



## COVID-19 LEVEL 2 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 two key public health principles that support our approach at Alert Level 2 are first to minimise the risk that someone gets infected in the first place, and second to ensure that Public Health can identify and contact anyone who has been in close contact with a person, if someone in a school or early learning centre is infected.

### Policy

At Alert Level 2:

- Playgroup will be open
- Kindergarten will be open
- Primary school will be open

Appropriate public health measures will be put in place as per this policy and procedures.

### Procedures

**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:** 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.

## **Contact Tracing for staff**

Staff are not required to use the contact register as their presence is known by their contract and/or the staff sign in sheet for kindergarten.

## **Contact Tracing for kindergarten parents and adults bringing or collecting children**

All adults coming into any kindergarten room have to complete the contact register. Any person bringing or collecting a kindergarten child, who is not that child's parent, will also have to use the QR code or complete the register, even if they do not enter the room.

## **Contact tracing for school parents and visitors**

Any school parent coming on site has to use the QR code or complete the contact tracing register if they do not use the QR code. Any parent or visitor entering the school buildings must complete the register in the office.

**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.

**PPE:** Personal protective equipment (PPE) is not required or recommended as necessary in any educational facility by the Public Health Service.

**Mass gatherings:** Educational facilities, and school transport are not considered mass gatherings because they are managed environments. This means there are no restrictions on numbers of people indoors or outside at schools and early learning services other than what other public health or health and safety measures require. The exception is where people from outside the school may be attending, eg for a school play, working bee or festival. In these examples, or if the school is hiring out a room or allowing community groups to use school facilities, the following mass gathering rules will apply:

- Indoor events (100 people maximum) must be seated, be for less than 2 hours and apply physical distancing. Contact tracing processes must be used.
- Outdoor events (100 people maximum) can be seated or standing, with physical distancing. Contact tracing processes must be used.

**Covid cases:** Upon advice from the local medical officer of health, any educational facility 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 then potentially for a further 14 days.

### ***Specific Early Childhood requirements at Alert Level 2***

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.

For children who are not able to attend nursery or kindergarten, we are required to offer distance learning support throughout Alert Level 2.

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

1. Indoor temperature which is currently a minimum of 16 degrees Celsius needs to be increased to 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. The minimum licensed indoor space for children will revert back to the license requirements of 2.5m per child. Outdoor requirement of 5m is also as per the license criteria.
4. Parents are asked to keep any sick children at home. If a sick child comes to the centre, send them home.
5. Ensure all children regularly wash and dry their hands.
6. Ensure hand sanitiser is available but teachers/staff supervise its location and use in order to avoid a child accidentally drinking it.
7. 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.)
8. Toys that had been put away under Alert Level 3 because they cannot be easily wiped down or cleaned frequently can be used again if all children are regularly washing their hands and are staying home if unwell.
9. Outdoor play areas and equipment including sandpits can be used but children must wash their hands after use.
10. Disinfect and clean all surfaces daily.
11. Contact tracing registers must be in place to record who is on site each day, who visits eg parents.

PPE is not required or recommended as necessary in any educational facility by the Public Health Service.

## **Specific School requirements at Alert Level 2**

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.

An increased number of school redevelopment and construction projects may be able to resume if the requirements of Alert Level 2 can be met.

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. There will also need to be daily cleaning of shared equipment such as balls, etc.
6. Disinfect and clean all surfaces daily.
7. 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.

PPE is not required or recommended as necessary in any educational facility by the Public Health Service.

Staff such as itinerant teachers and relievers are able to work across different schools.

## **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). The surface will be sprayed and left on for 30 seconds before wiping off.

Tissues must be easily available.

In school, each class must empty their waste bins daily. In early childhood, rubbish will be put into a lidded bin and emptied at the end of each day.

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 dispensers 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. Water fountains will not be available.

**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 Alert Level 2 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 so they aren't touching or breathing directly on each other. There are no restrictions on the number of students attending assemblies.

**Sports (on school grounds):** Physical activities including using shared equipment can go ahead. Physical distancing 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.

**Sign in/out:** To ensure contact tracing, the sign in/sign out sheet for each early childhood class has been slightly altered, and a visitors sheet to record adults on-site whose current address details are not noted on the contact tracing registers must be filled out.

Teachers in each class will be recorded on the normal weekly Staff sheets.

With the exception of parents dropping or collecting from early childhood, and teachers recorded on a class register, **all persons must sign in at the school office on arrival and sign out on departure.** This includes volunteers undertaking gardening or maintenance or cleaning and tradespeople. Parents are not to enter the school grounds except for class 1 parents.

All kindergarten and school children to class 3 enter at school gates and all children of classes 4 to 7 enter at top field. No parents to enter school through top entrance.

Registers need to identify name, time in & out of children/students and teachers, where they were in the school, and contact details of adults, unless this is already recorded in staff timetables etc.

**School drop-off and pick up:** Parents of class 1 can bring their children to the steps leading to the classroom, class 2 and 3 children can be left at the gate by the talking tree, while all children in class 4 – 7 should make their way from the top field entrance. At pick up, class 1 wait with teacher and class 2 & 3 wait at the talking tree.

**Kindergarten drop-off and pick-up in order to minimize contact:**

Parents are asked to use the gate by the Koru Room when entering the kindergarten garden (ie through the main school gate by the talking tree and then head left).

Nobody should enter through the gate if unwell or with flu-like symptoms.

We ask that only one person/parent drops off or picks up, not both coming or coming with a friend.

Social distancing of 2m must be observed at all times between parents, caregivers, and teachers

The signing in sheets are in their usual positions with the necessary details set out by the Ministry of Education to make sure we can effectively “trace and track” should we be required to do so.

If the current address of the parent/caregiver is not recorded in the office, this must also be recorded on the contact tracing register in the office.

Children must be left with their teacher at the door. Parents are not to enter the room except by prior arrangement for settling, etc.

In the interest of minimizing risk, parents/caregivers are asked not to socialize and to leave the school grounds promptly.

At Pick up time: The same procedure will happen in reverse at either 1pm or 3pm

**The school office:** Visitors to the school office must maintain a 2-metre distance from staff. Signage and markings will be used to let people know this.

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

**Parent/teacher contact:** Parents of those attending school and early childhood must be informed of how to contact a teacher to inform them of any matters of the day, to avoid face to face conversations.

**Food fundraisers:** There are to be no food fundraisers during Level 2.

**Maintenance:** Maintenance may be carried out during Level 2. All those undertaking maintenance must present their covid-19 safety plan, and plan for work, to the school for approval.

**Gardening:** Gardening may be undertaken during Level 2. Those undertaking gardening must seek permission and record their times at the school on the register in the office.

**Craft Group:** the craft shop is open to the public during Level 2. There should only be one customer group (eg parent and child who are together) in the craft area at one time and commonly touched surfaces must be cleaned regularly. Visitors are are required to sanitise their hands before and after touching stock and commonly touched surfaces.

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Signed: \_\_\_\_\_(Principal)

Print Name \_\_\_\_\_

Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

Review Date: \_\_\_\_/\_\_\_\_/\_\_\_\_