



COVID RESPONSE PLAN (11 February 2022)

Sources/References

[Government Phases for response to Omicron](#)

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

[Parent RED/ORANGE/GREEN Guide](#)

[MSS COVID PFG](#)

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.

Stage 1	Stage 2	Stage 3	Stage 4
School is open to all students	Hybrid Learning	School is open for home learning only	School is CLOSED with No learning programmes available
<ul style="list-style-type: none"> School programmes not impacted by Covid Majority of staff and students on site Occasional staff or students absence due to Covid isolating, testing etc. Programmes focussed on school-based learning within requirements of the relevant CPF (Red, Orange or Green) 	<ul style="list-style-type: none"> School programmes are impacted by Covid The number of staff absences across the school is impacting on the programme Mixture of home-based and school-based learning programmes offered Staff responsibilities and teaching team locations are flexible Relieving teachers, specialist teachers, leadership team, support staff etc. may need to be called in to support learning programmes Priority for school-based learning will be given to students of essential workers and those deemed vulnerable 	<ul style="list-style-type: none"> School programmes highly impacted by Covid due to large numbers of student and staff absence The BoT & Principal consider the health risk to the community is high and in the best interests of community wellbeing is to move learning and teaching offsite. Majority of staff are available to deliver home learning programmes Some onsite learning may be provided for the most vulnerable and those of essential workers depending on staff availability. Students at school will follow the home learning programmes 	<ul style="list-style-type: none"> School programmes are heavily impacted by Covid Majority of staff and students are unable to attend onsite 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 (due to teaching staff with Covid) The BoT Presiding Chair in consultation with the Principal (or her delegate) will decide to shut the school because learning programmes can't be sustained. No on-site learning option will be available

Manurewa South School serves a community that is at risk of disproportion disadvantage if widespread infection occurs. The Board of Trustees considers their duty of care to our community to be significant and therefore with heightened risk to the community the Board will make the necessary decisions to move learning offsite at haste should this be deemed the responsible action.

Scenarios		Possible options
COVID RELATED STAFF ABSENCE	STAFF ABSENCES BALANCED BY STUDENT ABSENCES	<ol style="list-style-type: none"> 1. Designated relievers appointed to the Teams affected by staff absence 2. Teacher aides allocated to the Teams affected by staff absence 3. Teachers from less impacted teams moved to support teams with significant absences 4. Leadership team, LSC, Release teachers to help where needed
	STAFF SHORTAGES IMPACTING SIGNIFICANTLY ON SCHOOL STRUCTURE	<ol style="list-style-type: none"> 1. Available staff (teachers, TA's, Leadership Team) allocated to teams to provide sufficient supervision 2. Hybrid Model of learning with a mixture of Home Learning, online and onsite learning 3. Rostered cohorts/groups of students on-site during the school week 4. Learning Programmes delivered are consistent and aligned regardless of on or off-site learning
	H&S CONCERNS DUE TO INSUFFICIENT STAFF AVAILABLE ONSITE	<ol style="list-style-type: none"> 1. Essential workers children and vulnerable children onsite only 2. ALL students remain off-site with access to Home Learning 3. BOT closes the school for ALL students (including home learning)

Immediate Preparation	
School	<ol style="list-style-type: none"> 1. Update spreadsheet identifying students without access to devices at home. 2. Teachers prepare packs of onsite learning materials for relievers/alternative teachers to support classes 3. Teachers preparing home learning materials (Y1 & new junior students issued with Home Learning Packs) 4. Teachers ensure students can log onto google classroom, access email, athletics accounts etc. 5. Familiarise students with zoom/google meet and appropriate protocols for use 6. Teachers plan & prepare their delivery of in-school programmes to easily become hybrid programmes 7. Team Leaders discuss with teachers their team's landing platform for home learning, expectations and ensuring all staff are able to update and upload content. 8. Leadership Team & Admin Team to ensure all essential operational roles & tasks are familiar to ALL
Community	<ol style="list-style-type: none"> 1. Be familiar with our Covid Response Plan 2. Prepare for a potential switch to Home learning programmes 3. Be ready at short notice should child/ren need to isolate 4. Ensure the Home Learning Packs (Y1-6) that have been issued for home learning are ready to go. 5. Know Key Contact Teacher for children (email & contact number) 6. Make sure contact details are current with the school 7. Access to the school's website or Facebook page regularly - Junior Whanau Website & Senior School Blog

LEARNING PROGRAMMES for Students Absent Due to COVID

- It is expected that students/siblings/whanau will be absent from school due to Covid (sick, or isolating) at different times during the school year
- 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).

HOME LEARNING	Unwell with COVID	Isolating or positive with COVID but not unwell	Absence from school not related to Covid
Junior (Year 1-3)	<ul style="list-style-type: none"> • No Learning Programme 	<ul style="list-style-type: none"> • Staff providing learning activities and programmes for students using the Covid Home Learning Packs provided for in-home use. • Individualised learning pathways supported by phone calls with whanau, emails (Next steps - High-Frequency word lists, ready to read books, spelling words, math hot spot etc.) • Where possible online meets and activities for children when appropriate. 	<ul style="list-style-type: none"> • Teachers not available to support individualised learning pathways.
Senior (Year 4-6)	<ul style="list-style-type: none"> • Not provided as the student is recovering from illness, although in school learning programmes are available online (Google Classroom or Website) 	<ul style="list-style-type: none"> • Senior school Blog with links to various learning platforms & the weekly programmes in Google Classroom. • Staff supporting individual home learning pathways - phone calls, email, online meetings/ZOOM/Google Meet • 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) • *Programmes of work delivered home for those unable to access the learning from the online platforms. (Delivered work is consistent with the online & onsite workstream) 	<ul style="list-style-type: none"> • Teachers not available to support individualised learning pathways. <p><i>Home Learning platforms (websites, google classroom) have learning links to online learning activities and support accessible throughout the year. These links will be regularly used by students learning onsite also.</i></p>
Hard packs	<ul style="list-style-type: none"> • Not provided as the student is recovering from illness, Home learning platforms available online. 	<ul style="list-style-type: none"> • Year 1-3 Students have all been supplied with home learning packs with equipment for home learning. Staff to provide activities, challenges and learning opportunities using this equipment via phone call, text or email to those parents requesting hard packs. • Year 4-6 Students - Hard packs requested by whanau as unable to access via email, website or text <ul style="list-style-type: none"> ◦ Delivery of weekly packs arranged (Learning material is not different to that being provided electronically or onsite) ◦ Teachers available by phone or e-mail. 	<ul style="list-style-type: none"> • Not available
Students with Learning Support Programmes Absent from School	<ol style="list-style-type: none"> 1. Learning Support Team (Learning Support Coordinator & Learning Assistants) are allocated students while they are learning at home. 2. Phone calls or online meetings will be arranged with caregivers/whanau and the student at suitable times for all. 		

Links: [Junior Whanau Web Page](#) | [Senior School Blog](#) | [School Website](#) | [School Facebook Page](#)

Key Personnel Absent

Principal	<ol style="list-style-type: none"> 1. If on sick leave, delegated responsibilities shared amongst DPs/AP 2. If isolating, Principal remotely leads in collaboration with SLT leading onsite
SLT (DP's & AP)	<ol style="list-style-type: none"> 1. If on sick leave, other staff support the remaining SLT & Principal where practical. 2. If isolating, Principal and SLT collaborate while other staff support the Principal where practical.
Principal & DP's/AP (All SLT)	<ol style="list-style-type: none"> 1. A nominated Team Leader becomes acting Principal. Team leader will be released by a nominated reliever or staff shuffle 2. Principal/DP's/AP (whoever is available) will liaise daily with acting Principal
Team leaders	<ol style="list-style-type: none"> 1. If on sick leave, another Team member becomes acting team Leader with the support from DP's/AP 2. If isolating, Team Leader and Acting team Leader collaborate while DPs/AP support where practical.
Administration	<p>While in Phase 1</p> <ul style="list-style-type: none"> • All Admin staff, Principal, SLT become familiar with key roles & responsibilities asap. <p>If 1 (of 2) Admin staff is on leave.</p> <ul style="list-style-type: none"> • (Sick) The 2nd Admin member covers all core admin roles (supported by SLT as needed and where possible) • (Isolating) Admin staff collaborate and share duties/responsibilities onsite/online. <p>If both Admin staff are on sick leave</p> <ul style="list-style-type: none"> • (Sick) Principal, SLT, LSC, RTM, Learning Assistants are rostered on to administer the core functions of office and manage First Aid • (Isolating) Admin staff will perform tasks online from home where practical & collaborate with the onsite team to manage the office. (SLT, LSC, Teacher Aides)
Teacher Aides/Support	<p>If on sick leave and/or isolating</p> <ol style="list-style-type: none"> 1. Other Teacher aides will backfill priority areas and cover needs for colleagues who are unavailable (TAs carrying specialised medical responsibilities should ensure other TA's are familiar with the role so they can carry it out if needed) 2. LSC to ensure a list of priority Learning Support tasks for specific students is collated for easy reallocation asap 3. LSC will oversee allocation of these roles to other staff or if sick or isolating pass this responsibility to one of the SLT
Caretaking/Grounds Staff	<p>If on sick leave and/or isolating</p> <ol style="list-style-type: none"> 1. Current Cleaner assists with "caretaking duties" where possible 2. Principal/DPs/AP assist with emergencies 3. Admin team to order supplies
Cleaner	<p>If on sick leave and/or isolating</p> <ol style="list-style-type: none"> 1. Essential cleaning taken care of by teachers in their own class 2. Students ensure floors are cleared, art areas are maintained and learning spaces are regularly sanitised 3. Staff are responsible for the overall cleanliness of learning spaces, tables, desks, wet areas, etc.

COVID-19 Scenario Resilience Planner for Schools

