.
- The key thing for School Boards to remember is that they may have completed a health and safety risk assessment based on the previous COVID-19 guidelines. These previous health and safety assessments should be used as the starting point when reviewing current H&S measures.



Source: NZSTA

## RESPONSIBILITIES

**Governing bodies must ensure that the level of risk of contracting and transmitting Covid-19 at kindergarten and school is no higher than it is in the community.**

The governing groups must ensure that measures that are **reasonably practicable and proportional** to the level of risk are put in place to mitigate the risk of harm posed by a hazard. These considerations must include the impact of a Covid-19 infection and balance this with the impact of measures put in place as well as other costs, e.g. financial cost.

### PRINCIPLES OF RISK ASSESSMENT

Consider the **severity of consequences** if a person is exposed to a hazard, combined with the **likelihood** of it happening. I.e. The level of risk will increase as the likelihood of harm or its severity increases.

A risk assessment can help determine how severe a risk is, whether existing control measures are effective, what action you should take to control the risk and how urgently the action needs to be taken.

**Hazard:** Covid-19 infection (person to person)

**Level of Risk = Level of Harm x Likelihood**

**Likelihood** of infecting others varies with the level of positive cases in the community

**Severity of consequences (i.e. impact)** needs to be considered for across different areas, including physical and mental health, emotional wellbeing as well as educational disadvantage.

**Mitigation:** to eliminate (not possible with Covid-19), to isolate, or to minimise.

**Measures/controls** must be as non-intrusive as possible (vaccination and RATs are considered intrusive) and are based on what do we know about Covid-19 (MOH, DHB and PHN information)  
There are two main types of controls:

- Engineering controls: physical changes to environment, e.g. working from home or behind a screen, ventilation
- Administrative controls: processes, e. g. limit interactions with vulnerable persons through reducing number of contacts

A combination of these can also apply, e.g. outdoor assemblies.

Source: NZSTA

### Parameters for Te Rāwhiti & Te Rā School

- Te Rāwhiti & Te Rā must be open for education.
- Children/students and all staff are enabled to attend on-site as much as possible
- Staff and children/students who are sick stay home.
- Full compliance with government health advice, e.g. any self-isolation requirements.
- School students who are self-isolating are supported with home-based learning resources, with the aim of them attending on site as soon as possible.

NOTE: Playgroup is currently not operating due to space and licencing constraints and so health measures for playgroup will be included in the risk plan once it resumes.

## RISK ANALYSIS & ASSESSMENT

Potential risks	Risk level	Likelihood <sup>1</sup>	Impact <sup>2</sup>	Mitigate	Mitigation actions and controls	Residual risk
Tamariki/ākonga with higher levels of disadvantage may not be able attend regularly	H	High	High	Minimise	<ul style="list-style-type: none"> <li>Prioritise their attendance when making plans.</li> <li>Provide at home supports and materials following discussion with principal. Not applicable in Kindergarten.</li> <li>Kindergarten children encouraged to play at home and games and other elements of non-directed at home play shared.</li> <li>RATs can be provided to families (kindergarten/school supplies permitting)</li> </ul>	Low
Some tamariki/ākonga could be at higher risk of severe illness	M	Med	High	Minimise	<ul style="list-style-type: none"> <li>Utilise and promote health measures and controls below</li> <li>Provide at home supports and materials following discussion with principal. Not applicable in Kindergarten.</li> <li>Kindergarten children encouraged to play at home and games and other elements of non-directed at home play shared.</li> <li>If applicable, speak with whānau of individual students and make a plan, consider whether medical advice is needed to inform any individual plans that may be required for this child.</li> </ul>	Low
Some teaching and support staff may be at higher risk of severe illness	M	Med-High	High	Minimise	<ul style="list-style-type: none"> <li>Ministry of Health advice suggests getting a booster vaccination as soon as eligible</li> <li>Utilise and promote health measures and controls (see Health Measures table below).</li> <li>Support staff through discussion on additional measures they may wish to include in their workday to support attendance.</li> <li>RATs can be provided (kindergarten/school supplies permitting)</li> </ul>	Low

<sup>1</sup> **Likelihood** of risks varies depending on the number of active Covid-19 cases in our community. Risk is High when this number is high.

<sup>2</sup> Depending on the nature of the risk, **impact** refers to the impact on educational outcomes and/or health.

Potential risks	Risk level	Likelihood <sup>1</sup>	Impact <sup>2</sup>	Mitigate	Mitigation actions and controls	Residual risk
Students with additional learning needs may be additionally disadvantaged by disruptions	M	Med-High	Med-High	Minimise	<ul style="list-style-type: none"> <li>Encourage, through Kaiako discussion with parents, that children with learning needs attend on site as much as possible</li> <li>Where IEP identifies supports from home, recommend that those are continued.</li> <li>Ensure kaiako/teacher aides contact whānau regularly if students are working from home.</li> </ul>	Low
Community members may be cautious about sending children to school when there is community transmission and low attendance rates are impacting on well being learning.	M	Med	Med	Minimise	<ul style="list-style-type: none"> <li>Promote health measures and other controls taking place to provide reassurance regarding risk management</li> <li>Kindergarten/class teachers regularly connect with respective whānau</li> <li>For school children, some support for home learning can be provided in some instances. This requires approval by the principal.</li> </ul>	Low
Very high proportion of staff and student absence due to self-isolating / confirmed cases means that the kindergarten and school's operation is compromised.	H	Med to High	High	Minimise	<ul style="list-style-type: none"> <li>As per the school's Covid Protection Framework plan / refer to different "stages" of operation</li> <li>Prioritise attendance onsite for most vulnerable tamariki/akonga and those who don't have an appropriate care option at home – as per the school's CPF.</li> <li>Ensure there are sufficient staff / contractors to provide key functions (eg, cleaning, first-aid, emergency response)</li> <li>Make RATs available to staff if possible</li> </ul>	Low-Med

# HEALTH MEASURES SUMMARY

Health measures	Red	Orange	Green	Notes / Actions needed
Good hand hygiene and cough/sneeze etiquette	✓	✓	✓	Refer implementation plan.
Regular cleaning of high touch surfaces	✓	✓	✓	Cleaner will focus on toilets and hard surfaces-lino floors, tables, doors, windows, chairs and other furniture etc.
Monitor closely for symptoms and stay home if sick	✓	✓	✓	Communication/reminders
Case management	✓	✓	✓	No contact tracing. Keep records of notification of positive cases. Notify whānau of group/class if children/staff attended school and subsequently tested positive.
Good ventilation: implement ventilation plan based on best practice advice	✓	✓	✓	Details in implementation section. Teach outdoors if possible (Red)
Face masks required when indoors (staff and visitors, and students and teachers in year 4 and above)	✓			Not in kindergarten/Class 1 & 2
Staff and students self-manage mask wearing during isolated outbreaks				Principle of being responsible for own health
Exercising, singing and using wind instruments strongly recommended to be held outdoors where possible	✓			In Orange and Green: if there are positive cases known in class community/among staff.
<b>Engineering controls (space)</b>				
School students and staff eat outdoors whenever possible	✓			In Orange and Green: if there are positive cases known in class community/among staff.
Physical distancing between classroom groups when indoors, wherever practicable. Change furniture layout to increase space between children/students	✓			No indoor school assemblies at present, a lot of kindergarten classes spend time outside, indoor time minimised.
Large groups of children/students or community meeting should not go ahead unless held outdoors	✓			In Red, Kapa Haka outdoors. Kindergarten festivals held outdoors.
Whānau hui / class parent meetings held outdoors (without masks) or indoors with all windows open (with masks)	✓			
Information afternoons for new enrolments are held outdoors while high numbers of cases in community	✓			

Administrative Controls (process)				
Children with complex medical needs seek medical advice to support onsite learning	✓			Liaise with parents.
No non-essential visitors onsite.	✓	✓		Parent visits are considered <b>essential</b> if they relate to their child's education, e.g. to meet with their child's teacher. If in doubt please check with the person you are meeting or with the office.
No external students onsite for non-curriculum related inter-school activities	✓			Liaise with local schools.
Non-curriculum related events should be limited or not go ahead	✓			
Essential services continue onsite (eg, Ministry of Education, learning support services, ERO, NZQA, Police, Fire, Mobile Dental units)	✓	✓	✓	
If onsite attendance is not possible for all learners (Stage 3), prioritise full time attendance for children who need to attend based on their needs/whānau needs, and for children in kindergarten and Class 1	✓			Consider also amalgamation of classes/groups and two licences (for kindergarten).
Covid-19 self-isolation rules apply as per government guidelines	✓	✓	✓	
RAT tests are available to staff who are asked if they have symptoms	✓	✓	✓	As long as supply of RATs made available to the kindergarten/school by the MOE allows this.
Parent volunteers can participate in EOTC events. If indoors or travelling in car with children, mask requirement applies.	✓			

## IMPLEMENTATION: WHAT WILL IT LOOK LIKE?

Every staff member and student has the right to manage their own health. Parents/caregivers expected to take responsibility for the children in their care.

Key messages to staff & our whānau	Priorities for both students and teachers will be their <b>wellbeing</b> . Health and safety measures are implemented in an unhurried, child appropriate way.
Kindergarten Attendance	All children can safely attend kindergarten. Parents and caregivers communicate any concerns closely with their child's/children's kindergarten teacher in the first instance.
School Attendance	All students can safely attend school. Parents and caregivers communicate any concerns closely with the respective class teacher in the first instance. Students not attending on-site will be marked as absent unless a home-learning arrangement has been put in place with the agreement of the principal.
Office hours	Office remains closed in Red, and in Orange during peak times 8.30-9.30 and 2-3pm. (Use window.) Visitors outside of drop off/pick up hours sign in as always.
Staffing	People at higher-risk of severe illness from COVID-19 (e.g. those with underlying medical conditions) will be supported to work onsite – please discuss with kaiārahi/principal.
Staff Illness	Employees must stay at home if they are self-isolating after they or household contact tests positive with COVID-19, or if are unwell generally (medical certificate is required as per usual)
Child/Student Illness	We will send any child who is sick or showing cold/flu-like symptoms home. Parents are asked to test their children and inform us if result is positive.
Physical Distancing	Physical distancing is not always desirable (kindergarten) or feasible (school), e.g. general children's play (e.g. tag games) during playtimes.
Hygiene measures	Staff continue to use and encourage student to cough elbow, frequent handwashing and drying. Sanitisers and liquid soap to be used in all classrooms and bathrooms (this will require monitoring to ensure appropriate use by students). Disposable paper towels are used in the first instance.

Toileting Support	Where individual children require this due to their age or physical needs. Staff to use facemask and gloves and follow usual hygiene procedures.
Kindergarten Kai	Children are not involved in food preparation in the current risk environment. Food is handed out by an adult. Children do not help themselves from shared fruit bowl.
School attendance register	<p>For school children on the school roll, teachers state the reason for absence, if known, briefly and use only codes P, L or M or ? on the roll sheet (AM &amp; PM). Always use ? if unsure. All other coding will be done by office staff.</p> <p>Children of Classes 1-7 who arrive after bell are signed in by an office staff member and will be issued a late slip to give to their teacher.</p> <p>Parents who accompany children onto the grounds solely for the purpose of signing in late or signing out early do not need to sign into the visitor register.</p>
School Kai & Wai	Students bring own drink bottles, and lunchboxes as usual. No Hot Lunches happening.
EOTC & School Camps	Can go ahead, including swimming & interschool sports
School Library	Open as usual.
Ventilation	<p>Each classroom uses a thermometer to record temperatures through the day (e.g. 10am and 2pm). Recommended room temperature: 18-25°C. <b>For kindergarten, room temperature must be measured 500mm above floor level.</b></p> <p>Classrooms are heated 2 hours prior to school commencing, then turned off/down as required.</p> <p>Encourage children and staff to wear warmer clothing, slippers and even hats on colder days.</p> <p>CO2 monitors (provided by MOE) used to check levels where in doubt.</p> <p>Cold days: open windows halfway on very as airflow in a room increases if the temp inside is higher than outside.</p> <p>Rainy days: open windows based on direction of the rain to reduce moisture entering the room. Where required, use a portable fan to aid airflow, i.e. direct fan across the room towards open windows.</p> <p>Ensure each classroom is vacated for short periods throughout the day to reduce CO2 levels and therefore maintain optimum ventilation.</p>

12 April 2022