

Alert Level 3 - Step 2 Safety Plan for Returning to School from 17th November 2021

- There is a medium risk of community transmission – and active but managed clusters.
- Schools and early learning services are open.
- The Ministry of Health has advised that the risk of transmission within education services is relatively low if public health measures are followed

**Staff can also refer to the [Worksafe](#) website for Covid-19 Health & Safety for workers and workplace safety.*

| | Describe what we will do? | Who is responsible? |
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| CONSIDERATION: | <p>What will be done to manage risks to restart school after lockdown?</p> <p><i>Consider: Changed workforce, changed rosters, hygiene requirements (surfaces, separation, toilet), maintenance, ventilation systems.</i></p> | |
| ATTENDANCE ON-SITE | <ul style="list-style-type: none"> • All students are able to attend on site. • However, for Years 0 to 8, in order to meet all public health requirements, not all children will be able to attend on the same day and a mixture of offsite learning and onsite learning will need to continue. • Anyone who is unwell, self-isolating, or who has been advised by health authorities to remain at home while they wait for their COVID-19 test results, must stay home | Principal Teachers |
| STAFF | <ul style="list-style-type: none"> • Check staff able to work onsite and offsite. • Staff working onsite from the 17th Nov must be fully vaccinated or at least have had their first vaccination and do weekly testing with a negative Covid result, until they have had their 2nd vaccination. | Principal |

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| | <ul style="list-style-type: none"> ● Staff who are at a higher risk from severe illness because of COVID-19 should stay home. ● Anyone who is unwell, self-isolating, or who has been advised by health authorities to remain at home while they wait for their COVID-19 test results, must stay home. | |
| STUDENTS | <ul style="list-style-type: none"> ● Staff call families to check who is definitely attending school or not, at this time. This information is important for staffing ratios. (up to 30 students) ● Children at higher risk of severe illness from COVID-19 (e.g. those with underlying medical conditions, especially if not well-controlled who are not fully vaccinated) ● Children with complex medical needs, can seek advice from their health professional about whether it is appropriate to come to school. ● Teachers will monitor students who attend school, health & wellbeing during the day. | Teachers/TAs |
| CONTACT TRACING | <ul style="list-style-type: none"> ● Contact tracing remains a priority through your visitor register, timetable and attendance register. You are required to display QR code posters for the NZ COVID Tracer App. ● All schools (state and private) will need to capture in a register, the vaccination status for COVID-19 for children, students and staff (fully, partially, exempt or no information provided). ● If a case is connected with your school, this information will be used to inform decisions about whether the school might need to close, and who may need to self-isolate and get tested. | Office Manager |
| VISITORS | <ul style="list-style-type: none"> ● No non-essential visitors on-site. ● All visitors, including parents and caregivers, should wear face coverings when on school grounds. ● All visitors must follow the rules for gatherings when others come on-site, including parents and caregivers. ● There should be no volunteers for classroom activities at Alert Level 3. ● monitor entrances to minimise non-essential visitors from coming on site. If staffing on-site is limited, one entry point may be the most practical way to manage visitors, coupled with staggered starts, if needed. | Principal Office Manager Teachers |
| PHYSICAL DISTANCING | <ul style="list-style-type: none"> ● While there is no specific physical distancing requirement inside or outside when at | On-site Staff |

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| | <p>school, a 1 metre distance is recommended wherever practicable, particularly between adults.</p> <ul style="list-style-type: none"> • A 2 metre distance from people you don't know remains a strong recommendation. • Visitors, including parents and caregivers, should maintain a 2-metre distance from those who are not part of their household bubble. | |
| FACE COVERINGS: | <ul style="list-style-type: none"> • Under the COVID-19 Public Health Response (Alert Level Requirements) Order (No 12) Amendment Order (No 14) 2021 Students in years Years 4 to 13 must wear a face covering inside. • An exemption card is available for those who have a disability or health condition that makes wearing a face covering unsuitable. <p><u>Organisations which can provide this card are:</u></p> <ul style="list-style-type: none"> • Disabled Persons Assembly NZ – 04 801 9100 or info@dpa.org.nz • Blind Citizens NZ – 0800 222 694 or admin@abcnz.org.nz • Deaf Aotearoa – covid@deaf.org.nz <ul style="list-style-type: none"> • Teachers working with Year 4 to Year 6 students must wear a face covering. • Face coverings are not required to be worn in schools by staff or students, for Years 1 to 3. | Principal On-site Teachers Y4 -Y6 Students |
| CLEANING | <ul style="list-style-type: none"> • Disinfect and sanitize all surfaces and high use areas daily, including but not limited to classrooms, toilets and offices. | On-site Teachers Cleaner |
| LIMITS TO GATHERINGS | <ul style="list-style-type: none"> • Schools are not classified as gatherings when people are there to provide or receive education services. However, specific health measures as advised by The Director of Education, must still be applied. • Large groups of students meeting indoors should be avoided including assemblies, prizegiving and performances. • Events should not go ahead at Alert Level 3. • If bringing others onsite, including parents and caregivers, any rules for gatherings | Principal On-site Teachers |

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| | <p>applicable at the time, will apply.</p> <ul style="list-style-type: none"> • Adult to adult transmission remains the greatest risk, therefore all visitors to the school must follow the Safety instructions for onsite visits. • Unless fully vaccinated, wearing face coverings, and one-metre physically distanced in a well-ventilated space, staff should avoid congregating together inside. | |
| PHYSICAL AND CULTURAL ACTIVITIES/ PLAYGROUNDS | <ul style="list-style-type: none"> • Exercising and singing must be held outdoors. • 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. • Playgrounds can open (consider rostering use for different groups). • Physical distance is not possible in some sporting activities and playground play. In these situations, extra emphasis on handwashing and drying (or cleansing with hand sanitiser) before and after activities. | On-site Teachers |
| TEACHING ACROSS GROUPS/SCHOOLS | <ul style="list-style-type: none"> • Minimise as much as possible, staff working across groups/classes of students. • 2 x teachers in the Learning Space and 1 x reliever teacher • Learning Pack Team is onsite on alternate days, working in a dedicated learning studio and/or admin offices. • Delivery Team only in on Fridays to deliver Learning Packs. | On-site Teachers Onsite TAs |
| FOOD PREPARATION | <ul style="list-style-type: none"> • Any food prepared onsite as part of learning on-site, will be checked against the MPI guidance on food safety to ensure our school and any suppliers meet all health and safety requirements before commencing the supply of food to your students. • Lunches in Schools suppliers will be checked against the MPI guidance on food safety to ensure they meet all health and safety requirements before commencing the supply of food to your students. • Food will be eaten outside wherever practicable. | On-site Teachers Principal & Office Manager |
| MUSIC, INSTRUMENTS, SINGING etc. | <ul style="list-style-type: none"> • For singing, participants must be outside and two metres distant from each other. No singing should take place inside. | On-site Teachers |

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| | <ul style="list-style-type: none"> • Wind instruments not to be shared and limited to home use, or outside only. | |
| DRINKING FOUNTAINS | <ul style="list-style-type: none"> • Drinking fountains can now be used at Alert Level 3 (reminding students not to touch their mouths to the nozzle). • Water bottles can be used and appropriate health and safety considerations followed for re-filling. | On-site teachers |
| CONSIDERATION | How will we ensure students and staff know how to keep themselves safe from exposure to COVID-19 at school? | |
| | <ul style="list-style-type: none"> • Send out advice from Covid-19 website for staff • Display posters around the school • https://covid19.govt.nz/updates-andresources/posters/#practise-good-hygiene-posters • Staff ensure students are informed of hygiene procedures • Set up school safety messages for all visitors onsite, including parents/caregivers • A clear Drop Off/Pick up Zone is evident for students walking to school and/or coming to school by car. | Principal Office Manager Teachers |
| CONSIDERATION: | How will you gather information on the wellness of students and staff to ensure they are safe and well to work? <i>Consider: Daily checks on workers' health, discussing options with workers, follow-up procedures for ill workers, contact tracing information</i> | |
| | <ul style="list-style-type: none"> • All schools (state and private) will capture in a register, the vaccination status for COVID-19 for staff (fully, partially, exempt or no information provided), confidentially. • Relevant proof of vaccination status and covid testing will be collated by the Principal from staff and held confidentially. • Principal to email each staff member and share the criteria for at risk personnel • At risk personnel to consult GP for clearance to return to work | Principal Office Manager |

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| | <ul style="list-style-type: none"> ● Parents informed to keep unwell children at home ● Staff informed to remain home if experiencing any Covid like symptoms | |
| CONSIDERATION | <p>How will you operate your business in a way that keeps workers and other people safe from exposure to COVID-19? Consider: Who needs to be in the workplace, worker input into different ways of working, what other people or businesses you'll have to interact with, ensuring separation distances, disinfecting surfaces, shared equipment, equipment for remote workers, training requirements, physical separation or PPE requirements, worker transport.</p> | |
| | <ul style="list-style-type: none"> ● Visitors/parents must maintain a 2m distance from people not in their bubble and must not enter classrooms ● Display posters on hand-washing and safety guidelines around the school ● Sanitise hands on entry and exit to class bubble, prior to eating ● 1 metre physical distancing between people inside and 2 metres outside ● No one to enter another studio (if another class studio is opened) ● No singing unless outside and 2m distancing ● Use set bathrooms for set staff and students ● Learning Pack Team onsite on alternate days in separated spaces. ● Break times will be at different times for different bubbles when more than one bubble is operating; no play equipment is to be shared. ● Organise drop off and collection of children in set places to avoid contact with others when more than one bubble is operating ● Masks are not required but staff and students may choose to wear them ● Each student will require their own set of equipment to use (scissors, pencils, glue etc) ● Drinking fountains can be used at Level 3 but our school encourages students use their own water bottle at this time. | <p>Principal Office Manager On-site staff</p> |
| CONSIDERATION: | <p>How will you manage an exposure or suspected exposure to COVID-19? Consider: Isolation procedures, including proactive isolation, gathering and using workplace contact tracing information, clean down procedures, contacting Healthline.</p> | |
| | <ul style="list-style-type: none"> ● Follow Ministry of Health Guidelines ● Close the school and send all personnel and students home ● Thoroughly clean all surfaces within workspace - Cleaning service. | <p>Principal Cleaner</p> |

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| | <ul style="list-style-type: none"> ● Collect contact tracing information for Ministry of Health to contact potentially affected people | |
| CONSIDERATION | <p>How will you check to see if your work processes and risk controls are effective? Consider: Adapting plans as you find better/easier ways to do things, how to ensure workers are raising concerns or solutions, conducting regular reviews of your plan, communicating changes.</p> | |
| | <ul style="list-style-type: none"> ● Regular meetings with staff & leadership team for updates/changes. ● Request feedback from staff within bubbles/studio ● Request weekly feedback from staff about family needs and students distance learning ● Monitor playground and classroom interactions ● Ensure cleaners are maintaining high standards ● We will continue to monitor current situation against MOH guidelines. ● We will monitor attendance and physical health of all on site and review our plan daily. Any changes/alterations as a result of this review will be communicated to the relevant parties ● Regular updates with Presiding Board member and board. | Principal |
| CONSIDERATION | <p>How do any changes impact on the risks of the work you do? <i>Consider: With workers, review existing critical risks and whether work practice changes will affect current risk management, are any new critical risks introduced due to changes in worker numbers, work practices, what new risk controls are required? Example: Regular check-ins with workers about how they're coping with the change to shift work</i></p> | |
| | <ul style="list-style-type: none"> ● Monitor staff morale and mental wellbeing due to social isolation ● Students attending school may be anxious/nervous returning to a new setting ● Changes in the way we work can put undue stress on staff ● Staff attending school may feel concerned for their health ● Regular check-ins from senior leaders around wellbeing and weekly staff meetings via google meets. ● Keeping in touch with staff working from home ● Principal Health & Wellbeing due to peak workload due to COVID | Principal LT / Presiding member/MOE Advisor |

Based on MOE Guidelines 10/11 and Worksafe Covid-19 Safety Plan