

# COVID-19 Alert Level 2

## Health & Safety Action Plan

### Guiding Principles for Alert Level 2

- Minimise the risk
- Contact tracing of anyone who is onsite
- Exercise strong hygiene

In the table below, we have outlined our Action Plan for Alert Level 2. It is important to note that this is what we are aiming for but that if circumstances change we will apply the principles outlined above to modify the plan.

TOPIC	GUIDELINES AND ADVICE FROM Ministry of Education	HAMILTON SDA'S PLAN
Staff back at work	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff will be expected to <b>stay home</b> if they display any cold or <b>flu-like symptoms</b> and <b>contact their GP or Healthline</b> for guidance.</li> </ul>
Students back at school	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Distance learning will continue to be available to those who need to remain at home.</li> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Distance learning</b> will be provided for students that are unable to attend school due to a <b>higher risk of severe illness</b> from COVID-19</li> <li>• Students will be expected to <b>stay home</b> if they display any cold or <b>flu-like symptoms</b> and contact their GP or Healthline for guidance.</li> <li>• Any <b>students</b> turning up to school with <b>cold or flu-like</b> symptoms will be <b>sent home</b>.</li> </ul>

	disease under section 19 of the Education Act – see <a href="#">Guide to Legal Powers</a> .	
Pick Up and Drop Off at School	<ul style="list-style-type: none"> <li>Physical distancing of 2 metres is recommended for parents and caregivers. Parents and caregivers who come on site need to be noted in the visitor register. You may wish to consider asking parents and caregivers to do drop offs outside the gate where practicable, but that is not a requirement.</li> </ul>	<ul style="list-style-type: none"> <li>Parents are encouraged to <b>remain at their cars</b></li> <li>Where parents <b>need to talk</b> with other parents or staff, maintain a <b>safe distance of 2m</b></li> <li>If parents need to <b>move beyond the car-park spaces</b> (e.g. talk to a teacher, visit the office), they are required to <b>sign in at the school office</b> or <b>Scan the COVID Tracer QR code</b> for contact tracing purposes</li> <li><b>After school</b>, playground areas will be <b>off limits</b>.</li> </ul>
Face Coverings	<ul style="list-style-type: none"> <li><b>Face coverings are not mandated for use when in schools.</b></li> <li>This is not a requirement for anyone in a school setting.</li> </ul>	<ul style="list-style-type: none"> <li><b>Face coverings are not mandated</b> and students and teachers are not expected to wear them at school</li> <li>Students and staff who <b>choose to wear them</b> are able to</li> </ul>
School Bus Runs	<ul style="list-style-type: none"> <li>Where the seating configuration on the bus has passenger seats in close proximity to the driver, these seats are not to be used</li> <li>Hand sanitiser is to be made available to drivers and students on every Ministry service</li> <li>Cleaning regimes are to be maintained throughout and you can find some guidance here <a href="http://www.transport.govt.nz/about/covid-19">www.transport.govt.nz/about/covid-19</a></li> </ul>	<ul style="list-style-type: none"> <li>The <b>bus will continue</b> with extra <b>safety measures</b> in place <ul style="list-style-type: none"> <li>family bubbles in the same row where possible</li> <li><b>wipe down seats</b> with disinfectant after each run</li> <li>Where possible, <b>no students in seats directly</b> next to, or behind the <b>driver</b></li> <li><b>Bus lists</b> maintained for all students using the service for <b>contact tracing</b></li> </ul> </li> </ul>
School Uniform	NIL	<ul style="list-style-type: none"> <li><b>Normal school uniform</b> to be worn</li> <li>With the change in weather, please ensure students have <b>warm jumpers</b> to decrease the chance of colds and flu's</li> <li>Ensure uniform is <b>clearly named</b> to avoid mixing of clothing and to assist with return when misplaced</li> </ul>
Classroom Environment	<ul style="list-style-type: none"> <li>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.</li> <li>There does not need to be a specific measurement but where practicable 1 metre can be used as a guide, particularly between adults. Practice should be sensible.</li> </ul>	<ul style="list-style-type: none"> <li><b>Strong hygiene practices</b> will be modelled and encouraged (washing hands, coughing into elbow, distancing)</li> <li><b>Hand sanitiser</b> will be available at every <b>entry point</b> into the class and students will hand sanitise/wash every time they enter the classroom</li> <li><b>Table surfaces</b> will be cleaned with <b>disinfectant</b> before students <b>head out to play</b> and lunch time</li> <li><b>Group teaching spaces</b> will be <b>cleaned with disinfectant</b> after each teaching session</li> </ul>

	<ul style="list-style-type: none"> <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</li> </ul>	<ul style="list-style-type: none"> <li><b>Classroom temperatures</b> will be kept at <b>18-22 degrees</b> to reduce the risk of colds / flu's</li> <li>Each child will need to <b>bring a drink bottle</b> - the school <b>drinking fountains will be closed</b> under Alert Level 2.</li> </ul>
Classroom Equipment	<ul style="list-style-type: none"> <li>continue cleaning high touch surfaces</li> </ul>	<ul style="list-style-type: none"> <li>Each class will have <b>disinfectant wipes</b></li> <li>After using an ipad or chromebook, students will <b>wipe the screen and/or keys after use</b> before returning to its place of storage</li> </ul>
Going to the toilet	<ul style="list-style-type: none"> <li>Disinfect and clean all surfaces daily</li> </ul>	<ul style="list-style-type: none"> <li><b>Strong hygiene practices</b> will be modelled and encouraged (washing hands while singing happy birthday three times)</li> <li><b>hand sanitise</b> everytime students <b>enter/return to class</b></li> <li>All surfaces cleaned with disinfectant everyday (Cleaning contract - includes door handles)</li> <li>Regularly check that all soap dispensers are full and working properly</li> </ul>
Attendance Roll	<ul style="list-style-type: none"> <li>The learning management system will mark all students that need to remain at home due to be High risk of serious illness will be marked as F (distance learning)</li> </ul>	<ul style="list-style-type: none"> <li>This will be used for contact tracing purposes</li> <li>Families who choose to keep students at home during Alert Level 2 will need to contact the school office to let us know (No judgement on our part)</li> <li><b>Students who stay home</b> under Alert Level 2 will <b>need to engage</b> with the <b>distance learning program</b> (disengagement will result in the attendance being recorded as unjustified absence)</li> </ul>
Visitors to the school	<ul style="list-style-type: none"> <li>A register must be maintained of visitors to the school in case of contact tracing</li> </ul>	<ul style="list-style-type: none"> <li><b>Office area</b> will be <b>open</b> with <b>physical distancing</b> in place</li> <li><b>Visitors</b> who do need to come in to the school (ie. contractors, cleaners, piano teacher, guests) will need to fill in our <b>contact tracing register</b></li> <li>Visitor register will be kept for at least 2 months</li> </ul>
Staffroom	<ul style="list-style-type: none"> <li>Teachers must maintain 1m distance from each other inside</li> </ul>	<ul style="list-style-type: none"> <li><b>Hand sanitizer</b> will be available <b>in the staffroom</b></li> <li>Surfaces will be <b>wiped clean using disinfectant</b> after each use</li> <li>Staff are <b>expected to wash their own dishes</b> immediately after use</li> <li>Staff will exercise <b>safe distancing</b></li> <li>No students are allowed in the staffroom</li> </ul>

Break times for students	<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>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>	<ul style="list-style-type: none"> <li><b>Strong hygiene practices</b> will be modelled and encouraged (washing hands, coughing into elbow, distancing)</li> <li>Playground, sandpit, and court areas will be open for all</li> </ul>
School Assemblies /Worship /gatherings	<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Due to our lack of a very large space for assembly/worship, <b>we will not be holding whole school assemblies</b> under Alert Level 2.</li> <li>Our Chaplain will run a mini-worship with each group on a Friday</li> <li>School <b>events such as School Productions/Closing Exercises will not take place</b> due to indoor gathering guidelines</li> </ul>
Music in schools	<ul style="list-style-type: none"> <li>Music classes, singing and using woodwind instruments can take place at Alert Level 2.</li> <li>Regular cleaning of shared equipment (instruments) will be needed and keep indoor spaces well ventilated.</li> </ul>	<ul style="list-style-type: none"> <li>Piano <b>lessons will resume</b> on site at Alert Level 2</li> <li>Piano will be <b>cleaned with disinfectant</b> between students lessons</li> </ul>
Managing an emergency	<ul style="list-style-type: none"> <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>	<ul style="list-style-type: none"> <li>Should we need to evacuate the buildings or go into lockdown, strong hygiene practices will be modelled and encouraged where possible (washing hands, coughing into elbow, distancing)</li> <li>Student safety during in an emergency will take priority over Alert Level 2 guidelines</li> </ul>
Inter School events	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>We will <b>not be participating</b> in any <b>inter School events</b> under Alert Level 2</li> </ul>

Technology	<ul style="list-style-type: none"> <li>• Technology can go ahead although there will be strong health measures required and will need specific contact tracing ability for those participating.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Strong hygiene practices</b> will be modelled and encouraged (washing hands, coughing into elbow, distancing)</li> <li>• Students will <b>hand sanitize when getting onto the bus</b></li> <li>• Peachgrove Intermediate will ensure that all of the Alert Level 2 guidelines around Health and Safety are Adhered to</li> </ul>
Schools connected to a confirmed or probable case of COVID-19	<ul style="list-style-type: none"> <li>• Must close on an individual or group basis for 72 hours to allow contact tracing and cleaning.</li> <li>• They could be closed for a further 14 days (but open for distance learning) – you will work with public health units to manage this and the direction to close will come from the Medical Officer of Health.</li> </ul>	<ul style="list-style-type: none"> <li>• A <b>probable or confirmed COVID-19 case connected</b> to a family in our school community will result in: <ul style="list-style-type: none"> <li>○ <b>School closing for at least 72 hours</b> for contact tracing and cleaning</li> <li>○ <b>Distance learning in place</b> until students have the clearance to return</li> </ul> </li> </ul>