



## Alert Level 2 Health and Safety Procedures

### LEARNING

School is open for all students from Thursday 18 February. Our last day of distance learning is Wednesday 17 February.

Alert level 2 schooling requires no bubbles.

Our school times will not change.

**No one is on site until 8.30am, after 8.30am only students on site.**

8.30am - Bell

8.55am - Block 1

10.55am - Playtime eating (in the classroom)

11.05am - Play time

11.25am - Block 2

12.55pm - Lunch eating (in the classroom)

1.05pm - Lunchtime

1.50pm - Block 3

2.55 pm - Bus chn to the library

3.00pm - Home

**No one will be allowed on site at school before 8.30am unless they are enrolled at Kelly Club.**

All visitors to school will have to report to the office to sign in using the Covid Tracer App. If visitors can't use the Covid Tracer App then visitors will complete the "Contact Tracing Sign-in Register".

### **Pick Ups at Metro Park Carpark by the cricket nets for Children in Team Tui**

Team Tui will be walking down to Metro Park Carpark by the cricket nets at the end of each day so parents/caregivers can pick their children up. Pickups can be made via the car or on foot. Parents/caregivers picking their children up in the car will wait in the car and the children will go to the car. Parents/caregivers waiting at Metro Park Carpark by the cricket nets will maintain social distancing of 2m.

The plan for the Team Tui children who are being picked up from Metro Park Carpark by the cricket nets will be that some teachers will walk them down to Metro Park Carpark by the cricket nets, leaving school at 2.45pm. The children who aren't being picked up from Metro Park (the ones who bike, scooter or have pre-arranged pick up points off site not at Metro Park) will be supervised in a classroom by one teacher and dismissed at 3pm to go home.

Team Tui children who have younger siblings will go to the classroom and collect their younger siblings at 2.35pm/2.40pm in time to all walk down to Metro Park together with the teachers and the rest of Team Tui.

### **Pick Up and Drop Off of Students**

Drop off in the morning.

- Parents/Caregivers are not to come on-site unless it's an emergency.
- The school gates will be closed until 8.30am.
- Parents/caregivers who are dropping off children in their cars will use the stop, drop and go area and not get out of their car.
- No one will be allowed on site before 8.30am.
- At the 8.30am bell students will be allowed on site and they must go straight to their classroom.
- Parents who have walked, biked, scootered with their children will drop them off at the gate and not come on into school. There will be three entry points for children on foot or wheels to enter the school from, Gate 1, Gate 2 and the gate by the dental clinic. (Please see map). Parents waiting at the gates will maintain social distancing of 2m.
- There will be two staff members at each gate to support any child who needs support to get to their classroom.
- Children who catch the bus, the bus will drop off the children at school as per normal before the lock down.



### Pick up in the afternoon.

- Parents/Caregivers are not to come on-site unless it's an emergency.
- Parents/caregivers will wait at the gate they dropped their children off in the morning. Parents waiting at the gate will maintain social distancing of 2m.
- Children who have walked, biked or scootered to school will be released from their classroom at 3.00pm as per normal and walk straight to the same gate as they were dropped off in the morning.
- Team Tui will be walking to Metro Park to be picked up by parents/caregivers in cars or on foot. If the children have a younger sibling they will collect their younger sibling from their class and walk them to Metro Park.
- If parents/caregivers have a pre-arranged pick up point that is off site, these children will be dismissed from school at 3.00pm and will go straight to the pre-arranged pick up point.
- Bus children will be walked to the bus by a staff member.
- Any changes to pickups will need to be communicated to the Office by 2.00pm.

Classrooms	At Pick up and Drop Off	Staffing Classrooms
<ul style="list-style-type: none"> <li>● School staff observe students on arrival into the classroom, checking for symptoms and ask those presenting as unwell to go to the office. The office will arrange for parents/caregivers to come and pick up their child. Please note, this does not mean that temperatures are to be taken.</li> <li>● The Principal has the authority to preclude a student from attending if they believe on reasonable grounds that they may have a communicable disease under section 19 of the Education Act</li> <li>● Children do not need to sit in the same place every day at Alert Level 2.</li> <li>● Contact tracing will be in place through eTap attendance register and visitor register</li> <li>● Children and staff should be far enough away from each other so that they are not breathing on or touching each other, coupled with good hygiene practices and regular cleaning of commonly touched surfaces. Practice should be sensible.</li> <li>● Physical education classes and break time activities can include access to sports equipment including playgrounds but hygiene practice should be observed before and after playing with equipment. There will also need to be</li> </ul>	<p><b>Drop off in the morning.</b></p> <ul style="list-style-type: none"> <li>● Parents/Caregivers are not to come on-site unless it's an emergency.</li> <li>● The school gates will be closed until 8.30am.</li> <li>● Parents/caregivers who are dropping off children in their cars will use the stop, drop and go area and not get out of their car.</li> <li>● No one will be allowed on site before 8.30am.</li> <li>● At the 8.30am bell students will be allowed on site and they must go straight to their classroom.</li> <li>● Parents who have walked, biked, scootered with their children will drop them off at the gate and not come on site. There will be three entry points for children on foot or wheels to enter the school from, Gate 1, Gate 2 and the gate by the dental clinic. (Please see map). Parents waiting at the gates will maintain social distancing of 2m.</li> <li>● There will be two staff members at each gate to support any child who needs support to get to their classroom.</li> <li>● Children who catch the bus, the bus will drop off the school at school as per normal before lock down.</li> </ul>	<ul style="list-style-type: none"> <li>● Teachers will be teaching in their own classrooms.</li> <li>● Teacher aides will work as per normal before alert level 3.</li> <li>● Teacher aides working with individual children will continue to work with these children.</li> <li>● Teacher aides will continue to be on duty during play times.</li> </ul>

regular cleaning of shared equipment such as balls, sticks etc

- Students and Staff will use hand sanitiser or wash hands with soap and water.
- School bags will be stored in bag cupboard students will be told when they can get their bags
- Sanitiser, wipes, soap will be provided in every classroom
- Students will be required to wear school uniform.
- Students in Years 3, 4, 5 and 6 will use their own school chromebook.
- Shared supplies and equipment are able to be used if students and staff are undertaking regular hand washing and staying away if sick.

### **Pick up in the afternoon.**

- Parents/Caregivers are not to come on-site unless it's an emergency.
- Parents/caregivers will wait at the gate where they dropped their children off in the morning. Parents waiting at the gate will maintain social distancing of 2m.
- Children who have walked, biked or scooted to school will be released from their classroom at 3.00pm as per normal and walk straight to the same gate as they were dropped off in the morning.
- Team Tui will be walking to Metro Park Carpark by the cricket nets to be picked up by parents/caregivers in cars or on foot. If the children have a younger sibling they will collect their younger sibling from their class and walk them to Metro Park Carpark by the cricket nets.
- If parents/caregivers have a pre-arranged pick up point that is off site, these children will be dismissed from school at 3.00pm and will go straight to the pre-arranged pick up point.
- Bus children will be walked to the bus by a staff member.
- Any changes to pickups will need to be communicated to the Office by 2.00pm.

Staff	Break Times	Managing Attendance
<ul style="list-style-type: none"> <li>● Staff are expected to maintain social distancing</li> <li>● Cups, spoons etc. will need to be put in the dishwasher as per normal.</li> <li>● Soap and sanitiser will be provided in the staffroom and bathrooms.</li> <li>● Disinfectant/wipes available to be used on shared keypads (e.g. photocopier and alarm).</li> <li>● Office staff will be onsite.</li> <li>● Caretaker will be on site.</li> <li>● Team meetings will take place as per normal before alert level 3.</li> </ul>	<ul style="list-style-type: none"> <li>● The playgrounds will be open.</li> <li>● Sports equipment may be used.</li> <li>● Water fountains will be turned off - children will need to bring water bottles.</li> <li>● Normal play and lunch time will be followed.</li> <li>● Play and lunch eating will be eaten in class and supervised by the classroom teacher.</li> </ul>	<ul style="list-style-type: none"> <li>● Children and staff must not attend if they are unwell.</li> <li>● Children and staff who become unwell during the school day will be sent home.</li> <li>● Teachers will take the roll as per our policy.</li> <li>● All visitors to school will have to report to the office to sign in using the Covid Tracer App.</li> <li>● If visitors can't use the Covid Tracer App then visitors will complete the "Contact Tracing Sign-in Register".</li> </ul>
Cleaning and Hygiene	Movement Around the School	Children/Staff At Risk
<ul style="list-style-type: none"> <li>● All staff and students will wash and dry their hands, cough/sneeze into elbow, and not touch their face.</li> <li>● If people are sick, they should stay home (phone Healthline or their GP and get tested if they have flu-like symptoms).</li> <li>● Sanitiser and wipes will be available in every classroom.</li> <li>● Soap, hot water and paper towels will be available in all staff and students bathrooms and classrooms.</li> <li>● Cleaners will disinfect and clean all surfaces daily.</li> <li>● Cleaners will complete daily cleans in line with MOH guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>● Library will be opened as per timetable. No buddy class for the library.</li> <li>● No whole school assemblies.</li> <li>● No team assemblies.</li> <li>● No kapa haka, choir.</li> <li>● Kelly Club will be operating.</li> <li>● All visitors to school will have to report to the office to sign in using the Covid Tracer App.</li> <li>● If visitors can't use the Covid Tracer App then visitors will complete the "Contact Tracing Sign-in Register".</li> <li>● Couriers and deliveries will only be accepted as contactless. We will not be signing for items or allowing couriers to use our bathrooms at this time.</li> </ul>	<ul style="list-style-type: none"> <li>● Children at higher-risk of severe illness from COVID-19 (e.g. those with underlying medical conditions, especially if not well-controlled) are encouraged to take additional precautions when leaving home.</li> <li>● Staff at higher-risk of severe illness from COVID-19 are able to work on-site if they can do it in a safe way. Staff and employers should discuss and agree whether additional control measures can be put in place, whether these workers can work from home, or if not, what leave and pay arrangements will apply.</li> </ul>

- Additional disinfectant/cloth will be available in classrooms for staff to sanitise spaces during the school day as required. E.g. tables after eating, doors after breaks etc.
- Office staff will wipe down the sign in pad, office computer keyboards and photocopier buttons each day.
- Hand sanitiser will be placed beside the photocopier and will be used before and after copying. Students will not use the copier or collect printing.
- Face coverings are mandatory when using public transport.
- Face coverings are not required in schools and early learning services at any alert level.
- Any children, young people or teachers who wish to wear face coverings at schools or early learning services may do so if they want to.
- Schools are required to display QR Code posters for the NZ COVID Tracer App.

- Record when and who children have contact with during the day apart from their teacher. This includes recording who the adults are in contact with as well as recording any visitors to the site, including parents, RTLB, music teachers etc.

- Schools connected to a confirmed or probable case of COVID-19 must close on an individual or group basis for 72 hours to allow contact tracing and cleaning. They could be closed for a further 14 days (but open for distance learning) – you will work with public health units to manage this and the direction to close will come from the Medical Officer of Health.
- Stringent self-isolation of those who display relevant symptoms of COVID-19, test positive for COVID-19, have been in close contact with someone who tests positive for COVID-19, or have been overseas in the last 14 days
- PPE is not required or recommended as necessary in any educational facility by the Public Health Service