

Bringing students back onsite at Alert Level 3



Checklist and risk assessment



Determining maximum numbers possible onsite

Actions	Health and Safety Plan
<p>Have we connected with our staff to determine staffing levels for onsite and offsite delivery, and for all other administrative and facilities-related work?</p>	<ul style="list-style-type: none"> • Staff meeting on Wednesday 10th Nov after announcement. • Admin staff contacted and requested to return onsite from Monday 15th November. • Staff meeting Monday 15 Nov to discuss details of return.
<p>Have we asked parents and caregivers if their child will be or won't be attending school in person, when we are open to all students? How many need to attend full-time?</p>	<ul style="list-style-type: none"> • Form sent home on Thursday 11th November. • Bubble learners families contacted separately. • Staff advised their children will need to return to school full time and to contact ECE providers to establish a place for under 5's.
<p>How many teaching spaces do we have capacity for? Aim to have no more than 30 students in any one group so that children and staff can physically distance, wherever practicable, by 1 metre when inside.</p> <p>Other considerations include:</p> <ul style="list-style-type: none"> • Large modern learning environments have no more than two groups sharing a space (and separated by a minimum of 2 metres between groups) • The groups once agreed, remain stable and do not 	<ul style="list-style-type: none"> • Learners can come back part time. • Pre-existing bubble learners can return full time. • Parents choose which group to send their child back in: Group A M/T, Group B W/Th. No changes of days • Children will be in their own class with their own peers and teacher so as to facilitate reconnection.. • Year 6's to return on Friday's. • We will aim to have no more than 20 learners in one space at one time as much as practicable. • There will be no PCT or CRT release during this time to maintain the stability of class groups. • No bells will be used so teachers can be more flexible with break times and use of outdoor spaces. • Classes will be buddied up so teachers can monitor buddy classes from afar whilst a teacher can go to the toilet, grab a coffee, take 5 mins R&R. Buddy classes are: H1/3, H2H/H2N,

<p>intermingle (as much as practicable)</p> <ul style="list-style-type: none"> • Rostering use of outside or other facilities may allow all groups to access them • How readily can measures to avoid congestion both inside and outside be implemented • Only use rooms that are able to be kept well ventilated. 	<p>H4/H8, H5H/H5F, H6/H11, H12/H13/H14, H15/H16, H17/H18, H19/H20</p> <ul style="list-style-type: none"> • Children cannot move between classes once they have come to school. • Buddied classes will be allocated an outdoor space where they can work and play. • If teachers wish to use playgrounds, courts, field areas, gardens, or specific places around the school they must book these. • Please be considerate of others wanting/needing to use these spaces. • At the beginning of the day, open as many windows and external doors as possible in classrooms. Keep these open as much as practicable. Teachers must shut these once all children have left for the day i.e. do not shut them whilst the children are still in the classroom at the end of the day as this would pose a significant risk. • Avoid using corridors during the day such as outside the radio station and between H3 & 4. Please take your class around the outside of the buildings instead. • There will be no: chain gang, children on patrols, enviorgroup, choir, or any other activity that means bubbles are mixed or children are exposed to adults that are non staff members.
<p>Do we have more children wanting to attend than we have appropriate space and staffing available?</p> <p>[Prioritise students who do not have an appropriate care option at home for full time attendance, including essential school staff, and support part-time attendance for other students].</p>	<ul style="list-style-type: none"> • The children are well spread across the two groups with the aim to have a max of 20 per teaching space. <ul style="list-style-type: none"> • Even though there is a group A and a group B the children attending each day means your class as a whole is considered one bubble.
<p>How will we group students attending onsite? You can reset your existing bubbles in order to form the new groups.</p>	<ul style="list-style-type: none"> • Children will attend in their own class. This means former bubble children will relocate to their own classroom for the rest of the school year.
<p>Do we need to redistribute some students into groupings that may differ from their usual classmates?</p> <p>If yes, which students might be best suited to move?</p>	<ul style="list-style-type: none"> • NO
<p>Do we have enough staff, or relievers, to be able to provide</p>	<ul style="list-style-type: none"> • To avoid cross contamination and popping class bubbles no teacher will be teaching across two bubbles.

relief or cover for those staff onsite?	<ul style="list-style-type: none"> Relievers will be kept to the same bubble as much as possible. Teacher aides will be allocated children to work with and will stick to one bubble.
Have we confirmed with our families and whānau what the arrangements will be including expectations for drop-off and pick-up, not congregating outside the school or having playdates, staggered timetabling, putting children into classroom groupings, etc.?	<ul style="list-style-type: none"> Email sent out on Tuesday 16th November with the group their child has been allocated and the expectations of parents.
Have we worked with staff or their representatives to develop our safety plan?	<ul style="list-style-type: none"> Safety plan discussed in staff meeting Monday 15th Nov.
Have we provided a copy of our safety plan to staff and our community?	<ul style="list-style-type: none"> Safety plan to be put on the school website available to all parents and the community. Safety plan shared with the BOT.



Health and safety planning

Once you have determined how many groups you can safely manage onsite, there are a range of public health measures that will mitigate the risk for staff and students, and their whānau.

Having staff vaccinated with at least one dose, is already in place.

A reminder that staff who have not yet returned onsite following Alert Level 4, will need to have returned a negative PCR test result within 5 days of their first return to the site (and preferably within 72 hours of return if at all possible).

Mitigations	Notes
<p>Reduce risk of congregating</p> <ul style="list-style-type: none"> no non-essential visitors onsite no volunteers in classrooms staggered pick-ups and drop offs 	<ul style="list-style-type: none"> Parents are not allowed on site. Must drop off and pick up at the gate. Year 0 class teachers to meet children at side entrance at 8.45am and to take classes to side gate at 2.50pm. Break times are flexible to avoid congregations.

- staggered starts and breaks. Can the younger children be dropped off later and picked up earlier?
- assigning outdoor areas to different groups at different times
- timetabling access to the playground or other outdoor spaces (maintain good hand hygiene before and after use)
- one-way systems for shared corridors
- monitoring entrances to limit visitors onsite where possible
- one-way systems for drop offs and pick-ups by car, on schools grounds
- no early before school drop-offs
- after school care does not operate at this time as it would involve groups mixing
- Each teacher negotiates with other teachers around outdoor work/play areas.
- If teachers wish to use playgrounds, courts, field areas, gardens, or specific places around the school they must book these through the google doc. Please be considerate of others wanting/needing to use these spaces.
- Corridors to be avoided during the day, children to move around the outside of the buildings.
- Before school and at home time Di - Front gate; Shelley - Side gate, Riss/Katie - Back gate
- No vehicles to enter top carpark.
- No chain gang operating on first day (to be reconsidered if there is an issue)
- Lower carpark chained off at 2:30pm each day.
- No drop off before 8.30am
- Every child must leave the school grounds at 3pm. there is no facility for looking after children not picked up.
- There is no after school care in AL3.2

Keeping staff safe

- minimising the number of staff onsite, to only those who need to attend
- minimise as much as possible, staff working across groups/classes of students
- rostered class times may reduce congregation of staff at breaks
- keep indoor spaces well ventilated.
- staff who are fully vaccinated, wearing face coverings and 1 metre physically distanced are able to participate in meetings indoors (assuming the space is well ventilated), otherwise look to hold meetings outside or continue with online meetings.
- ensure there are sufficient and appropriate staff onsite to support first aid and emergency responses
- unless they are fully immunised (now defined as at least seven days after second dose) and wearing face coverings, staff such
- Staff have their own classroom or a designated area they can work in.
- The office is its own bubble. Please do not enter this bubble unless it is an emergency.
- Sick bay is operational but only for children who are very sick or badly hurt. Teachers to provide minor first aid in classrooms.
- The library will be closed.
- Staff not to sit in the staffroom to eat but rather to take refreshments outside or into their allocated space.
- All meetings will be virtual
- Shannon and Angela to deal with all major first aid issues.
- If there is an emergency our emergency procedures override this safety plan.
- There will be NO itinerant classes i.e. guitar, piano, RTLB etc until 2022.
- The only photocopier to be used is in the resource room. Entry and exit is by the student runner door which will remain hooked back. One person in the room at a time. DO NOT use H5 as a thoroughfare.
- The lodge will be kept unlocked throughout the day for teachers to access their own P.E equipment. Katrina to unlock and lock this each day.
- NO singing inside but feel free to do this outside in their allocated area.

as itinerant music teachers will not be able to work across different schools at Alert Level 3.

- minimise opportunities for staff mixing in staff rooms – facilities can be used briefly but refreshments are best consumed in classrooms or outdoors
- Meetings continue to be held virtually where possible

Good hygiene and public health practices

- good hand hygiene and cough sneeze etiquette
- only using indoor spaces that can be kept well-ventilated
- for those in a group, there is no specific physical distancing requirement inside or outside, but a one-metre distance is recommended wherever practicable, particularly between adults
- place furniture as much as is practicable, to support physical distancing and space between individuals
- keep a minimum distance of two metres from other groups inside and outside, and from people you don't know, wherever practicable
- disinfect and clean surfaces daily
- Keep rooms well ventilated – windows and doors open where possible, switch ventilation systems to fresh air mode)
- face coverings are required to be worn when inside by students and staff in years 4 to 13 (unless otherwise exempted). Note that in classes of mixed year groups you be pragmatic about enforcement for Year 4s. Face coverings are not required outside, although you may choose to encourage them.
- On return to school it is important each group (A&B) are retaught good hygiene:
 - washing hands regularly and that they are to use 2x paper towels to thoroughly dry their hands, then to put used paper towels in the bucket supplied.
 - using hand sanitiser on entering the room and exiting the room
 - using hand sanitizer before using the playgrounds and after using the playgrounds
 - cough or sneeze into the elbow
 - maintain 1m physical distance indoors and 2m outdoors
 - Year 4-6 wearing masks and Yr 3s in H5F, H5H & H14
- All indoor spaces to be well ventilated with windows and doors open.
- Cleaners will ensure all surfaces are thoroughly cleaned and sanitised each evening.
- Children will be encouraged regularly to wash their hands and to use hand sanitiser throughout the day.
- At the end of each day staff will need to disinfect all communal surfaces in classrooms.i
- You can refill your hand sanitiser bottles and disinfectant from the supply in the staffroom corridor (by the milk fridge)
- Each child must use their own designated stationery including pencils etc. Teachers will need to develop systems to accommodate this.
- Communal equipment such as lego, blocks, etc should be disinfected once a week
- Students must use hand sanitiser before and after using class equipment.
- Doors will be hooked back as much as practicable to reduce the number of people touching the door handle. (weather dependent)
- Teachers empty rubbish bins.

- parents and caregivers are to wear face coverings if they do come onsite, and when doing pick-ups and drop offs
- parents and caregivers should maintain a two-metre physical distance from those not in their household group
- students aged 12 and over are required to wear face coverings on school and public transport
- Make use of outdoor spaces as much as possible
- display posters promoting good practices
- ensure sufficient cleaning supplies
- Be mindful of where children sit in classrooms. Work it to maximise the space between children.
- If moving outside with your class observe the left hand driving rule!
- If someone is walking through the school and you see them please politely tell them the school grounds are closed between 8.30am and 3pm.
- Erik will maintain the hand sanitiser and soap dispensers around the school.
- Each afternoon after the children have left, please disinfect every surface the kids have touched in your classrooms.
- All Y4-6 students (and Y3's in H5F, 5H, 14) must wear a face covering inside as must the teacher. The only exemptions are those children who have a written exemptions because of health issues from a medical practitioner. A letter from a parent requesting an exemption is not adequate.
- It is the parents responsibility to provide the masks for children. If a child turns up without a mask in the classes above please provide them with one and contact the parent to ask them to provide one.
- If for any reason a parent comes onsite (e.g an emergency) they must wear a face covering. They are also required to wear a face covering at drop off and pick up.
- Parents have been advised that they must keep a 2m distance between themselves and others at drop off and pick up.
- Ensure you have hygiene posters prominently displayed around your class. If you do not have any please let Di know asap.
- Toilets have been allocated with 2 classes allocated one toilet block:
 - H2/4 - H 2 toilets
 - H5F/5H - Hall
 - H6/8/11 - H 11 toilets
 - H12/20 - H 12 toilets
 - H13/19 - H 13 toilets
 - H14/15 - H14 toilets
 - H 16/17 - H 16 toilets
 - H18/1 - MMS toilets
- Children can wear mufti or uniform
- Children can wear any hat when outside
- Children will not be able to go and collect their bags on masse so as to retain the 1m physical distancing rule.
- Eating times will require kids to sit slightly apart. Teachers will need to be monitoring this closely.
- Drinking fountains will remain closed. Children will need to have their own refillable drink bottle with them each day.

Managing illness

- those who are unwell stay home (and they should phone Healthline or their GP to seek advice about getting tested)
- observe students/children on arrival checking for symptoms and ask those presenting as unwell to go home or arrange for parents and caregivers to come and pick up
- facilities are in place to support isolation if becoming unwell when onsite

- Any child who is unwell should be kept at home until they have fully recovered.
- Any staff member who is unwell should stay home and get tested for covid-19. they can return once they have provided a negative covid test.
- Any child presenting with covid type symptoms will be quarantined in the office:
 - take the child outside the classroom where it is well ventilated.
 - phone the office to advise you have a sick child
 - send the child with their belongings to the office.
 - the child will be quarantined and the parents contacted to collect asap.
 - the upper meeting room will be our quarantine room.

Managing cases

- contact the Ministry of Education Director of Education if notified of a [confirmed case in our community](#)
- have good contact tracing systems in place (up to date attendance register, visitor register and timetable) and display QR codes, to support public health response
- have up to date vaccine registers for students and staff
- communicate with community to advise on actions that will need to be taken such as self-isolation and testing (in accordance with information provided by the local public authority and/or the Ministry of Education)
- have distance learning plans in place, if a group, or groups, of students and/or staff are required to self-isolate for a period of time as have been in close contact with a confirmed case

- If a parent confirms they or their child has tested positive to covid-19, the child will not be able to return to school until MOH testing requirements have been met.
- If a staff member tests positive, they will self isolate according to MOH direction and the parents of the children in their bubble informed as per instructions from MOH.
- If MOH informs the school that someone has tested positive the school will follow the MOH direction.
- Principals at state and state-integrated schools have authority to preclude a student from attending if they believe on reasonable grounds they may have a communicable disease under section 77 of the Education and Training Act 2020.
- Any adult entering the school grounds must scan in using the covid QR code, or use the ballot sign in system at the entrance to the office.
- All staff must call the register each morning and afternoon and mark the children present onsite.
- If a child goes home early or arrives late this must be recorded by the teacher and kept until the end of the school year.
- The school has a confidential vaccine register of all staff members.
- As 5-11 year olds are yet to have access to the vaccine we do not hold any vaccine information for children.
- As parents are not allowed onsite for the rest of this year we are not collecting vaccine status for volunteers. We consider every parent/caregiver as not vaccinated.
- All learners not onsite will have learning from home activities provided on Seesaw.
- At the start of 2022 we must collect the vaccine status of any adult who wished to volunteer their time at school working with children:
 - sports coaches
 - patrols parents

- reading buddies
- parents on school trips
- parents attending school camps
- There will be no parents overseeing patrols for the remainder of the year. This will be covered by staff.

Supporting those with complex medical needs

- unless fully vaccinated, staff who have a higher risk of severe illness from COVID-19 should stay at home
- if they want to come to school you may agree to the request only if it can be assured that it is safe for them to do so.
- staff to work with their GP or specialist if they need help understanding their own level of risk and how best to stay healthy.
- children with complex medical needs, can seek advice from their health professional about whether it is appropriate to come to school.
- distance learning will continue to be available to those who are advised to remain at home.
- regularly review with the individual, the plans you have in place to support their health, safety and wellbeing
- All staff onsite have received two doses of the Pfizer vaccine as of 17th Nov.
- All staff onsite have returned a negative covid test within 5 days of returning onsite.
- Parents have full discretion over whether they send their child back to onsite learning. There is no pressure from the school to do so.
- Parents of learners with complex needs continue to have individual communication with the SENCO.

Managing emergencies

- the priority in an emergency will be to keep students and staff safe from the threat arising through the emergency event – fire, flood, earthquake etc., rather than expect all COVID-19 public health requirements to continue to be met
- ensure there are sufficient staff onsite to support first aid and emergency response requirements
- Should there be an emergency onsite such as a fire alarm the normal procedures will be followed.
- teachers will be able to check their attendance on the etap app on their phone.
- Each staff member will be given a box of disposable masks for their use at school, and a box of plasters and a bottle of sunscreen for their classroom.

Limit events onsite

- events should not go ahead at Alert Level 3
- There will be no assemblies or large gatherings of children onsite.
- Any prizegiving and end of year events will be virtual.

- Public Health advice is that large groups of students meeting indoors should be avoided including assemblies, prizegiving and performances.
- if bringing others onsite, including parents and caregivers, any rules for gatherings applicable at the time, will apply
- all visitors, including parents and caregivers, should wear face coverings when on school grounds.
- exams are able to go ahead at Alert level 3, with a range of health measures in place (refer NZQA guidance, or similar)

- Year 6 students will have special time on a Friday to create their graduation memories.
- No Parents will be onsite for any occasion.

Outside activities encouraged

- exercising and singing must be held outdoors
- physical distancing of two metres when singing outside
- 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
- roster groups to playground or other outside facilities

- Any fitness or PE must be executed outside in a well ventilated place.
- When outside children and staff must be 2m apart.
- Only one class group can be on one playground at a time. This can be booked through the google doc. Staff are to be mindful of the time so as to allow others to have a turn.
- Courts and fields and other shared outdoor spaces must be booked in advance.

Review administration practices

- are there any processes that need to be modified to ensure health and safety requirements can be met (eg, new entrant enrolment, parent/teacher meetings, behaviour management)

- Jinny will liaise with learners who have started or who are due to start this year and share our health and safety plan.
- There will be no parent / teacher meetings onsite. Should a parent wish to meet it will be done virtually.
- If a child requires support this will be done by the ELT. If a child is uncooperative their parent will be contacted to come and collect them.
- Enrolment meetings for 2022 shall be conducted in February 2022.
- The office will need to be covered at all times to ensure the phone can be answered.

Communication

- review communication practices so that staff, students and whānau get

- Mass parent communications will be sent out via Seesaw and our website portal.

the information they need and in a timely way

- regularly remind staff and whānau to update their contact information

- Individualised communications will be sent out via Seesaw or via email to the parent concerned.
- Parents and caregivers will be reminded regularly through newsletters to provide updated contact information.

Review systems and practices regularly

- ensure staff and their representatives participate in any reviews
- incorporate consultation with parents and caregivers into review process
- engage with students to determine if they understand what is being asked of them, and why, and what could be done to improve systems and practices
- for those with complex medical needs, regularly check in to ensure the plan that is in place, is meeting their needs

- All reviews to be co-constructed with staff
- Parents and caregivers are given the ability to provide feedback through forms and surveys sent home.
- All procedures and practices will be revised in classes on the students return to onsite learning.
- Students with complex needs will have their plan reviewed regularly by the child, parent, TA and SENCO.