



Pandemic Response Procedures

In the event of a pandemic situation arising internationally, the Centre will monitor public information sources and the following websites for warnings and advice:

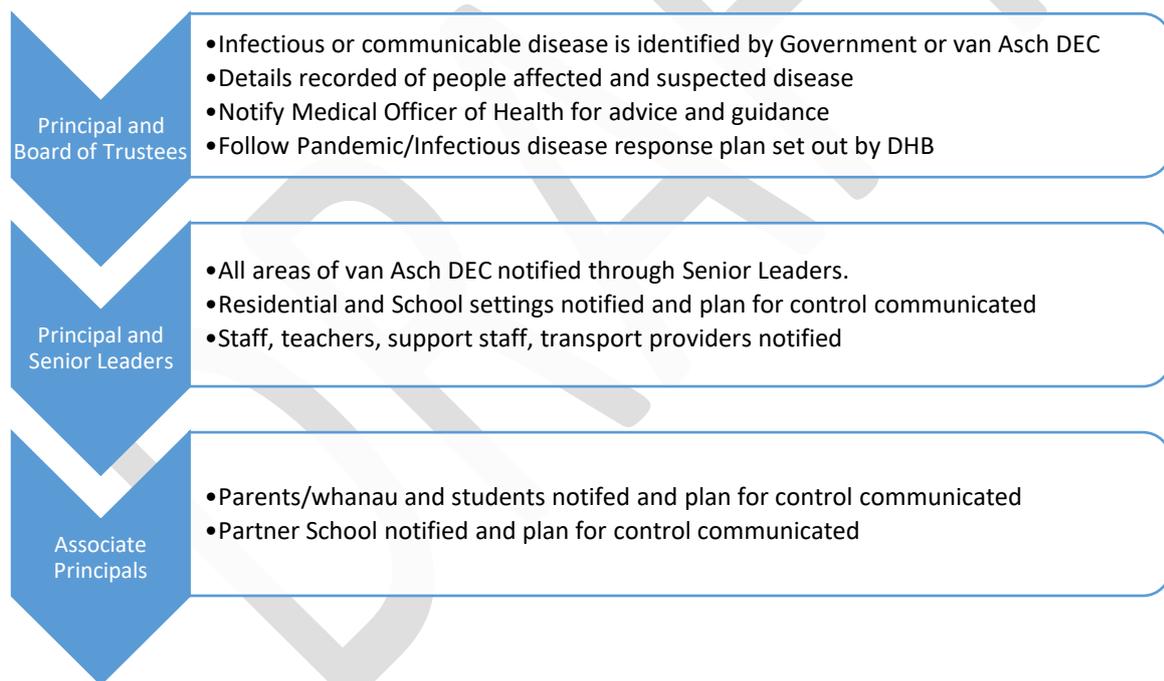
New Zealand School Trustees Association (NZSTA) <https://www.nzsta.org.nz/>

New Zealand Principals' Federation (NZPF). <http://www.nzpf.ac.nz/>

Ministry of Health <https://www.health.govt.nz/our-work/emergency-management/pandemics>

If the Centre has identified the disease itself, it will follow the decision making and communication process outlined below.

The Decision Making and Communication Process :



Depending on the advice received, the Centre will take one of the following actions:

1. Continue monitoring, isolate the person, and take no further action
2. Move to **heightened alert** status
3. **Close the Centre**
4. **Re-open** the Centre



Heightened Alert

The Ministry of Health's **Code Yellow** is a standby phase, used to alert the health sector when there has been a significant development in the virus overseas, or single isolated cases in New Zealand.

Under heightened alert status (code yellow), the Centre will:

- implement **heightened hygiene practices**
- inform parents of the change of status and potential implications (see appendix)
- increase vigilance for symptomatic students and staff
- **isolate and report** symptomatic students or staff to DHB Medical Officer

Heightened hygiene practices:

Hand hygiene is achieved by either washing with soap and water or using a waterless antimicrobial agent such as an alcohol-based hand rub (ABHR) :

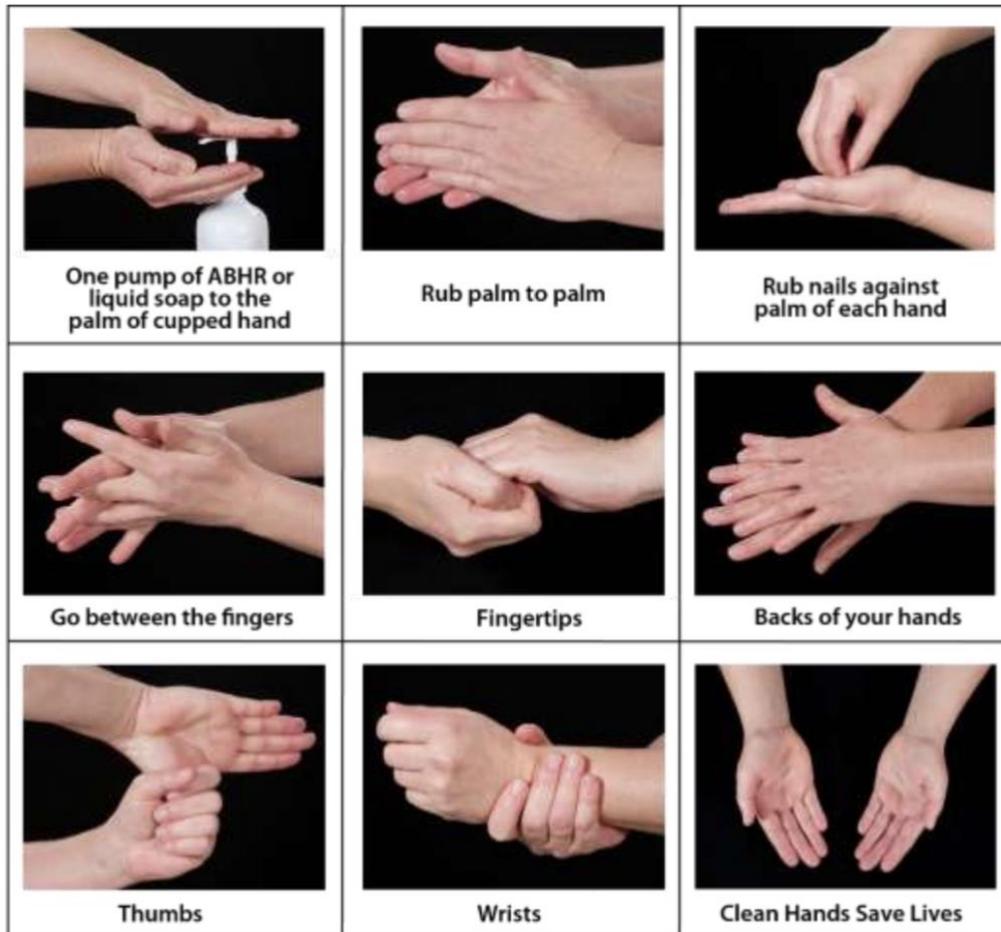
Hand washing

1. Plain liquid soap which is used routinely to clean soiled hands
2. Antimicrobial liquid soap to be used for contact with infected people
3. It is very important that the hand hygiene product used comes into contact with all surfaces of your hands including wrists

Method: Hand washing with liquid soap and water:

- Water temperature is not a critical factor in hand washing. A comfortable temperature is suggested.
- A hand washing procedure will take on average between 15 and 30 seconds.
- If foot or elbow controlled taps are not available use a paper towel to turn off taps to prevent recontamination of the hands
- Pat dry hands afterwards with disposable paper towels
- Microbial re-growth occurs on damp hands rapidly
- Inadequate rinsing and drying of hands can increase the risk of infection
- Alcohol-based hand rub application (ABHR) ABHR decontamination rapidly kills and inhibits the growth of microorganisms.
- apply enough ABHR so it covers entire hands including wrists
- Continue to rub until hands are dry.
- ABHR is not suitable when:
 - hands are dirty or visibly soiled with blood or body fluids
 - after direct contact with people with infection or their environment.

There is no maximum number of times that ABHR can be used before hand washing is required.



Isolate and Report

Education Regulations (Hostel) will be followed regarding isolation of students in a residential and school setting under [Hazard Management, Safety of Buildings and Hygiene Reporting form](#) to the DHB can be found on the website [Community and Public Health Te Mana Ora](#) <https://www.cph.co.nz/your-health/infectious-diseases/>

Closing the Centre

The Ministry of Health's **Code Red** is the response phase, used to alert the health sector that they should activate their response plans.

Closure of the Centre during a pandemic alert is likely to be in direct response to an instruction from the Medical Officer of Health.

Closing schools to students would not necessarily mean that facilities would be closed in a quarantine sense. Staff may still go to work, work remotely, or carry out alternative duties for other agencies with their board's pre-approval. Centre facilities may also be used for alternative purposes such as Community Based Assessment Centres.



Preparing for closure

- Maintain contact with your local district health board for updates on status.
- Inform staff to prepare for closure.
- Inform parents that imminent closure is possible.

Closing the Centre

- Notify students and parents.
- Post "Centre Closed" notices at entry points and on main buildings
- Close down the Centre and lock all buildings.

Reopening the Centre

The Ministry of Health's **Code Green** is to notify the health sector to stand down response and move into the recovery phase.

The Ministry of Health will advise schools when it is safe to re-open. If some children develop symptoms of infection, local schools should consider closing again.

Infectious Disease Plan

Contact Information:

Principal	Bernie Mulcahy-Bouwman	(03) 3266009 021 650 209
Associate Principals	Fiona Gordon Sarah de Heer	027 362 8181 021 08441885
BOT of Trustees Chairperson	Denise Powell	

Canterbury District Health Board – Community and Public Health Te Mana Ora

Contact the Communicable Disease staff at your local office for further information:

CANTERBURY
Ph: +64 3 364 1777
Fax: +64 3 379 6484

SOUTH CANTERBURY
Ph: +64 3 687 2600
Fax: +64 3 688 6091

WEST COAST
Ph: +64 3 768 1160
Fax: +64 3 768 1169



Appendix 1

Some infectious diseases must be reported

The Health Act 1956 requires medical practices and other agencies or institutions, to report the following notifiable disease types to the local Medical Officer of Health:

- Common enterics (such as Campylobacter, Salmonella, Giardia, Cryptosporidium, Yersinia);
- Serious enteric (such as Typhoid, Shigella, Cholera, Paratyphoid, Listeria, Hepatitis A);
- Vaccine preventable (such as Measles, Mumps, Pertussis/Whooping Cough, Rubella); and
- Other Serious (such as Meningitis, Legionella, Mosquito borne diseases, Avian Influenza, Hepatitis B and C).

The Communicable Disease Team's response depends on the seriousness of the disease, and could involve:

- A postal or phone questionnaire, hospital visit and/or interview
- Taking samples from an infected person to discover if they are contagious or are no longer infected.
- An investigation into the source of the infection.
- Offering preventative medication to people who have been in contact with an infected person.

If this stage is reached by the DHB, then Senior Leaders would need to work closely with the DHB to meet the needs of the deaf staff/students who may be included in this.



Appendix 2

Contact List

The Ministry of Health currently defines pandemic influenza contacts as people who have had close physical (less than one metre), or confined airspace contact with an infected person, within four days of that person developing symptoms. These are likely to include family members and/or other living companions, workmates, other students in the class/school (if in close contact situations or confined airspace environments), and some recreational companions.

Retain this list and provide to the Medical Officer of Health or /her/his designated officer on request.

People the affected person has interacted with since displaying symptoms			
Name	Email	Phone number	Address
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			



Appendix 3

Draft letter (amend as necessary)

[date]

Dear Parents/Whanau

Some of you may be aware that [communicable disease] is currently affecting increasing numbers of people in New Zealand and many countries overseas.

I am writing to let you know that [one of our students/staff/someone your child has been in close contact with] may have this infection. **We do not yet know or have confirmation of that diagnosis.**

However, I am writing to let you know just in case the diagnosis for this person is confirmed.

Our school has a management plan that covers these situations, and we take our advice directly from the Ministry of Health on how to manage any infectious diseases.

We will keep you informed as these develop. Meanwhile, you can reduce the risk of your child being exposed to infectious diseases by:

- Teaching the importance of hand washing – especially before meals and after toileting
- Teaching the importance of using a disposable tissue when coughing or sneezing
- Keep your child/ren at home if they are unwell, and visit your GP.

We have included the most recent information from the Ministry of Health website on [infectious disease identified]. If you have any further questions or concerns, please contact us directly.

Your Sincerely,

Bernie Mulcahy-Bouwman