

CENTRAL SCHOOL



Te Kura Waenga o Ngāmotu

NAG 5 – PANDEMIC GUIDELINES

PURPOSE

Central School has an agreed approach to follow if ever a pandemic alert occurs.

DEFINITION

A pandemic is described as an epidemic occurring worldwide, or over a very wide area crossing international borders and affecting a large number of people. An epidemic is described as a disease that is prevalent over the whole country.

GUIDELINES

1. To comply with national guidelines as determined by the Ministry of Education, Ministry of Health or other relevant agency.
2. To ensure that as a school community we have a pandemic plan in place as a component of our emergency planning.
3. To ensure that we maintain as full a service as possible for as long as possible during a pandemic emergency (consistent with State Services Commission Guidelines) and the Education Act 1989.
4. To operate under the advice of the Ministry of Health.
5. A Pandemic Management team, including the Principal, Associate Principals and Health and Safety Committee will liaise with health authorities and communicate with stakeholders accordingly.

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6. To consider alternative means of delivering education to students (for example, distance learning options) during such an event.
7. Closures do not mean that facilities would be closed for quarantine. Staff may still go to work, work remotely, or carry out additional or alternative duties for the School or another agency. Education facilities may be used for alternative purposes such as Community Based Assessment Centres (CBACs).
8. Central School employees will be paid their normal salary during a pandemic, provided, with the Board's pre-approval, they:
 - come to work in their usual workplace; or
 - work remotely (for example from home); or
 - carry out additional or alternative duties for their employer or another agency.
9. Central School employees will use their leave entitlements (sick, domestic, annual or other, with ability to anticipate some sick leave) if they are sick or looking after sick dependents during a pandemic emergency. When sick leave entitlements and advances are exhausted, the Board may provide additional paid special leave during a pandemic but only where this will contribute to preventing the arrival or spread of a pandemic. (For an approach to leave usage during a pandemic see the State Services Commission).
10. Communicate early the possibility of a pandemic and our school's preparedness to manage it – to our board, staff, students, parents and whanau.

USEFUL INFORMATION

<http://www.education.govt.nz/school/health-safety-and-wellbeing/emergencies-and-traumatic-incidents/pandemic-planning-guide/>

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