

# NZSD'S PLAN FOR COVID-19 (NOVEL CORONAVIRUS)

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## 1 CONTEXT AND PURPOSE

NZSD's objectives during a pandemic situation is to look after the welfare of and maintain a safe workplace for our students, staff and visitors and the continuation wherever possible of the provision of our core services, which is teaching students.

We have seen outbreaks overseas of novel coronavirus COVID-19 and previously there have been outbreaks of SARs, H1N1 and MERs.

Government health agencies globally closely monitor all such situations and generally follow guidance from the World Health Organisation.

NZSD has adopted a pandemic plan based on a progression of measures or actions to be taken following an increase in the spread, seriousness or degree of contagiousness of the virus, or an increase in alert status from the New Zealand government.

Notification of any change of alert levels will be announced on government agency websites and through the media. NZSD will continuously review its own alert levels and move into the next level of preparedness as the circumstances require, communicating this regularly to staff and students.

A pandemic can result in the following potential impacts:

- Loss of staff due to illness or caring for dependents
- Loss/disruption of services to the students
- National and international travel restrictions
- Restrictions on public gatherings, therefore affecting public performances by students
- Social distancing measures put in place

The purpose of this pandemic health plan is to:

- Contain the disease by reducing spread within the School to students, staff, visitors and within its premises, in association with Te Whaea Services and Toi Whaakari: NZ Drama School
- Enable teaching to continue if at all possible
- Manage disruption to outreach programmes

This plan will provide guidance on the following:

### **Communication**

- To the School from external or internal sources regarding pandemic phases
- To all students, staff and visitors
- To School Board members
- Persons on Te Whaea premises
- 222 Willis – student hostel
- To other stakeholders including customers, suppliers.

### Containment Activities

- Reducing risk of infected persons entering Te Whaea premises and facilities
- Social distancing
- Cleaning
- Managing uncertainty and fear
- Management of cases on site

### Travel

- Travel advisories and restrictions
- Health precautions

## 2 HEALTH MANAGEMENT PLAN

### NZSD's Approach

The School's approach to a pandemic threat is to align with the recommendations of the Ministry of Health and/or our local authority and to avoid causing unnecessary panic.

The School's primary communications channel will be via email, the School's Website and alerts via the App, 'Need to Know' emails. Media statements may also be issued and staff may be briefed as required.

The School's responses will be initiated by the Director and/or Business Manager and will be co-ordinated, managed and implemented by them with the assistance of relevant school staff.

Notification of change in Alert Code (escalation of pandemic) will come to the School's senior management from the relevant government health agency.

Using their best endeavour the Director or Business Manager will determine the suitable response.

The levels NZSD has adopted and a summary of the actions to be taken at each level are detailed below subject to daily review and monitoring by the Director and/or Business manager in conjunction with the NZSD teaching staff following the guidance of WHO and CDC <https://www.cdc.gov/coronavirus/index.html>

Level	Conditions	Policies/Actions
<b>0</b>	<b>Cases confirmed overseas with fatalities</b>	<ul style="list-style-type: none"> <li>• Promulgate Plan and Advise level 0</li> <li>• Review adequacy of existing Polices</li> <li>• Vigilance when interacting with suspected or unwell staff and students or visitors following recent travel overseas</li> </ul>

		<ul style="list-style-type: none"> <li>• In the case of business and personal travel, implement “stay at home” or self-isolation policy for students and employees returning high- risk countries as advised by the Ministry of Health This will be extended to anyone unwell following overseas travel or those in contact with suspected cases</li> <li>• Restrict attendance at group conferences/forums/competitions with high number of attendees from high risk countries*</li> <li>• Prepare for next level</li> </ul>
<b>1</b>	<b>Random cases confirmed in the country</b>	<ul style="list-style-type: none"> <li>• Advise level 1</li> <li>• Instruct students and staff to go home if there is any suspicion of symptoms</li> <li>• Distribute information to all staff and students on good health and hygiene practices, offer of support to employees (Employee Assistance Programme)</li> <li>• Implement hygiene policies and action</li> <li>• Monitor and report on any known cases involving students or staff known to have contracted virus</li> <li>• Provide supplies of masks (if available), gloves, and antiseptic cleaners</li> <li>• Deploy additional cleaning of office premises and work- spaces</li> <li>• Travel restrictions as per level 0</li> <li>• All international business travel will adhere to Government Advisory. Students will be advised they may not be able to re-enter New Zealand if travelling overseas.</li> <li>• Prepare for next level</li> </ul>
<b>2</b>	<b>Number of confirmed cases on the increase in Wellington</b>	<ul style="list-style-type: none"> <li>• Advise level 2</li> <li>• Implement “stay at home” policy for vulnerable students and employees and those unwell. (Vulnerable people are those with pre-existing medical conditions [such as asthma, diabetes, heart disease, hypertension or immunity disorders] or who are pregnant as they appear to be more vulnerable to being severely affected by the virus. Those with vulnerable dependents [small children, babies or elderly dependents] should also consider themselves in the "vulnerable" category.)</li> <li>• Encourage staff to avoid group meetings</li> <li>• Encourage administration staff to work from home</li> <li>• Update and prepare all necessary BCP initiatives</li> <li>• Travel restriction as per level 0</li> <li>• Prepare for next level</li> </ul>
<b>3</b>	<b>Rampant spreading of infection</b>	<ul style="list-style-type: none"> <li>• Advise level 3</li> <li>• All staff who can work from home without disruption must do so</li> <li>• Advise all students and tutorial staff to stay home</li> <li>• Dance classes will be suspended until further notice</li> <li>• No business travel permitted (local or international)</li> <li>• Prepare for next level</li> </ul>

<b>4</b>	<b>Rampant spreading of often fatal infection</b>	<ul style="list-style-type: none"> <li>• Advise level 4</li> <li>• Daily review process</li> <li>• Managers to make daily contact with staff to check on well-being and report back to Director and/or Business Manager</li> <li>• Director/Business Manager to establish a daily update</li> </ul>
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## Communication

### Communication to Students, Staff, Board members and other stakeholders

At each level, appropriate communication to both internal (students and staff) and external stakeholders will be made. The means of communication will be appropriate to avoid the risk of spreading or contracting infection for example via email, internet, telephone, text, website or social media.

## 3 MANAGING ILLNESS CASES AT WORK

### 3.1 Students and Staff becoming ill - at the School

- Students and staff should communicate as soon as possible. If the symptoms are concurrent with the outbreak the student or staff member will be requested to leave Te Whaea premises and inform their doctor by telephone or call Healthline 0800 358 5453
  - If students fall ill offsite, they are advised to stay home, inform the School and contact their doctor or call Healthline 0800 358 5453
  - Students and staff working off site should comply with the same guidelines as above, in addition to notifying those who are responsible for Health and Safety as soon as possible. Staff should raise with their line manager any health and safety concerns while on School premises.
  - Staff are encouraged to err on the side of caution and to discuss the situation openly with their manager.

### 3.2 Students and staff - at home

The welfare of all students and staff is most important, whether at work or at home.

- Communicate via email, text or use the Schools App to update on state of health on a daily basis or as agreed with their manager.
- Continue to work if possible
- Do not return to School premises unless advised by a doctor that it is safe to do so.
- Do not increase the risk of virus spread / infection through unnecessary personal contact.
- Advise their manager of any business meetings or deadlines that may be missed through absence.

### **3.3 Management Actions**

The School will monitor the situation as the pandemic threat develops.

The School will work with relevant health agencies to keep students, staff and visitors safe including monitoring the threat levels of the locations impacted and providing regular information and advice.