



Developing our Children's Minds  
Guiding our Children's Hearts

# St Benedict's School - Pandemic Plan

**1<sup>st</sup> Pandemic Manager:** The Principal

**2<sup>nd</sup> Pandemic Manager:** The Deputy Principal (in the event the Principal is unavailable)

**Other Key Personnel:** The Office Manager, Classroom Teachers, Support Staff, Cleaners, Board of Trustees, and Board Chairperson

**Isolation Room(s):**

- A. Sick Bay
- B. Library (larger room, made available, if necessary)

## Contents of This Plan:

Page	Content
2	<b>Pandemic Definition, Process and Target Audience</b>
2	<b>Pandemic Characteristics and Impact</b>
4	<b>Stage 1:</b> Risk Management
5	<b>Stage 2:</b> Cluster Control
7	<b>Stage 3:</b> Pandemic Management
9	<b>Stage 4:</b> Recovery
10	<b>Appendix 1:</b> Examples of Early Communications
14	<b>Appendix 2:</b> Communication Email About Pandemic Plan
15	<b>Appendix 3:</b> St Benedict's School Closure Email Via eTAP
15	<b>Appendix 4:</b> Text Alert via eTAP
16	<b>Appendix 5:</b> Screening Flowchart
17	<b>Appendix 6:</b> Influezna Staff Notice
18	<b>Appendix 7:</b> Influenza Student Notice
19	<b>Appendix 8:</b> School Closure Notice
20	<b>Appendix 9:</b> Suspected Influenza Notification Form
21	<b>Home Learning During a School Closure</b>
23	<b>Contacting Staff Members During a School Closure</b>
23	<b>Family Prayer for Those in Need</b>

Refer to full pandemic management guidance provided by the [Ministry of Education](#)

# Pandemic Definition, Process and Target Audience

## What is a Pandemic?

According to the World Health Organization, a pandemic is the “worldwide spread of a new disease,”

“There’s no cut-and-dry criteria for what reaches the level of pandemic and what does not, and there is no threshold of cases or deaths that triggers the definition”. The last time the WHO declared a pandemic was during the H1N1 outbreak in 2009, which infected nearly 25% of the world’s population.

## What you need to know about this process:

That the St Benedict’s School Board of Trustees, Principal and Leadership Team are committed to the safety, health and well-being of our students, staff and school-wide community. This includes listening to, and working with, the Ministry of Education (MoE), Ministry of Health (MoH) and Archdiocese of Wellington (ADW) to ensure we take all reasonable steps to protect our community before, during and after a pandemic.

## Who this Pandemic Plan is for:

Our school’s pandemic plan is for: all staff, students, parents, carers and those associated closely with St Benedict’s School.

# Pandemic Characteristics and Impact

A pandemic has unique characteristics when compared with a more “typical” disaster. For example:

## Widespread impact

The impact of a pandemic would likely be widespread, even nation-wide, not localised to a single area and there may be little outside assistance. Many business continuity plans assume some part of an organisation is unaffected and can take up the required capacity.

## Not a physical disaster

A pandemic is not a physical disaster. It has some unique characteristics that require measures to limit contact, restrict movement, introduce quarantine and ban public gatherings.

## **Duration**

A pandemic would not be a short, sharp event leading immediately to the start of a recovery stage. A pandemic emergency may last several weeks or months. Plans need to take this into account.

## **Notice**

Some advance warning is likely if a pandemic develops overseas, but that warning period may be very short. Should pandemic influenza spread within New Zealand the education sector would most probably be one of the first sectors to be closed and closures sustained

## **Primary effect is on staffing levels**

Unlike natural disasters where disruption to infrastructure and service delivery is likely to be related to hardware, a pandemic is more of a threat to staff. Employers will need to plan for the scenario of up to 50% staff absences at the height of a severe pandemic. Ministry of Health modelling shows that two weeks leave is the average amount of leave required for sickness and recovery of a staff member. Overall, a pandemic wave may last about eight weeks, though the pandemic may come in several waves of varying severity over time.

## **Staff absences can be expected for many reasons, including:**

- Illness or incapacity (suspected or actual)
- Their need to stay at home to care for sick dependents
- Some people may be assigned to 'alternative duties' for their employer or another agency (such as health or welfare roles)
- Others may need to stay at home to look after pre-school and school-aged students (as early childhood education services and schools may be closed).

## **A pandemic may have other impacts on services, for example:**

- Supplies of materials needed for ongoing activity may be disrupted when, for example, supplies are normally imported across borders that have been closed or are being tightly controlled
- Services from sub-contractors may be affected (impacting maintenance of key equipment and this issue merits close planning attention)
- Demand for infrastructure services may be affected – demand for some services may increase (internet access is a possible example); while demand for others may fall (for example, types of travel activity may reduce)
- Education delivery is not expected to continue during a pandemic. In a pandemic, early and enforced sustained closure of education facilities to children and students is the most likely scenario.

# Stage 1: Risk Management

The receives notification from the [Ministry of Health](#), announcing human to human transmission.

## The Pandemic Manager will ensure:

1. Preparedness follows guidelines provided by the [Ministry of Health](#).
2. Parents, caregivers and guardians are informed of our school's Pandemic Plan.
3. All contact details are up to date (eTAP checking process at beginning of each year, and reminders sent out throughout the year).
4. The school office can easily generate an up-to-date contact list on eTAP, which will be provided to the local Ministry of Education office if requested.
5. Parents, caregivers and guardians are kept updated on their tasks and responsibilities, which will include how to manage sick children and adults and what happens in the event of closure. Parents, caregivers and guardians are aware of ways to limit spread of the pandemic including staying at home when sick, cough and sneeze control, hand washing etc.
6. St Benedict's School will review resources to ensure that there are sufficient supplies of cleaning materials. Introduce extra cleaning as required. This will be determined by the nature of the pandemic and will be advised by the Ministry of Health.
7. Critical staff numbers and skills required to keep essential parts of the school running are identified, as suggested below:
  - a. Principal and / or Deputy Principal (DP)
  - b. At least one member of office staff
  - c. A ratio of at least 1 teacher for every 30 students
  - d. At least one additional member of the support staff team (for supporting students with special needs)

NB: If the Pandemic Manager (Principal) is unable to staff the school safely e.g. due to significant staff absence, then the school may have to be temporarily closed due to our being unable to provide a safe environment for our students. This would be a last resort, with all options being thoroughly explored before making the decision to close the school (however briefly) due to lack of staffing.

## Parents will ensure:

1. Contact information held at school is accurate and up to date (records sent out annually, and reminders communicated regularly).
2. The school is provided with (preferably two) accurate and up to date alternative contact details, in the case of the first contact being unavailable.
3. Children who are unwell remain at home with either parents, caregivers, guardians or whānau, particularly if they are exhibiting the pandemic symptoms.

4. **Contact Healthline on 0800 611 116, or the GP for medical advice** and stay at home until symptoms resolve.

**Staff will:**

1. Maintain up-to-date emergency contact information for all students and staff.
2. Maintain familiarity with [Ministry of Health](#) guidelines for pandemic management.
3. Request that a student is collected and taken home immediately should they become seriously ill or if instructed to do so by the Pandemic Manager.
4. Ensure that if a student becomes ill and cannot be taken home immediately they will inform the Pandemic Manager, so that the student(s) may be placed under the care of an adult and will be taken to the isolation area(s) to await collection from St Benedict's School.

## Stage 2: Cluster Control

*Trigger: [Ministry of Health](#) announces human pandemic strain case(s) found in Wellington.*

**The Pandemic Manager will:**

1. Communicate a pandemic and St Benedict's school's preparedness to manage it – to board, staff, students, parents and whānau (Refer to Appendices 1-9).
2. Discuss with staff possible health and safety issues, and leave arrangements for them if they are ill or need to look after dependents.
3. Ensure the school's cleaning staff are aware of the alert, and follow [additional cleaning processes](#). The Pandemic Manager will not hesitate to call in an outside professional cleaning company to support St Benedict's School if the job(s) are larger than what our staff can manage/deal with, or as MoH recommended.
4. Select and communicate the most appropriate isolation area (either the Sick Bay or the library, or both).
5. Restrict entry of any persons displaying the pandemic symptoms.
6. **Contact healthline on 0800 611 116, or the GP for medical advice if concerned about any student or staff member displaying symptoms.**
7. Communicate any decisions about exclusion, isolation or school closure to parents and caregivers through established protocols.
8. Notify any cases to health authorities as required (Appendix 9).
9. Establish a system to monitor a students and/or their family who are ill or suspected of being ill including contacting families who are unexpectedly absent.
10. Use a variety of means to remind students, staff and families to practice good personal hygiene and cleaning habits.

11. Take a common sense approach on how to handle appropriate social distancing between students and students, and students and staff - see examples later in this document.
12. Fill in the suspected pandemic notification form (Appendix 9). Take names of contacts (those who have been within one metre of them or in an enclosed place for more than 15 minutes).
13. Ensure the school has adequate supplies of tissues, medical and hand hygiene products, cleaning supplies and masks.
14. Notify the local DHB if more than 30% of the roll is absent.

**Parents / Caregivers will ensure:**

1. Children who are unwell remain at home with either parents, caregivers, guardians or whānau, particularly if they are exhibiting the pandemic symptoms.
2. **Contact Healthline on 0800 611 116, or the GP for medical advice** and stay at home until symptoms resolve.
3. Children, parents and caregivers who have been overseas recently to an affected country, and/or been in contact with someone diagnosed with the pandemic stay away from school.

**Staff will:**

1. Report to the Pandemic Manager, and take care of, any student (in isolation room, and taking care to protect their own health and safety), showing the pandemic symptoms, such as:
  - a. High fever (or feel feverish or hot)
  - b. Headache, fatigue and weakness
  - c. Sore throat, cough, chest discomfort, difficulty in breathing
  - d. Muscle aches and pains
  - e. Any additional symptoms communicated by [Ministry of Health](#)
2. Notify the Pandemic Manager if they themselves have pandemic symptoms, and contact Healthline on 0800 611 116, or the GP for medical advice and stay at home until symptoms resolve.
3. Notify the Pandemic Manager if they have recently returned from affected countries.
4. Assist Pandemic Manager by filling in the suspected pandemic notification form (Appendix 9) and give to the Pandemic Manager to submit. Take names of contacts (those who have been within one metre of them or in an enclosed place for more than 15 minutes). These will be provided to the Pandemic Manager.
5. In consultation with the Pandemic Manager, arrange to send the student home immediately. Suggest they call their doctor by telephone to advise that they have been in contact with a suspected pandemic case. Set up an isolation room(s).
6. Advise parents, caregivers and guardians, caregiver and guardians to collect their children.
7. Cancel all extracurricular activities and planned school trips.
8. Remove books, magazines and papers from common areas. Consider ways of cleaning and/or restricting communal use of some play, physical education equipment or office equipment.

### **A Designated Cleaning Contractor will:**

1. Implement Pandemic Cleaning Procedure, following [additional cleaning processes](#). The procedures in such an event will be advised by the Ministry of Health.
2. Report completion and any issues to the Pandemic Manager.

## **Stage 3: Pandemic Management**

*Trigger: The Ministry of Health will widely publicise any changes to the “alert codes”, and may signal the need to activate pandemic and continuity plans. The Ministry of Education will contact schools to provide further guidelines / directions if this is the case.*

### **The Pandemic Manager will:**

1. A) Through consultation with the Board of Trustees Chairperson, make the decision to close St Benedict’s School; or B) Close the school as directed by the Ministry of Health or Ministry of Education.
2. Advise all parents, caregivers and guardians (Sample email and text - Appendices 3 & 4) stating the reason for the closure.
3. Post notices of closure on our school’s entry points.
4. Collaborate with local agencies in making the facilities of St Benedict’s School available in pandemic response efforts if requested to by an official Government agency.

### **Cleaning / Hygiene Practices**<sup>[SEP]</sup>

During an official pandemic, St Benedict’s School may be instructed to close the school. We would be taking this opportunity to clean thoroughly to destroy any virus. This applies particularly to hard surfaces (for example, sinks, handles, railings, objects and counters).

Thorough and additional cleaning to be carried out, for example, include, but are not limited to:

- Reminding staff and students not to share cups, dishes and cutlery; and ensure these items are thoroughly washed with soap and hot water after use.
- Remove books, magazines and papers from common areas.
- Consider ways of cleaning and/or restricting communal use of some play, physical education equipment and office equipment.
- When a person with suspected influenza is identified and has left, it is important that their classroom, work area and/or office and any other known places they have been are thoroughly cleaned and disinfected.
- Planning should identify the basic hygiene practices (including hand hygiene) to be followed by cleaners, protocols for the use of personal protection equipment (if recommended by the Ministry of Health), and methods for waste disposal.

- All internal spaces should be well ventilated, preferably by fresh air via opening all available windows
- The Pandemic Manager should be informed of people with influenza-like symptoms as soon as possible so that a decision and plan can be made to remove them from populated areas to an isolated area (e.g. the medical room) until they are picked up from school. Whether it be an adult or student, medical advice will be sought. (See Appendix 5 – Screening Flowchart)
- Any used face masks must be disposed of as soon as they become moist or after any cough or sneeze, and hands must be thoroughly washed and dried after the used mask has been discarded.

### **Social Distancing and Barriers**

In primary schools social distancing may be difficult to achieve, but any raising of awareness or any level of compliance will be useful (source: [Ministry Of Education](#))

Social distancing is a strategy to protect staff and students during a pandemic by minimising their contact with others. Events involving large gatherings should be avoided, whether inside or outside. A distance of at least one metre should be maintained between people wherever practical. The Ministry of Health has the following suggestions for minimising contact, including the following measures where practicable:

- Use closed sliding glass and doors to maintain a barrier between office staff and members of the public.
- Avoid bringing large groups of children together (e.g. multiple classes in confined mat areas).
- Cancel overnight stays.
- Arrange learning activities outside or make use of large indoor spaces.
- Avoid activities where children are holding hands, hugging, kissing, sharing equipment etc.
- Set up the classroom to maximise opportunities for distance - table distances, single seating spaces etc.
- Where possible avoid meeting people face-to-face – use the telephone, video conferencing and the Internet to conduct business as much as possible – even when participants are in the same building.
- If a face-to-face meeting with people is unavoidable, minimise the meeting time, choose a large meeting room and sit at least one metre away from each other if possible. Avoid shaking hands or hugging.
- Avoid any unnecessary travel and cancel or postpone non-essential meetings, gatherings, workshops or training sessions.
- Avoid public transport.
- Bring lunch and eat away from others (allowing distance in the staffroom).
- A staggered lunch and morning tea times may be introduced to reduce numbers in the staffroom and playground.
- Set up systems where families and staff can request information via telephone or email and have information ready for fast pick-up or delivery.

## Stage 4: Recovery

*Trigger: Population affected by vaccination/or pandemic abated in New Zealand.*

### **The Pandemic Manager will:**

1. Through consultation with the Board of Trustees Chairperson, advise that St Benedict's School is reopened through telephone, email, newsletter, text message and via a message on the school's website. (We will use our school's Management System to text and email our school community).
2. Gather the school's staff the evening before reopening the school to debrief with all staff, while updating (and being updated) on the well-being/welfare of our staffing body.
3. Review the importance of keeping safe guidelines with both staff and students.
4. Arrange for trauma/grief counselling as necessary.
5. Lead a community evaluation of all procedures followed and make updates, based on recommendations
6. Share a report of evaluation with the community and Board of Trustees
7. Update all relevant documentation around our Pandemic procedures.

**Pandemic Plan Reviewed: March 2020**

## **Appendix 1: Example of Early Communications via eTAP:**

### **Communication 1: First Cases Overseas Reported in Media**

*Kia ora Parents, Caregivers and Staff,*

*Earlier this evening, our Prime Minister announced the first confirmed case of COVID-19 (Novel Coronavirus) in New Zealand.*

*For updates specific to New Zealand, we encourage our school's community to monitor the Ministry of Health's website for up-to-date information. <https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus>*

*We want to ensure that our school's community are aware of our school's procedures to manage this situation. Although found on our school's website, for your ease, we have scanned (and attached to this email) our school's Emergency Plans for parents to view.*

*Importantly, we wish to reassure our school's community that we will be following the advice that the Ministry of Education issues and/or mandates to New Zealand schools on how best to manage COVID-19 (Novel Coronavirus).*

*This evening, Iona Holsted, Secretary for Education, wrote to all New Zealand Board Chairpersons and Principals. In the interests of disseminating key, factual information, we are sharing this information with you below.*

#### ***Iona Holsted, Secretary for Education wrote:***

*What you need to do*

*For you, this new information from Health should not change significantly how you are currently supporting the health and wellbeing in your school or early learning service community.*

*For any children, students or staff who have recently returned from Iran or China, they will need to go into a stay away period of 14 days (from when they left Iran or China).*

*Please continue to encourage anyone who is not well, to not attend your school or early learning service and to seek medical advice.*

*If you are concerned that someone is showing symptoms of fever, cough or shortness of breath, encourage them to first ring Healthline (0800 358 5453) or contact their GP by phoning ahead of their visit to explain symptoms and travel history.*

*If you have any concerns about the possibility that someone does have a communicable disease, your first step is to contact your local district health board for advice and support. Contact details for specific DHBs can be found here. If the individual with a suspected case is still in your school or service, isolate them from others, until you have received medical advice.*

*We encourage you to keep updated about the status of COVID-19 on the Ministry of Health website.*

*What to do if someone is confirmed with a case of the virus in your school*  
COVID-19 is a notifiable disease. As with other notifiable diseases, should a case be confirmed in your school your local Medical Officer of Health will take the lead. You will be notified about this by the Ministry of Health through your local district health board/public health unit.

*If a case is confirmed in your school, you may be asked to:*

- work with Health to undertake contact tracing (for those that may have been in close contact with the confirmed case)*
- support Health to send communications out to your community or to those who may have been in close contact*
- undertake a clean of the spaces the person has occupied – our cleaning guidance will assist with you this process*
- follow any other directions by Health, which may include school closure for a period of time.*

*You may also like to consider:*

- how you support any student or staff member that has been confirmed with the virus, and any that are self-isolating by keeping in contact and if possible supporting any student with learning from home*
- providing clear messaging to your community that you have implemented your policies/procedures/or other protocol and are following advice from Health*
- thinking about any staff or students who are susceptible to illness and put your management plans in place*
- reinforcing messages about hygiene practices.*

*Practising good hand and sneeze/cough hygiene is the best defence:*

- wash your hands often with soap and water before and after eating as well as after attending the toilet*
- cover coughs and sneezes with clean tissues or your elbow*
- put used tissues in the bin*
- encourage staff and students to stay home if unwell.*

*We are also sharing with you, the press release from the Ministry of Health this evening.*

### ***Ministry of Health - Media Release***

*Single case of COVID-19 confirmed in New Zealand*

*Date: 28 February 2020*

*The first case of COVID-19 is now confirmed in New Zealand in a person in their 60s recently returned from Iran.*

*The results of the test were formally reported to the Ministry at around 4.15pm this afternoon.*

*Although we have our first case of COVID-19, the chances of community outbreak remain low.*

*The Ministry of Health is confident the public risk from this new infection is being well managed because of the public messaging, awareness of COVID-19 disease*

*and our public health response to managing cases and contacts.*

*The patient confirmed with COVID-19 is being treated in Auckland City Hospital. They are in an improving condition in isolation, in a negative pressure room to prevent any spread of the disease.*

*Household contacts are in isolation as a precautionary measure. Public health officials have begun tracing the patient's other close contacts to ensure appropriate protection measures are in place, including on the flight involved which originated in Tehran and came via Bali.*

*Anyone who was on the final leg of the flight, Emirates EK450 arriving Auckland on Wednesday 26 February, and is concerned should contact the COVID-19 Healthline number 0800 358 5453.*

*The person arrived in Auckland on 26 February and travelled home in a private car. Their family became concerned about their condition and called Healthline.*

*They were advised to seek medical attention and attended Auckland City Hospital emergency department that same day. All were wearing masks on arrival. As a result of the individual's symptoms and travel history they were admitted and tested.*

*Two earlier tests were negative for COVID-19. A further test today using a more specific sample proved positive.*

*Contact tracing has started and close contacts are in isolation. Other close family contacts will also now be tested for COVID-19.*

*Hospital staff involved in the patient's care are using with appropriate personal protection. District health boards have been preparing for managing cases of COVID-19.*

*The overall situation regarding COVID-19 internationally remains rapidly evolving with a high degree of uncertainty and we continue to recommend a precautionary approach.*

*New Zealand is the 48th country to have a confirmed case of COVID-19.*

*It is critically important that we both protect New Zealanders from the virus and play our part in the global effort to contain it.*

*The Ministry of Health's assessment remains that there is a high likelihood of sporadic cases.*

*Keeping individuals, families and our communities safe and healthy in the current global environment requires a team effort and that's what we're seeing across New Zealand.*

*Healthline's dedicated COVID-19 number, 0800 358 5453, is free and available 24 hours a day, 7 days a week.*

#### **OTHER BACKGROUND**

*Border restrictions remain in place for anyone who has been to or through mainland China or Iran in the past 14 days.*

*The Ministry's expert advisory group yesterday revised the advice to health professionals about identifying possible cases of COVID-19 by adding Hong Kong, Iran, Italy, Japan, Republic of Korea, Singapore and Thailand as countries and territories of concern when assessing patients.*

*Anyone arriving in NZ who has visited those countries in the previous 14 days is advised if they develop symptoms of fever, cough or shortness of breath they should seek medical advice by first phoning Healthline's dedicated COVID-19 number 0800 358 5453 or phone ahead to their GP before their visit.*

*Please rest assured that our school's BoT continue to monitor this situation closely, follow the Government's advice and mandates, and work collaboratively with both the Ministry of Education and Ministry of Health to ensure our entire school community remains informed about all COVID-19 related matters.*

*Kind regards and God bless,  
Michael Hinds  
Principal/Tumuaki, St Benedict's School*

*Michael Hinds (Principal/Tumuaki) and Richard Uerata-Jennings (BoT Chairperson)  
St Benedict's School*

## **Communication 2: More overseas cases reported in media**

*5 March 2020*

*Dear Parents/Carers,*

*As indicated in this week's newsletter, I stated that as a school we would keep you updated with any COVID-19 related information we receive, from either the Ministry of Education, Ministry of Health or Archdiocese of Wellington.*

*I am sharing with you, an email I have just received from Iona Holsted - Secretary for Education.*

*'This afternoon the Director General of Health announced the confirmation of a third case of COVID-19. When this occurs and there is an association with one or more schools and or early learning services we will put out a Special Bulletin and we will provide you with the communications developed for the Principal(s) and or Early Learning Services Leader(s) to put out to their parent communities.*

*Today's announcement involved a family that has two children at two Auckland Schools – Ormiston Junior College and Auckland Grammar. The family is now in self-isolation. Neither child has shown any symptoms and they are not currently showing any symptoms. They are in self-isolation in case they do develop the virus.*

*The impact on schools is almost identical to yesterday's situation. None of these students had or showed signs of any symptoms when they attended schools. This means they were not infectious which in turn means there are no risks to other students or to teachers and school staff. With this virus you cannot be infectious if you show no symptoms and you cannot as a contact of a contact of someone with the virus get the virus.'*

Parents are encouraged to monitor the below link from the Ministry of Health.  
<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus>

Ngā mihi nui,

Kind regards and God bless,  
Michael Hinds  
Principal/Tumuaki, St Benedict's School

## **Appendix 2: Communication Email About Pandemic Plan (Example Provided by MOE)**

*Dear Families,*

*Many of you will be aware that new cases of COVID-19 confirmed in New Zealand have had links to four school communities. I appreciate this could be unsettling for some of you so wanted to provide you with an update.*

*It was very reassuring to read the information from the Auckland Regional Public Health Service that the children in these families are not showing any symptoms of COVID-19 and are doing well. Because the children continue to not show any symptoms, they were not infectious when they were at school and the Ministry of Health is confident there is no risk for the students and staff in those schools.*

*You will also be interested to know that research published by the World Health Organisation notes that children and young people under 18 account for only 2.4% of all reported cases of COVID-19. This means we are unlikely to see widespread cases in schools and early learning services in New Zealand.*

*The Ministry of Health's current advice is that with continued vigilance, the chance of widespread community outbreak is expected to remain low. So we all have a role here to minimise the spread of COVID-19.*

*Our school staff and leadership remain well prepared for the possibility there might be a case in our community. If that were to occur, we are confident we can put our plans in place and know we will be supported by regional health authorities and the Ministry of Education.*

*I am sure you are all keen to do what you can to prevent risk of infection. The best preventative steps are:*

- *wash your hands often with soap and water for at least 20 seconds and dry thoroughly*
- *avoid touching your eyes, nose, and mouth with unwashed hands*
- *avoid sharing anything that has come in contact with saliva, whether in your living or social environments*
- *stay home when you are sick and seek medical attention*
- *cover your cough or sneeze with a tissue, then throw the tissue in the rubbish*
- *get adequate sleep and eat well-balanced meals to ensure a healthy immune system.*

*Our school values continue to play an important part in all our activities. A reminder they are compassion, respect, hospitality, social justice, service and excellence. It is so important we continue to care for and support all members of our wonderful school community, especially those who may be impacted by COVID-19 in some way.*

*If you want to know more about COVID-19 please make sure that any reading you are doing is from a reliable source. The Ministry of Health is the best source of information for New Zealand and they update this information regularly - <https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus>*

*A reminder that anyone who is ill should not be attending school.*

*The COVID-19 symptoms are a fever, coughing and difficulty breathing. If anyone has these symptoms and has recently been to a country or area of concern, or have been in close contact with someone confirmed with COVID-19, please encourage them to contact Healthline (for free) on 0800 358 5453 (or +64 9 358 5453 for international SIMs) or their doctor immediately.*

*Ngā mihi nui,  
Michael Hinds  
Principal, St Benedict's School*

### **Appendix 3: St Benedict's School Closure Email via eTAP:**

*Dear Parents and Carers,*

*We have been informed by the Ministry of Health of a serious pandemic outbreak and have been advised, for health and safety reasons, to close St Benedict's School. In order to ensure the Health and Safety of your child(ren), we are advising you of the closure of the school until further notice.*

*Please ensure that your children are kept at home until this closure has been lifted. Regular updates on the situation can be ascertained from local and national media.*

*Please call **0800 611 116** if any of your household displays symptoms of the virus.*

*NB: More information about home learning opportunities will be communicated in the following days (in the meantime, please refer to pages 21-22 of this document.*

*Kind regards and God bless,  
Michael Hinds  
Principal/Tumuaki, St Benedict's School*

### **Appendix 4: Text Alert via eTAP (158 characters maximum)**

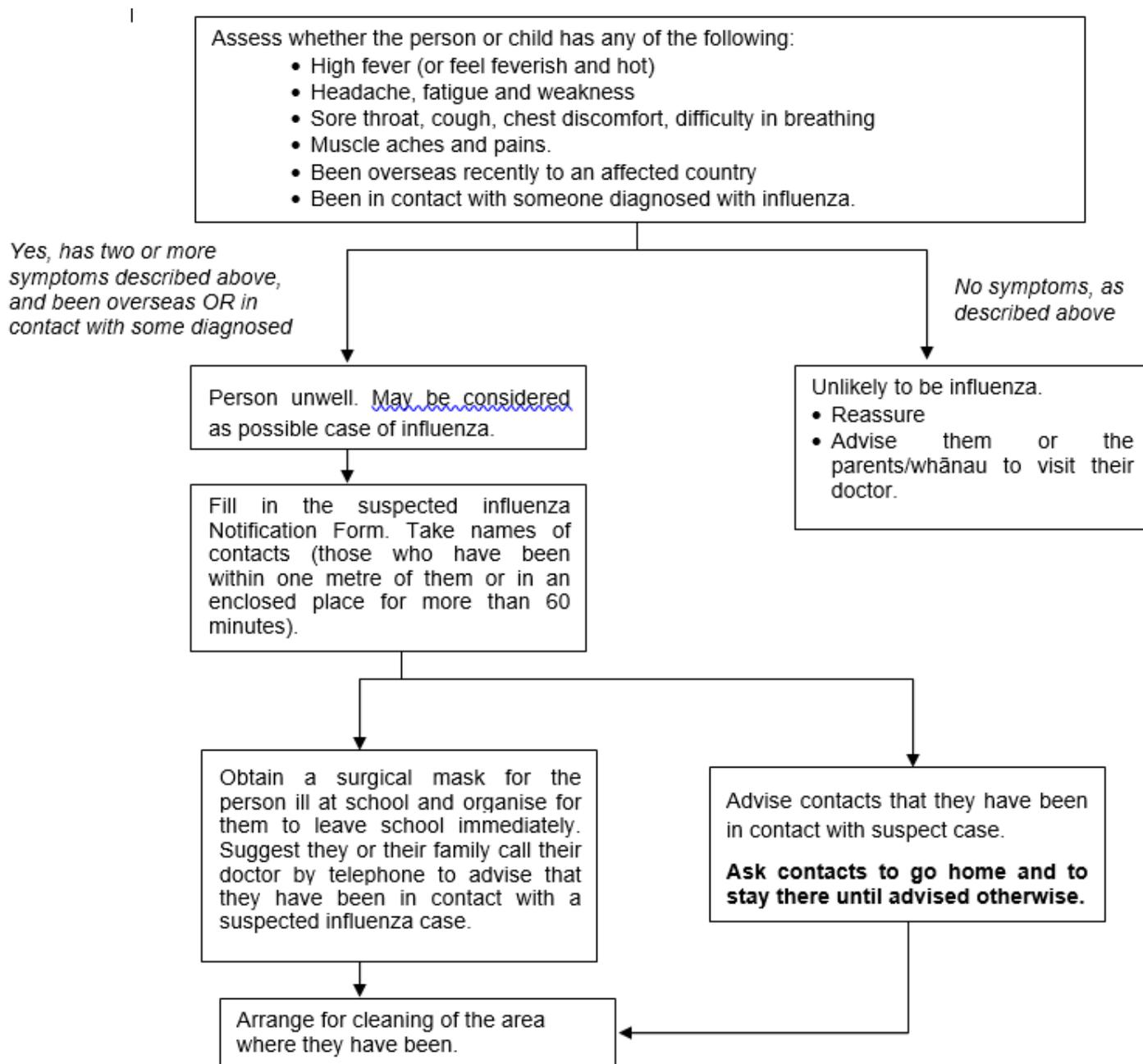
*Important Notice: Refer to email sent to you. St Benedict's School to close due to Pandemic. Keep children at home. Call **0800 611 116** if symptoms present.*

## Appendix 5: Screening Flowchart

**For detection and management of suspected pandemic influenza cases.**

**Process:**

1. Our school's Pandemic Manager or Office Manager receives a message/call from a person suspecting they may have influenza, or from a staff member who has noticed a student who may be ill.
2. Avoid contact with the sick person if possible and manage the process over the telephone.
3. For someone at school who is ill, follow the flowchart below:



# INFLUENZA NOTIFICATION

Influenza is a contagious disease.

There is currently an increase in the numbers of people in New Zealand with influenza. To prevent the spread of influenza here:

**DO NOT ENTER** if you have:

- chills, shivering and a fever (temperature above 38°C)
- onset muscle aches and pains
- sore throat
- dry cough
- trouble breathing
- sneezing
- stuffy or runny nose
- tiredness

If you start to feel ill at school or are showing any of the symptoms listed above,

**DO NOT** leave your area.

Notify the Pandemic Manager Immediately on:  
02041443199

# INFLUENZA NOTIFICATION



Influenza is a contagious disease.

There is currently an increase in the numbers of people in New Zealand with influenza.

Please **tell your teacher** if you have any of the following flu symptoms:

- chills, shivering and a fever
- onset of muscle aches and pains
  - sore throat
  - dry cough
- trouble breathing
  - sneezing
- stuffy or runny nose
  - tiredness

# SCHOOL CLOSED

DUE TO THE INFLUENZA PANDEMIC,  
THIS SCHOOL IS CLOSED UNTIL  
FURTHER NOTICE

## DO NOT ENTER

Unless you have to collect a child(ren),  
please proceed to the Main Entrance

**For urgent enquiries, contact**

**04 479 6878 or 020 4144 3199**

**If you have symptoms of the virus call**

**0800 611 116**

## Appendix 9: Suspected Influenza Notification Form

**Details of Affected Staff/Students**

Name:	Site: St Benedict's School Khandallah, Wellington 6035	Location of isolation:
Job title:	Nationality if visitor to site:	Date of birth: (optional)
Home Address:		
Telephone no: Work: _____ Home: _____ Cell: _____		
<b>Symptoms noticed (circle / highlight):</b>		
Fever      Cold      Body aches      Headache      Fatigue      Dry cough		
Other - Details: _____		
Time of fever on-set: _____ Time of isolation: _____		
Travel history over the past eight days:		
Countries visited _____		
Flights taken: _____		
Where referred:		
Contact List (See separate page)		

**Details of Reporter**

Name:
Job title:
Telephone No: Work: _____ Home: _____ Cell: _____

## Home Learning During a School Closure

If our school closes (temporarily) due to a Pandemic, then parents can rest assured our teachers will provide as best they can, a range of learning opportunities and experiences for their students.

While acknowledging that this is far from a 'perfect situation', our minimum commitment to our students is as below:

### **Years 1-6:** Studyladder (English and Mathematics)

With unlimited access during the school day, Studyladder is an online learning programme that includes videos, interactive activities and worksheets for students. Each student has been provided a username and password to access the programme.

**Years 7-8:** Our teachers will continue to issue a weekly task programme. We also have Google Classroom in play, which enables teachers to push out videos, activities and tasks to our students to work individually and collaboratively online.

### **All Students:**

- ❖ **Reading:** We recommend 20 minutes' reading a day for students in Years 1&2; 30 minutes for students in Years 3&4, and 40 or more minutes a day reading for students in Year 5 and above.

**Advice:** Parents are encouraged to remind their child(ren) that reading can take place across a variety of genre. Examples include: newspapers, comics, cook books, encyclopedias, the Bible, fiction, non-fiction, library books, big books, series books and diaries – to name a few.

- ❖ **Writing Ideas:** We encourage the keeping of a typed or written diary where daily entries help students record their achievements and thoughts.

- Write and illustrate a story
- Make a card for your neighbour
- Write messages of good-will for your family members and hide them around the home for them to find
- Name something with each letter of the alphabet in your home
- Write a prayer for each member of your family
- Write a prayer for those who are unwell, aged or who have a need of some description
- Draw a detailed map of your house for someone who has not been there before
- Start a family blog
- Review the family photo album and then write about your 15 favourite photos of all time.
- Writing prompt ideas: <https://thinkwritten.com/writing-prompts-for-kids/>

- ❖ **Mathematics:** Making mathematics fun!

- Work out the area, perimeter, circumference, diameter and radius of your bedroom, house and property!
- Can you feed a family of four on a budget of \$193 per week?
- Create animals from your hand print
- Sort out the kitchen cutlery, pots, pans, cups and crockery in to different piles/sets or groups – why did you sort them in this way?
- Make your own deck of cards
- Use fallen leaves to create your own symmetrical images

- You have only five attempts to lower the number of roles it takes with two dice when scoring exactly 300 in total
- How many squares can you see in your kitchen and bedroom?
- What is the total weight of the tins in your pantry?
- Make a bird feeder
- Learn your timetables.
- Maths activities: <https://www.pinterest.nz/heidijack/creative-math-lessons/>
  
- ❖ **Physical Activity:** The following are some ideas to keep students moving if we are confined to a smaller area for a set amount of time.
  - Wash the car
  - Vacuum, dust and mop the house
  - Clean down the house – and then your bedroom!
  - Mow the lawns
  - Plant a tree
  - Do the weeding
  - Walk backwards around your house – indoors and out!
  - Family competition: Who can do the most press ups, chin ups, sit ups and burpees
  - Grow a herb garden
  - Paint something
  - Run under the sprinkler
  - Putt Putt Golf in the back garden
  - Create your own maze and have someone compete against you to complete it
  
- ❖ **Family Time:** The following are some simple ideas to help support our families if we are confined to a smaller area for a set amount of time.
  - Puzzles (various sizes)
  - Board games (Monopoly, Cluedo, Scrabble, Pictionary, Upwords, Trivial Pursuit, Mouse Trap, Operation)
  - Art (drawing, painting)
  - Chess, Backgammon, Chinese Checkers
  - Play charades
  - Make a family sculpture or piece of art
  - Have a dance competition
  - Learn 100 words in a new language and use only that language to communicate to your family for one whole day
  - Play the silent game, or sleeping lions
  - Toast marshmallows over the BBQ
  - Organise a family picnic in the garden
  - Make a swing and hang it in the tree to swing from
  - Make ice-blocks
  - Bake cookies, a cake, slice or meal with your parent(s).
  
- ❖ **Educational Shows:** The following examples are a small sample of educational TV shows or DVD's that enable learning about our wider world to take place. After watching these shows, parents could encourage their child(ren) to make lists, create a poster, or write a report/recount or story to embed and consolidate their learning.
  - David Attenborough documentaries
  - Aotearoa History Show (Radio New Zealand)
  - First People in New Zealand - Māori History Documentary

## Contacting Staff Members During a School Closure

Please refer to the table below in order to contact our school's staff members.

Name	Position	Email
Michael Hinds	Principal	<a href="mailto:principal@st-benedict.school.nz">principal@st-benedict.school.nz</a>
Cheryl Taylor	Deputy Principal Room 10 Teacher	<a href="mailto:cheryl.taylor@st-benedicts.school.nz">cheryl.taylor@st-benedicts.school.nz</a>
Coralie Purnell	Office Manager	<a href="mailto:office@st-benedicts.school.nz">office@st-benedicts.school.nz</a>
Anne Minto	Room 1 Teacher	<a href="mailto:anne.minto@st-benedicts.school.nz">anne.minto@st-benedicts.school.nz</a>
Charmaine McGowan	Room 2 Teacher	<a href="mailto:charmaine.mcgowan@st-benedicts.school.nz">charmaine.mcgowan@st-benedicts.school.nz</a>
Fiona Barnett	Room 3 Teacher	<a href="mailto:fiona.barnett@st-benedicts.school.nz">fiona.barnett@st-benedicts.school.nz</a>
Sarah Wood	Room 4 Teacher	<a href="mailto:sarah.wood@st-benedicts.school.nz">sarah.wood@st-benedicts.school.nz</a>
Nicole Simson	Room 5 Teacher	<a href="mailto:nicole.simson@st-benedicts.school.nz">nicole.simson@st-benedicts.school.nz</a>
Jared Bath	Room 6 Teacher	<a href="mailto:jared.bath@st-benedicts.school.nz">jared.bath@st-benedicts.school.nz</a>
Gillian Grice	Room 7 Teacher	<a href="mailto:gillian.grice@st-benedicts.school.nz">gillian.grice@st-benedicts.school.nz</a>
Jacqui Miranda	Room 8 Teacher	<a href="mailto:jacqui.miranda@st-benedicts.school.nz">jacqui.miranda@st-benedicts.school.nz</a>
Clare Short	Room 9 Teacher	<a href="mailto:clare.short@st-benedicts.school.nz">clare.short@st-benedicts.school.nz</a>
Rachael Bolger	Room 11 Teacher	<a href="mailto:rachael.bolger@st-benedicts.school.nz">rachael.bolger@st-benedicts.school.nz</a>
Emma Milne	Room 12 Teacher	<a href="mailto:emma.milne@st-benedicts.school.nz">emma.milne@st-benedicts.school.nz</a>
Rebecca Blackwood	Room 13 Teacher	<a href="mailto:rebecca.blackwood@st-benedicts.school.nz">rebecca.blackwood@st-benedicts.school.nz</a>

## Family Prayer for Those in Need

Dear Jesus, you travelled through towns and villages “curing every disease and illness.” At your command, the sick were made well. Come to our aid now, in the midst of the global spread of the coronavirus, that we may experience your healing love. Heal those who are sick with the virus. May they regain their strength and health through quality medical care. Heal us from our fear, which prevents nations from working together and neighbours from helping one another.

Heal us from our pride, which can make us claim invulnerability to a disease that knows no borders. Lord Jesus, healer of all, stay by our side in this time of uncertainty and sorrow. Be with those who have died from the virus. May they be at rest with you in your eternal peace. Be with the families of those who are sick. As they worry and grieve, defend them from despair. May they know your peace.

Be with the doctors, nurses, researchers and all medical professionals who seek to heal and help those affected and who put themselves at risk in the process. May they know your protection and peace. Be with the leaders of all nations. Give them the foresight to act with charity and true concern for the well-being of the people they are meant to serve. May they know your peace, as they work together to achieve it on earth.

Lord Jesus, give us your peace and healing. Amen.