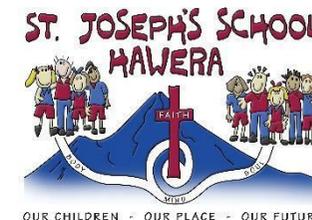




COVID-19 **RED Alert Level** - Health and Safety Protocols

What will school look like at **RED**

Updated 27th January 2022



These procedures have been developed with the safety of staff and students in mind:

We will continue to follow the guidelines set out in the School Pandemic Plan and manage all of the areas identified below.

We will continue to limit all non-essential curriculum activity both in and outside of school.

While many of you will be anxious at this time, we will ensure that school is a safe place for your children to be.

At all times we will be following the most up to date advice from the **Ministry of Education** and **Ministry of Health**. We will review these protocols as required.

Classrooms	At Pick up and Drop Off	Physical Distancing
<ul style="list-style-type: none"> Under RED hand sanitiser will be provided inside every classroom. Hand sanitiser stations will be set up and students and staff will use this hand sanitiser each time they enter or exit the building. Staff will monitor to ensure correct technique. Face coverings are required to be worn inside at school by all staff and students from Year 4 up. All windows and doors remain open for best possible ventilation. Additional disinfectant will be available in classrooms for children and teachers to sanitise 'high touch surfaces' throughout the school day as required. All children enter/exit their classroom from the external doors. The corridor is only to be used to access bags. Students have their own stationery, and supplies, they will be encouraged not to share these. Pens, pencils, earphones/buds should be in pencil cases/plastic bags. Personal Drink Bottles will be filled in designated areas (Room 10, Room 9, Room 8). 	<ul style="list-style-type: none"> Under RED parents and caregivers will not be permitted on site unless absolutely necessary and prearranged. They must enter via the office and sign in using Vistab in the office foyer and scan the Covid QR tracer app. All visitors on site must wear a face mask. Parents are asked to 'drop off and pick up' at the main gate in the car park or at the Victoria St entrance and remain in their vehicles or outside the school gates. If waiting outside a physical distance of 2m is required between families. There will be one staff member designated at the car park and the pedestrian crossing to supervise drop off (8.15-8.45am) and pick up (3.00-3.15pm) and ensure students get to and from class safely. 	<ul style="list-style-type: none"> At RED - Room 7 and 8 will operate as one group Room 2 and 3 will operate as one group Rooms 4, 5 and 6 will operate as one group Rooms 9, 10 and 11 will operate as one group Physical distancing between groups is a good precaution to prevent the spread of the virus.. There does not need to be a specific distance kept within groups but it is encouraged that they are not close enough to be breathing on each other.

Staff/Staffroom	In the playground	Managing Attendance
<ul style="list-style-type: none"> ● It is recommended that staff maintain a minimum of 2m physical distance at all times where practical (as they operate within different groups) ● Approved face masks are required to be worn by all staff unless eating and drinking. <ul style="list-style-type: none"> ○ Year 1-2 teachers are not required to wear face masks in the classroom, but are everywhere else. ● Cups, spoons etc. to be personally handled into the dishwasher. ● Soap and sanitiser will be provided in the staffroom. ● Disinfectant wipes are available to be used on shared keypads (e.g. photocopier and alarm). ● There will be no shared morning tea at RED. All staff members are to provide their own food. ● All windows and doors remain open for best possible ventilation. ● Meetings that can take place via Zoom are encouraged. 	<ul style="list-style-type: none"> ● Physical education classes and break time activities can include access to sports equipment - good hygiene practice should be observed before and after playing with equipment. ● Shared drinking fountains are not to be used. ● Food provision (e.g Anderson's and Subway) will continue following good hygiene practice. ● Students must bring their own named lunchbox and water bottle. ● Students will be supervised while eating, outside weather permitting, - wash hands with soap/water prior. ● Playgrounds will be open. 	<ul style="list-style-type: none"> ● If you are sick, you MUST stay home, any students or staff who demonstrate symptoms will be sent home immediately. ● In school our contact tracing is a combination of attendance register and Vistab. ● In line with Ministry of Health guidelines staff or students may be required to self-isolate. ● If students are required to self isolate, school work can be provided if requested by parent/caregiver.
Cleaning and Hygiene	Movement In and Out of School	Reporting to Parents
<ul style="list-style-type: none"> ● Cleaning will be completed daily in line with Ministry of Health guidelines. ● At RED we will continue to model good hygiene practices (coughing or sneezing into your elbow, thorough hand washing and drying) and regular cleaning of 'high touch' surfaces. 	<ul style="list-style-type: none"> ● No whole school Assemblies/Gatherings ● Whole school prayer will continue each Monday outside - weather permitting. ● Under RED non-essential visitors are not permitted to come onsite. ● Kapahaka will not take place at RED 	<ul style="list-style-type: none"> ● When in RED students wellbeing will be our number one priority before any academic learning and assessment takes place. ● Student/Parent conferences and reporting will occur, although our scheduling may be altered.

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| <ul style="list-style-type: none"> • We will follow the advice of the Ministry of Health and Sport New Zealand and the governing bodies of the various codes in regard to sport, fitness, and physical education. Classroom instruction will continue. | <ul style="list-style-type: none"> • Indoor whole school events will not take place (eg open days, meet the teacher, information evenings). |
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School Transport

The school bus service and SESTA (special school transport assistance) will continue under RED. The ongoing safety of drivers and students and the ability to contact trace is a priority and will be managed in the following ways:

- Ministry bus services will run to normal timetables.
- SESTA services will run to normal timetables. Transport operators will liaise with families about their transport needs.
- The Ministry is supplying hand sanitiser for students & drivers to use on every journey. Increased cleaning & sanitising practices will be made after each trip.
- The seat behind the driver will be left empty.
- If a student appears sick, the transport company will contact the school immediately.
- Face coverings **are required** to be worn on school transport from Year 4.

Remember the RED Level COVID-19 controls are intended to:

- ensure people with COVID-19 symptoms stay off the premises
 - maintain physical distancing
 - enable good hygiene practices
- keep track of people that enter the premises.

The key Public Health approach is to minimise the risk that someone gets infected in the first place, and second to ensure we can identify and contact anyone who has been in close contact with a person, if someone in a school is infected.

If you have any further questions or queries about our health and safety measures **please contact our Principal, Tracey Drought via email principal@sjshawera.school.nz** or let your child's teacher know so they can pass it on.