

COVID-19 @ Level 3

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Communication

What communication is required by when and whos responsible for each part

Things we are communicating			
Information	By Who	How or Where (medium)	When
Staff Survey - find out who is unable to be rostered into bubble school - Suggestions about how Support Staff can help	Jo and Pip	by Email Google Form	Friday 27th August

Part-Time Teachers / CRT		
Teachers		
Senior Leadership		

Staff Social Distancing

Every second chair in the staffroom to be used, tape off those that won't be used, clean down after every breaktime (Pip/Hamish) - only use for making coffee/Tea and lunch...remember to use sanitiser in and out of the toilets and wash hands well.

Stay and respect everyone's bubbles and social distancing

Office area closed to the everyone, including the public...physical packs will be placed outside for collection with a set time give for families to do pickups (10-minute windows allocated) **bookings to be done via school interview**

Community encouraged to phone or email inquiries or queries they may have, **including picking up children outside of the pickup/drop off times as the main gates will be locked!**

Learning Assistants and Support Staff

Find things for them to do while at school - they will be assigned to a bubble to help work with this area

We will be offering them up to 25 hours a week

Bubble Set-Ups

Possible/Suggested Bubbles and Areas - are we 10 students or 10 in total (this number is allowed to move to 20 once systems are set up - what does that mean?)

Mon - Wed - two staff members / and if possible a Learning Assistant

Wed to Fri - two staff members

(Wednesday is the touch base moment for the teachers in each bubble to plan the following week. Teachers who are unable to be at bubble school due to documented medical reasons can zoom in for the planning session)

Space	Staff member(s)	Students / Whānau	Play Area and times	Toilets	Entry and Exit pathway
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<i>Room 1/2 (Koru Bubble)</i>			<i>Outside Rooms 1 - 4 concrete area</i> <i>Morning Tea - 10 - 10.20 Brain Break - 11.30am Lunch - 12.30 - 1.00pm Brain Break - 2.00pm</i>	<i>Room 1</i>	<i>Room 4 Gates Drop off (8.40am 8.50am) Pick up (3.00 - 3.10pm)</i>
<i>Auaha M (Kaimahi Whaanau Bubble)</i>			<i>Their seats Flagpole 2/3 of Netball</i> <i>Morning Tea - 10 - 10.20 Brain Break - 11.30am Lunch - 12.30 - 1.00pm Brain Break - 2.00pm</i>	<i>Auaha M</i>	<i>With Staff</i>
<i>Auaha S (Auaha Bubble)</i>			<i>Orange Shade Sail Room 10-14 Concrete Area by Junior Playground</i> <i>Morning Tea - 10 - 10.20 Brain Break - 11.30am Lunch - 12.30 - 1.00pm Brain Break - 2.00pm</i>	<i>Auaha S</i>	<i>Room 12 Gates Drop off (8.40am 8.50am) Pick up (2.50 - 3.00pm)</i>
<i>Te Puna 21/22 (Te Puna/Timatanga Bubble)</i>			<i>21/22 Deck area Grass area in front of Puna 20 - 21</i> <i>Morning Tea - 10 - 10.20 Brain Break - 11.30am Lunch - 12.30 - 1.00pm Brain Break - 2.00pm</i>	<i>Puna 21/22</i>	<i>Staff Carpark Gates Drop off (8.40am 8.50am) Pick up (3.00 - 3.10pm)</i>
<i>Room 12 Bubble (Whaanau/Timatanga Bubble)</i>			<i>12/13/14 Deck area Grass area in back of 15/16</i> <i>Morning Tea - 10 - 10.20</i>		<i>Room 12 Gates Drop off (8.50am - 9.00am) Pick up (3.00 - 3.10pm)</i>

			Brain Break - 11.30am Lunch - 12.30 - 1.00pm Brain Break - 2.00pm		
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Physical Spaces / Bubbles

What should bubbles of 10 look like, what rooms will be in action - 10 students and 2 staff members (at least one teacher)

How do we set up each of these spaces to ensure social distancing - allocate a seat/space to work within and that is the child space for the entire time (completely against our philosophy but something we need to do) - move furniture around to meet 1m requirement (add-in from other spaces if needed - label underneath)

1. Family Bubbles kept together
2. Centre Based Bubbles

Mat spaces will be defined by masking tape, where it's not possible a mat space will not be used

Teacher to define a working area for them, which has the ability for a child to come to them to ask questions but maintains a 1m gap (ends of a table that is over a metre) - be careful when moving around the classroom to maintain the 1m social distancing (think about how do you achieve this for kids - clearly and repetitively during the day, remind students of this)

Hand Santiser every time you enter the space or leave the space

Spray down before eating morning break and lunch (spray with Pink Spray, leave for at least 30 seconds before wiping down - wipes changed every week)

/ spray down and wipe chairs at the end of the day

Cleaners to clean, including hard surfaces, each night

Sharing of resources - done at the end of the week (by Friday 3.30pm and sprayed down and left), how do we sanitise these before handing on - a weekend with give about 60-65 hours non-contact, **gloves will be used when setting up spaces for the new week and collecting resources from other spaces.**

Learning through Play resources - shared within a bubble, **using the above protocol to sanitise.**

Devices - Puna to hold on to 21/22 Devices, 19 and 20 devices to go to Auaha / Makerspace Chrome to go Koru

Individual PE equipment (Ball, Hoop and Skipping Rope)

Sandpit will be closed for the duration

Arriving and Leaving School

Staggered start, entry into the school depending on where you are heading, this information will be sent once Bubbles are established and this will be done by the staff within that bubble. SLT to make up a statement

No parents into the school grounds as Teachers will do a contactless hand over at each of the entrances (working through the late and early drop off/pick ups but will be done via email/mobile messages)

A 10-minute window for drop off's/pickups - family groups together heading to the same bubble entrance

Possible Timetable for this

	Drop Off	Pick Up	Gate / Location
<i>Koru Bubble Room 4</i>	8.40am	3.00pm	Front Gate by Room 4
<i>AuahaM Staff Whaanau Bubble</i>	With Staff Members, go directly to Auaha M	Stay in Auaha M until staff member leaves	With Staff Members
<i>AuahaS Auaha Bubble</i>	8.40am - 8:50am	3.00pm - 3.10pm	Room 12 gate
<i>Te Puna Bubble Room 21/22</i>	8.40am - 8:50am	3.00pm - 3.10pm	Williams Street Staff Carpark Gates

Break and Lunchtimes

Location, do we stay inside our bubbles (can use out the front of your class if fine) spaces allocated above

Playground and the sandpit are unable to be used.

Staff Members to take turns to supervise the Bubble Group in their allocated space

We will need to lock a low key activity around lunchtime to give staff the chance to have a good lunch break as well

Netball goals to be put away.

Changes to Distance Learning Programmes

Each centre to take over setting up a Physical Pack for families on a two weekly cycle (next pack to be ready for Week 7) these will be shared with the office to be printed into packs for parents/caregivers to pick up outside the office doors on Mondays from 10am

Increase in the number of activities on weekly plans to ensure enough activities for those at school, where possible alter the plan to full in a day at school to incorporate the TV Reo and age-relevant sessions and utilise the MoE on demand resources

Each Week Planning from now on

3.30 or 4pm - online Zoom Planning Meeting for each centre - Planning completing by Friday ready for printing late Friday ready for pick up 10am Monday for the week - suggestion to have collaborative partners on Wednesday's AM (Timatanga/Koru) PM (Puna/Auaha) - rotate each week to ensure 2/3day split (those onsite and via Zoom)

Te Puna - Table at Timatanga gate 10.00am

Timatanga - Table at Timatanga gate 10.30am

Auaha - Seats Outside office 10.00am

Koru - Seats outside office 10.30am

Assemblies/Hall/Function Area/Library

All these areas will be closed and not used. Function Room as another "staff area"

Toilets/Hand Sanitiser/Wiping Down of Tables

Bathrooms

- Sanitize in an out
- Spray door handles, taps, surfaces after morning break, after lunch, end of the day

Classroom Surfaces

- Spray down before eating morning break and lunch (spray with Pink Spray, leave for at least 30 seconds before wiping down - (wipes changed every week) / spray down and wipe chairs at the end of the day
- Cleaners to clean, including hard surfaces, door handles and light switches each night
- Sharing of resources - done at the end of the week (by Friday 3.30pm and sprayed down and left) - a weekend with give about 60-65 hours non-contact.

Reading Recovery

Depending on numbers of Year 1's returning to school under Level 3, we might be able to get Dianne to look at support for the Reading Recovery students.

- Dianne to re-establish communication with each family to find out their needs', do they need a device for doing Zoom sessions?
- Make packs for them to use and read during the week
- Establish a timetable to do Zoom sessions with these students if possible. (Read a text together)
- Drop off and Pick up of Readers (Monday and Friday) how do we do this contactless (plastic bags to the door) - treat the same as junior readers

MoE Guidelines

Who can access schools and kura in Alert Level 3?

In Alert Level 3, most children and young people will continue to learn from home, however schools and early learning services are open for all children and young people in years 0-10 whose parents or carers need to go to work and there is no alternative person who can supervise them. There is also limited discretion for some senior secondary students to attend at a school's discretion (see below).

We understand that the cumulative impact of reduced bubble sizes, vaccination requirements for 'at risk' teachers, and teachers not being able to cross from an Alert Level 4 area to an Alert Level 3 area to work means that schools and kura may have a reduced capacity to teach children and young people onsite.

While it is important that this capacity is reserved for those who really need it, families will identify for themselves if this is needed in their own situation and there will be a range of different needs in every community. The letter template referred above explains to parents some of the limitations.

Please contact our regional teams if you need any support in this regard.

Opening in Alert Level 3

Schools between years 1 to 10 can safely open but will have limited capacity and students should learn from home if possible. When learning onsite, 'school bubbles' of no more than 10 children are to be formed.

Teachers are to stay with the same school bubble of students. In practice, this will mean that you will need to have a designated relief or backup teacher identified for each school bubble.

You can ask your teachers and support staff to work on site when this is required to support the learning of children who attend in person. This should be the minimum number of employees required with the remainder continuing to deliver education remotely. However, any staff member must stay at home if:

- they are sick or generally unwell
- they need to self-isolate, as per Ministry of Health guidelines
- they are caring for dependents who need to self-isolate, as per Ministry of Health guidelines
- they are at a higher risk of severe illness from COVID-19 and they are not yet fully vaccinated.

If you are facing challenges in having sufficient staff to operate at Alert Level 3, please contact your local Ministry office so that we can arrange assistance for you.

Higher-risk staff

At Alert Level 3, staff members (including both teachers and support staff) do not need to be fully vaccinated to work on site. Staff members who is at higher risk of severe illness from COVID-19 should be fully vaccinated before working on site. You can find information about who is at most risk [here](#).

Generally, people are considered fully vaccinated two weeks after they have received the second of the two doses of the vaccine. However, staff should work with their GP or specialist if they need help understanding their own level of risk and how best to stay healthy. Further information is available from the Ministry of Health [here](#).

Many people who are at higher risk of severe illness from COVID-19 will already be fully vaccinated. However, where a person cannot work on site because they are at higher risk and not yet fully vaccinated, they should provide you with appropriate medical evidence to support this (such as a medical certificate obtained at the employer's cost if required within the first three days after a request to return to work on site, and at the employee's cost after that). Staff at higher risk who are not fully vaccinated should work from home. If work is not available at home, they should be provided with discretionary paid leave.

Information for people considered at higher risk from the effects of COVID-19 can be found on the Ministry of Health website.

Disclosure of vaccination status

Ministry of Health advice is for everyone to get vaccinated, however you **cannot** make it a requirement that anyone get vaccinated.

You can ask a staff member whether they have been vaccinated, but they do not have to disclose their vaccination status. If they choose not to disclose their vaccination status, you may assume that they are unvaccinated but should inform the staff member of this assumption.

Personal information about vaccine status must be protected and cannot be shared without the staff member's consent.

Rostering teachers to bubbles

When New Zealand previously entered Alert Level 3, schools rostered staff into bubbles.

There have been some questions about how a roster of teachers to a bubble can work to ensure it aligns with the public health measures. The overarching aim of Alert Level 3 is to limit the number of additional people (outside the individual's immediate household) you come into close contact with, so in the unlikely event of a case of COVID-19 close contacts can be quickly identified and the number required to undertake 14 days of self-isolation is limited.

Adults and children are not to move between bubbles. Staff will need cover for a break and potentially for sick or other leave. In practice, this will mean that you will need to have a designated relief or backup teacher identified for each school bubble.

If staff meetings are required, these should be held online. If a meeting in person cannot be avoided, then physical distancing between employees should be maintained. Relief teachers and casual staff who usually work with several schools should work with one school during Alert Level 3.

For more information on how COVID-19 is spread go to the [Ministry of Health website](#). It still may be possible for this type of spread to occur and good hygiene is key to preventing this.

Face coverings at schools

Public Health has closely reviewed their previous advice and affirmed there is no requirement to wear face coverings at Alert Level 3 in schools.

Those who choose to wear face coverings will continue to be supported to do so.

School property in Alert Level 3

Please contact your property advisor if you need further advice on property matters.

Advice on ventilating classrooms

As your staff and ākonga start returning to the classroom, you should pay particular attention to ventilating teaching spaces. The more fresh air, the better.

The fastest and easiest way to ventilate is by opening the windows, doors, and any vents. It's good practice to fully open all windows during breaks and after school for as long as possible.

For spaces using mechanical ventilation alone or with passive ventilation, ensure that:

- there is as much fresh, outside air flow as possible by running systems for longer periods before and after a space is being used
- adjust any ventilation systems which have recirculation ('economiser' circuits) so they run on full fresh air mode, with no recirculation
- change ventilation system air filters frequently to increase the fresh air flow and ensure they are well maintained.

Heat pumps do not provide ventilation – they only heat and cool the air in the room. If you are using a heat pump remember to open your windows and ensure the filters are clean.

Questions that need to be answered;

- Netball Goals to be put away? Yes! No swinging around poles
- Bins normal set up (use your nearest bin only) identify with students and reinforce which ones they are at breaks/lunchtime
- Lost Property (teachers bang on about this and check your areas)
- How do we get resources sorted for each bubble (once a week and by who? - Centre Leaders??) *(Surfaces, light switches, door handles cleaned each day by the cleaners.)*