

# COVID-19 Level 2.0

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## General Principles for Level 2 - Education

**Schools and early learning centres can open.**

Early learning centres and schools are open for all children. Distance learning is available for those unable to attend school (eg self-isolating).

## Rationale

Purpose of this Document is to give the outline of Health and Safety precautions and procedures we will put in place during Level 2 learning, both at school and for distance learning of parents/caregivers coming into the school.

We need all staff members to read this and be up to date with the contents of this document.

This will be shared as part of our staff meeting on Monday morning 8.00am in the Hall to help with Social distancing.

### Communication

- School is a safe place
- Drop off/pick up times and locations, toilets and play area and times
- Hygiene practices
- Drinking fountains are closed, children MUST bring a drink bottle.
- Communication with the classroom teacher
- Continue to review our new processes on a regular basis
- Want to make our pickups more user friendly, please work with us.
- Google Doc Register for Pick Up and Drop Offs
- Non attendance
- No equipment or toys from home
- No play outside before and after school
- No adults hanging around the school grounds
- Adults must Scan in and Wear a Mask in school grounds
- Office is one in one out policy (kids to class before going into the office)
- [Drop off Register](#) (google doc for each class)

### Actions for Staff

- Set up space (bottles Pink and Santiser)
- Set up PE kits (bin with gear x 6)
- Print Hand Sanitiser Station Sign
- Sign in Board/Sheet beside Hand Sanitiser Station
- Find a Sanitiser Pump Bottle label and look after!
- Email whanau about the organisation below that relates to your class

## Centre Groups

Current Plan as of Wednesday 8th September

Centre Group	Play Area and times	Toilets	Entry and Exit pathway
Room 1 and 2 (Annette/Jenny)	Normal lunchtime breaks and duties will resume.	Room 1	Drop off (8.40 - 8.55am)  Pick Up (2.50 - 3.00pm)
Room 3 and 4 (Kathy/Sarah)	Normal lunchtime breaks and duties will resume.	Room 5	Drop off (8.40 - 8.55am)  Pick Up (2.50 - 3.00pm)
AuahaM (Marion/Greg/Lee)	Normal lunchtime breaks and duties will resume.	AuahaM AuahaS	Drop off (8.40 - 8.55am)  Pick Up (3.00 - 3.10pm)
AuahaS (Sandra/Ryan/Kelly)	Normal lunchtime breaks and duties will resume.	AuahaS	Main Office (8.45 - 9.00am)
Room10,11,15,17 (Joanna,Helen, Caron,Kate)	Normal lunchtime breaks and duties will resume.	Room 10/11/15/17	Junior Drop Off (8.40 - 8.55am)  Pick Up (2.50 - 3.00pm)
Room 12,13, 14, (Sara/Coralie/Aimee)	Normal lunchtime breaks and duties will resume.	Room 12	Junior Drop Off (8.40 - 8.55am)  Pick Up (2.50 - 3.00pm)
Te Puna 19/20 (Rena/Danielle)	Normal lunchtime breaks and duties will resume.	Puna 21/22	Drop off (8.40 - 8.55am)  Pick Up (3.00 - 3.10pm)
Te Puna 21/22 (Charlotte/Phil)	Normal lunchtime breaks and duties will resume.	Puna 21/22	Drop off (8.40 - 8.55am)  Pick Up (3.00 - 3.10pm)

## **Breaks/Lunch (including Brain Break)**

Normal break times, eating areas and duties will resume as normal.

Please monitor that the kids aren't sharing food or drink bottles, all kids will be encouraged to bring drink bottles as the fountains will be closed.

## **Arriving and Leaving School**

Staff are to QR code when they arrive at school as well as sanitise. Masks must be worn on arrival and exiting the school (as per MoH Guidelines). The gates will be locked during the day and unlocked for 2.50pm by Leadership.

Staggered starts aren't really needed due to the nature of drop offs in the morning. Entry by centres into the school will be encouraged (Koru and Auaha Room 4 gate, Timatanga and Te Puna Room 12 Gate) this information will be sent home by classroom teachers to reinforce the statement. Those learners with bikes and scooters need to enter via the Room 12 (Williams Street) gate. We are looking to get the Juniors and Koru (2.50pm) out of the school first, parents if they have juniors can then head to Koru (2.55pm) if they have children also in that centre and lastly to Auaha and Te Puna (3pm).

We are clearly trying to see if we can set up windows for the pick up at the end of the day to help with congestion in and around the school and hopefully avoid the social groups forming (we would normally encourage parents catching up with one another but during this time, we need them in and out within a 15 minute window).

Any parents/caregivers who enter the site must wear a mask, scan the QR code and sanitize their hands. Each Teaching space will need a "sign in board/sheet" located by the Hand Sanitiser station. This is for any adult (who is not staff) to sign in, if they step foot into your teaching spaces.

Road Patrollers are still in action with the gear to be sprayed down between each use and Road Patrollers will need to sanitise hands as before and after as well.

## **Physical Spaces / Centre Group**

The key elements for Level 2 is to maintain social distancing (where possible) along with an emphasis on maintaining personal hygiene. Some people have described it as BAU with lots of hand sanitiser, I think we need to be a little bit more on guard than this!

We are looking to maintain Groups within each centre, this is to try and limit the number of students who are interacting and to also help with flow in/out and around the school. We are lucky in regards to how our school has been set up over the years with separate toilet blocks and playgrounds, let's use this to our advantage!

Hand Sanitiser every time you enter the space or leave the space. On entry to your space, each student will be given a pump of sanitiser, for Timatanga this will be done by an adult, for the senior end of the school, this could be done by a sensible monitor.

We need to find all bottles (keep your bottles so we can refill them for you!!!) around the school and allocate to spaces and toilet areas, Christine has a supply of new pump bottles if you no longer have one - please label/name for classroom space bottles.

We are awaiting the arrival of 16 stations to be set up around the school especially in the toilet areas, shared spaces such as the Library, Hall and Office Area. We will then use the Hand Sanitiser Stands on the entry points to the school.

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.

Please ensure you take extra precaution around lost property and making sure the children sweep each area you enter or use after every use. We do not wish for children (or staff members) to pick up other people's belongings.

Please remember to bring your own pen and drink bottle with you. We will fill up drink bottles using the inside taps as we don't want people using the fountains.

## **Sickness / Sick Bay**

In regards to sickness, if you as a staff member are displaying any flu like symptoms, please do not come to school, let Kate and Hamish know. You may wish to also contact your doctor or healthline (0800 611 116) for advice.

For students within your Centre Group, if they are feeling unwell or displaying any flu like symptoms, they will be sent to the office with a "Red Cross Card" and their parents/caregivers will be notified to come and pick them up. Please consider what you are sending kids (along with the number of kids) to the office for, we won't have the capacity for the groups in the office area.

## **PE Equipment**

Each Centre Group will be given a Plastic Bin with a lid, to fill up with PE equipment. This equipment will need to be monitored in some way, along with a way of identifying it to your Centre Group. Your PE is part of your Centre Group only!

The key to playgrounds and the use of shared PE gear is hand sanitiser before and after play time.

**Sandpit will be open but no shared equipment (shed to remain closed)**

## **Learning through Play resources / Junior Readers**

Learning through Play/Exploration Stations resources - shared within a Centre Group. Kate and Timatanga are working on how they are going to use/share the different resources, along with the use of Oust (to be supplied) on Friday's. This will also be how we deal with the sharing of Junior Readers. Transition on Friday and they will need a quick spray with Oust before sending back to the Reader Room for Zoe to sort.

## Staff Social Distancing (on hold until further notice)

We will clean down after every breaktime (Pip/Hamish), if we can only use the staffroom for making coffee/Tea and lunch...remember to use sanitiser in and out of the toilets and wash hands for 20 seconds with soap as well.

Please respect each other's personal space and where possible, spread out.

The Office area will operate with a strict one out, one in rule and we need to consider when we enter the Office Space that the general public could already be in the Office.

Staff meetings and centres meetings and briefings resume as normal. If you would like to wear a mask you are more than welcome.

Unfortunately we will hold off on Friday Morning Teas, to reflect we aren't sharing food within the spaces.

## Library

Kirsty has developed a full protocol of how the Library is going to operate during level 2 as we will need some restrictions in place.

The main things to remember are;

- The Library will not be open in the morning or lunchtime at this point
- Use Hand Sanitiser In and Out (this is the only way we can protect as spraying every book is impossible)
- Please stick to your allocated time slots and keep in contact with Kirsty about what has been planned
- When groups come to the library please make sure that their hands are sanitized before leaving.
- Library sessions will carry on as normal and will be inquiry focused. Group sizes of no more than 16 please. This will maintain a workshop approach with an inquiry focus.
- Their hands will be sanitized upon entering and leaving.
- Any books returned will be cleaned. Paddles will also be cleaned.
- Children will not be able to issue books. However, teachers are welcome to issue a class set for the classroom.

**CHILDREN WILL NOT BE ABLE TO ISSUE BOOKS. HOWEVER IF TEACHERS WOULD LIKE A CLASS SET PLEASE LET ME KNOW.**

## CRT

School singing can happen this time round due to only being two classes from the same centre.

Science to take place in the Function Room

Art within the Classroom space

## PMP / Te Reo

PMP sessions can resume. Shared equipment to be sprayed down between sessions. Te Reo sessions can still take place with social distancing rules and hand sanitiser in and out for those teachers and the use of Oust for any resources they use.

## Hall / Function Room / Music Lessons

While the Hall will still be able to be used for activities, it is mainly reserved for PE and Journey Kids use. There will be a Hand Sanitiser Station set up in the foyer for people to access, where possible, we will leave the doors open so people don't have to use the handles, but again, Hand Sanitiser is the key to the use of these spaces.

Music Lessons will continue as per normal, with the equipment wiped down between students. Most instruments are individual instruments, with the piano being the instrument that will require wiping down between users.

## Notices

Instead of running a notice board in the mornings and afternoons, we will move a contactless system. We can use Edge for our attendance, if you have any more details to add, please email the office or forward correspondence from whānau through to the office to help establish the right code.

For notices, inside Edge is a School Announcements that you can add a message in, we will need everyone to check the Notice Board inside of Edge both in the AM and PM...we also have slack that you could place notices/absences into but we want to use the Edge School Announcements as our main message/absent one-shop stop!

The screenshot shows the Edge software interface. At the top is a purple navigation bar with the 'edge' logo and icons for Dashboard, People, Achievement, Reports, and Attendance. Below this is a white header area with a school crest, a welcome message 'Welcome, Hamish.', and a red notification bubble with the number '0'. There are three buttons: 'Edit Profile', 'Add Widget', and 'Save Setting'. The main content area is divided into two sections. The left section is titled 'School Announcement' and contains the text 'There are currently no announcements.' with a link 'Add/Edit Announcements'. The right section is titled 'Information Back from ENROL' and contains three data widgets. The first widget is for 'NSN' and shows 'Data issues to resolve' as '0'. The second widget is for 'Arrivers' and shows 'Data issues to resolve' as '0' and 'Ready to upload' as '44'. The third widget is for 'Leavers' and shows 'Data issues to resolve' as '2' and 'Ready to upload' as '2'.

## Photocopier

Please use the photocopier in the staffroom (colour) or in the resource room (black and white only) if you need to complete photocopying. We have placed hand sanitiser beside the machine for before and after you use the photocopier, no need to use baby wipes!

## Support Programmes

The main thing for any of our programmes is around Hand Sanitiser and spray and wiping down all hard surfaces between groups/individuals. The key for our Learning Assistants is hand sanitising in and out of spaces.

Reading Recovery and ESOL programmes will continue following the above guidelines.

## Toilets Blocks

Toilet blocks will be allocated to each of the Centre Groups, with Room 15/16, AuahaM and Auaha17 having the luxury of their toilet/s. We do need to have a conversation with our students about respecting these areas and keeping them clean.

- Koru1/2 - Rm 1 toilets
- Koru 3/4/5 - Rm 5 toilets
- Auaha M - theirs and Auaha S toilets
- Auaha S - Auaha toilet
- Room 17 - Room 17
- Puna 19/20 - Puna Toilets
- Puna 21/22 - Puna Toilets
- Room 15/16 - Room 15 toilets
- Room 10/11 - Room 10/11 toilets
- Room 12/13/14 - Room 12 toilets

## Other Things to Note

On Hold - the following things are on hold until further notice, we will review and update via Week Aheads and staff meetings if there are any changes to the following;

- **END to begin at level 1**
- No baking/sharing of food
- Friday Morning Teas on hold
- First Aid Cross for sick bay kids
- No boards to go around - daily notices into Edge and rely on doing your electronic roll and direct email to office with any info regarding students
- Contactless lunch orders - through Gourmet Delicious
- No sausage sizzles
- Same protocols for cleaning desk and chairs - before eating, spray for 30 seconds and wipe
- Journey Kids - are up and running, please be in classrooms by 8.30am to receive kids, send kids over at 3pm after you have released other students within your class
- Road Patrol - as normal with kids/teachers, SLT to be on gate points

## MoE Guidelines

### General Principle:

**Schools and early learning centres can open.**

Early learning centres and schools are open for all children. Distance learning is available for those unable to attend school (eg self-isolating).

Any educational facilities 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, and then potentially for a further 14 days.

## Alert Level 2: Requirements and recommendations

At Alert Level 2 there is low risk of community transmission and schools are open for all students.

There are no significant changes to the Alert Level 2 requirements you will already be familiar with and which have been in place previously at Alert Level 2.



Public health has also provided advice on the Alert level 2 guidance. The key changes to consider are use of face coverings, and managing school events involving large numbers of people, other than your students.

## **Face coverings**

### **Face coverings are not mandated for use when in schools.**

However, the Director General of Health strongly encourages staff and students aged 12 and above to wear face coverings in secondary school settings to align with the requirements when out and about and indoor public places.

### **This is not a requirement for anyone in a school setting.**

It remains an option for individuals and a decision for the individuals and whānau. Whatever decisions students and teachers make, it is their own to make and needs to be respected. Where an individual chooses to use a face covering they should supply and wear their own, and to do so safely. This option applies to younger children too.

Public health advice for those under six is getting children to cough and sneeze into their elbow and wash and dry hands. The use of masks is permitted but not actively encouraged.

There will be differences of view about the use of face coverings, and it is important to show tolerance toward individual choice in this matter.

## **Events and activities**

For most day-to-day activities at schools, the rules for gatherings do not apply. Under the COVID-19 Public Health Response Order, schools are exempted from physical distancing requirements when people are there to receive, provide, or support education services.

However, when very large numbers of students are congregating, such as at assemblies and when watching sports events or cultural events on school grounds, consider how these might best be managed. If these events do go ahead, public health advice is that they should take place in well-ventilated areas or outdoors and spectators/attendees should be physically distanced.

Higher-risk activities, such as singing, dancing, congregating and talking, and shouting should be done in well-ventilated areas or outdoors.

Any event or activity that brings people onsite who are not there for education purposes, including students, parents and caregivers, will need to have the rules for gatherings applied.

As occurred previously at Alert Level 2, education outside the classroom (EOTC) activities, including overnight trips can go ahead, but will need careful planning. Education Outdoors New Zealand is currently updating their very good guidance for Alert Level 2. We'll send you a link to that material in tomorrow's bulletin and include on this page on our website as soon as it's ready for publication.

## **Staff working across multiple schools**

These staff members should be extra mindful. They should be encouraged to be vaccinated, look out for symptoms, get tested if sick, and use the COVID-19 tracing app.

## **Alert Level 2 guidance**

We have updated our Alert Level 2 guidance on the website. We'll notify you if there are any changes to this information.