

Procedure Plan for Alert Level 2 - **UPDATED: 07/09/2021**

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**. While I know many of you will be anxious at this time, we will ensure that school is the safest possible place for your children to be outside of your family bubbles. At all times we will be following the most up to date advice from the Ministry of Education and Ministry of Health.



Classrooms	At Pick up and Drop Off	Staffing Class Bubbles
<p>Under Alert Level 2 hand sanitiser will be provided in every classroom. Hand sanitiser stations will be set up at the designated entry and exit points of each classroom and students and staff will use this as they enter or exit a room. Playtime will commence at 10:35 am (instead of 10.40 am) to give more time to sanitise for hygiene practices.</p> <p>Additional disinfectant/cloths will be available in classrooms for children and teachers to sanitise spaces throughout the school day as required.</p> <p>Students are encouraged to use their own stationery supplies and will be encouraged not to share these.</p> <ul style="list-style-type: none"> - Devices use - hands will be sanitised before using shared devices. - Shared resources use - hands will be sanitised before and after using shared resources. 	<p>Under Alert Level 2 parents and caregivers are allowed on site but are required to sign in and out using the On-site Contact Register. We wish to encourage a drop-off and pick up only approach to restrict the number of 'adults on-site'. Please be respectful of this as it is the 'most likely' chance of Covid-19 entering the school grounds. Only one parent/caregiver should be involved in the drop-off/pick-up.</p> <p>Physical distancing of 2 metres is recommended for parents and caregivers from people they don't know (to align with public health measures outside the school grounds). We encourage you to wear a face covering when you cannot maintain physical distance from others.</p> <p>Use the NZ COVID Tracer app or sign in using the paper tracing register. This helps with rapid contact tracing if it is required.</p> <p>If you do wish or need to contact staff, we encourage the use of email, rather than face to face during Alert Level 2, or make an appointment through email or the school office.</p> <p>If you cannot complete the Contact Tracing App please report to the office to complete a paper copy - outside office (both entries), Kōhanga</p> <p>So we can keep our students, you and our community safe here is a list of suggestions to consider for pick ups and drop offs.</p> <ul style="list-style-type: none"> - Year 3-6 - parents/caregivers encouraged to pick up their child at one of the 5 entries to the school (parents to organise the collection gate/spot with their child) - Older siblings are to be encouraged to pick up their younger siblings and take them to their pre-agreed collection place - Encourage your child to walk to school if appropriate 	<p>There is no bubble concept at Alert Level 2 so there are no restrictions on groups of students mixing with others on site.</p> <p>Physical distancing – physical distancing is a good precaution to prevent the spread of disease.</p> <p>Children, young people and staff should be far enough away from each other so that they are not breathing on or touching each other (Warm Breath Zone), 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.</p> <p>Face coverings are not mandated for use when in schools. It remains an option and is a decision for individuals and whānau. Whatever decisions you make, it will be respected. Where an individual chooses to use a face covering they should supply and wear their own, and <u>to do so safely</u>. This option applies to younger children too. It is important that children cough and sneeze into their elbows and ensure good handwashing, which we will revisit as a school.</p>
Staffroom	In the Playground	Managing Attendance
<p>Staff are expected to maintain a minimum of 1 metre physical distance at all times including in the staffroom.</p> <p>Cups, spoons, etc. to be personally handled into the dishwasher.</p> <p>Soap and sanitiser will be provided in the staffroom. Disinfectant spray bottles/wipes available to be used on shared keypads (e.g. photocopier and alarm).</p> <p>Sanitise hands before and after using the staffroom.</p>	<p>Physical education classes and break time activities can include access to sports equipment including playgrounds, but hygiene practices should be observed before and after playing with equipment. Hands will be sanitised before and after playtimes and physical activities.</p> <p>Children will sit down to eat their food at both morning tea and lunchtime in the specified areas until the hand bell rings. (MT 10:45 am, L 12:45 am)</p> <p>Drinking fountains will remain turned off. Students will need a named drink bottle at school. Bottles can be filled up from classroom taps and the fountain outside the staffroom.</p> <p>Students can bring their own scooter and helmet to use at school.</p>	<p>Students and staff will not attend if they are unwell. Students and staff who become unwell during the school day will be sent home. Symptoms to monitor include any respiratory symptoms such as a cold, a head cold, blocked ears, cough, sneezing, chills, and a fever. Anyone with these symptoms should stay at home and contact Healthline for advice, which may include getting tested for COVID-19 as a precaution.</p> <p>At Grant's Braes School our contact tracing is achieved using a combination of timetable, student attendance register, and Contact Tracing App. These methods will provide good information to health authorities if they need to contact people that might be considered a close contact of a confirmed COVID-19 case, and determine whether they will need to self-isolate.</p>
Cleaning and Hygiene	Education Outside The Classroom and Large Groupings	<p>This includes recording who the adults on-site are, who they are in close contact with, as well as recording any visitors to the site, including parents and caregivers.</p>
<p>Toilet blocks and door handles will be cleaned regularly. Students and staff are to use hand sanitiser before and after using the toilets. Students and staff will use hand sanitiser when opening and closing all doors. Doors will be left open as the weather permits.</p> <p>Mr Harris will complete daily cleaning in line with the Ministry of Health guidelines.</p> <p>In Alert Level 2 we will continue to model good hygiene practices (coughing into your elbow, handwashing, and drying) and regular cleaning of commonly touched surfaces.</p>	<p>We have chosen to continue to limit all non-essential curriculum activities both in and outside of school. During Alert Level 2</p> <ul style="list-style-type: none"> • No school assemblies • No groupings over 100. • No EOTC 	