



### Orini Combined School Procedure Plan for Alert Level 2.

These procedures have been developed with the safety of staff and students in mind.

We will continue to

- Follow the guidelines set out in the School Pandemic Plan and
- **Manage all of the areas identified below**

We have chosen to control the controllable rather than return to all areas of normal school

- For this reason we have chosen to continue to limit all non-essential curriculum activity both in and outside of school.
- While I know many of you will be anxious at this time, we will ensure that school is as safe as possible for staff and students to be. At all times we will be following the most up to date advice from the Ministry of Education and Ministry of Health.

Classrooms	At Pick up and Drop Off - info for parents	Staffing Class Bubbles
<p>Under Alert Level 2 hand sanitiser will be provided in every classroom. Hand sanitiser stations will be set up at the designated entry/exit points of each classroom and Students and Staff will use this hand sanitiser as they enter/exit the room.</p> <p>Additional disinfectant/cloth will be available in classrooms for children and teachers to sanitise spaces throughout the school day as required.</p> <p>Many students have their own stationery, supplies and will be encouraged not to share this.</p> <p>Teachers will minimise sharing of devices/equipment.</p> <p>Students will clear tables at the end of each day to allow for them to be wiped clean.</p> <p>Well ventilated rooms are key in Level 2, with classrooms needing windows and doors open and well aired at the end of the day.</p>	<p>Under Alert Level 2 parents and caregivers will be discouraged from coming on site unless absolutely necessary. Parents are asked to “drop off and pick up” at the kiss and drop</p> <p>Chrissy will be at the kiss and drop each morning from 8.20-8.45am</p> <p>If you do wish or need to come on site please sign in at the office . This is asked for by the Health Ministry for possible contact tracing.</p> <p>Daily buslists to be kept by school should Go Bus require them</p>	<p>There is no bubble concept at Alert Level 2 so there are no restrictions on groups of students mixing with others on site.</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 should be used as a guide, particularly between adults.</p> <p>Learning Assistants (Amanda and Chantelle) will be working in all classrooms and will sanitise on entry and exit.</p> <p>Masks are not compulsory but staff are welcome to wear masks if they wish to. 12+ year olds are also encouraged to wear masks should they wish to.</p>
Staffroom Bubble	In the playground	Managing Attendance
<p>Our staff bubble is nice and small so we will continue as normal</p> <p>Soap and sanitiser will be provided in the staffroom.</p> <p>Disinfectant/wipes available to be used on shared keypads (e.g. photocopier and alarm).</p> <p>PLEASE CLEAN UP AFTER YOURSELF!</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.</p> <p>Each class will have their own equipment.</p> <p>Sandpit can be open.</p>	<p>Any children and staff will stay home if they are sick, or will be sent home immediately if they show any symptoms. (e.g. fever, cough, sore throat, shortness of breath, sneezing/runny nose or loss of sense of smell)</p> <p>In schools our contact tracing is a combination of our attendance and visitor register. These provide good information to health authorities if they need to contact people that might be considered a close contact of a confirmed case, and determine whether they will need to self-isolate.</p> <p>This includes recording <b>any visitors to the site, including parents and caregivers.</b></p> <p>New entrant visits can take place, with parents who remain onsite signing in and out at office</p>
Cleaning and Hygiene	Movement In and Out of School	Reporting to Parents
<p>Students and Staff will use hand sanitiser when opening and closing all doors.</p> <p>Staff to continue to wipe down own work spaces at the end of their work day.</p> <p>Daily cleans will be completed in line with the Ministry of Health guidelines.</p> <p>In an Alert Level 2 we will continue to model good hygiene practices (coughing into your elbow, handwashing and drying) and regular cleaning of commonly touched surfaces. Sick bay will need to be sanitised after use.</p>	<p>We have chosen to continue to limit all non-essential curriculum activity both in and outside of school.</p> <ul style="list-style-type: none"> <li>• Where practical doors will remain hooked open to minimise touching of door handles.</li> <li>• Assemblies will continue to operate without parents present this gives us a good opportunity to practice our assemblies and get our behaviour in check.</li> </ul>	<p>When students return to school in Alert Level 2 their wellbeing will be our number one priority before any academic learning and assessment takes place.</p>