



## COVID-19 PANDEMIC PLAN

**Otumoetai College has adopted the following procedures around keeping our school community safe from the threat of Covid-19:**

- The Principal will follow Ministry of Health advice at every stage of the pandemic.
- A Pandemic Plan will be developed by the Principal, in consultation with Senior Leadership and the school Public Health nurse.
- The Principal will communicate with parents and caregivers on a regular basis with key information as it comes to hand.
- Students and staff will be told to stay at home if they are unwell.
- Key information around Covid-19 will be shared with all students (see link below)  
[https://drive.google.com/open?id=1u8HZZii-ojWud\\_4uFQKlf\\_5HIY0iq7t6ByNTZtZzkkg](https://drive.google.com/open?id=1u8HZZii-ojWud_4uFQKlf_5HIY0iq7t6ByNTZtZzkkg)
- Any students who are at school and have influenza symptoms will be sent to the Wellness Centre.
- The nurse will record details of these students and monitor their progress.
- The nurse will check the students temperature and provide a Covid-19 advice sheet, before sending the student home. This sheet provides Ministry of Health Healthline details.
- The Healthline will triage the student's symptoms and advise either:
  - that the student is able to return to school, or
  - that they will require further testing for Covid-19 through their local GP. (A doctor's consultation fee will no longer be charged for this service). If GP testing has occurred, then a medical certificate must be provided before the child can return to school.
- If a case of Covid-19 is confirmed, then the Ministry of Education will inform the Principal. The Ministry and the Principal will work together to establish a health and communication plan for the school community.
- The health plan may include closing the school for a period of time to allow an investigation to take place and a complete sanitisation of the property.
- The school leadership will meet daily to monitor all Ministry of Health updates and make decisions around the pandemic plan.