



PANDEMIC POLICY

Waitakere SDA School has an agreed procedure to follow if ever a pandemic alert occurred. The principal will appoint a Pandemic Management Team to carry out the procedures.

PROCEDURES:

Pandemic Management Team (PMT) will:

1. Establish a system to monitor staff who are ill or suspected of being ill, including contacting staff who are unexpectedly absent from work: - has their doctor been notified of their illness? Have they been in contact with anyone?
2. Ensure Waitakere SDA School has adequate supplies of tissues, medical and hand hygiene products, cleaning supplies and masks.
3. In the event of a pandemic, the PMT will liaise closely with the Public Health Nurse.

Implement the following practices in the school to prevent a pandemic:

- Communicate early the possibility of a pandemic and the School's preparedness to manage it - to the board, staff, students, parents, and whanau.
- Discuss the staff possible health and a safety issues and leave arrangements for them if they are ill or need to look after dependents.
- Have a comprehensive plan (which will be developed by the PMT) in place which is clearly communicated to the board, staff, students, parents, and whanau.
- Ensure that communication management during the pandemic is part of the plan. It will be important to have systems in place to allow our school to communicate effectively in a pandemic.
- In activating the plan, provide clear, timely and pro-active communications to the board, staff, students, parents, and whanau explaining how our school is handling the situation.

PRINCIPAL

11/2/2020

DATE

CHAIRPERSON

11/02/2020

DATE

RATIFIED BY BOARD: 11/02/2020

NEXT REVIEW DATE: FEB 2023