

COVID RESPONSE STAGES

ŌPOUTERE PRIMARY SCHOOL (8 February 2022)

Sources/References

[Government Phases for response to Omicron](#)

[Derek Wenmoth \(2020\) Resilience Planning for Schools](#)

Throughout 2022 there is a very high likelihood that there will be positive cases of COVID-19 in our school community. This will result in staff and students being unable to attend school in-person for periods of time due to them being (a) a positive case, (b) a family member of a positive case, or (c) a close contact of a positive case.

The school's response to Covid will depend on the various scenarios that could play out within the school community. Some decisions will need to be immediate while others will come into effect with some warning to our community. The movement between the stages needs to be responsive to community circumstances and government requirements. Preparing at home for various changes that may be ahead will be helpful for all.

PRIMARY FOCUS: HOME-BASED LEARNING

- School programmes highly impacted by Covid due to large numbers of student absence.
- Majority of staff are available.
- The staff, in consultation with the Board, will decide to implement home-learning programmes.
- Students at school will follow the home-based learning programme.
- Priority for school based learning will be given to children of essential workers.

PRIMARY FOCUS: SCHOOL CLOSURE

- School programmes heavily impacted by Covid.
- Majority of staff and students absent.
- Consideration of the H&S risks due to not enough staff available on-site.
- No longer possible to support school-based and home-based learning programmes.
- The MOE, in consultation with the Board, will decide to shut the school because learning programmes can't be sustained.
- Priority for school based learning will be given to children of essential workers.

PRIMARY FOCUS: ONSITE LEARNING

- School programmes not impacted by Covid.
- Majority of staff and students on site.
- Occasional staff or student absence due to Covid catered for.
- Programmes primarily focused on school-based learning.
- Catch up sessions for absent students when they return to school.

PRIMARY FOCUS: HYBRID LEARNING

- School programmes impacted by Covid.
- 3-4 teachers across the school are absent.
- Mixture of home-based and school-based learning programmes offered.
- Staff responsibilities and teaching team locations are flexible.
- Relieving teachers, DP and Principal maybe called in to support learning programmes.
- Priority for school based learning will be given to children of essential workers.

ŌPS Stage 1
School is open to all students

(ŌPS Stage 2
Hybrid learning

ŌPS Stage 3
School is open for home learning only

ŌPS Stage 4
School is shut.
No learning programmes available



School preparing for Stages 2-4.

1. ŌPS Covid Response Stages Guidelines shared with the community.
2. IT technician records students who do not have devices, or have faulty devices.
3. Teachers prepare several hard packs as per whanau feedback.
4. Teachers explain what online learning will look like to students where applicable.
5. Teachers make students familiar with Zoom/Google Meet.
6. Teachers prepare to switch over to online learning as appropriate to Year levels and community needs.

Community preparing for Stages 2-4

1. Be familiar with our Covid Response Plan and be fully prepared should students need to switch to home-based learning.
2. Be ready at short notice should your child/ren need to isolate.
3. Keep your employer/employees informed how Covid and our Response Plan could impact your work.
4. List of things that could be handy during isolation:
Stationery, playdough, plain paper, whiteboards & whiteboard pens, games, playing cards, tennis balls, sport equipment, recipes and ingredients/baking, keep a stationery pack at home, renew library books regularly, several jigsaw puzzles stacked away, booklets and resources your child/ren could use during isolation, etc. Places like Kmart, Warehouse & Stationery Warehouse could be useful to visit.

	Scenarios	Possible options							
Staff absent from school due to Covid	<ul style="list-style-type: none"> • 1-2 teachers absent from our staff 	<ol style="list-style-type: none"> 1. Designated relievers appointed to the classrooms affected by staff absence. 2. Principal & Deputy Principal to help where needed. 							
	<ul style="list-style-type: none"> • 3 or more teachers across the school 	<p>Staff, in consultation with the Board, will consider the following options depending on staff availability (on & offsite):</p> <ol style="list-style-type: none"> 1. School is open, but short staffed. 2. Hybrid model of learning which involves a mixture of online/home-based and onsite learning. 3. Move school to home-based/online learning only - ALL students remain offsite. 4. In consultation with the MOE, shut the school due to lack of available staff. 							
Students absent from school due to Covid	<ul style="list-style-type: none"> • It is expected that students/siblings/whanau will be absent from school due to Covid (sick, or isolating) at different times during the school term. • The workload of staff will be carefully managed over this period. It will not be possible to run full school and home learning programmes for all students at the same time. • The amount of home learning programmes and support available will be proportional to the number of students absent from school (due to Covid). • Learning will be made available to students upon request once the school has been notified of a student's absence (due to Covid), depending on: <ul style="list-style-type: none"> ○ The approximate length of time the student will be absent, e.g. 10-24 days. ○ Whether the family would like (a) a hard pack or (b) the student will participate in learning online 								
		<table border="1"> <thead> <tr> <th></th> <th>First 5 days if sick with Covid</th> <th>Isolating or absent for longer than 5 days due to Covid</th> <th>Absence from school not related to Covid</th> </tr> </thead> <tbody> <tr> <td>Hard pack</td> <td>Not provided as the student is recovering from illness, but activity sheets may be organised with school via email.</td> <td> <ul style="list-style-type: none"> • Requested by whanau. • Hard packs available • Delivery of weekly packs arranged. • Teachers available by phone or e-mail. </td> <td>Not available</td> </tr> </tbody> </table>		First 5 days if sick with Covid	Isolating or absent for longer than 5 days due to Covid	Absence from school not related to Covid	Hard pack	Not provided as the student is recovering from illness, but activity sheets may be organised with school via email.	<ul style="list-style-type: none"> • Requested by whanau. • Hard packs available • Delivery of weekly packs arranged. • Teachers available by phone or e-mail.
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	Online programme (Yr 4-8)	Not provided as the student is recovering from illness, although online learning is available.	<ul style="list-style-type: none"> Senior class programmes shared online. Teachers available by phone or e-mail. In consultation with whanau, online learning support (in the form of online meetings with teachers and/or other students) may be available. Where practical, students may be able to participate in school programmes (Google Meet) 	Not available, although Whetu & Marama Learning Programmes are accessible online. Teachers not available.
Key personnel absent	<ul style="list-style-type: none"> Principal 	<ol style="list-style-type: none"> If on sick leave, Deputy Principal becomes acting Principal If isolating, Deputy Principal leads on site in collaboration with Principal 		
	<ul style="list-style-type: none"> Deputy Principal 	<ol style="list-style-type: none"> If on sick leave, other staff support the Principal where practical. If isolating, Principal and Deputy Principal collaborate while other staff support the Principal where practical. 		
	<ul style="list-style-type: none"> Principal & Deputy Principal 	<ol style="list-style-type: none"> A nominated Senior Teacher becomes acting Principal. Where possible, the Senior Teacher will be released by a nominated reliever. Principal & Deputy Principal will liaise daily with acting Principal 		
	<ul style="list-style-type: none"> Administration 	<ol style="list-style-type: none"> While in Phase 1 <ul style="list-style-type: none"> All Admin staff, Principal, Deputy Principal become familiar with key roles & responsibilities asap. If 1 (of 2) Admin staff is on sick leave. <ul style="list-style-type: none"> Principal and Deputy Principal are rostered on to support the remaining Admin staff as much as possible. If 1 (of 2) Admin staff is isolating. <ul style="list-style-type: none"> Admin staff collaborate and share duties/responsibilities onsite/online. Principal, Deputy Principal are rostered on to support the remaining Admin staff as needed If both Admin staff are on sick leave <ul style="list-style-type: none"> First Aide - Trained teachers to help with incidences. Principal, Deputy Principal are rostered on to administer the office. If both Admin staff are in isolation <ul style="list-style-type: none"> Admin staff will perform tasks online from home where practical. Admin staff collaborate with Principal, Deputy Principal who are rostered on to administer the office. 		
	<ul style="list-style-type: none"> IT Technician 	<ol style="list-style-type: none"> If on sick leave, devices will be referred to a capable staff member, otherwise devices will be kept until the IT Technician is able to return to school. If isolating, IT Technician can give virtual support, and/or devices can be dropped/collected on the front door step. 		
	<ul style="list-style-type: none"> Caretaker 	Caretaker shares with Principal/Deputy Principal key roles, storing of supplies, etc asap.		

		<p>If on sick leave and/or isolating</p> <ol style="list-style-type: none"> 1. Caretaker ensures that keys are left at school office. 2. Principal/Deputy Principal assist with emergency cases, mowing lawns and moving heavy objects. 3. Caretaker assists with ordering supplies
	<ul style="list-style-type: none"> • Cleaner 	<p>If on sick leave and/or isolating</p> <ol style="list-style-type: none"> 1. Principal/Deputy Principal assist with “caretaking duties” with the support from staff and students 2. Students ensure floors are cleared, art areas are maintained and learning spaces are regularly dusted. 3. Staff are responsible for the overall cleanliness of learning spaces, tables, desks, wet areas, etc. 4. Principal/Deputy Principal will vacuum all classes once students have left the premises.
<p>Board</p>	<ul style="list-style-type: none"> • Board members 	<ol style="list-style-type: none"> 1. Under the current (Red) level, board members decide whether they will attend meetings online, or face-to-face. 2. If sick due to Covid: Board member excused from meetings etc. 3. If isolating: Board members can join meetings/discussions online.
<p>School buses (MOE contracts)</p>	<ul style="list-style-type: none"> • Affected bus routes 	<ol style="list-style-type: none"> 1. Parents/caregivers need to be prepared for the possibility that school transport service is cancelled at some point over the next few months and that they need to have their own plan in place for transporting children to and from school. 2. School will be informed by the bus provider (Go Buses). And the school will inform parents by Hero/e-mail of any changes to bus transport.
<p>Students with specialist needs who are away from school</p>		<ol style="list-style-type: none"> 1. Learning Support Team (DP, Learning Support Coordinator & Teacher Aides) are allocated students while they are learning at home. Phone calls or online meetings will be arranged with caregivers/whanau and the student at suitable times for all.