

In response to the Ministry of Education and Ministry of Health Guidelines, below are **Health and Safety procedures** to help guide school life during Alert Level 2. Each school will have slightly different approaches to implementing what the finer detail of Health and Safety procedures looks like for their place. We are adopting a '**Safe**' and '**Sensible**' approach as promoted by the Ministry of Health and Ministry of Education.

DRAFT Covid-19 Alert Level 2 School Day Procedures
-with reference to the Ministry of Health and Ministry of Education Guidelines

School Day

Students arrive at school from 8.30am.

- Students will adhere to safe physical distancing (unless with siblings) from other students when walking to and from their classrooms.
- This will be communicated to parents.

School Day will be as normal:

Learning Breaks will be as follows:

9.00am - 10.40am	Learning Block 1
10.40am - 11.00am	Morning Tea
11.00am - 12.30pm	Learning Block 2
12.30pm - 1.30pm	Lunchtime
1.30pm - 2.50pm	Learning Block 3
2.50pm	Pack up time
3.00pm	End of school day (students to go straight home or be picked up promptly)

Staff Wellbeing

- If required, wellbeing information and relevant support available for staff, including having access to EPA services.

Learning

Teachers will educate students about:

- Safe distancing
- Hand washing
- Hand sanitising
- Coughing, sneezing etiquette
- Cleaning of surfaces and devices
- Avoid touching face
- Eating in class, taking all food rubbish home
- Recommending Drink bottles and process for refilling these
- Emergency procedures
- Toileting procedure
- What will and won't be happening at school for Alert Level 2 - as per staff communication

Classroom temperature

- The classroom space will have a maintained temperature of 18-20 degrees.

Note:

- PE can be taught, however, the following guidelines are to be followed:
 - Students to sanitize or wash their hands before AND after PE
 - All sport equipment needs to be cleaned after use

Device Use

- Devices can be shared as per normal, however the following guidelines are to be followed:
- Students to sanitise or wash their hands before AND after device use
- All devices need to be cleaned after use in each block

Pick Up and Drop Off of Students

Drop off procedures:

- Where possible whānau are encouraged to drop students at the school gates
- Students will arrive at school from 8.30am and go straight to class
- School entrance gates will be open from 8.30 - 9.10am (no touching of gates is required)
- Students make their own way to their class
- Whānau who come into school must report to the office

Pick up procedures:

- Where possible whānau will meet their child outside the school gates
- Road Patrol - to continue as normal at Alert Level 2
- There will be a walking school bus available

Students with Bikes or Scooters:

- Students will park bikes and scooters so that they do not touch
- Students will maintain safe distance between each other while they wait for other students

Sign in and out procedures:

- Students who are late to school follow school procedure and sign in at the office and take a yellow card to their teacher
- Students who leave school during the day to follow school procedure, whānau are encouraged to make appointments outside of school hours to avoid transition during the school day at Alert Level 2

Cleaning of Classroom Space AND Hub Spaces

Classes will be supplied with:

- Hand sanitiser
- Disinfectant cleaning product
- Cleaning cloths
- Tissues
- Cleaning material for cleaning devices

Tables and chairs will be cleaned with disinfectant at the following times:

- The beginning of the school day
- After morning tea
- After lunch
- Before the end of the school day

Teacher work space

- At the beginning of the school day
- At the end of the school day

Door handles will be cleaned at the following times:

- Before school (doors will then stay open until all students have arrived for the day)
- After morning tea
- After lunch
- At the end of the school day when all students have left

Hub Spaces

- Please follow classroom cleaning procedures for hub (tables, any other surfaces, and door handles)
- Each hub will collaborate to organise a hub cleaning timetable

Devices will be cleaned at the following times:

- At the end of each block

Cleaning process:

- Spray disinfectant
- Leave on surface for 10 seconds
- Wipe clean

Ministry of Health Link

- Cleaning surfaces: <https://covid19.govt.nz/covid-19/how-were-uniting/cleaning-surfaces/>

Student and Staff Hygiene

Classes will be supplied with:

- Hand sanitiser
- Tissues
- Paper towels

Students and Staff may wash their hands with soap and water (one at a time) at the following times:

Note: some may use hand sanitiser instead

- Before morning tea
- Before lunch
- After using the toilet

Students and Staff will hand sanitiser at the following times:

- Before entering the classroom
- Before morning tea
- After morning tea
- Before lunch
- After lunch
- Before leaving the classroom to go to the toilet
- Before returning into the classroom after going to the toilet (as well as using soap and water in the toilet facility)
- Before using sports equipment and after using sports equipment
- Before and after going to the library
- Before and after collecting lunch orders from the hall

Staff will use hand sanitiser before and after using photocopier machines and printers.

Coughing and sneezing

Courtesy will be shown to peers by:

- Coughing into elbow
- Blowing noses into tissues
- Sneezing into tissues
- Placing tissues inside rubbish bins
- Washing hands thoroughly after coughing, blowing noses, sneezing

Face Masks

Currently the advice is to wear face masks in public places. Therefore, until we get advice from MOE and MOH, staff will not be supplied with Face masks or Personal Protective Equipment (PPE) at this stage.

The staff member managing First Aid needs will have a facemask and gloves supplied

Ministry of Health Links

- Hand Washing: <https://covid19.govt.nz/covid-19/how-were-uniting/wash-your-hands/>
- Cough and sneeze Etiquette: <https://covid19.govt.nz/covid-19/how-were-uniting/cough-or-sneeze-into-your-elbow/>

Playgrounds, Fitness Trail and Sporting Equipment

Playgrounds and fitness trail can be used at Alert Level 2

- Students will use hand sanitiser before leaving the classroom to play and when they return to class at the end of the break

Sporting equipment can be used at Alert Level 2 during class time

Sporting equipment will not be issued at lunchtime

- Students will use hand sanitiser before and after use of equipment
- Sporting equipment will be cleaned after use before returning for others to use

Drinking fountains closed and access to water

Drinking fountains will be available in Alert Level 2

Cleaning of drinking fountains will be done twice daily

Students will be encouraged to bring a full drink bottle from home

Toileting for Students

When a student needs a toilet break:

- Indicate to the teacher
- One student will go to the toilet at a time
- The student will use hand sanitiser on their hands before leaving the classroom to go to the toilet and again when they return to the classroom
- Encourage students to use their hub toilet where possible

Morning Tea & Lunch Time for students

Eating Morning Tea and Lunch will be as follows:

- Students will eat at their learning space
- Students will be reminded to bring food packaging that they can open independently
- Students will take home all used packaging and food not eaten in their lunchbox
- Students will not share food
- Lunch orders will continue

First Aid

If a teacher makes the decision that a student in their class is unwell, they are to:

- Write on 'Medical Room' form and send child with completed form for consultation (do not send students to the office with school bag)
- If child vomits in the classroom teacher will use the ice cream container provided
- The Teacher will phone the office - the process for a child to go home unwell will be followed
- The office will contact the caretaker to clean the vomit
- If required the Teacher will remove students from the class

Classes will ensure they have:

- Plasters
- Tissues
- Ice cream container

Students will stay home or be sent home when presenting with the following symptoms:

- A cold
- Head cold
- Blocked ears
- Cough
- Sneezing
- Chills and a fever
- Covid toes' (purple / blue lesions on their toes)
- Any other illness

Medical room:

- One teacher to care for students, one teacher to triage and monitor the line of those waiting
- Teacher on triage can enter etap details
- 3 students at one time in the medical room
- Students will need to wait outside in an orderly spaced line for care
- Duty teachers to support with plasters and care as appropriate

A student or staff member who may need to be isolated will use:

- Small office near pigeon holes in the administration block
- The office must be contacted before sending a child to this space

Medication:

- Students who require medication during the day
- Student will come to the office at a set time
- Student must bring drink bottle to the office
- Office staff to safely administer medication using safe distancing.

Staff Room for Staff

Staff Room at Alert Level 2:

- Staff are to maintain 1m distancing where possible

Visitors to School

Visitors:

- If a visitor must enter the office administration block they are to maintain safe distancing and must sign in and out as per current school procedures
- External agencies included but not exclusive to RTL, MOE, Fast Trust, Counsellors continue at Alert Level 2

Contact Tracing Process

Rototuna Primary School have Covid-19 Contact Tracing in the following ways:

- Class attendance registers (etap)
- Visitors to the office (ipad system)
- Timetables for:
 - Support staff
 - School library, hall, courts, field
 - Teacher release
 - Support teachers (Ngahua, Julie, Mary, Chris, Anna)
- Attendance registers kept for:
 - Kapa Haka,
 - Te Rōpu Whai Mana,
 - Te Rōpu Karanga Maha,
 - Band,
 - Before and After School English Lessons (run by Eva)

Additional contact tracing registers are set up for the following:

- Attendance for Gymnastics, Music tutor and lessons, Kelly Sports (set up and maintained by providers)

Photocopiers, printers and Library resources

The library will be open during Alert Level 2

- Teachers will be responsible for ensuring students sanitise as they leave the classroom to go to the library
- Teachers will be responsible for returning/shelving their students and class set of books
- The Library computer will be turned so that issues and returns can be accessed from the opposite side of the bench
- The Resource Room table will be used for Scholastic orders during week 4,, this space will not be available for use by teachers and support staff

Staff will use hand sanitiser before and after using photocopier and printer machines

Teachers must maintain safe social distancing if by chance they are at a machine at the same time.

Photocopiers and printers will be cleaned at the beginning and end of the school day by the school caretaker

School Activities at Alert Level 2

These school activities WILL NOT go ahead under Alert Level 2

- School Celebration
- Team Celebrations
- PMP
- Kapahaka

These School Activities WILL go ahead under Alert Level 2

- Team Meetings, Staff Meetings, SMT Meetings, Tutor teacher & PRT Meeting
- Buddy Classes & Wet Weather Monitors
- Band Practice
- Before/After school English Language lesson run by Eva
- PTA meetings and Board Meetings
- Gymnastics, Kelly Sports, School Sports: At this stage community sport is still going ahead, with safe distancing practices encouraged. We will respond to further information from sporting codes and MOH as it comes to hand. Practices can still go ahead on site with sign in and out procedures followed by coaches and managers. Coaches and Managers, along with sporting providers, are responsible for ensuring hand sanitiser is used and equipment is cleaned after practices.
- Te Rōpu Karanga Maha
- Te Rōpu Whai Mana

Decision to be made dependent on Alert Level status - please consult with Senior Leadership

- School Trips and Events
- Whānau whanaungatanga Day ,Term 1: Decision to made.

Response to a Covid-19 Case at RPS

- [Schools 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. They could be closed for a further 14 days (but open for distance learning) – you will work with public health units to manage this and the direction to close will come from the Medical Officer of Health.
- Stringent self-isolation of those who display relevant symptoms of COVID-19, test positive for COVID-19, have been in close contact with someone who tests positive for COVID-19, or have been overseas in the last 14 days – [Ministry of Health information for self-isolation](#).

Contact Tracing at Rototuna Primary School

Rototuna Primary has a number of school systems that will support thorough contact tracing onsite during Alert Level 2. This includes:

- Attendance Registers
- Timetables
- Visitors and whānau record at the main school office

To maintain strong contact tracing whānau are expected to:

- Where possible we encourage whānau to not come on site and to farewell and greet your child/ren at home, at the school crossings or at the school gates.
- If you do enter the school site, you **MUST** first report to the school office and sign in as a visitor stating where in the school you intend to visit, for example outside your child's classroom. This relates to before school, during the school day and at the end of the school day if you are picking up your child. You must be patient and adhere to safe distancing whilst you wait.
- If you are on site we expect that you will not socialise with other parents and caregivers.
- Teachers will ask you if you have signed in at the office and you may be directed back to the office.
- You will find this poster at all school entrances.

Stop!

Alert Level 2

Stop and drop students at the gates

If parents choose to enter the school grounds you MUST come to the office first and sign in as a VISITOR - No Exceptions

Please be patient with our tracing system for keeping you and others safe

For updates and more information on keeping yourself safe, visit [Covid19.govt.nz](https://www.covid19.govt.nz)

New Zealand Government

Unite against COVID-19

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