

## **Return to the classroom under Alert Level 2. Action Plan**

The core principle is to protect the health and safety of all teachers, employees, children and their parents and caregivers.

Schools as a PCBU have obligations under the Health and Safety at Work Act 2015 to ensure the health and safety of its staff, children and the public.

### **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

### **The key controls for schools and all workplaces are:**

- ensure people with COVID-19 symptoms or feel generally unwell stay away from school
- 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)
- enable good hygiene practices
- keep track of people that enter your school

Area	Activity	Measures that MUST occur
CLASSROOM	Learning and teaching	<ul style="list-style-type: none"> <li>• Classroom door open (limit contact with common areas)</li> <li>• Where possible students should immediately enter classroom (avoid lining up outside)</li> <li>• Student sanitise hands on entering class (Sanitiser available at the door)</li> <li>• Class rolls taken. (Contact tracing purposes)</li> <li>• Class seating plan documented &amp; adhered too</li> <li>• Where possible desks to be spaced. Where this is not possible students seated so they do not breathe on each other</li> <li>• Students presenting unwell or Covid-19 symptoms are to be sent home (via the office sign out procedure)</li> <li>• Teachers should maintain a minimum of 1m physical distancing from students</li> <li>• Sanitise hands on departure of class</li> <li>• Classroom door open (limit contact on common areas)</li> <li>• Students move to next class in the recommended direction</li> <li>• Bells are to be adhered to. (Staff arriving &amp; students departing)</li> <li>• Where classes use common equipment (PE, workshop, Food tech, Music, graphics .... Suitable &amp; regular equipment hygiene practices MUST occur)</li> <li>• All desks and contact surfaces will be cleaned daily.</li> </ul>
Moving around SJC	Moving between classes	<ul style="list-style-type: none"> <li>• Bells are to be adhered to. (Staff arriving &amp; students departing to &amp; from classes)</li> <li>• Everyone departs class having sanitised hands</li> <li>• In confined areas everyone is required to travel in the directions marked (arrow indicators)</li> <li>• No congregating on the way to class</li> <li>• Where possible students should immediately enter classroom (avoid lining up outside)</li> <li>• Limit contact with common surfaces</li> </ul>

<b>Visitors on-site</b>	Visitors are allowed on-site	<ul style="list-style-type: none"> <li>• Appropriate signage at entrances/exits</li> <li>• Sanitise hands before entering the office</li> <li>• Sign in and out of the visitor C.T register in the office. Must include areas visited.</li> <li>• Complete the same requirements as those expected of students entering spaces. (Personal hygiene)</li> </ul>
<b>Break times</b>	Interval, lunch time	<ul style="list-style-type: none"> <li>• Tuck shop can be open based upon suitable hygiene &amp; distancing practice</li> <li>• Students encouraged to keep within their regular social group</li> <li>• All activity to adhere to the activity, play sport guidelines</li> <li>• Suitable water source available. Drinking fountains closed. Prefects monitoring filling station.</li> <li>• Students remain on-site. No shop visits</li> </ul>
<b>Arrival &amp; departures</b>	Arriving and departing from SJC. Before & after school	<ul style="list-style-type: none"> <li>• Appropriate signage at the entrance ways</li> <li>• Hand sanitiser at the entrance ways.</li> <li>• Students to sanitise hands on entering and leaving the college gates</li> <li>• Upon arrival all students MUST enter the college. No gathering outside the gate. No visiting the shop.</li> <li>• Gates staffed before &amp; after school</li> <li>• Students to leave the college without lingering.</li> <li>• Bus students to remain within the college grounds.</li> </ul>
<b>Gatherings</b>	House meetings Assemblies Liturgies Ranks	<ul style="list-style-type: none"> <li>• In school activities not limited however these will be managed by SLT</li> <li>• Hands to be sanitised upon entering common space</li> <li>• Students to be distanced as much as possible. (Encourage a minimum of 1m (could be less, if not, then they should not be able to breathe on each other)</li> <li>• Meeting space to be suitably ventilated</li> <li>• Other schools who visit for activities are limited to 100 with full contact tracing</li> </ul>

<b>Common Spaces</b>	Staffroom Office Dept offices Library Staff Toilets Tuck shop Sports Store Printing rooms Duty	<ul style="list-style-type: none"> <li>• Gathering in common spaces should be avoided</li> <li>• Suitable physical distancing adhered to. 1m</li> <li>• Under-take suitable hygiene practices for the area</li> <li>• Hygienic food preparations MUST be followed.</li> </ul>
<b>Toilet Facilities</b>		<ul style="list-style-type: none"> <li>• Soap and paper towels to be available in toilets</li> </ul>
<b>Extra-Curricular activities</b>	Sport Kapa haka Pasifika Music Enterprise Debating Cultural activities	<ul style="list-style-type: none"> <li>• Adhere to action plans for the activities</li> <li>• Physical distancing</li> <li>• Contact tracing (attendance)</li> <li>• Personal &amp; equipment hygiene</li> <li>• Gathering guidelines considered</li> </ul>
<b>Contact Tracing/staff well-being</b>	Contact tracing data MUST be available for a minimum of 4 weeks.  Class Attendance: Kamar Extra-curricular activities. Group rolls	<ul style="list-style-type: none"> <li>• Staff are to complete the automated Health &amp; well-being form daily.</li> <li>• Students are to complete the automated Health &amp; well-being form daily</li> <li>• Completion to be monitored by SLT delegate</li> <li>• Contact tracing data to be kept for a minimum of 4 weeks.</li> <li>• All data is available to health agencies</li> </ul>