

HEALTH AND SAFETY AT LEVEL 2

Under Alert Level 2 we will continue to follow the guidelines set out in the Pandemic Plan but with an **intensified focus of managing the areas identified below.**

At all times we will be following the most up to date advice from the Ministry of Education and Ministry of Health.

Physical Distancing	Visitors to school	Office
<ul style="list-style-type: none"> ● Physical distancing is a good precaution to prevent the spread of disease. In an Alert Level 2 school environment, this means children, young people, and staff maintaining a physical distance so that they are not breathing on or touching each other, coupled with good hygiene practices (coughing into your elbow, handwashing and drying) and regular cleaning of commonly touched surfaces. There are situations where physical distancing is not possible, such as some sporting activities. In these situations extra emphasis on handwashing and drying (or cleansing with hand sanitiser) before and after activities and regular cleaning of equipment is very important. <p>https://www.youtube.com/watch?v=yZvt0Vrykb8&feature=youtu.be a good clip to explain the Moist Breath Zone</p> <ul style="list-style-type: none"> ● Staff should maintain 1 metre distancing. All full meetings such as panui and PLMs will be held in the library to allow greater distancing. ● Parents, whānau and visitors are permitted to enter the school grounds but must maintain a 2 metre distance between themselves - see visitors to school for further detail. 	<ul style="list-style-type: none"> ● Parents and whānau need to enter through the main pedestrian gate. Mons will be at the gate from 8.30am and have hand sanitiser and a tracking register. Parents will be encouraged not to enter classrooms but flexibility for the junior students. Teachers will need to be available in classes from 8.30am. At 3.00pm whānau need to wait outside of the gates. Te Marama, Nga Whetu and Pohutukawa teachers will take students to the front gate and connect them to their whānau. Older siblings will collect younger siblings and take them out of the gate. There will be 2 metre markings on the footpath. Nga Pikopiko will exit from the front access gate. Nga Waekura through the pedestrian gate. ● TA's children will also need to enter through the pedestrian gate. ● Paul to put the cones out across the driveway at 8.30am and road patrollers and Wendy / Mons to put them out at 2.30pm. 	<ul style="list-style-type: none"> ● One in / one out for visitors and contractors ● Staff / students are not to enter the office or principal's office unless invited in and sticking to the 1m distance rule. ● Staff / students visiting the office area are to stand on the marked out x's to maintain appropriate distancing. ● Support staff will sign in and out using VisTab ● Avoid sending students to the office but if they do need to visit the office send them on their own. Where possible phone the office on 700. ● Students requiring medication will still be administered by the office. ● Late students will go straight to class and teachers will record them as late on the roll and communicate with Wendy via phone. ● Staff will have basic first aid packs in their classrooms and in the playground duty bag to administer basic first aid. Hands need to be washed

	<ul style="list-style-type: none"> • Contractors / visitors will enter the office on a one in / one out basis and will record their details on the contract tracing register. • Volunteers can be used at Alert Level 2 in class as long as they are meeting all the public health requirements and are recorded in the visitor register (make sure you have up to date contact information for them). • JittaBugz will be open and will be following the Ministry of Health guidelines for health and safety. 	<p>before and after attending to medical needs. Students who require further assistance will be asked to go to the deck outside the office and wait for Wendy / Mons to determine how and where to treat them. Staff will need to inform Wendy / Mons.</p>
Health & Hygiene	Mass Gatherings	Playground and Sport
<ul style="list-style-type: none"> • 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 – Ministry of Health information for self-isolation. Principals at state and state-integrated schools have authority to preclude a student from attending if they believe on reasonable grounds may have a 	<ul style="list-style-type: none"> • Educational facilities are not considered mass gatherings. This means there are no restrictions on numbers of people indoors or outside at schools and early learning services other than what other public health or health and safety measures require. • Assemblies, school singing, Kapa Haka, Poly Club can go ahead as long as students are spaced out so that they are not breathing on or touching each other. Paul will mark out 1 metre spaces in the hall. If whānau are permitted to attend they will need to register on the contract tracing form and seating will be spaced out 2ms apart. We could also offer whānau the opportunity to access 	<ul style="list-style-type: none"> • School playgrounds, sports equipment use and activities can resume. Contact sports can resume. This relies on being able to contact trace who is on site during school hours and at school team training and competitions. Any inter school events that recommence will need to have a contact tracing register in place to record those playing for and against teams. • Playgrounds and sports equipment can be used but students should wash their hands before and after using playgrounds / sports equipment. Sports equipment should be cleaned regularly

communicable disease under section 19 of the Education Act

- Ensure people with COVID-19 symptoms or who feel generally unwell stay away from school
- Parents are asked to keep any sick children at home. If a sick child comes to school, send them home. Phone the office and let Wendy know to contact home and get them to go to the closest break out space until they are collected.
- Staff are required to stay home if they are unwell.
- Students and staff to maintain a physical distance so that they are not breathing on or touching each other
- Water fountains to remain closed.
Students will need to bring their own named water bottle or use their own named cup from the classroom.
- Standard hygiene measures are also really important including:
 - 1.) hand hygiene – that is, washing hands regularly with soap and water and drying well, or using hand sanitiser when soap and water aren't available (20 / 20 rule)
 - 2.) coughing or sneezing into tissues or your elbow and then performing hand hygiene
 - 3.) avoiding touching your face
- All students will hand sanitise when they enter classrooms, library etc. Before and after morning tea and lunch times, students need to wash their hands. This will need to be staggered. Te Rangi Tako to use the toilets next to Te Moana. Te Marama to wash hands in middle room, Nga Whetu to use junior toilets. Pohutukawa to use the hall toilets.
- Clean surfaces regularly - particularly commonly touched surfaces such as door handles and furniture.

assemblies via Google Meet / Zoom.

- Students will eat morning tea / lunch in their classrooms or on their outside decks.
- Jitta Bugz will be operating and under the same school guidelines.
- If a school is hiring out the hall or allowing community groups to use school facilities, the mass gathering rules will apply.

- Where possible select PE / sports activities that limits physical contact.
- School bikes won't be used for the first weeks of level 2. Students need to use their own bikes and scooters and not share.
- The school gates will be locked at the end of each day during level 2 to limit the number of people entering the grounds and using our facilities.

<ul style="list-style-type: none"> ● Staff to wash and put their own cutlery and crockery in the dishwasher. Wendy will turn on the dishwasher at the end of the day. ● Sanitiser and tissues will be available in all classes ● Cleaners will complete daily cleans in line with MOH guidelines ● Additional disinfectant/cloth will be available in classrooms for children and teachers to sanitise spaces during the school day as required. E.g. tables after eating, doors after breaks etc. ● Hand sanitiser at entry to class rooms and in shared spaces. Soap, water and the ability to dry hands must be provided in bathrooms. ● PPE is not required or recommended as necessary in any educational facility by the Public Health Service. However if staff and students want to wear these for their own peace of mind, they can. 		
Special Needs Students	General	Food Prep
<ul style="list-style-type: none"> ● ORs funded students will be included in their normal classroom environments unless whānau ask for them to be separated. ● Teacher aides working with special needs students may choose to wear PPE. TAs to regularly disinfect any resources and surfaces used and carry out regular hand washing for themselves and the students they are working with. ● Teacher Aides to carry hand sanitiser on them at all times. 	<ul style="list-style-type: none"> ● Students whose whānau are not attending school will continue with distance learning and will be marked as F on the roll. If the school is notified that they are sick they will be marked as sick. ● Encourage students to use their own stationery and label individual stationery. ● Technology to go ahead - we are waiting for more information from Avalon Intermediate. ● Juniors will play on the junior playground and grass area at the front and round the back of Te Awa etc. Seniors will have the courts 	<ul style="list-style-type: none"> ● School lunches and milk may be distributed as long as hygiene practices are followed. Individual cups must be used for milk and washed with hot water and dishwashing liquid. ● Classroom fridges will be stocked with milk so that students are not coming in and out of the office. ● For Breakfast Club and school lunches hygiene is the number one consideration before continuing to provide any of these services to our students.

and the senior playground and field.

- Teacher Aide timetables to be updated to cater for students at and not at school

- We won't have shared morning teas for the first few weeks of level 2.
- To prepare food on site you must check the [MPI guidance on re-opening food businesses](#) and ensure your school and any suppliers meet all health and safety requirements before you recommence the supply of food to your students.
- The MPI checklists [Re-opening a Food Business Checklist](#) and [Safe work practices](#) provide a summary of the most important food safety and hygiene practices to be followed before resuming food production and delivery under the different alert levels.

Well-Being

Students

- Adapted programmes to meet the needs of students - could incorporate philosophy, mindfulness, talking about emotions, anxiety etc
- Yoga online available end of May.
- Life Education
- Mindfulness programmes

Staff

- Flexibility
- Ease workload - e.g data and reporting, focus on formative data
- CRT - flexibility, later in the term
- Time onsite - 8.30-3.30 unless meetings, try to limit meetings
- Vouchers

Contact tracing

- Schools are required to have a contact tracing register to provide good information to health authorities, so they can contact people that might be considered a close contact of a confirmed case, and determine whether they will need to self-isolate. The information you capture will need to identify which children are in each teaching space, and record when and who they have close contact with during the day if that changes. This

includes recording who the adults on-site are in close contact with as well as recording any visitors to the site, including parents and caregivers.

- For contact tracing purposes, the [Ministry of Health](#) describes close contacts at your school as anyone who had:
 - · face-to-face contact in any setting within two metres of a case for 15 minutes or more
 - · having been in a closed environment (eg, a classroom) within 2 metres of a case for 15 minutes or more
- Your timetable should reflect what classes teachers were rostered on for. Record the days when relief teachers and other staff were in class in addition to the timetabled teacher.
- Keep recording daily student attendance in your student management system as that will also be needed for contact tracing purposes (ie was a student in class on the days when a person was at school and considered to be infectious) and more broadly to manage and support attendance.
- Contact tracing has implications for breaks and lunchtime.

Visitor register

- Record all visitors to your site, including parents and caregivers, in your visitor book (as is usual practice but also to assist if contact tracing is necessary).
- Set up a process to record names, date, time in and out, where they visited and phone and physical address information for all people who come into the school. This information is important for the process of contact tracing, should it be required to track down and prevent the further spread of COVID-19.
- Please keep your visitor register for at least 2 months.

Level 2

Level 3

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. Parents, caregivers and students will need to work with the school to develop a plan to manage a safe return to school. Distance learning will continue to be available to those who choose to remain at home.	Children at higher risk of severe illness from COVID-19 are encouraged to stay home wherever possible.
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.	Staff who have a higher risk of severe illness from COVID-19 should stay at home. If they want to come to school you may agree to the request only if it can be assured that it is safe for them to do so.
Wash and dry hands, cough into elbow, don't touch your face	No change
If people are sick, they should stay home (phone Healthline or their GP and get tested if they have flu-like symptoms).	No change

<p><u>Schools connected to a confirmed or probable case of COVID-19</u> 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.</p>	<p>No change</p>
<p>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 – Ministry of Health information for self-isolation.</p>	<p>No change</p>
<p>School staff are to observe students on arrival into the classroom checking for symptoms and ask those presenting as unwell to go home (or arrange for parents and caregivers to come and pick up). Please note, this does not mean that temperatures are to be taken.</p> <p>A reminder that Principals at state and state-integrated schools have authority to preclude a student from attending if they believe on reasonable grounds may have a communicable disease under section 19 of the Education Act – see Guide to Legal Powers.</p>	<p>No change</p>
<p>Hand sanitiser at entry to class rooms and in shared spaces. Soap, water and the ability to dry hands must be provided in bathrooms. If hand sanitiser is in short supply, washing and drying hands with soap is still the most effective hygiene measure.</p>	<p>Hand sanitiser at entry to classrooms and in bathrooms. If supplies are limited, soap and water continues to be most effective for washing hands (20 seconds) in bathrooms.</p>
<p>Schools, like workplaces are not considered to be gatherings under alert level 2. Therefore there are no bubbles and no changes are needed to breaks, start and finish times.</p> <p>If however a school brings others onsite eg hire out school hall, use of buildings by community groups, or events like school productions and school balls then the mass gathering rules will apply</p>	<p>Introduce staggered entry times into classes with one time for school transport, to minimise gatherings of children and/or parents.</p> <p>Breaks, starts and finishes should be staggered and children stay in their bubbles – again, to minimise congregation of students in shared spaces.</p>
<p>Children do not need to sit in the same place every day at Alert Level 2. Contact tracing will still need to be in place though (through your timetable, attendance register and visitor register)</p>	<p>To support contact tracing students should sit in the same place each day</p>

<p>Children, young people 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. There does not need to be a specific measurement but where practicable 1 metre can be used as a guide, particularly between adults. Practice should be sensible.</p>	<p>Physical distancing was 2 metres outside and 1 metre inside previously</p>
<p>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 regular cleaning of shared equipment such as balls, sticks etc.</p> <p>Physical distance is not possible in some sporting activities. In these situations extra emphasis on handwashing and drying (or cleansing with hand sanitiser) before and after activities and regular cleaning of equipment is very important.</p>	<p>Physical education classes and break time activities cannot include sports with <2m physical distance or where the same equipment is touched by different students (balls, ropes, sticks, etc)</p>
<p>Disinfect and clean all surfaces daily</p>	<p>No change</p>
<p>Contact tracing registers must be in place and identify which children are in each teaching space, record when and who they have contact with during the day if that changes. This includes recording who the adults are in contact with as well as recording any visitors to the site, including parents.</p>	<p>No change</p>
<p>PPE is not required or recommended as necessary in any educational facility by the Public Health Service</p>	<p>No change</p>
<p>Teachers are able to teach more than one group/class of students</p>	<p>Where possible, it is recommended that teachers stay with the same school bubble of students</p>