

## Pandemic Planning

Refer to the Ministry's [Pandemic Planning Kit](#) and [Planning Guide](#) and this matrix.  
 Monitor MOE & MOH websites and communications.  
 Respond with required actions and inform staff, students and community as needed.

	Stage 1	Stage 2	Stage 3	Stage 4
Infection	World	NZ	Nelson	WIS
<b>Pandemic Management</b>	<ul style="list-style-type: none"> <li>Review pandemic planning inc' MOE guidelines</li> <li>Monitor at weekly mgmt meetings</li> </ul>	<ul style="list-style-type: none"> <li>Monitor MOE &amp; NMDHB email/fax/web</li> <li>Regular mgmt mtgs involve admin staff</li> </ul>	<ul style="list-style-type: none"> <li>Monitor MOE &amp; NMDHB email/fax/web</li> <li>Daily mgmt mtgs with admin staff</li> <li>NPA, Cluster &amp; Campus liaison</li> <li>Prep for closure</li> </ul>	<ul style="list-style-type: none"> <li>Monitor MOE &amp; NMDHB email/fax/web</li> <li>School closure process</li> <li>Daily mgmt contact as able – phone, email ???</li> </ul>
<b>Cleaning</b>	<ul style="list-style-type: none"> <li>Review cleaning procedures</li> </ul>	<ul style="list-style-type: none"> <li>Heighten cleaning</li> <li>Handtowels</li> <li>Hand sanitizers</li> <li>Spray door handles</li> <li>Ventilate rooms well – open windows</li> </ul>	<ul style="list-style-type: none"> <li>Change cleaning priorities to sanitize hard surfaces more</li> </ul>	<ul style="list-style-type: none"> <li>Full cleansing of contaminated spaces before reuse</li> </ul>
<b>Social Distancing</b>	<ul style="list-style-type: none"> <li>Review any international travel</li> </ul>	<ul style="list-style-type: none"> <li>Educate about social distancing &amp; consider limiting;               <ul style="list-style-type: none"> <li>-assemblies</li> <li>-close groupings</li> <li>-close desks groupings</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>No assemblies</li> <li>Space desks out</li> <li>Avoid close groupings</li> <li>Minimise effect of interchange –same desks, or no interchange</li> <li>No modules</li> </ul>	<ul style="list-style-type: none"> <li>Close school</li> </ul>
<b>Monitoring Personnel</b>	<ul style="list-style-type: none"> <li>Normal monitoring of health</li> <li>Track attendance %</li> </ul>	<ul style="list-style-type: none"> <li>Monitor those returning from effected areas</li> <li>Office to list</li> <li>Track attendance %</li> </ul>	<ul style="list-style-type: none"> <li>All showing symptoms stay home</li> <li>All who have had contact with anyone at risk to stay home</li> <li>Track attendance %</li> </ul>	<ul style="list-style-type: none"> <li>Network contacting staff via team leaders</li> <li>Staff emails</li> <li>Email or Web based student learning activities</li> </ul>
<b>Information</b>	<ul style="list-style-type: none"> <li>Remind parents re sick children staying home</li> </ul>	<ul style="list-style-type: none"> <li>Keep parents informed via newsletter and email.</li> <li>Reinforce key messages – hygiene, symptoms, absence ...</li> <li>Social Studies re – Great Flu Pandemic</li> </ul>	<ul style="list-style-type: none"> <li>Monitor new directives and communicate with others</li> </ul>	<ul style="list-style-type: none"> <li>News media</li> <li>Email from mgmt to staff &amp; parents</li> </ul>
<b>Supplies</b>	<ul style="list-style-type: none"> <li>Review supplies to realistic level (MOE list is excessive)</li> </ul>	<ul style="list-style-type: none"> <li>Monitor supplies</li> </ul>	<ul style="list-style-type: none"> <li>Monitor supplies</li> </ul>	
<b>Treatment</b>	<ul style="list-style-type: none"> <li>Review first aid</li> </ul>	<ul style="list-style-type: none"> <li>Display and promote relevant material.</li> <li>Monitor &amp; send home</li> </ul>	<ul style="list-style-type: none"> <li>Close monitoring, isolation and send home</li> </ul>	

## Actions for closing the school

Tasks	Specific detail	Responsibilities	Actioned (initial)
Decision made to close school	Liaison with relevant agency <ul style="list-style-type: none"> <li>- Ministry of Education?</li> <li>- Ministry of Health?</li> <li>- Civil Defence?</li> </ul>	Principal Relevant agency	
Inform Board of Trustees	Board of Trustees chairperson informed	Principal	
Closure method –timing	Consider circumstances to decide the timing of the closure	Management	
End of Day Closure	Notice to go home with students	Office Office	
	Closure notices around school	Office Caretaker	
	Notice via media	Office	
Immediate Closure	Requests made through the media for parents or nominated person to come and collect children.	Principal Office	
	As children are collected they are marked off class list/roll by the class teacher.	Class Teachers	
	Notice to go home with students	Office	
	Parents/Caregivers of children not collected are contacted to tell them of situation.	Office	
	Children remain under supervision of teacher until collected.	Class Teachers	
	No student will leave the school grounds until appropriate arrangements have been made.	Class teacher Senior Management	
Communication with community	School website updated with closure notice	Principal or ICT personnel	
	Closure notice in Nelson Mail	Office	
	Closure notices around school	Office	
	Update message on school phone	Office	
Secure school site	Put gates across and signs up at entrance ways	Caretaker	