



Education
Dunedin Rudolf Steiner
Learning with head, heart and hands

COVID-19 Procedures

Rationale

To ensure the school and early childhood centre create the safest possible environment to protect the wellbeing of the pupils and ensure the health and safety of staff and students during the covid-19 pandemic.

The key public health principle that supports our approach is to minimise the risk of spread of infection.

Approach

Unless otherwise advised by the Ministry of Health :

- Playgroup, Kindergarten and Primary School will be open

Appropriate public health measures will be put in place as per this policy and procedure. Guidance from the Ministry of Health will be followed.

Procedure

Staff health: Staff must stay home if they are sick and seek medical advice for flu-like symptoms.

Staff 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. They may work, if they agree with their employer that they can do so safely.

For staff and students who have a household member who is at-risk of serious illness, there is no reason for them not to return to school. The public health measures and procedures minimise risk, including ensuring anyone who is sick remains at home.

Contact tracing: If required by the Ministry then Contact tracing registers and QR codes are required to identify all those on-site at any point during the day. The date, time, name of **any person on-site** (staff, child, parent/caregiver or any visitor) must be included, along with their phone contact details and physical addresses if the school does not have a record of these. Attendance sheets and visitor books can be used for this purpose.

Limiting site entry: Any person (staff, child, parent/caregiver or any visitor) who has flu-like symptoms must not enter the premises. The Director-General of Health has indicated these are symptoms such as sore throat, cough, sneezing, blocked ears, head cold, fever or body aches. We may limit visitors inside the premises to facilitate physical distancing between adults.

Physical distancing: There are no restrictions on groups of children and students mixing with others on site.

Teachers/staff are not restricted to one group.

Adults should, where practicable, use 1m as a guide between themselves and other adults. For example in the staff room and office, staff are to maintain physical distance where possible.

Mask wearing: All adults visiting the site should wear a mask unless they have an exemption. All staff in the Primary School and children in class 3 and above will wear masks unless exempt. Other staff in kindergarten may use their discretion. Personal protective equipment (PPE) is not required or recommended as necessary in any educational facility by the Public Health Service.

Covid cases: The School and Kindergarten will inform the Ministry of cases as required by the Ministry.

Specific Early Childhood requirements

Early learning centres are able to operate with their full roll but must ensure they meet all public health requirements. Playgroup may open.

In all cases public health requirements about hygiene, and cleanliness must be met.

Specific public health measures to be taken in early learning centres are:

1. Indoor temperature in kindergarten should be 18 degrees Celsius. This minimum must be met.
2. Young children require a lot of physical support and it is not possible to explain or maintain a physical distance between young children given the age of the children and set up of centres. This means good hygiene practices are even more important. There does not need to be a measurable physical distance between children or children and staff. However adults should where practicable use 1m as a guide between themselves and other adults.
3. Parents are asked to keep any sick children at home. If a sick child comes to the centre, send them home.
4. Ensure all children regularly wash and dry their hands.
5. Ensure hand sanitiser is available but teachers/staff supervise its location and use in order to avoid a child accidentally drinking it.
6. Ensure that children have their own food containers and do not give and take food to and from each other. Food can be supplied in accordance with public health guidance. (Including shared fruit. Shared fruit should be washed under the tap and cut up. Those preparing the fruit should wash and dry their hands before preparing.)
7. Outdoor play areas and equipment including sandpits can be used but children must wash their hands after use.
8. Disinfect and clean all surfaces daily.
9. If required by the Ministry then contact tracing registers must be in place to record who is on site each day, who visits eg parents.

Specific School requirements

All schools are open on site for all year levels but distance learning will still need to be available if a school has staffing issues and for students that are not able to attend.

Before and after school programmes can open.

Specific public health measures to be taken in schools:

1. Parents are asked to keep any sick children at home. If a sick child comes to school, they will be sent home. School staff are to observe students on arrival into the classroom checking for symptoms and ask those presenting as unwell to go to the office, who will arrange for parents and caregivers to come and pick up. Please note, this does not mean that temperatures are to be taken.
2. **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 daily cleaning of commonly touched surfaces. There does not need to be a specific measurement but where practicable 1m should be used as a guide, particularly between adults.
3. Hand sanitiser at entry to class rooms and in shared spaces. Soap, water and the ability to dry hands must be provided in bathrooms.
4. Where practicable ensure that children and young people regularly wash and dry hands, cough and sneeze into their elbow, and try to avoid touching their face.
5. Physical education classes and break time activities can include access to sports equipment including playgrounds but hygiene practice should be observed after playing with equipment.
6. Disinfect and clean all surfaces daily.
7. When requested by the Ministry of Health, contact tracing registers must be set up and 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, including parents.

Procedures (Early Childhood and School)

If unwell: If anyone feels unwell (child or adult), they should stay at home. If symptoms are flu or COVID-19 like, a test should be taken and return to school only after the result is in. The Principal should be notified.

Staff contact: Staff can share common space with another staff member (eg, staff room or office) but it is recommended that where practicable a 1 metre distance is used, but this is not a requirement.

Good hand hygiene: Hand sanitiser will be at entry to classrooms and at contact signing registers.

Children and staff are requested to wash after using the toilet. Staff are requested to wash or sanitise hands before and after using commonly touched surfaces such as shared computers, the photocopier and staff-room facilities.

Cleaning: Each classroom will have a spray bottle mixture (20% bleach in water) to use.

Often-touched shared surfaces must be cleaned at least daily, ideally in the middle and end of each day. (This includes shared tables, door handles etc).

Tissues must be easily available.

In early childhood, rubbish will be put into a lidded bin and emptied regularly.

Toilets and all school classrooms used will be cleaned by the school cleaner. Kindergarten rooms will be cleaned daily by the teachers. Cleaning will include washing/disinfecting floors where appropriate, and surfaces including commonly touched surfaces such as door handles, taps, soap and toilet flush buttons.

Water: All children/students must have their own drink bottle. There will not be any cups or glasses provided for general use.

Room temperature: Classroom temperatures must be at least 18 degrees. 18 – 20 degrees is a comfortable temperature, below that there is increased risk – from a cold household, workplace or school.

Volunteers: Volunteers can be used at in class as long as they are meeting all the public health requirements and are recorded in the timetable and/or visitor register.

Assemblies: Assemblies can go ahead with sufficient distance between students to minimise touching or breathing directly on each other. There are no restrictions on the number of students attending assemblies.

Physical distancing: Physical distancing of 2 metres is recommended for parents and caregivers on site.

Signed: J. MacLeod (Principal)

Print Name JULIE MACLEOD

Dated: 8 / 8 / 2022 Review Date: 8 / 8 / 2025