

# Centennial Park School - Te Kura Rautau: Alert Level 2 - Planning and Protocols

May 2020

The overriding principles for Alert Level 2 are:

- to minimise the risk that someone gets infected in the first place
- to ensure we can identify and contact anyone who has been in close contact with a person, if someone in a school or early learning centre is infected
- understand that Level 2 is not business as usual

Alert Level 2 Outline: <https://covid19.govt.nz/assets/resources/tables/COVID-19-alert-levels-detailed.pdf>

MOE

Education Specific details for alert levels 2, 3 & 4: <https://minedu.cwp.govt.nz/assets/Documents/School/SchoolsBulletin/2020-Bulletins/FINALAPR17Education-detail-for-alert-levels.pdf>

Public Health Measures - Details in italics are Public Health Measures that MUST be adhered to.

## The Key Controls for Schools and All Workplaces

### ***1. Ensure people with COVID-19 symptoms or who feel generally unwell stay away from school***

Public Health Measure School Procedures	School Procedures
<i>Parents are asked to keep any sick children at home. If a sick child comes to school, send them home.</i>	<p>School staff are to observe students on arrival into the classroom checking for symptoms and ask those presenting as unwell to go home (or arrange for parents and caregivers to come and pick up immediately). Please note, this does not mean that temperatures are to be taken or any other health action.</p> <p>Symptoms to monitor for are any respiratory symptoms such as a cold, a head cold, blocked ears, cough, sneezing, chills and a fever. Anyone with those symptoms should stay home and contact Healthline for advice, which may include getting tested for COVID-19 as a precaution.</p> <p>Anyone with these respiratory symptoms should not enter into the school.</p> <p>A reminder that Principals at state and state-integrated schools have authority to preclude a student from attending if they believe on reasonable grounds may have a</p>

	communicable disease under section 19 of the Education Act – (see Guide to Legal Powers). <a href="http://education.govt.nz/school/health-safety-and-wellbeing/student-and-staff-health/communicable-diseases-in-early-learning-services-and-schools-a-guide-to-legal-powers/">http://education.govt.nz/school/health-safety-and-wellbeing/student-and-staff-health/communicable-diseases-in-early-learning-services-and-schools-a-guide-to-legal-powers/</a>
	If staff are sick, they should stay home (phone Healthline or their GP and get tested if they have flu-like symptoms).
<i>Review your processes to isolate a student or staff member should they start to show signs of illness, while medical advice is sought (or parents/caregivers asked to come and pick them up) – let your community know what that process is</i>	<p>Brief staff who monitor sick bay to reiterate the isolation process.</p> <p>Provide PPE (face masks/gloves/sanitiser) for staff treating students in the sick bay</p> <p>Isolation room is the small office next to the front main Office Admin area</p>

## **2. Maintain physical distancing (in schools this means children, young people, and staff maintaining a physical distance so that they are not breathing on or touching each other)**

<b>Public Health Measure</b>	<b>School Procedures</b>
<i>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. There does not need to be a specific measurement but where practicable 1 metre should be used as a guide, particularly between adults.</i>	<p>In an Alert Level 2 school environment, this means children, young people, and staff maintaining a physical distance so that they are not breathing on or touching each other, coupled with good hygiene practices (coughing into your elbow, handwashing and drying) and regular cleaning of commonly touched surfaces.</p> <p>There are situations where physical distancing is not possible, such as some sporting activities. In these situations extra emphasis on handwashing and drying (or cleansing with hand sanitiser) before and after activities and regular cleaning of equipment is very important. Teachers need to assess the value of running activities where students are playing 'contact sports'.</p> <p>So in a school setting, if you can smell the person's breath or feel that you are in that "moist breath" zone, move a little further away. Avoid touching others and for adults, it is recommended that where practicable you keep a metre distance between you.</p> <p>Staff meetings can be held on site with appropriate public health measures in place.</p> <p>During breaks (Interval &amp; Lunch) staff have the option of using the staffroom or the</p>

	<p>break out room near Room 1 for their break.</p> <p>Staff can share common space with another staff member (eg, staff room or office) but it is recommended that where practicable a 1 metre distance is used, but this is not a requirement. ( discuss with staff).</p> <p>'Strangers' (including whanau / parents) will be discouraged from coming on site. Communications with parents should be managed online and via a phone call. If 'strangers' enter the school physical distancing of 1M should be implemented.</p>
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### 3. Enable good hygiene practices

(PPE is not required or recommended as necessary in any educational facility by the Public Health Service)

Public Health Measure	School Procedures
<i>Where practicable ensure that children and young people regularly wash and dry hands, cough and sneeze into their elbow, and try to avoid touching their face.</i>	Students use hand sanitiser every time they enter and leave Classrooms. Teacher supervised - students line up before entering classes and teachers administer sanitizer
<i>Hand sanitiser at entry to class rooms and in shared spaces. Soap, water and the ability to dry hands must be provided in bathrooms.</i>	<p>If hand sanitiser is in short supply (check to refill / decant from main 5ltr container in sickbay), washing and drying hands with soap is still the most effective hygiene measure. Prepare 'wet areas' so they can be used for hand washing (benches clear)</p> <p>Spray bottles of disinfectant and paper towels in all Classes / main Learning Spaces. Implement a system for the deployment of cleaning equipment across all spaces - Cleaners to check at the end of each day</p> <p>Develop systems to replenish and reorder</p>
<i>Disinfect and clean all surfaces daily.</i>	All Teaching spaces will have sanitiser and spray disinfectant available. All staff will be encouraged to use on 'high use' work surfaces and door handles at the beginning of each break (use hand towels to support application)

### 4. Keep track of people that enter our Kura

Public Health Measure	School Procedures
<p><b>For contact tracing purposes, the Ministry of Health describes close contacts at your school as anyone who had:</b></p> <ul style="list-style-type: none"> <li>· face-to-face contact in any setting within two metres of a case for 15 minutes or more</li> <li>· having been in a closed environment (eg, a classroom, hospital waiting room) within 2 metres of a case for 15 minutes or more</li> </ul>	
<p>Contact tracing registers must be set up and identify which children and adults are on site, in each teaching space, including recording if there is a different composition of children and adults during the day. This includes recording visitors to the site, including parents.</p>	<p>The information you capture will need to identify which children are in each teaching space, and record when and who they have close contact with during the day if that changes. 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. Students will be discouraged from moving between classes.</p> <p>Where practicable where groups/classes do mix – attendance should be recorded as it should if the composition of groups and classes change during the day.</p> <p>Kaiako or Tutors who manage groups = eg Kapa Haka and sports teams must take a roll of which students are in attendance. <b>Will need to develop a roll for this</b></p>

**Guidelines for Classroom Teachers / General Classroom Organisation**

Guidelines	School Procedures
<p><b>Parents are asked to keep any sick children at home. If a sick child comes to school, send them home.</b></p>	<p>School staff are to observe students on arrival into the classroom checking for symptoms and ask those presenting as unwell to go home (or arrange for parents and caregivers to come and pick up). Please note, this does not mean that temperatures are to be taken. A reminder that Principals at state and state-integrated schools have authority to preclude a student from attending if they believe on reasonable grounds may have a communicable disease under section 19 of the Education Act – see Guide to Legal Powers.</p>
<p><b>Regular reminders of Hygiene practices</b></p>	<p>Support good cough/sneeze etiquette, regular hand washing, regular cleaning of surfaces and maintaining physical distancing throughout the day.</p> <ul style="list-style-type: none"> <li>● Wash and dry hands, cough into elbow, don't touch your face.</li> <li>● Continue to encourage students to not touch their hands to their face</li> <li>● Avoid using shared supplies e.g personal stationery packs set up 5</li> <li>● Provide reminders about the importance of not sharing food or drinks. Some children and staff may choose to wear face masks. It could be part of their cultural practice to do so and to support their hygiene needs. Encourage respect - people are being proactive in keeping themselves and others safe.</li> </ul>
<p><b>Maintain contact tracing registers for each classroom</b></p>	<ul style="list-style-type: none"> <li>* Record every day am &amp; pm Student attendance to detail where learning is taking place. Record on etap SMS</li> <li>* Record any visitors to the school, including staff, parents, itinerant teachers etc. Record when and who these visitors are and check that they have also signed in at admin reception.</li> <li>● Deliveries from parents (lunches, sports gear etc) must go to reception NOT the classroom. Please remind your tamariki / whanau - <b>NEED SIGNAGE FOR THIS!</b></li> <li>● Volunteers can be used at Alert Level 2 in class as long as they are meeting all the public health requirements and are recorded in your timetable and/or visitor register (make sure you have up to date contact information for them – see contact register information below). Please think about how necessary using volunteers are.</li> </ul>
<p><b>Managing the Physical Environment</b></p>	<ul style="list-style-type: none"> <li>● Where it is safe to do so, latch or wedge doors open</li> <li>● Children do not need to sit in the same place every day at Alert Level 2. Contact tracing will still need to be in place though (through your timetable, attendance register and visitor register)</li> <li>● For Kapa Haka, consider keeping a 1 metre distance as a precaution and where practicable.</li> <li>● Playgrounds can be used at Alert Level 2 in schools (to align with reopening of public spaces) – wash hands/santise before and after use.</li> <li>● Shared supplies and equipment are able to be used if students and staff are</li> </ul>

	<p>undertaking regular hand washing and staying away if sick.</p> <ul style="list-style-type: none"> <li>● Keep classroom temperatures to 18 degrees. 18 – 20 degrees is a comfortable temperature, below that there is increased risk – from a cold household, workplace or school.</li> </ul>
<b>Physical Education</b>	<ul style="list-style-type: none"> <li>● 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.</li> <li>● There will also need to be regular cleaning of shared equipment such as balls, sticks etc.</li> <li>● Physical distance is not possible in some sporting activities. In these situations extra emphasis on handwashing and drying (or cleansing with hand sanitiser) before and after activities and regular cleaning of equipment is very important.</li> </ul>
<p><b>Fire alarms and other emergencies</b> may require you to either evacuate your buildings or move everyone inside. The priority in these situations is keeping students and staff safe from the threat arising through the emergency event – Fire, Flood, Earthquake, Lockdown etc</p>	

### Other School Organisation

- For within the kura, there is no need for the ‘bubble’ concept at Level 2, so there are no restrictions on groups of children and students mixing with others on site.
- Staff are able to access school site to prepare teaching spaces from the commencement of Level 2. All staff must register at reception on arrival and departure for contact tracing purposes.
- Distance learning is available for those unable to attend school, for example who are self-isolating.
- New Entrants / New students: Transition - one child/parent per visit, daily 9/10am-2/3pm, sign in office
- Staff such as RTLB and relievers will be able to work across different schools. - explicit sign in on arrival in main Admin Office
- School library is able to operate as normal if students and staff are undertaking regular hand washing and staying away if sick

MOE Guidelines	School Procedures
<p>Educational facilities and school transport are not considered mass gatherings. This means there are no restrictions on numbers of people indoors or outside at schools other than what other public health or health and safety measures require. The exception is where people from outside the school may be attending, e.g. for a school</p>	<p><b>Assemblies</b> - can go ahead however you should maintain sufficient distance between students so they aren't touching or breathing directly on each other. There are no restrictions on the number of students attending assemblies. Do you need to have an assembly? Parents cannot attend due to the unpoliced ‘bubble’</p>

<p>production or assembly where the mass gathering rules will apply. Any events or activities held off-site must meet all public health requirements, including staying away if sick. You should not be travelling</p>	<p>or what they call the '<b>Stranger Rule</b>'.</p> <p><u>Cultural activities</u> - practices and rehearsals will be able to go ahead (note the physical distancing recommendation of 1 metre distance where practicable, e.g. for Kapa Haka). Performances where visitors are attending, including parents and caregivers, will need to align with public health requirements for gatherings and the numbers allowed.</p>
<p>School Sport</p> <p>Contact sports (*still needs to be confirmed).</p>	<p>This relies on being able to contact trace who is on site during school hours and at school team training and competitions. Any inter school events that recommence will need to have a contact tracing register in place to record those playing for and against teams.</p> <p><b>We will need to keep a tracing register for different areas: MP Room, Classrooms Rm 5 &amp; 6 (any spaces used by outside groups).</b></p>

## Workplace Safety for Staff

Guidelines
<ul style="list-style-type: none"> <li>● Within the staff room teachers and staff should aim to maintain a 1m distance from each other.</li> <li>● Staff are to follow public health requirements including physical distancing, regular hand washing and good cough and sneeze etiquette</li> <li>● Staff who are not well will stay home (or be asked to go home)</li> <li>● Regular cleaning, including at least daily cleaning of high-touch points will be in place to further support the health of staff</li> <li>● Place hand sanitiser in close proximity to equipment shared by staff (e.g., printer/copier) and at the entrance to the staffroom or shared staff spaces</li> <li>● There is a range of wellbeing information and support available for staff, including having access to MOE services.</li> <li>● Fire alarms and other emergencies may require you to either evacuate your buildings or move everyone inside. The priority in these situations is keeping students and staff safe from the threat arising through the emergency event – fire, flood, earthquake etc</li> </ul>

## Supporting those vulnerable to COVID-19, to attend (Staff and Students)

By implementing the public health measures required in schools, it will minimise risk for someone who may be at-risk of serious illness from COVID. While it is safe for them to attend school, the public health measures are very important and you may need to discuss any additional measures that the child or their caregiver may need to provide confidence to return to school. You may need to have a similar discussion with staff in the same position.

The person's GP or other healthcare professional may advise they should wear a facemask when at school. A facemask should not be required otherwise.

Build in regular reviews of this plan with the staff member or student and their parents/caregivers (at least weekly).

Go to the COVID19.govt.nz website for advice for people who are considered at risk. <https://covid19.govt.nz/individuals-and-households/health-and-wellbeing/at-risk-people/>

For staff and students who have a household member who is at-risk of serious illness, there is no reason for them not to return to school. The public health measures will minimise risk, including ensuring anyone who is sick remains at home.

### Staff at Te Kura Rautau

MOE Guidelines	School Procedures
<p><i>Connect with your staff to determine your staffing levels for on-site and offsite delivery, and for all other administrative and facilities-related work</i></p>	<ul style="list-style-type: none"> <li>● Staff in a compromised position will contact Principal asap to advise them of their position.</li> <li>● Options for working from home will be explored</li> </ul>
<p><i>Staff at higher-risk of severe illness from COVID-19 are able to work on-site if they can do it in a safe way. Staff and employers should discuss and agree whether additional control measures can be put in place, whether these workers can work from home, or if not, what leave and pay arrangements will apply.</i></p>	<ul style="list-style-type: none"> <li>● Employees who cannot return to work for health reasons should work from home, or be provided with alternative duties where it is safe to do so. If neither option is available, the Board may choose to provide discretionary paid leave (at their cost) to teaching staff, or approved annual leave or other paid leave for non-teaching staff. Where no paid leave arrangement can be agreed, special unpaid leave can be provided.</li> </ul>
<p><i>Staff who are at-risk and are staying away from school on advice of their medical practitioner, might be prioritised to support learners from home.</i></p> <p><i>MOH details about those who are at higher risk of severe illness from COVID19</i></p>	<ul style="list-style-type: none"> <li>● Where a person is not able to return to work as normal due to an underlying health concern they should provide you with appropriate medical evidence to support this request (such as a medical certificate obtained at the employees cost).</li> <li>● Employees are expected to resume their usual childcare arrangements, if needed. Some flexibility may be required if all usual childcare options are not available.</li> <li>● Where there are genuine limitations to returning at work, employees may require flexible working arrangements to accommodate those limitations such as different start/finish times.</li> </ul>

### Students with Special Needs



Guidelines	School Procedure
<p><i>Children at higher-risk of severe illness from COVID-19 (e.g. those with underlying medical conditions, especially if not well-controlled) are encouraged to take additional precautions when leaving home.</i></p>	<p>Parents, caregivers and students will need to work with the kural to develop a plan to manage a safe return to school. Distance learning will continue to be available to those who choose to remain at home. e.g. designated areas allocated for high risk/needs students to work in.</p>

## Activities off Site

MOE Guidelines	School Procedures
<p>Any events or activities held off-site must meet all public health requirements, including staying away if sick. You should not be travelling inter-regionally to events which do not meet the requirements for gatherings.</p>	<p>Minimise travel for all staff in relation to professional learning and school related activities - Travel for PD will be at the discretion of the Principal</p> <p>Follow all Public Health requirements</p>
<p>For offsite activities, consider using a controlled environment rather than an uncontrolled one where practicable, and work closely with the provider (PCBU) to agree your health and safety plan for that event, including individual plans for those vulnerable to serious illness with COVID-19.</p>	
<p>As you do with all your activities, you will need to take a risk assessment approach for key activities such as assemblies, school camps and travel for sporting and cultural reasons.</p> <p><b>Inter-school events</b> – these can go ahead although there will be limitations due to the public health measures required and will need specific contact tracing ability of those playing for and against teams. Where people from outside the school may be attending or if you are hiring out your hall or allowing community groups to use school facilities, the rules for gatherings will apply.</p>	
<p><b>Field trips, school camps</b> – these could potentially go ahead but will need careful planning. Along with your usual risk management approach you will need to consider:</p> <ul style="list-style-type: none"> <li>● symptoms of COVID-19 (which may be similar to other illnesses in the early stages)</li> <li>● the importance of protecting those vulnerable to respiratory illness – do you know who on your staff, in your volunteers and in your student population may be at greater risk?</li> <li>● if someone were to become ill with a serious illness, do you have facility to be able to</li> </ul>	

respond to that, including the ability to isolate that person while you seek advice from a medical professional?

- do you have appropriate personal protective equipment and the ability to clean hard surfaces if someone were to become ill with flu, gastro bug, COVID-19 etc?

## Visitors to school (Including Parents)

Guidelines	School Procedure
<ul style="list-style-type: none"> <li>• Initial communication to parents</li> </ul>	Use School Panui letter - (to update and notify of current status)
<p>Second communication to parents with procedures for level 2</p> <ul style="list-style-type: none"> <li>• Provide parent and caregiver education about the importance of monitoring for symptoms and staying home while ill.</li> <li>• Remind parents and caregivers that spread of the virus is through coughing and sneezing and hands touching faces (after they have touched a surface that is contaminated with droplets containing the virus)</li> <li>• Promote to staff, students, and their families to maintain distance from each other in the school grounds and buildings</li> <li>• Information about buses shared with parents</li> </ul> <p>The expectation is that with the exception of some students who are sick, all students will be attending at Alert Level 2. <b>Ask your parents and caregivers to notify you</b> by DATE and TIME, to advise you if their child <b>won't</b> be attending school in person when Alert Level 2 commences</p>	<p>To be developed - Letter to be drafted and sent home to whanau by Wednesday evening</p> <p>Parents to Notify all kaiako by Friday 15th May (No later than lunch time)</p>
Signage - reception and Entry points to school	Consider changes to signage for level 2 for both Rumaki and Auraki Prepare and erect signs to support students, staff and parents to follow procedures. Including water fountains being closed.
<ul style="list-style-type: none"> <li>• Drop offs by parents and caregivers</li> <li>• Visitors, including parents and caregivers, should maintain a 2m distance from those who are not part of either their household or workplace/school bubble - see 'contact tracing' requirements further below</li> </ul>	<p>School Drop-offs and pick ups to be outlined in notifications.</p> <p>We will need to consider asking whanau and caregivers to do drop offs outside the gate and remain in their vehicles where practicable and possible.</p>
<ul style="list-style-type: none"> <li>• Consider how to manage any possible queues at your school office – you will be familiar with the systems dairies and supermarkets have used (one in and one out, or marking 2 metre spacing on the ground)</li> </ul>	How will we manage increased numbers at reception? and Queuing? 1 in, 1 out? or marking 2m spacing on ground. Markings already in place in Admin Office hallway

<ul style="list-style-type: none"> <li>• Set up a process to record names, date, time in and out, where they visited and phone and physical address information for people who come into the school. This information is important for the process of contact tracing, should it be required to track down and prevent the further spread of COVID-19.</li> <li>• You should already have contact details for all your students, parents, caregivers and staff so shouldn't need to record this (perhaps remind families, whānau and staff to update you if their address or phone number has changed, or changes).</li> <li>• Please keep your visitor register for at least 2 months.</li> </ul>	<p>All visitors must sign in at admin office reception. The admin staff member will enter contact details in the visitor register.</p> <p>The Principal will keep a separate visitor register for outside contractors working onsite.</p>
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### Procedures for Cleaners and Property Staff

Guidelines	School Procedures
<ul style="list-style-type: none"> <li>• Disinfect and clean all surfaces daily.</li> <li>• Once staff and then students are on site regular (at least daily) cleaning of surfaces is recommended alongside your usual cleaning schedule.</li> <li>• Review your cleaning policies and practices and consider increased cleaning for high touch surfaces (door handles, table tops in common spaces etc.) and bathrooms. Make sure your cleaners have appropriate information, training and equipment.</li> <li>• Make sure the specific instructions are followed for the disinfectant being used (eg spray and leave on surfaces for 30 seconds before wiping down).</li> <li>• Ensure the availability of appropriate cleaning supplies (eg disinfectant and cloths) for cleaning of high touch surfaces.</li> </ul> <p><a href="https://covid19.govt.nz/covid-19/how-were-uniting/cleaning-surfaces/">https://covid19.govt.nz/covid-19/how-were-uniting/cleaning-surfaces/</a></p>	<p>Daily cleaning will be conducted as per normal requirements.</p> <p>As stated above, kaiako will clean using provided disinfectant to high use areas including door handles and or tables</p>

### (MOE) Food preparation in a school environment

We know many schools supply meals to students eg breakfast, lunches or have canteens/tuckshops that students can purchase prepared takeaway food from. It has never been more important to make sure that hygiene is your number one consideration before you continue to provide any of these services to your students. If you prepare food on site you must check the MPI guidance on re-opening food businesses and ensure your school and any suppliers meet all health and safety requirements before you recommence the supply of food to your students. The MPI checklists Re-opening a Food Business Checklist and Safe work practices provide a summary of the most important food safety and hygiene practices to be followed before resuming food production and delivery under the different alert levels.

**Outside groups that hire facilities** - If a school is hiring out their hall or allowing community groups to use school facilities, the mass gathering rules will apply.