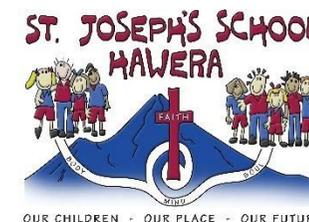




COVID-19 Alert Level 3 Health and Safety Protocols

What will school look like at Alert Level 3?

Updated 15 February 2021



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 have chosen to control the controllable and for this reason, we will 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 the safest possible 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 Alert Level 3 hand sanitiser will be provided inside every classroom. Hand sanitiser stations will be set up and students and staff will use this hand sanitiser and wash their hands each time they enter or exit the building, staff will monitor to ensure correct technique. Additional disinfectant will be available in classrooms for children and teachers to sanitise 'high touch surfaces' throughout the school day as required. 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 bag. At bell times the students will line up, facing forward at their designated door. The teacher will meet them there. Personal Drink Bottles will be filled in designated areas. 	<ul style="list-style-type: none"> Under Alert Level 3 parents and caregivers will not be permitted to come on site. Please be respectful of this as it is the 'most likely' chance of COVID-19 entering the school grounds. Parents are asked to 'drop off and pick up' at the main gate in the car park and remain in their vehicles. Children and parents will be checked for signs of illness before entering the school grounds and use hand sanitiser before entering. There will be one staff member designated at the carpark to supervise drop off (8.45-9am) and pick up (2.45-3.00pm) and ensure students get to class safely. Teachers will be in class from 8.45am onwards to greet the students upon their arrival. 	<ul style="list-style-type: none"> There is a bubble concept at Alert Level 3 so there are restrictions on groups of students mixing with others on site. Bubbles will be restricted to 10 children. Siblings will be in the same bubble to limit the number of people a family comes into contact with. Physical distancing is an important precaution to prevent the spread of disease. 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 regular cleaning of commonly touched surfaces. Where practicable 1 metre (i.e. outside of the "moist breath zone") should be used as a guide, particularly between adults. Most pupils will continue to self-isolate and learn at home.

Staffroom Bubble	In the playground	Managing Attendance
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<ul style="list-style-type: none"> • Staff are expected to maintain a minimum of 1m physical distance at all times including in the staffroom. • Cups, spoons etc. to be personally handled into the dishwasher. • Soap and sanitiser will be provided in the staffroom. • Disinfectant is available to be used on shared keypads (e.g. photocopier and alarm). 	<ul style="list-style-type: none"> • Physical education classes and break time activities can include access to sports equipment, but this equipment should not be shared with others outside the child's family. • Drinking fountains will remain turned off/ out of access. • Students must bring their own named lunchbox and water bottle. • Students will be supervised while eating. • Playgrounds will be closed. • Each bubble will have their own designated play area. 	<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 schools our contact tracing is a combination of attendance register, staff sign-in, our visitor register and scanning the Covid NZ tracer App. 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 will 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.
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. • The toilet blocks will be sanitised. Students and staff will use hand sanitiser when opening and closing all doors. • In Alert Level 3 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. • Each bubble will have it's own designated toilets. 	<ul style="list-style-type: none"> • No whole school Assemblies. • Kapa Haka will continue in line with Ministry of Education guidance. 	<ul style="list-style-type: none"> • When students return to school in Alert Level 2 their wellbeing will be our number one priority before any academic learning and assessment takes place. • Student/Parent conferences/ reporting will occur although our scheduling may be altered. Teachers will use this time to gather up to date information and evidence to help them make informed decisions of their classes' next steps and identify individual learning goals.

School Transport

The school bus service and SESTA (special school transport assistance) will return under level three. The ongoing safety of drivers and students and the ability to contact trace is a priority when we enter Alert Level 3 and will be managed in the following ways:

- Ministry bus services may not run to normal timetables.
- SESTA services may not 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.

Remember the Level 3 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 acting principal, Tracey Drought via email principal@sjshawera.school.nz or let your child's teacher know** so they can pass it on.