



## Return to School - Level 2 Procedure Health and safety procedures



Alert Level Two return to work/school Pandemic Procedures

In light of the global outbreak of the Novel Coronavirus (COVID-19), Papakaio School will continue to review and update our Pandemic Procedures according to the Ministry of Education and Ministry of Health guidelines.

### THE OVERRIDING PRINCIPLES FOR Alert Level 2 ARE:

- to minimise the risk that someone gets infected in the first place
- to ensure we can identify and contact anyone who has been in close contact with a person, if someone in a school or early learning centre is infected
- understand that Level 2 is not business as usual

It is safe for all students and staff to return to school in Alert level 2. Schools are safe because hygiene habits will be strong and schools will put into place safe and sensible practice.

Distance learning is available for those unable to attend school, for example who are self-isolating.

School transport is able to increase as the number of students increases.

People at higher-risk of severe illness from COVID-19 (eg those with underlying medical conditions, especially if not well-controlled) are encouraged to take additional precautions when leaving home. They may work, if they agree with their employer that they can do so safely.

The safety and wellbeing of students, staff and their households, continues to be a priority.

### CHANGES FROM ALERT LEVEL 3:

The significant changes for schools and early learning centres are:

- Mass gatherings – workplaces, educational facilities, and public and school transport 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.
- Sports and playgrounds – school playgrounds, sports equipment use and activities can resume.

- There is no bubble concept at Level 2 so there are no restrictions on groups of children and students mixing with others on site. Where practicable where groups/classes do mix – attendance should be recorded as it should if the composition of groups and classes change during the day.
- Teachers/staff are not restricted to one group and can move freely between groups of students.

#### ATTENDANCE

Schools will be open to all students and year levels at Alert Level 2 from the beginning of the next school week after the announcement is made. All staff will be on site from the start of Alert Level 2, as will students who have been on site during Alert Level 3. 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.

#### OPEN HOURS

School is open for regular school hours during Alert Level 2.

#### CONTACT TRACING

Contact tracing is made possible through our timetables, attendance register, and visitor register. They are set up to identify which children and adults are on site, in each teaching space, including recording if there is a different composition of children and adults during the day. This includes recording visitors to the site, as well as parents.

#### DISTANCING

Physical Distancing – 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.

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.

#### BUSES

When schools resume under Alert Level 2, school transport services will also return to normal schedules.

- Hand sanitisers will be available for each student to use as they board the vehicle.
- Vehicles and surfaces will be sanitised after each journey by the transport company.
- Seats in close proximity to the driver will be left empty.

## SANITISING STATIONS

To make sure that we minimise passing on any germs sanitising stations will be set up throughout the school. They will have posters attached with requirements that must be adhered to.

## PROCEDURE FOR ENTERING AND EXITING THE SCHOOL

Only sanctioned visitors may enter the school. Parents must remain outside the school and keep a 2 meter distance from people outside their bubble.

Drop offs will happen outside the school gates by busses and parents. Entry of students only through any of the 4 official school gates.

Pick ups.

At 3:00 all students will assemble in their areas, Yellow Bus, Blue Bus and Parent Pick Up group. A teacher will guide the children being picked up safely across the carpark outside the hall to their respective vehicles.

If children are to be picked up during the day, they will be supervised in the office and sent out to their parents when they arrive outside the office. Parents should ring to alert the office they have arrived.

All visitors and contractors must enter and leave by the main gate. As soon as they enter they must apply hand sanitiser. Before they leave they must apply hand sanitiser. Staff and children can enter by any of the four gates but must sanitize on their way in and out, (Unless they have just santised leaving the bus)

All staff, contractors or visitors entering or exiting the school must sign in with contact details. Hands need to be sanitised before **signing in**. Signing in and out provides us with Contact Tracing information, if required. Fresh pens will be lined up for those that don't bring their own and placed in a "used" box. Pens from the used box will be wiped down with a sterilizing solution before reuse. The solution will be left on for 30 seconds before wiping it off.

## CLASSROOMS

Hand sanitiser will be stationed at entry to class rooms and in shared spaces. Students must sanitise or wash their hands before entering the class and before eating, and before and after break times. Teachers will be provided with a disinfectant spray bottle and paper towels and will be required to wipe down any high use surfaces regularly throughout the day. The spray should be left on for 30 seconds before being wiped off.

School staff are to observe students on arrival into the classroom checking for symptoms and arrange for those presenting as unwell to go home (or arrange for parents and caregivers to come and pick up).

Classrooms can be used by different student groups/classes and different groups of students in each class.

## PHOTOCOPIERS

Hand sanitiser will be placed on a station close to the photocopier and will be used before and after copying. Our School Cleaner will thoroughly wipe down the photocopier buttons/pads and lids each day with disinfectant.

Students are not to use the photocopiers.

## STAFF ROOM

The Staff Room is available for Staff to use to prepare themselves food or drink. Before entering and when leaving the Staff Room - hand sanitiser must be applied. We only prepare our own food and drinks.

No hot eaties at alert level 2.

## COURIERS AND DELIVERIES

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. Deliveries will be left at the desk outside the front gate. People handling the mail or deliveries will wear gloves until they are unpacked and then wash or sanitize their hands.

## LIBRARY

The Library is available for classroom use. One person will issue and receive books. They will sterilize their hands before and after. When finished they will spray, wait 30 seconds and wipe down the surface areas used in the process.

## PLAYGROUNDS

Playgrounds can be used at Alert Level 2 in schools (to align with reopening of public spaces) – wash hands before and after play..

## SPORTS FIELDS AND EQUIPMENT

Sports fields, courts and sports equipment are all able to be used. Hands must be sanitised/washed before and after being involved in outside activities. Equipment will be brought back to classrooms and where appropriate it will be sanitized each day.

## STAFF MEETINGS

Staff meetings will take place on Monday afternoons 3:15 - 5pm.

## STAFFING/RELEASE/RELIEVERS

Teachers are to schedule one CRT after a return to Alert Level 2. If further release is required this will need cleared with the principal.

## CLEANING

The School Cleaner will start at school every afternoon Monday to Friday from 2:30pm. Attention will be paid to thoroughly disinfecting all high use areas and surfaces.

## DEVICES

Devices being returned from lockdown will be handed to teachers, who will arrange for them to be disinfected before being re-allocated. Children will, where possible, be allocated a named device.

## STATIONERY

Sharing of pencils etc at this time is discouraged. Teachers will have supplies for those that need them. These are to be named and not collected back communally. Children are to have their own pencil cases or be supplied with a ziplock bag for their stationery items.

## TOILETS

The Whare Iti students will use the toilets in their classroom, while the seniors will use the toilets in the hub. There will be strict guidelines for the students to adhere to regarding thoroughly washing and drying hands before and after using the toilets. While the school will maintain towel rolls in each of the areas, students will be encouraged to have their own towels. The staff will use the Staff Toilet and hand-sanitise when leaving the Staff Toilet.

## STAFF CONCERNS

Staff with any concerns regarding their return to work at Level 2 must let the principal know.