Kaharoa School

Alert Level 2 Health and Safety Plan

Alert Level 2	Risk Mitigation
Communication	• Letter to go out to parents with this plan • Day One: Principal and DP meet cars in the car park as well as bus and cars in bus bay (further detail below regarding buses). Opportunity to welcome all children and parents, to direct them and to answer any questions parents may have. • Day One: **Teachers in classrooms by 8.00am** ready to welcome children and ensure they are aware of protocols. • Day One: Principal and DP visit each classroom to welcome children and staff back. • Congratulate children for their innovative home learning, self management, creativity, independent learning, maturity and engagement. • Reinforce appropriate talk and communication using Cornerstone Values around hygiene related to any child who may sneeze, cough, feel unwell or have chosen to wear a mask eg kind appropriate talk if you wish someone to step back - 'hey you're a little bit close would you mind taking a step back', rather than' I don't want to be in your stinky moist zone' or 'you've got Covid disease'.

	• **Reinforce key hygiene message practices for school and bus - distancing (moist zones), regularly and thoroughly washing hands, coughing and sneezing into arm, no sharing of food or drink. Wash hands, wash hands, wash hands.** • No tuck shop or Kapai Kai this term. Reviewed for Term 3 • Drinking fountains will be turned off. **Children bring their own drink bottle**. (Rms 1-4 to fill their own drink bottles from tap outside Rm 4. Rms 4-8 to fill drink bottles from bottom of fountain between Rms 6&7). Cleaned twice daily.
QR code for contact tracing if entering the school grounds (or the paper form - must use their own pen) **For parents/tradespeople/builders/ contractors and other educational support providers**	**Contact Tracing Adults on School Grounds:** We are required under Alert Level 2 to provide Contact Tracing for anyone (other than enrolled students) entering school grounds. • We will have a **QR code** (see instructions below) attached to both school notice boards at the main car park pathway entrance and on the side of the bus shelter entrance. • Alternatively there will be a paper sign in copy however parents must provide their own pen. • Where possible we are encouraging parents to drop their child(ren) off. ***How do I scan the QR codes?*** **For iPhone:** QR codes are super easy to scan - you simply open your camera and point it at the code - it will pop up a banner on the camera that, when you tap, will take you to the app with your location details already filled in. **For Android:** some Android phones allow you to scan using the camera like the iPhone. Others will need to have a QR code reader app installed. There

	are plenty of free options available - a few popular options include: i-nigma, Kaspersky's QR Scanner, and QR Droid. **Where possible we are discouraging parents from being on school grounds (unless they are here to pick up a sick child).** • **If entering a school building the contact tracing form must be signed.** • **Parent entry to classrooms is discouraged as we endeavour to keep a classroom bubble intact.** • **If parents urgently need to see a member of staff they must contact the school prior where possible by phone or email.** • **Parents and children will only have access to the office area in the first instance via the side window by the library door.**
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.	• Letter to parents **reinforcing the message that it is safe for all children to return** and that appropriate H&S measures are in place. • Distance learning only if a child considered High Risk by their doctor as per a Medical Certificate. Parents of children with medical conditions to contact the Principal directly regarding attendance. • Parents may provide masks if they wish, ensuring their child/ren is/are taught how to wear face masks correctly. School to reinforce with all children that it is okay and normal to wear a mask. • Hard Packs or PDFs will be prepared by teachers for those children who are required to stay at home. However most teachers (if not all) will not be in a position to teach online.

	• **All school devices to be returned** on the first day of school to the **administration block sliding window** by the front library door. These are all to be cleaned thoroughly.
Wash and dry hands, cough into elbow, sneeze into tissues, don't touch your face	• On entry to and exit from rooms. • After using toilets. • After using the playground and sports equipment. • Sanitizer, soap, paper towels, tissues in each room **(recommend each child brings a box of tissues).** • Toilets - Rooms 1,2,3,4 junior toilets. • Toilets - Rooms 5,6 middle school toilets. • Toilets - Room 7,8 changing shed toilets. • Girls changing shed disabled toilets designated for those children at higher risk. • Boys changing shed disabled toilets designated for any visitors to school (parents, builders, trades people etc). • Container of water with disinfectant to wash equipment - selected gear outside shed each day. • Hand sanitizer station at playground and sports shed. • **Encourage children to have their own small pocket size sanitiser to prevent bottlenecks and encourage self management.**
If staff are sick, they must stay home and phone Healthline or their GP and get tested as if they have flu-like symptoms).	• Medical certificate required. • 5 day online learning plan ready for children and reliever.

If children are sick, they must stay home and phone Healthline or their GP and get tested as they have flu-like symptoms).	**Sickness checklist:** **Each morning please use the following list to ensure your child is well.** If your child displays any of these symptoms please keep him/her at home and let school know of their absence. • Cold or head cold symptoms • Sore throat • Sneezing and a runny nose • Cough • Fever • Shortness of breath • Loss of smell • **Any sickness or lateness to school must be notified on the school app or by phone as is normally expected with a clear description of reason for absence**. Parents to liaise with teachers regarding learning needs at home. • **If you are concerned that your child or a family member has Covid-19 or been in contact with Covid-19 your child <u>must</u> stay at home and the Principal must be notified immediately.** • If a Covid result is confirmed during a school day the Ministry of Health will lead us through the process.

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.	• Ensure Board of Trustees communication protocols are in place. • Any immediate risks identified and where possible mitigated. Covid-19 sub committee to meet immediately, staff briefed, clear statement prepared for parents including pick up protocols if happens during the day, timeframes, process moving forward, media statement prepared, Board Chair acts as spokesperson. • Guided by MOH and MOE regarding cleaning.
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.	• **If any children are considered to be sick they will be taken straight to isolation in the sick bay and parents contacted.**
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).	• Staff to assess the health of children throughout the day. Any unwell children will be sent to isolation in the sick bay and parents contacted. • School has purchased an infrared medical forehead thermometer so we are able to check a child's temperature if we have concerns.

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.	
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.	• Hand sanitiser at entry to and exit from classrooms and in bathrooms. • Soap and water for washing hands (20 seconds) in bathrooms and classrooms. Regularly reinforcing, teaching and observing children washing hands each day. • Regularly reinforcing the above message with adults on site. • Covid-19 signage for hygienic practices up in toilets, classrooms and school entry points. • **Encourage children to have their own small pocket size sanitiser to prevent bottlenecks and encourage self management.**
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.	• Only junior and senior assemblies will take place during Term 2 as required.

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	
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)	• Each child's class is their designated bubble; any other adult (Principal, DP, teacher, Learning Support Coordinator [LSC], Learning Assistant [LA], parent) or child (where the classroom is not their own) who enters a classroom must sign the contact tracing sheet. • Spaces between Room 5 and 6, Room 7 and 8 for those rooms only. • Classrooms locked before and after school, during playtime and lunchtime unless wet to prevent unknown access. • **During Term 2 lunch will be at the beginning of lunchbreak**. Seniors in senior area, juniors in junior area - 2 teachers on duty. If it is raining children will eat inside at their own table/desk. Teachers will stay with their own classes whilst they are eating. • Designated door per class - left open when possible otherwise regular cleaning of 'touch points'. **Administration Block** • Teachers sanitise hands on entry and exit to admin block - back door only - **front door to remain locked**. • **Parents and children use the side window by the library door in the first instance.**

	• Children enter the back door corridor only or library back door and must have sanitised hands on leaving the classroom - only entry is with the teacher or LA. As the library door will be locked, LA will have to walk through the toilet door entry to access the library door to open it for the children. • Duty child, speaker, CD Radio and rubbish monitor children can enter the back door - must sanitise when leaving class and sign 'Tracing Register' by laminator. • There will be NO monitors on staff room duty or any child to enter the **staffroom (out of bounds to all children).** • Notices going to the office will go to the window. We will leave this unlocked and children can place a class box on the student bench. If children require Susanne they can speak to her through the window. • Where possible teachers can use online communication with the office - hangout or email for printing, copying/resource needs. • Principal/DP office - Rose/Warwick/Susanne - others need to sign 'Tracing Register'. • Telephones cleaned after use. • No sharing of pens **<u>Staffroom</u>** • No children in the staffroom. • Designated seats in staffroom for staff. • Teachers - own cups. • Regular cleaning of touch points - hot water dispenser, microwave, fridge, telephone.

Boardroom

- Children with teachers or LA must enter through the single Reading Recovery door. Teacher or LA is responsible for ensuring surfaces and devices are cleaned afterwards.

Office Area

- User of photocopier responsible for cleaning photocopier before (and after) each use- (wipes on photocopier). Wash hands after use.
- Use of photocopier and laminator only by adult staff.
- Only duty students allowed in the administration area- no companions.
- Telephones cleaned after use.

Staff Toilets

- Designated toilets.
- Staff toilets 1 - Shower/toilet - Warwick, Rose, Vance, Christina, Susanne.
- Toilet 2: Junior school, Heather, Sarah.
- Toilet 3: Snr school teachers, Robin, Jackie.

Library

- Both doors remain locked.
- Library use only with a teacher or LA back door only.
- Tracing Register signed when used - LA will have a Tracing Register each to highlight areas they have worked during the day and those children they have worked with outside their regular classroom.

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.	• Regular reminders to children and staff. • Children closely monitored by duty teachers. • Regular and ongoing review of Health and Safety by all staff • If you can smell the person's breath or feel that you are in that "moist breath" zone, move a little further away. Avoid touching others and for adults, it is recommended that where practicable you keep a metre distance between you.
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. 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.	• Hand sanitizer by playground corner by administration building. This is to be used before and after children go onto the playground or into the sandpit. • Remind children not to touch their face when playing on the playground and to retain physical distancing. • Hand sanitizer at sports shed with selected gear and cleaning drum. (Sports shed monitors issue gear). • Regular and ongoing reminders on safe distancing. • Teachers on duty carrying hand sanitizer. • **No sports gear from home** • All participants should wash and dry their hands before and after partaking in any play or sports activity. • Participants should maintain physical distancing when not participating in the sport or activity. • Equipment should be washed and dried before and after playing.

Disinfect and clean all surfaces daily	• Teachers make this part of the before lunch and end of day activity. (Incl junior/senior resource rooms tables and reading recovery/BOT tables AND computers/chromebooks.
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.	• Contact tracing sheets in every teaching space. When sheets are full these are to be sent to the office and replaced. • Spare contact tracing copies from Susanne.
PPE is not required or recommended as necessary in any educational facility by the Public Health Service	• Standard hygiene practices in sickbay. **Sickbay list kept for all interactions in the sickbay.**
Teachers are able to teach more than one group/class of students	• Where possible, it is recommended that teachers stay with the same school bubble of students. • **LA and teachers who are working with children outside class in another area are to keep their own 'Tracing Register' stating clearly the space they have used and the children they have worked with**. If working in the class Learning Assistants need to fill out the class Tracing Register.

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. • **Medical Certificate will be required.**
Children arriving and departing from school by car	**Children arriving by car:** We anticipate that many parents will opt to transport their child(ren) to and from school and this will put pressure on parking space, particularly after school. With this in mind we have set up the following procedures for Level 2. Morning Drop Off - Areas to drop off children are the main car park and at the front of the school bus shelter entry. We ask that you do not stay parked too long to minimise congestion. Afternoon Pick Up - Children are **only to be picked up** from the Kaharoa Hall. • **A teacher will be on duty at the hall from 2:50pm-3:20pm.** • Children will walk to the Kaharoa Hall to wait to be picked up. • Please park on the grass at the front of the hall and wait in your car. • The duty teacher will direct your child to your car. • On wet afternoons • Please drive through the Kaharoa Hall covered entrance taking the first entrance to the hall when coming from the direction of the school. • Stop at the front door and wait in your car.

	• The duty teacher will direct your child to your car. **Care must be taken to avoid interacting at communal points such as entries and car parks.**
Children arriving and departing from school by bus	• Roll of children with addresses to be kept on the bus (Bus Company Requirement). • Parents advised that the wearing of masks is encouraged • **Parents are encouraged to transport children to and from school by car where possible.** **<u>Arrival:</u>** • **On Te Pu, Jackson or Hamurana bus arrival at school children must stay seated.** Staff members will sign each child off the bus. Children must **sanitise hands as they enter and exit the bus.** (Bus company will supply a sanitiser). • Regular reminders to children regarding sitting with backs to seats, keeping hands to themselves, keeping hands away from faces, not turning around. • Bus to be deep cleaned by bus company morning and night **<u>Departure:</u>** • **Children on Jackson and Hamurana buses sit in class lines on the path by bus shelter for the roll to be called.** Sanitise hands as they enter the bus. • Children on Te Pu sanitise hands as they enter the bus and sit whilst roll is called.

	• **IF WET:** Te Pu and Jackson bus children sanitise hands and enter the bus to be seated. • Hamurana children go to Kōkako Centre and sit for the roll to be called. Hands sanitised on classroom exit. • **Children expected to self manage getting to their bus on time.** • **Children travelling by car will not be required to sign off on the bus list.** **Bus lists:** • Your child will **not be required** to mark their name off the bus list so that we minimise touch points. • A teacher will mark off those children arriving and leaving on the bus. • Initially we are expecting a considerable number of children will be travelling to and from school by car. With this in mind we need you, as a parent, to each day make it clear to your child how they are getting home. This will prevent the office being inundated with phone calls or emails. For younger children this could be as simple as parents putting a C (car) or B (bus) on their hand or a note in their bag.