

Alert Level 2 - Planning and Protocols



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

It is safe for all students and staff to return to school in Alert level 2. Schools are safe because hygiene habits will be strong and schools will put into place safe and sensible practice. Schools will be open to all students and year levels at Alert Level 2 from the beginning of the next school week after the announcement is made. This is Monday 18 May 2020

[Alert Level 2 Outline](#) : *MOE [Education Specific details for alert levels 2, 3 & 4](#)*

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
<p><i>Parents are asked to keep any sick children at home. If a sick child comes to school, send them home.</i></p>	<p>School staff are to observe students on arrival into the classroom checking for symptoms and ask those presenting as unwell to contact Senior Management Team leader to arrange for parents and caregivers to come and pick up. Taking the temperature of a child presenting as unwell is acceptable.</p> <p>If any respiratory symptoms, outside of the student's 'normal', are observed, they are to be taken straight to the isolation area.</p> <p>Alert leadership team members to determine who will monitor the isolation area</p> <p>Face masks, gloves and sanitizer will be provided for staff in the isolation area</p> <p>Isolation room at base School is the sick bay in senior corridor. If there is more than one sick student, a separate area (e.g. the small meeting room) for each student will be identified. Each satellite unit will establish an isolation area.</p> <p>Isolation room at Transition is the "Chillax' Room. Entry to this room is from the reception area.</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>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>If staff are sick, they should stay home (phone Healthline or their GP and get tested if they have flu-like symptoms).</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)

Public Health Measure	School Procedures
<p><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>	<p>In an Alert Level 2 school environment, children, young people, and staff maintain 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 toileting. In these situations extra emphasis on handwashing and drying (or cleansing with hand sanitizer) before and after activities and regular cleaning of equipment is very important. Where possible, staff assisting students stand out of the ‘moist breath zone’, e.g. behind or beside the student to help remove / adjust clothing or when buckling students into seat belts / harnesses in vehicles</p> <p>Avoid unnecessary touching of 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 however we will not have any full staff meetings at Alert Level 2.</p> <p>During breaks staff use the staffroom for their break. There will be 3 staggered break times to reduce numbers gathered at any one time. Classroom teachers organize 1 staff member to be in each 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.</p> <p>Non essential ‘Visitors’ (including parents) will be discouraged from coming on site. Communications with parents should be managed online and via a phone call. If ‘visitors’ enter the school physical distancing of 1M should be implemented.</p> <p>Parents who transport their child to or from school will be met on the forecourt by duty or classroom staff.</p> <p>Transition parents/caregivers who transport their child to or from school will be met at the blue double doors at the top of stairs at front of building.</p>

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
<p><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></p>	<p>Students use hand sanitiser (gel or spray bottle) every time they enter and leave learning areas. Teacher supervised or facilitated - students line up before entering LSAs and teachers administer sanitiser.</p> <p><u>Students intolerant to sanitiser will be supervised or supported to wash hands with</u></p>
<p><i>Hand sanitiser at entry to classrooms and in shared spaces. Soap, water and the ability to dry hands must be provided in bathrooms.</i></p>	<p>Hand sanitiser or washing and drying hands with soap are the most effective hygiene measure.</p> <p>Prepare ‘wet areas’ so they can be used for hand washing (benches clear): soap and paper towels accessible.</p> <p>Hand sanitiser may not be an appropriate product for some students and staff.</p> <p>Spray bottles of disinfectant and paper towels in all learning areas/spaces.</p> <p>Implement a system for the deployment of cleaning equipment across all learning spaces.</p> <p>Monitor systems to replenish (Jiaming) and reorder (Vicki).</p>
<p><i>Disinfect and clean all surfaces daily.</i></p>	<p>All 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</p> <p>All cleaning products within each classroom will be stored accessibly but safely (out of sight/reach or locked cupboard)</p> <p>Roster designated staff to wipe areas down twice daily, including staffroom, workroom, staff toilet doors and high use areas .</p>

4. Keep track of people that enter your school

Public Health Measure	School Procedures
<p>For contact tracing purposes, the Ministry of Health describes close contacts at your school as anyone who had:</p> <ul style="list-style-type: none"> • face-to-face contact in any setting within two metres of a case for 15 minutes or more • having been in a closed environment (eg, a classroom, hospital waiting room) within 2 metres of a case for 15 minutes or more 	
<p><i>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.</i></p>	<p>All visitors to the school, including parents and caregivers, must sign in</p> <p>Duty forecourt person will record/confirm bus-lists and parent drop offs and pick-ups. All satellite units will have sign in registers/ visitor's book that all staff and visitors, must use. This will identify time in and time out. 'Unknown' visitors will provide contact details.</p> <p>Satellite students should not come into Base to mix with other student groups e.g. Kapa Haka, dance sessions unless approved by Senior Leadership Team.</p> <p>Senior and junior classes do not mix.</p> <p>Classes congregating for assemblies or kapa haka should consider the ability to manage safe distances and the spaces we have available.</p>

Guidelines for Classroom Teachers / General Classroom Organisation

Guidelines	School Procedures
<p><u>Parents are asked to keep any sick children at home. If a sick child comes to school, send them home.</u></p>	<p>School staff are to observe students on arrival into the classroom checking for symptoms and ask those presenting as unwell to contact SMT leader to arrange for parents and caregivers to come and pick up). Please note, this does not mean that temperatures are to be taken.</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 communicable disease under section 19 of the Education Act – see Guide to Legal Powers.</p>
<p>Regular reminders of Hygiene practices</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"> • Wash and dry hands, cough into elbow, don't touch your face. • Continue to encourage students to not touch their hands to their face • Face cloths and feeders and tea towels are single use and warm washed as usual. • Avoid using shared supplies e.g. personal stationery packs set up • Provide reminders about the importance of not sharing food or drinks • Food preparation and cooking programmes need to be individualised and carefully managed. • Resources that cannot be wiped, e.g. playdough and sensory items, should be bagged and labeled for each individual student • All class dishes are to be washed in hot soapy water or the dishwasher by staff. <p>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.</p>
<p><u>Maintain contact tracing registers for each classroom (worksite i.e. Base and all individual satellites)</u></p>	<ul style="list-style-type: none"> • Record any visitors to the school or satellite, including staff, parents, itinerant teachers etc. Record when and who these visitors are and check that they have also signed in at reception if at base school. • Deliveries from parents (lunches, meds etc) must go to the office. • Our regular volunteers can be used at Alert Level 2 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).

Managing the Physical Environment

- Students 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)
- For singing, consider keeping at least a 1 metre distance as a precaution and where practicable more
- Playgrounds can be used at Alert Level 2 in schools (to align with reopening of public spaces) – wash hands/sanitise before and after use.
- Shared supplies and equipment are able to be used if they are able to be wiped down and students and staff are undertaking regular hand washing and staying away if sick.
- 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
- Classroom staff to disinfect all classroom surfaces, including cupboard and door handles, at the start of each break time

Sensory room

- Ball pit not to be used
- Any sensory toy that is available is to be able to be washed thoroughly after use
- Timetabled students only

Music space

- No wind instruments to be used
- Any instruments that are available are to be able to be washed thoroughly after use

Spa pool

- Spa pool only to be used in accordance with the dosing guidelines and if the student can be supported so the staff member is out of the breath zone. Parent consent required for usage of spa.
- Maximum of 2 in the spa at any given time.
- Timetabled students only.

Gym Space

- User wipes equipment and surfaces on exiting the room
- Timetabled students only

<p><i>Physical Education</i></p>	<ul style="list-style-type: none"> • Physical education and break time activities can include access to sports equipment including playgrounds, but hygiene practice should be observed before and after playing with equipment. • There will also need to be regular cleaning of shared equipment such as balls, sticks etc. • 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. • Circuit equipment must be wiped between classes.
<p><i>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.</i></p>	

Other School Organisation

- There is no 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 may available for those unable to attend school.
- Teachers/staff are not restricted to one group and can move freely between groups of students within learning areas
- Staff such as therapists, itinerant, leadership and relievers will be able to work across different classes, including satellites, schools. - explicit sign in at each venue
- School libraries are 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.</p> <p>The exception is where people from outside the school may be attending, e.g. for a school production or assembly where the mass gathering rules will apply.</p> <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>Junior production is on hold/postponed at this stage.</p>

Workplace Safety for Staff

Guidelines

- Within the staff room teachers and staff should aim to maintain a 1m distance from each other.
- Staff are to follow public health requirements including physical distancing, regular hand washing and good cough and sneeze etiquette
- Staff who are not well will stay home (or be asked to go home)
- Regular, additional cleaning of high-touch points will be in place to further support the health of staff
- 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
- Hand sanitiser will be placed at the main entrance door. For staff on bus duty they are to hand sanitise on the way out the door prior to collecting another child
- Hand sanitiser will be placed in both playgrounds in a central space so that on duty staff can use it frequently
- There is a range of wellbeing information and support available for staff, including having access to EAP services.
- There will be no full staff meetings at Alert Level 2
- **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.

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](https://www.covid19.govt.nz) website for advice for people who are considered at risk.

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

MOE Guidelines	School Procedures
Connect with your staff to determine your staffing levels for on-site and offsite delivery, and for all other administrative and facilities-related work	<ul style="list-style-type: none"> • Staff in a compromised position will contact SMT asap to advise them of their position • Options for working from home will be explored
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.	<ul style="list-style-type: none"> • 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 approve paid leave for non-teaching staff. Where no paid leave arrangement can be agreed, special unpaid leave can be provided. Staff may choose to use sick leave.
<p>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.</p> <p>MOH details about those who are at higher risk of severe illness from COVID-19</p>	<ul style="list-style-type: none"> • Where a person is not able to return to work as normal due to an underlying health condition they should provide you with appropriate medical evidence to support this request (such as a medical certificate obtained at the employees cost). • Employees are expected to resume their usual childcare arrangements, if needed. Some flexibility may be required if all usual childcare options are not available. • 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, working remotely, and/or rotating days both on-site and working from home.

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>Professional development requiring inter regional travel will be considered on a case by case basis as per normal Professional development leave applications.</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><u>Public pool access</u> All public pool access to be discontinued at level 2, to be reviewed later in the term</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>Inter-school events – 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><u>School Vehicles</u></p> <ul style="list-style-type: none"> • Hand sanitizer prior to entering vehicles • Seats, steering wheel, door handles to be wiped between class or group users. <p><u>EOTC</u></p> <ul style="list-style-type: none"> • Opportunities will be reviewed on a case-by-case basis • Existing approval forms to be reviewed in light of guidelines for Alert Level 2 • Parental consent for existing EOTC should be sought and not assumed
<p>Field trips, school camps – 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"> • symptoms of COVID-19 (which may be similar to other illnesses in the early stages) • 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? • if someone were to become ill with a serious illness, do you have facility to be able to respond to that, including the ability to isolate that person while you seek advice from a medical professional? <p>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?</p>	<p>No over-night camps will be approved at Level 2.</p>

Visitors to school (Including Parents)

MOE Guidelines	School Procedure
<ul style="list-style-type: none"> Initial communication to parents 	Alert Level 2 update to families 14 May 2020
<p>Further communication to parents with procedures for level 2</p> <ul style="list-style-type: none"> Provide parent and caregiver education about the importance of monitoring for symptoms and staying home while ill. 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) Promote to staff, students, and their families to maintain distance from each other in <ul style="list-style-type: none"> The school grounds and buildings Information about buses shared with parents <p>The expectation is that with the exception of some students who are sick, all students will be attending at Alert Level 2. Ask your parents and caregivers to notify you by DATE and TIME, to advise you if their child <u>won't</u> be attending school in person when Alert Level 2 commences.</p>	<p>Use of Skool Loop App, e-mail tree and newsletter to disseminate information to parents / caregivers</p> <ul style="list-style-type: none"> Parents surveyed re return and provided to SESTA. SESTA providers will contact parents
<p>Signage - reception and Entry points to school</p>	<p>Signage for level 2 – Use appropriate language mediums for all parent groups. Signs for satellites available on sharepoint - staff shared</p>

<ul style="list-style-type: none"> • Drop offs by parents and caregivers • 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 	<p>Parents who transport their child to or from school will be met on the forecourt by duty or classroom staff. Duty Forecourt person will record all drop off and pick up people.</p> <p>Transition parent/caregivers who transport their child to or from school, will be met at the blue double doors at the top of the stairs at the front of the building.</p> <p>Visitors to the school, including staff, parents, itinerant teachers etc. are recorded and include when and who these visitors are.</p>
<ul style="list-style-type: none"> • 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) 	<p>To manage reception area we will use a 1 in, 1 out system. Entry doors will be closed and entry will be manually managed by reception staff for essential visitors.</p>
<ul style="list-style-type: none"> • 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. • 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). • Please keep your visitor register for at least 2 months. 	<p>All visitors must sign in at reception. The admin staff member will enter contact details in the Visitor Register for new / unknown visitors.</p>

Procedures for Cleaners and Property Staff

Guidelines	School Procedures
<ul style="list-style-type: none"> ● Disinfect and clean all surfaces daily. ● Once staff and then students are on site regular (at least daily) cleaning of surfaces is recommended alongside your usual cleaning schedule. ● 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. ● Make sure the specific instructions are followed for the disinfectant being used (eg spray and leave on surfaces for 30 seconds before wiping down). ● Ensure the availability of appropriate cleaning supplies (eg disinfectant and cloths) for cleaning of high- touch surfaces. <p>Information about cleaning surfaces from the COVID-govt.nz website</p>	<p>Base: School cleaners as per their daily/weekly schedule - daily monitoring and liaison with management as required.</p> <p>Classroom staff responsible for additional wiping of tables, door-handles and high touch surfaces in their own rooms</p> <p>Designated staff responsible for high touch surfaces in common and specific areas – checklists supplied</p> <p>Caretaker - details and arrangements to be confirmed</p> <p>Transition: Regular cleaning to resume as contracted.</p> <p>Mon, Tues, Thurs: Toilet and bathrooms. Disinfect tables, Door handles and vacuum carpets.</p> <p>Wed, Fri: Toilet and bathrooms. Disinfect tables, Door handles and vacuum carpets, mop floors and remove rubbish.</p> <p>Additional regular surface and high touch point cleaning by unit staff.</p> <p>Satellites: Host School cleaning contracts as per usual. Additional regular surface and high touch point cleaning by unit staff.</p>

Food preparation in a school environment

We know many schools supply meals to students e.g. 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

No outside users will be utilizing school facilities.

Confirmed or probable cases of COVID - 19

Schools connected to a confirmed or probable case of COVID-19 must close on an individual or group basis for 72 hours to allow contact tracing and cleaning. 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.

Stringent self-isolation of those who display relevant symptoms of COVID-19, test positive for COVID-19, have been in close contact with someone who tests positive for COVID-19, or have been overseas in the last 14 days – Ministry of Health information for self-isolation.