



## ALERT LEVEL TWO GUIDELINES

Please note that these procedures have been developed with the safety of staff and students in mind. Under Alert Level 2 we will continue to follow the guidelines set out in our Pandemic Plan but will continue to **manage the areas identified below**.

At all times we will be following the most up to date advice from the Ministry of Education and Ministry of Health.

### **In Classrooms:**

- Students will be reminded about social distancing, moist breath zone and hygiene rules and expectations.
- Hygiene Posters are put up in every room
- Classroom equipment can be shared
- Chromebooks or stationery cannot be shared
- Sanitiser will be provided in every classroom for everyone to use upon entry and exit.
- Children will eat morning tea and lunch in classrooms and wash hands before and after eating. **THERE IS NO SHARING OF FOOD.**
- Morning tea eating will be staggered and first group will start at 10.10am (Rimu/ Hinau) / second group will start at 10.30am (Rata/ Totara)
- Lunch eating will start at 12.30
- **Any students who show any signs of being unwell will be sent home.**

### **At Pick up and Drop Off:**

Under Alert Level 2 **parents and caregivers will not be permitted on site.**

- Students are to arrive at school no earlier than 8:15am and need to go straight to their home classes.
- We will have a drop off and pick up only approach to restrict the number of **'adults on-site'**. Where possible there should be one person designated for pick up and drop off.
- Drop off should be at or near the school and not involve the adult leaving the car. **Staff will be available to take younger students to classes.**
- At the end of the day Rata Whanau Teachers will walk their students to the front grass area and wait for pick up.
- There will be no Road Patrol operating however a staff member will support safe crossing.
- Please be respectful of these regulations as adults are the **'most likely'** chance of Covid-19 entering our school grounds.

If you do **need** to come on site, please email or phone the school office beforehand to register and contact trace as a visitor.

**In the Staffroom:**

- Staff are expected to maintain minimum of 1m physical distance at all times
- Soap and sanitiser will be provided in the staffroom.
- Cups, spoons etc. to be personally handled into the dishwasher. At Alert Level Two there can be no sharing of food.
- Morning Tea will be staggered by whanau to ensure distance in staffroom

**In the playground:**

- Students must wash or sanitise their hands before and after playing.
- Water fountains will not be available for use - **children will need to bring named water bottles.**
- **The playground area is available for use.-** This will be cleaned at the end of each day.

**Cleaning and Hygiene:**

- Sanitiser, tissues, hand soap and paper towels will be available in every classroom.
- Soap and water will be available in all bathrooms.
- Cleaners will complete daily cleans in line with MOH guidelines.
- Additional disinfectant/cloths will be available in classrooms for children and teachers to sanitise spaces during the school day as required.
- Disinfectant/wipes available in the staffroom to be used on shared keypads (e.g.: photocopier, shared keyboards and alarm)

**Additional Considerations:**

- Before/After school care (SKIDS) is running and will have their own contact tracing register.
- **No visitors on site unless they complete the tracing register.**
- Teachers **must be** in their classrooms by 8.30 to ensure social distancing and safe hygiene practices are being met.

**Attendance:**

We understand that there may be reasons some students are unable to attend school – **parents must notify the school via the app/ phone call or email by 8.30am** to indicate non-attendance.  
 Students **cannot** attend if they are unwell. Students who arrive at school unwell or become unwell during the school day will be sent home.

In school our contact tracing is a combination of timetable, attendance register 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.

This includes recording who the adults on-site are in close contact with as well as recording **any visitors to the site, including parents and caregivers**

**Curriculum and Learning:**

All Curriculum and learning continues as planned.

Teachers continue to ensure a WELLBEING focus for all students.