

Nurturing Our Future - Growing Together
Kia atawhai aa mua - Kia tipu ngatahi

Pandemic Procedure - N.A.G. 5

Objectives / Aims

- 1 To ensure that students and staff at Tamahere Model Country School (TMCS) are protected from an infectious disease outbreak while at school. This includes outlining stay-at-home isolation procedures to protect others, particularly staff and students, from an infectious disease outbreak.
- 2 To initiate procedures in the event that a staff member or student, is exposed to suspected pandemic.
- 3 To maintain as full a service as possible during a pandemic emergency.
- 4 To maintain communication with the school community during a pandemic.
- 5 To follow all Government guidelines issued by the Ministry of Education and the Ministry of Health, to keep everyone in our community as safe as possible

Statements

- 1 Safety and well being of staff and students is paramount. Staff, students and parents will be made aware of existing school policies and practices regarding illness.
- 2 Information will be obtained from the Ministry of Education and the Ministry of Health as to the procedures relating to schools in the event of a pandemic.
- 3 TMCS will work with the Local District Health Board Emergency Planner regarding any enforced closure of the school.
- 4 Information received by the school will be kept up to date and any action taken is based on the best professional advice.

GUIDELINES to carry out the above statements are as follows:

A Pandemic Manager, either the principal, DP or AP will be responsible for workplace health and safety.

- The pandemic manager (PM) will establish a system to monitor staff and students who are ill.
- Stay-at home isolation procedures may be applied at the discretion of the Principal or Pandemic Manager to protect others.
- The PM will ensure that the school has adequate supplies of tissues, medical and hand hygiene products, cleaning supplies and masks.
- The PM will liaise with the local Public Health Unit and keep informed regarding any concern, signs and symptoms of a pandemic and how to manage suspected cases in schools.
- The PM will make every effort to keep staff well informed at staff meetings and contact all members of the Board to inform them of the situation.
- The PM will ensure that information will be placed in daily notices, notice boards, newsletters and website until deemed unnecessary.
- All staff to act immediately if they suspect or hear of a case of measles in the school or connected to the families of the school. Principal to be notified immediately and necessary procedures as outlined by the Ministry of Health to be followed.
- All recruited staff are asked to provide documentation of their current measles immunisation status and asked to prove they have immunity or are up to date with immunisation before employment.

Travel Restrictions / School Closure

- Staff, students and parents wanting to travel to the worst affected areas of an influenza, measles or pandemic outbreak will be alerted of the health risks and advised that they should abide by the travel recommendations as set by the Ministry of Health.
- Staff, students and parents already in transit from the worst affected areas of an outbreak should be aware of the symptoms and follow recommendations set by the Ministry of Health.
- If recommended by the Ministry of Health and Ministry of Education, staff and students may be excluded from attending school for a period of time if they have been in contact with someone with an infectious disease, travelled to an affected area or are suspected of having an infectious disease.
- School will be closed to staff and students if the Ministry of Health and Ministry of Education recommend such measures to control an outbreak of an infectious disease.

Personal Hygiene

- Good hand washing, cough and sneeze etiquette promoted and information relating to protecting oneself against infectious illnesses will be taught in the school health and physical education teaching plan. (Please refer to Appendix A)
- Staff and students will be encouraged to practise basic personal hygiene measures to minimise potential transmission by:
 1. Covering the nose and mouth when sneezing and coughing (preferably with a disposable single use tissue).
 2. Immediate disposal of used tissues in receptacle.
 3. Adopt good hand-washing / hand hygiene practices, particularly after coughing, sneezing or using tissues.
 4. Keeping hands away from the mucous membranes of the eyes, mouth, and nose.
- Adequate supplies of hand hygiene products (soap and hand towels) will be available in toilet areas.
- Hand sanitiser is available and provided in classrooms.
- Adequate supplies of tissues, medical and hand hygiene products, cleaning supplies and masks for people who become ill at work will be obtained and kept in the Health Clinic.
- Hand and personal hygiene information will be communicated to staff, students and visitors.
- Hygiene notices will be posted in all workplace entrances, washrooms, hand washing stations and public areas.
- Brochures, newsletters, global emails, employee notice boards, and relevant information will be utilised to inform staff and students of the importance of hand hygiene and environmental cleaning during a pandemic.
- Social distancing to minimise contacts will be encouraged.

Staff or Students Unwell

- If an outbreak occurs THE PANDEMIC MANAGER will be responsible for workplace health and safety and monitoring of unwell students and staff.
- Unwell staff suspected of an infectious illness should leave work and immediately contact a health professional in the manner advised by Ministry of Health on its website at that time. Senior management is to be informed that they have left work.
- Any student or staff member who falls ill from an infectious illness, who shows symptoms, will be advised where and how to seek medical advice immediately.

- Any student that shows signs and symptoms of infectious disease will be nursed in a separate area until parents collect the student from school. The use of masks and gloves may be utilised in the prevention of spread of infection.
- Parents of students will be informed as soon as possible of any health related issues concerning their child and advised to seek medical advice immediately.
- Contact management– every effort will be made to:
 - Identify contacts (once a staff member or student is suspected to be infected);
 - Advise contacts in person that they have been in contact with a person suspected of having an infectious illness;
 - Ask contacts to go home, and stay at home until advised otherwise;
 - The staff member or students workstation or desk will be cleaned and disinfected, as recommended by the Ministry of Health.
- A process will be set up to facilitate / encourage the return of staff / students to school once they are well after an infectious illness.

Use of Masks

- A supply of masks, gloves will be purchased and stored on school premises in the Health Clinic and a designated store area.
- In the event of a pandemic, staff shall be informed where they can find a surgical mask and instructed to wear it immediately. This is to help protect other staff and students.
- People with respiratory infection symptoms should use a disposable surgical mask to help prevent exposing others to their respiratory secretions.
- Any mask must be disposed of as soon as it becomes moist or after any cough or sneeze, in an appropriate waste receptacle, and hands must be thoroughly washed and dried after the used mask has been discarded.

Workplace Cleaning

- Recommended disinfection agents will be purchased and kept on site in the event that there is an infectious disease outbreak.
- If an outbreak of an infectious disease occurs additional measures will be taken to minimise the transmission of a virus by cleaning of surfaces by recommended disinfection agents as advised by the Ministry of Health. (Please refer to Appendix B)

Air Conditioning

- The Ministry of Health and the Department of Labour recommend all internal spaces should be well ventilated, preferably by fresh air via opening windows, or otherwise by properly designed and maintained air-conditioning systems.
- Air conditioning systems will be maintained regularly and to the appropriate standard, as per the New Zealand Building Code, Clause G4, Ventilation.






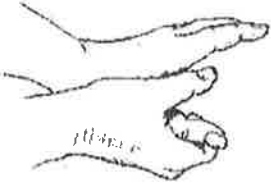

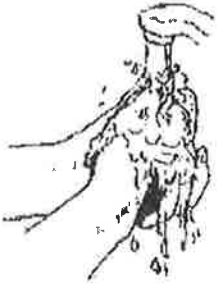

A. Hand hygiene notices

PROTECTING YOURSELF AND OTHERS AGAINST RESPIRATORY ILLNESS

HANDWASHING IS THE MOST IMPORTANT THING YOU CAN DO TO PROTECT YOURSELF





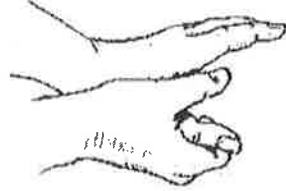

- Cover your nose and mouth when coughing or sneezing
- Use a tissue and dispose of this once used
- Always wash hands after coughing and sneezing or disposing of tissues
- Keep your hands away from your mouth, nose and eyes.
- Avoid contact with individuals at risk (eg, people with underlying or chronic illnesses such as immune suppression or lung disease) until the influenza-like symptoms have resolved.
- Avoid contact with people who have influenza-like symptoms.
- Ask students to use a tissue and cover their nose and mouth when coughing or sneezing and to wash and dry their hands afterwards.

Hand Hygiene with Soap and Water

<p>1. Remove jewelry. Wet hands with warm water</p> 	<p>2. Add soap to palms</p> 	<p>3. Rub hands together to create a lather</p> 
<p>4. Cover all surfaces of the hands and fingers</p> 	<p>5. Clean knuckles, back of hands and fingers</p> 	<p>6. Clean the space between the thumb and index finger</p> 
<p>7. Work the finger tips into the palms to clean under the nails</p> 	<p>8. Rinse well under warm running water</p> 	<p>9. Dry with a single-use towel and then use towel to turn off the tap</p> 
<p>Minimum wash time 10-20 seconds.</p>		

Source: Vancouver Coastal Health's Regional Pandemic Influenza Response Plan

Hand Hygiene with Alcohol-based Hand Sanitizer

<p>1. Remove jewelry. Apply enough product to open palms.**</p> 	<p>2. Rub hands together palms to palms</p> 	<p>3. Rub in between and around fingers</p> 
<p>4. Cover all surfaces of the hands and fingers</p> 	<p>5. Rub backs of hands and fingers. Rub each thumb.</p> 	<p>6. Rub fingertips of each hand in opposite palm</p> 
<p>7. Keep rubbing until hands are dry. **The volume required to be effective varies from product to product. Enough product to keep hands moist for <u>15 seconds</u> should be applied. Do not use these products with water. Do not use paper towels to dry hands.</p>		
<p>Note: Wash hands with soap and water if hands are visibly dirty or contaminated with blood or other body fluids. Certain manufacturers recommend washing hands with soap and water after 5-10 applications of gel.</p>		

Source: Vancouver Coastal Health's Regional Pandemic Influenza Response Plan

APPENDIX B

How to clean your early learning service or school during a pandemic

Overview

During a pandemic you will need to clean more thoroughly to minimise the spread of the virus. This applies particularly to hard surfaces (for example, sinks, handles, railings, changing facilities, objects and counters). Please note that influenza viruses may live up to two days on hard surfaces, while the norovirus can survive for days or weeks on hard surfaces.

Influenza viruses are inactivated by alcohol and by chlorine. Cleaning of surfaces with a neutral detergent followed by a disinfectant solution is recommended. Surfaces that are frequently touched with hands should be cleaned often, preferably daily. The Ministry of Health recommends:

- to clean surfaces with a suitable cleaner and/ or disinfectant and follow the manufacturer's instructions for use
- when choosing a suitable cleaning product, consider what the product is effective against and the length of time the product needs to be left on a surface to clean it properly
- where possible, use disposable cloths to clean surfaces. Reusable cloths should be cleaned, disinfected and then dried after use
- ensure appropriate equipment is available for workers to wash and dry their hands. [Read more about good hand washing.](#)

Hygiene practices should also be elevated in a pandemic to an even higher level than usual.

Remind staff, children 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 someone with a suspected virus is identified and has left the school or early learning service, it is important that their play area, study area, work area or office and any other known places they have been, are thoroughly cleaned and disinfected.

Planning should identify protocols for the use of personal protection equipment (if recommended by the Ministry of Health), and methods for waste disposal.

Review Cleaning Contracts

During the pandemic planning phase, cleaning contracts should be reviewed and contingency plans agreed with the cleaning contractor e.g. for cleaning and disinfecting classrooms, removing towels and increasing the supply of paper towels.

Active phase of the pandemic

During the active (red) phase, the quality and, if necessary, frequency of cleaning is to be increased, including:

General cleaning

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Suitable cleaning products (see end of this document) should be applied to all hard surfaces in common areas daily:

- All desks and tables
- Changing facilities
- Counters, railings
- Lifts and stairwells
- Doors, door handles and push plates
- Light switches and lift buttons
- Washbasins, toilet bowls and urinals
- Kitchen and tuck-shop surfaces including bench tops, taps, and the handles of microwaves, stoves and fridges
- Shared telephones and keyboards in common areas e.g. reception, library, gym equipment, computer rooms, halls and lobbies etc.
- Technical education equipment (wood/metal working and design equipment)
- Arts supplies and equipment.

Specialised cleaning

If a child, student or staff member has entered the school or service while ill, specialised cleaning of their locker, desk and/or workspace should take place immediately to minimise the spread of infection. Their locker and desk should be physically quarantined by means of tape and signage until this can take place. In the event that a child, student or staff member has to carry out the cleaning so that a shared workspace can continue to be used, appropriate protective and cleaning equipment should be provided.

Keyboards and telephones

Keyboards and telephones should not be shared if at all possible. In situations where they are, they should be cleaned between users, by the users themselves, with appropriate anti-bacterial cleaning products.

Telephonist/receptionist staff members should have their own headset/handset, keyboard and mouse. These should be cleaned at the beginning and end of each shift, and stored in a plastic bag labelled with the person's name between shifts.

Kitchen hygiene/break-out area hygiene

Any tea towel service is to be suspended and tea towels are to be removed from all kitchens. Disposable paper towels, in a suitable dispenser, are to be provided in staff kitchens for drying of hands, and drying of dishes where required. The cleaning or supplies contract should provide for an adequate supply of paper towels at all times.

Children, students and staff should be reminded not to share cups, dishes, and cutlery and ensure they are thoroughly washed with soap and hot water after use, or preferably, washed in a dishwasher.

Where dishwashers are supplied, these are to be used in preference to hand washing dishes. Dishwashers should be set on the hotter water temperature setting where a choice is available.

Antibacterial liquid soap is to be provided in kitchens for hand washing before and after food preparation.

All magazines/papers are to be removed from reception/waiting areas, and from common areas such as kitchens, common rooms and breakout areas.

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Bathroom hygiene

Hot air hand-driers should be removed from use, and replaced with disposable paper towels in a suitable dispenser. The cleaning or supplies contract should provide for an adequate supply of paper towels at all times.

Antibacterial liquid soap should be provided in all bathrooms/toilets in preference to bar soap.

Ventilation

The service or school caretaker is usually responsible for ensuring that the air-conditioning/ventilation equipment (e.g. windows) is maintained to NZ Building Code standards. This should be evident from the Building Warrant of Fitness certificate in each building. If the certificate is not current, then the caretaker should be contacted to ensure that IQP checks are carried out and the certificate updated. The supplier will be able to provide copies of the air conditioning hygiene testing results on request.

Cleaning/hygiene equipment and supplies

Contract cleaning

- Antibacterial cleaning solutions, disinfectant and household bleach
- Personal protective equipment for cleaners to be supplied by contractor to include gloves, eye shields and masks for use if required
- Increased stocks of paper towels and liquid soap
- Additional supplies of small/medium plastic rubbish bags
- Antibacterial liquid soaps

Children, Student and staff use

- Personal Protective Equipment (PPE) for use in emergency cleaning – gloves, eye shields, aprons and masks (NZ Safety)
- Instant hand sanitiser (Bactisan from Gojo Industries Inc; Biocare or Purell from Biocare – www.biocare.co.nz)
- Tissues
- Keyboard wipes (isopropyl alcohol) (www.ubuy.co.nz , WM Bamford www.bamford.co.nz)

Personal Protective Equipment (PPE)

PPE will also require a management system including recording, maintaining, training disposing, and in some cases fitting and testing equipment. Consideration should also be given to who will use PPE such as the nature of their work tasks, their breathing rate and familiarity with infection control, and social distancing principles and procedures.

Cleaning Products

Disinfectants	Recommended use	Precautions
Sodium hypochlorite: 1000 parts per million of available chlorine, usually achieved by a 1 in 5 dilution of hospital grade bleach.	Disinfection of material contaminated with blood and body fluids.	Should be used in well-ventilated areas. Protective clothing required while handling and using undiluted bleach. Do not mix with strong acids to avoid release of chlorine gas.

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Granular chlorine: e.g. Det-Sol 5000 or Diversol, to be diluted as per manufacturer's instructions.	May be used in place of liquid bleach, if it is unavailable.	Corrosive to metals. Same as above.
Alcohol: e.g. Isopropyl 70%, ethyl alcohol 60%.	Smooth metal surfaces, tabletops and other surfaces on which bleach cannot be used.	Flammable and toxic. To be used in well- ventilated areas. Avoid inhalation. Keep away from heat sources, electrical equipment, flames, and hot surfaces. Ethyl alcohol not to be used on keyboards, phones etc. Allow it to dry completely.

Bleach as a Disinfectant

Regional Public Health recommends the use of bleach as a disinfectant as recent outbreaks of diseases caused by micro-organisms (germs) such as giardia, cryptosporidium and salmonella. Many of these germs are resistant to most disinfectants.

Bleaches contain sodium hypochlorite, the chemical which kills bacteria and viruses. The Ministry of Health recommends use of a disinfectant that has at least 2% hypochlorite. Supermarket bleach is labelled between 2-5% sodium hypochlorite.

A bleach solution should be used to disinfect the nappy changing area, toilets and sinks. To work properly the solution needs to:

- Be used on a surface free of dirt/organic material
- Be a strong enough concentration i.e. 0.1% (see table below). If there is visible contamination, then use a stronger 1:10 solution.
- Have enough time to kill the bugs (ideally 30 minutes contact time)

The solution should be disposed of at the end of the day. Made up chlorine solutions are often kept in spray bottles – the bottle needs to be cleaned daily as dirty hands touch it.

How to make up a 0.1% bleach solution

STRENGTH ON BOTTLE	BLEACH (ML)	WATER (ML)	TOTAL (ML)
1%	100	900	1000
2%	50	950	1000
3%	33	967	1000
4%	25	975	1000
5%	20	980	1000

'Eco' or 'natural' cleaners

There has been an increased interest in the use of 'green', 'eco', 'organic' or 'natural' cleaning products. Be aware that many of these products are suitable only for 'cleaning' surfaces by removing dirt, grease and grime, and not for 'disinfecting' surfaces to kill disease causing germs.