



Planning and Guidelines for Alert Level 2 at Kaurilands School

Hours school will be open for children **8:30am - 3:15pm**

'Play it Safe'

'Schools and Early Learning services are safe environments for children, young people and staff. Additional public health control measures are in place to prevent the spread of disease and to support contact tracing.' (Ministry of Health)

'Under Alert Level 2, it is safe for all schools to open. Safe and sensible practices for hygiene and contact tracing will be the norm, and all students will be able to return, so long as they remain well.' (Ministry of Health)

Who can attend school?

- ✓ All children are welcomed back to Kaurilands at Alert Level 2.

Enforced Hygiene Practices

"Regular washing and drying of hands and good cough and sneeze etiquette remain fundamental to preventing spread of illness such as colds, flu and COVID-19." (Ministry of Health)

- ✓ Children and staff are to stay at home if they are unwell. Please keep your children at home if they are sick in any way.
- ✓ Children and staff who come to school unwell will be sent home (even if they have a runny nose).
- ✓ 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 the Health Line for advice which may include getting tested for COVID-19 as a precaution.
- ✓ Children and staff use hand sanitiser as they enter and leave the classroom and shared spaces.
- ✓ Children and staff wash their hands with soap (for 20 seconds) and dry them afterwards, often.
- ✓ Children wash and dry their hands or use hand sanitiser before eating.
- ✓ Children wash and dry their hands or use hand sanitiser after playing with sports gear during class PE sessions.
- ✓ Children are encouraged to cough and sneeze into their elbow. Teachers will teach and remind children about cough and sneeze etiquette.
- ✓ Children will be reminded not to touch their face.
- ✓ Classroom doors will be pinned back for ventilation purposes but also to limit the use of door handles.
- ✓ Classroom temperatures will be set to be at least 18- 20 degrees.
- ✓ Face coverings are not required in schools and early learning services at any alert level. Any children, young people or teachers who wish to wear face coverings at schools or early learning services may do so if they want to. They are entitled to make this decision and should not be criticised for doing so.

Physical Distancing

“Physical distancing is a good precaution to prevent the spread of disease. In an Alert level 2 school environment, this means if you can smell the person’s breath or feel that you are in that moist breath zone, move a little further away. Avoid touching others.” (Ministry of Health)

The 1m indoor and 2m outdoor distancing rule does not apply at school- **however:**

- ✓ Children and staff should be far away from each other so that they are not breathing on or touching each other. This does not need to be a specific measurement but where practicable 1m can be used as a guide (especially with adults).
- ✓ Children do not need to sit at the same place every day.
- ✓ Mat times will be limited and children will be spaced out while sitting on the mat.
- ✓ Collaborative classrooms will work together however they cannot sit as one group on the mat. They will have to break up into home groups or smaller groups when doing so.
- ✓ Parents need to keep a 2m distance from other families outside the school gate and when on school grounds.
- ✓ We will not be having Year Level, Syndicate or Whole School Assemblies, Singing or Hui during Alert Level 2 and Term 3 (as a precaution).
- ✓ No Jump Jam in the hall. Year levels can space themselves out and do Jump Jam outside.
- ✓ No Kapahaka until further notice.

Classroom Resources

“Class resources and equipment are able to be used because students and staff will be undertaking regular handwashing and staying away if they are sick” (Ministry of Health)

- ✓ Children can share classroom play equipment and resources.
- ✓ Encourage washing of hands regularly (hand sanitise) and remind children not to touch their face.
- ✓ Lego, blocks and other play equipment does not need to be sanitised daily. However, if a child who has been unwell was playing with the equipment please spray with disinfectant.
- ✓ Chrome books and iPads need to be wiped down by the teacher with green cloth and pink disinfectant daily.
- ✓ Playgrounds will be open.
- ✓ The swimming pool will be open as long as children keep to physical distance rules.
- ✓ Drinking fountains will remain closed during Alert Level 2. Children will need to bring their own drink bottles. These can be refilled using the classroom taps. Paper cups will be in rooms for those who do not bring water bottles.
- ✓ Readers can be sent home.
- ✓ Libraries can be operated as the virus does not survive for long on paper and cardboard (less than 24 hours), so books and other paper and cardboard can be put aside overnight and used the next day by other students. Books with plastic sleeves should be wiped down with a disinfectant wipe before re-issuing the next day.

Cleaning Procedures

- ✓ Door handles, light switches and copiers will be wiped down daily.
- ✓ Tables and hard surfaces will be wiped down and disinfected daily by teachers.
- ✓ iPads and Chromebooks will be wiped down using disinfectant daily.
- ✓ Classroom equipment will be disinfected if needed.
- ✓ Classrooms and shared spaces will be thoroughly cleaned by our school cleaners at the end of each day.

Attendance/ Lateness

It is important that all children arrive at school on time (by 8:55am).

- ✓ If a child is late they need to be checked in through the front main doors where a staff member will sign them in on the attendance tablet up until 9:15am.
- ✓ If your child is arriving after 9:15am you will need to phone the office as the main doors will be locked. A staff member will come and collect them from the main entrance and sign them in.
- ✓ If you need to pick your child up early, please call the school office and advise arrival time. They will be collected and delivered to the front door.

Contact Tracing Documentation/ Visitors to School

All parents and visitors need to be recorded in our Vis tab for contact tracing, this is a requirement of the Ministry of Education and Ministry of Health. The best way for us to manage this is to minimise parents onsite.

- ✓ All visitors to school must be recorded on our school vistab in the foyer.
- ✓ Visitors will also have to scan the QR code if they can.
- ✓ Any contractors or visitors to the school need to check in at the School office when they arrive and sign in as well as normal sign in procedures.
- ✓ We are sorry but we can not have any parent helpers onsite while in Alert Level 2.

School Arrival and Pick up

Because of strict contact tracing requirements we are limiting parent access to our school site. Please stay off site unless absolutely necessary.

- ✓ All children need to be dropped off at the main school entrance, hall gate, sandpit gate, turf gate or top of the field path by Room 20. A staff member will be at these entrance points.
- ✓ Parents can make appointments with staff members via phone or email if they need to talk through anything.
- ✓ A staff member will be stationed in the school foyer to sign in any children who are late.
- ✓ Children can be dropped off at school from 8:30am (no earlier unless at Before School Care).
- ✓ Only staff in the staff car park please.
- ✓ If your child is arriving after 9:15am you will need to phone the office as the main doors will be locked. A staff member will come and collect them from the main entrance and sign them in.
- ✓ If you need to pick your child up early, please call the school office and advise arrival time. They will be collected and delivered to the front door.
- ✓ Any parents who come on site need to sign our contact register, in the school foyer.

Afternoon Pick Up:

- ✓ Parents need to make a plan with their children around what pick up will look like.
- ✓ Parents need to communicate what your plan will be for picking up (Care4Kidz, Walk home, walk to pre arranged meeting spot outside of school, Main entrance, Turf Gate, Sandpit gate, top of field path by Room 20). A google form will be shared with families asking for this information.
- ✓ Children can continue to bike and scooter to and from school.
- ✓ Older siblings will need to collect their younger siblings from their classrooms and then go to their assigned meeting spots or walk home.
- ✓ All children and families must be off site by 3:15pm at the latest. This must be adhered to.
- ✓ Playgrounds will be closed after school.
- ✓ If plans change for pick up please email your class teacher by 2:30. Class teachers must check their emails in the afternoon.

Break Times

- ✓ All children wash their hands before eating
- ✓ No sharing of food.
- ✓ Children and staff use hand sanitiser when re-entering the classroom.
- ✓ Duty teachers will be out on duty monitoring physical distancing.

Learning

- ✓ Core Learning and routines need to commence immediately.
- ✓ Hygiene practices will be regularly reinforced with children.

Link to a case

- ✓ In the event of a case or probable case we will seek the advice from the Ministry of Health and or Ministry of Education.
- ✓ If a COVID-19 case is identified at school during Alert Level 2, affected sites will be closed for cleaning and close contact tracing. Instruction should revert back to the distance learning model until the school is cleared to open.