**Macandrew Bay School Health and Safety Guidance Plan**

**Alert Level Two Delta 2021
Return to work/school Covid-19 Procedures**

In light of the global outbreak of the Novel Coronavirus (COVID-19), Macandrew Bay School will continue to function according to the Ministry of Education and Ministry of Health guidelines.

The overriding principles for [Alert Level 2](https://covid19.govt.nz/alert-system/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

**Alert Level Two includes the reopening of schools on Thursday 9 September. This means that:**

●  It is safe for all students and staff to return to school in Level 2. Schools are safe because hygiene habits will be strong and schools will put into place safe and sensible practice. There is a low risk of community transmission and schools are open for all students.

●  We will need to maintain a high standard of health and hygiene practices at school, following all guidelines from the Ministry of Health and Ministry of Education.

●   Macandrew Bay School will need to limit and carefully monitor visitors to the school site, including managing parents and whānau at pick up and drop off times

* The safety and wellbeing of students, staff and their households, continues to be our priority.
* Face coverings are not mandated for use when in schools, particularly for children under 12. Wearing a face mask remains an option for individuals and a decision for individuals and whanau. Individual decisions will be respected. It is up to the individuals to supply and wear their own and to do so safely.

**OVERALL INTENT OF PRACTICE DURING LEVEL 2**

**LEARNING**

We will return to school on September the 9th and to our normal home classrooms and learning will then happen at school for our students.

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.

**Alert Level 2 - Info for Parents**

**School will look like this:**

PUPIL ARRIVAL AND DEPARTURE

*Underlying principles - minimise adult contact with others; hand sanitise first thing on arrival and on departure; keep a distance where possible. Parents of Years 1 – 3 children may need to deliver their child to the teacher and collect children from the teacher. Year 4 and 5 and 6 children can mostly take responsibility for their own entrance and exit from school.*

* Unwell children and adults are not to enter the school. Children who show signs of sickness will be sent home straight away.
* 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. Anyone with these respiratory symptoms should not to enter into school.
* Parents are encouraged to drop their children at one of the two main gates if your child is comfortable with that – Tennis court entrance or the entrance near the Chemist Shop or staff carpark. Children are to use hand sanitiser on entry into the buildings. Late-comers head straight to the office.
* Some children may be anxious or reluctant to leave parents at the gate. If this is the case, parents may bring their child to the classroom door, do the hand-over, and then leave the school promptly after scanning in as a visitor on the school site and also signing in on the visitor register and noting their time in and out of the school. Parents don’t need to write their phone or addressa s we have those details. Parents may want to wear a mask if they do come inside the school. This is encouraged but not mandated.
* After school care Magic Kids staff will develop a safe departure process which reflects the practices reflected in this document.
* Parents who need to speak to the office staff or senior staff should do so via a phone call or email if that is possible. If an adult needs to drop something off, such as medication or a forgotten lunch, they should walk directly to the school office, sanitise hands, scan in, sign in, and depart after business is completed.
* Parents of younger children or children needing more support may need to collect their child from the classroom, scanning in and signing the visitor contact tracing sheet each time they are on the school property. Older or more independent children may be able to meet their parents at an arranged spot, outside the school grounds and this would be really helpful while we are in Level 2 to avoid congestion and congregation within the school. We are happy to walk children down to Ralph Ham Park after school if you let us know that you would like this. The children meet us at the school bell tower at 3.05pm and we walk them down from there. The parking down there is much easier too.

CLASSROOM PRACTICE

Advice from Alert Level 2 guidelines:

For any activity a range of health measures must be in place, including appropriate physical distancing (at Alert Level 2 for students – not touching each other and giving some breathing space;

for adults one-metre distance from other adults when practicable),

regular hand washing,

staying away if sick,

contact tracing systems,

regularly cleaning and disinfecting high touch surfaces and

keeping indoor spaces well-ventilated).

*It is unreasonable to expect children to maintain a safe distance from each other and from the teachers 24/7. We will do our best to educate the children that for the time being, closeness could spread sickness and that is best not to touch others or get too close. The classroom should operate as normal with the following exceptions:*

* Physical Distancing – Physical distancing is a good precaution to prevent the spread of disease. In an Alert Level 2 school environment, this means children, young people, and staff maintaining 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.
* There are situations where physical distancing is not possible, such as some sporting activities. In these situations extra emphasis on handwashing and drying (or cleansing with hand sanitiser) before and after activities.
* There is no set measure for physical distancing within school at Level 2 but where practicable 1 metre can be used as a guide, particularly between adults. Practice should be sensible.
* Sports and playgrounds – school playgrounds, sports equipment use and sporting activities can resume. Contact sports can resume. This relies on being able to contact trace who is on site during school hours and at school team training and competitions.
* 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.
* Singing at school needs to be done with good ventilation and with children sitting or standing apart. It would be ideal to do this outside for kapahaka practice etc.
* Hand sanitising or washing hands at the beginning and end of each session is essential. Such practices should also happen when the children use the bathroom, playground, sports equipment and the library, and before eating.
* Teachers will ensure there is a supply of tissues, paper towels and soap and hand sanitiser available in their classroom and the bathrooms will also be stocked with these items.
* Surfaces will be wiped down in the classrooms and bathrooms daily.
* Teachers will be conscious of optimal temperatures for good health - 18-22 degrees is the suggested range - and ensure the classrooms do not become stuffy. Good ventilation is essential and windows and doors should be open when possible, particularly at break times and after school.
* Teachers should be aware that some children may have allergies to some sanitisers and soaps and be ready to discuss alternatives with parents if that is brought to their attention.
* School libraries are able to operate as normal if students and staff are undertaking regular hand washing and staying away if sick.
* Shared supplies and equipment are able to be used if students and staff are undertaking regular hand washing and staying away if sick.
* There is no bubble concept at Level 2 so there are no restrictions on groups of children and students mixing with others on site.

DISTANCE LEARNING

*Distance learning is for Levels 3 and 4.*

We will return to school on September the 9th and to our normal home classrooms and school is open for all students from that time on.

DEVICES AND SCHOOL LEARNING RESOURCES AND STATIONARY

* Once school restarts, all general-use devices lent out must be returned and put back to use in the classrooms. They should be cleaned upon return.

VISITORS

*We need to keep a record of all we come in contact with.*

* All parents and whanau coming through the school gates and into school buildings with children need to be treated as visitors so we can be sure we can contact trace anybody who has been within the school. Parents and all whanau would need to sign in by scanning the QR code or signing in if they are unable to scan. If signing in we have parents’ contact phone numbers and addresses so this would not need to be recorded- just your name. Parents should think about wearing a mask if they come into school. This is strongly encouraged but not mandated.
* If your child is confident to come into school on their own then it is best they do so and parents remain outside the school and wait for them at a distance, while also keeping your 2m distance from others . We know this is very different from our usual way of operating but hopefully it won’t be for too long.
* Visitors will be discouraged from visiting school until we settle down - they will be asked if possible to use the phone or Zoom to communicate with school staff.
* Itinerant support people like RTLB, therapists and contractors will need to have arranged a visit and not turn up unannounced. When they arrive, they must sign in and be made aware of the strict hygiene and distance rules in place at school.

STAFF MEETINGS, ASSEMBLY AND OTHER MATTERS

*The less we gather in close proximity the better.*

* In the first week or so we will continue to minimise close physical contact where we are crowded into a small space. All meetings will be held in a large space eg staff meetings or team meetings could be held in a classroom rather than the staffroom.
* We will make a decision about Parent assembly after we are settled in to being back at school. At the moment they would not be able to be held unless they could be held outside with controlled numbers as it would not be possible to seat parents one metre apart. Also at Level 2 rules about gatherings apply if parents come into school for a school event.
* The staffroom can become busy. We will roster use of the staffroom, particularly at morning tea time with support staff having an early morning tea. All staff members are to ensure very high standards of hygiene are maintained in this common area and throughout the day.

WELLBEING

*We need to work together to assuage anxiety.*

* Some of the children will be anxious to return to school. It is important for the school staff to acknowledge this and provide opportunities in the first few days for children to share their fears and concerns.
* Staff members may also be anxious to return. This is understandable and so we must ensure all the hygiene and distance practices are observed so no-one feels compromised at work.

OTHER CONSIDERATIONS

* Teachers will be able to come to school on Wednesday to set up their classrooms for the following day.
* Focus Assemblies for the children can happen each week as normal, particularly if we can hold them outside with plenty of space but Parent Assemblies are on hold at the moment.
* Magic Kids will again be able to offer After School care on our school site each day from Thursday 9th September onwards onwards.
* Whilst PPE is not required or recommended as necessary in an educational facility by the Public Health Service we do have a supply of masks and gloves if required.

**CONSIDERATIONS FOR MAINTAINING GOOD HEALTH & HYGIENE AND SAFE PRACTICES UNDER LEVEL 2 (links to section in this document):**

**BREAKS AND BELLS**

* Schools, like workplaces are not considered to be gatherings under Alert level 2. Therefore there are no bubbles and no changes are needed to breaks, start and finish times.
* However we will need to stagger numbers in the staffroom so we can ensure staff are keeping 1 metre distance from each other. The staffroom is usually particularly crowded at morning tea so it would be best if support staff had their morning tea break at 10.15-10.30 and teaching staff had theirs at the usual time of 10.30am.

**PLAYGROUND ACCESS**

The playground is able to be used again at Level 2.

**CLEAN HANDS**

Hands will be washed or sanitised very regularly**-** before and after breaks, before visiting the library or before and after doing PE etc.

**DRINKING FOUNTAINS**

Drinking fountains are not to be used. Children are to bring their own drinking bottles to use throughout the day.

**LIBRARY**

School libraries are able to operate as normal if students and staff are undertaking regular hand washing and staying away if sick.

**ATTENDANCE**

Contact tracing will be done by our school roll so it very important we keep a close track of the students and staff who are on site each day. All staff need to scan in daily using the QR code. We keep a record of all staff on the school site each day for contact tracing purposes.

**OFFICE/PHOTOCOPIER/ADMINISTRATION**

Admin staff will wipe down their computer keyboards and photocopier buttons each day. Hand sanitiser and wipes will be placed beside the photocopiers.

**TEACHER AIDES**

We will ask the Teacher aides to continue the great work they have done at Level 2 in the past with sanitising high touch surfaces during the day.

**COURIERS AND DELIVERIES**

A box will be left outside each day at the office entrance for deliveries to be placed into.

**DEVICES**

Devices (that have been loaned to a family from school) that are being returned from lockdown will be handed to a teacher, who will bring the device to the office, with the name of the person returning it. Staff will clean these and check them off the list.