

Wednesday 12 August 2020

Kia ora koutou



RE: COVID-19 response – Term 3 – Return To Alert Level Two

12pm today signalled the return to alert level two. For us at school, we will be implementing our reviewed Alert Level Two Safety Plan. This plan can be found at the end of this notice.

There will be no major changes to classroom programmes. Our school continues to be safe to attend, including any staff and children who are considered more vulnerable to COVID. We have a good cleaning routine in place, people who are sick are staying at home and we continue to encourage good hygiene practices.

The key changes to moving into alert level two are:

- Limited access to parents/visitors onsite
- A return to managed drop off and pick up zones
- Increased vigilance of handwashing and/or hand sanitising
- Restrictions of attendance at public events.

Limited Access To Parents/Visitors Onsite:

We ask that parents/visitors observe the requirement for us to maintain contact tracing as well as limiting access onto our school site. Entrances to the school will have sanitising stations. If you must come onto the school site, you are required to register for contact tracing via our school app (see information over the page) or if you are unable to do this, you must sign the visitors page in the school office.

Managed Drop off and Pick Up Zones:

Students can continued be dropped off at the Kereru Road, Office and Gumboots entrances. Students are to sanitise their hands on entry. After school procedures are as follows:

AFTER SCHOOL PICK UP PROCEDURE

At 2.50pm the bell will ring to signal to teachers to release students to the bus lines or pick up zones.

PICK UP ZONES

The pick up zones will continue to be the junior deck and outside room 5. Students will be able to leave with parents from 2.50pm. After School Care will meeting by the junior exit.

WALKING & BIKING STUDENTS

Students who are walking or biking will be able to leave at 3pm via the Kereru Road exit.

MAIN OFFICE ENTRANCE –BUSES ONLY

The main office entrance is to be used for the after school care van and bus students only. These will be boarded from 3pm. We ask that parents wait for students at either of the pick up zones.

STUDENTS WILL NOT BE RELEASED TO WALK INTO THE CARPARK BY THEMSELVES

Due to the high level of risk, students will need to be accompanied by a parent in the carpark.

Please turn over for more information

Lunch Orders

Lunch Orders will still be on this Friday. We will make a decision next week about the continuation of these.

Parent Interviews

At this stage parent interviews will continue next week. Contact tracing is in place as we have records of bookings. Teachers will set up rooms to allow for distancing requirements. If you are unwell or have cold or flu-like symptoms, please reschedule your time for when you are healthy.

Cross Country Events

If level 2 continues into next week, we will hold the school cross country without spectators. It is likely that the Kereru Cross Country will be postponed or cancelled if we are still in level two. We will update you on these events closer to the time.

Cancellations To Date:

- Netball is cancelled today
- Hockey for this Friday and Saturday is cancelled

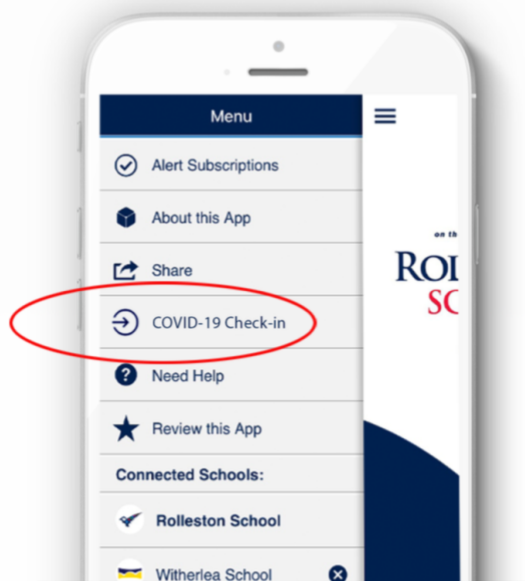
Most importantly, please ensure you keep up to date with the latest information from us. This will be available on the school app and on our website.

We appreciate your understanding and support to implement these requirements.

Kind Regards
Phil Jones
Principal

Our School App has a new COVID-19 Check-in module

“Available on App version 2.4.0 or greater”



Parents, caregivers and visitors can use the App to:

- 1) Check in to the School on arrival by registering your details.*
- 2) Show staff confirmation screen if requested.*
- 3) Check out when leaving the premises.*

To download the App simply scan the QR code or go to the App Store on your Apple or Android device and Search '**SchoolAppsNZ**'.

Then search 'Your School Name' to find your school's app.



Maraekakaho School

Covid-19 Alert Level Two Safety Plan

Date Completed: 12 May 2020	Manager Approval:	Worker Representative Consultation:
Date Distributed: 13 May 2020		
Date Reviewed: 11 August 2020	Name Of Manager: Phil Jones	Name of Worker Representative: Wendy Beauchamp

SAFETY PLAN OVERVIEW

Context	What We Will Do	Who Is Responsible
<i>How will you manage the risks of restarting part or all of your operations at Alert Level 2?</i>	<ul style="list-style-type: none"> ● Cleaner and Caretaker advised to about change of levels ● Briefing for staff to outline public health directions. ● Level Two Health and Safety Plan developed ● All staff educated on this plan 	<p>Phil</p> <p>Phil</p> <p>Phil/SLT Phil</p>
<i>How will you ensure all your workers know how to keep themselves safe from exposure to COVID-19?</i>	<ul style="list-style-type: none"> ● Workers will all receive a copy of this plan. 	<p>Phil</p>
<i>How will you gather information on the wellness of your staff to ensure that they are safe to work?</i>	<ul style="list-style-type: none"> ● AL2 workers will be briefed as to the expectations of their health and wellbeing for working onsite during Alert Level two as per the section in this document "Providing A Safe Workplace For Staff" ● Staff will be monitored onsite by Leadership team to ensure their health and wellbeing is maintained 	<p>Wendy</p> <p>Phil</p> <p>Phil/Wendy</p>
<i>How will you operate your business in a way that keeps workers and others safe from exposure to COVID-19?</i>	<ul style="list-style-type: none"> ● Oversee that the <i>Public Health Measures At Maraekakaho School</i> outlined in this document are put in place and maintained to a high standard. ● Oversee that other safety measures outlined in this plan are adhered to. 	<p>Phil/Wendy/Jen/Sam</p> <p>Phil/Wendy/Jen/Sam</p>
<i>How will you manage an exposure or suspected exposure to COVID-19?</i>	<ul style="list-style-type: none"> ● The person will be immediately isolated using the medical room. If it is a student, the parents will be contacted for immediate pick up and advised to contact their GP. Staff will be sent home and advised to contact their GP 	<p>Phil/Wendy</p>
<i>How will you evaluate whether your work processes or risk controls are effective?</i>	<ul style="list-style-type: none"> ● Regular observations that protocols are being followed. 	<p>Phil/Wendy</p>
<i>How do these changes impact on the risks of the work that you do?</i>	<ul style="list-style-type: none"> ● We are acting on advice from the Ministry of Health and the Ministry of Education and ensuring we met the measures required. By having these systems in place we have been told that this will minimise risk. 	

PROVIDING A SAFE WORKPLACE FOR STAFF

- Staff at higher-risk of severe illness from COVID-19 can work on-site if it is safe to do so.
- All staff must follow public health requirements including regular hand washing and good cough and sneeze etiquette
- Staff who are not well will stay home (or be asked to go home) – they should contact Healthline or their GP and get tested if advised to do so
- Regular cleaning, including daily cleaning of high-touch points will be in place to further support the health of staff
- Connect with all staff regularly in person
- Staff meetings can be held on site with appropriate public health measures in place.
- 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.
- Continue support professional development whenever possible, including virtually
- 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
- There is a range of wellbeing information and support available for staff, including having access to EAP services through their employer. Please go to our website for further information to support wellbeing in your community - supporting wellbeing

PUBLIC HEALTH MEASURES AT MARAEKAKAHO SCHOOL

In addition to our usual practices when managing health and safety, there are some specific public health requirements for Alert Level 2 that must be adhered to at Maraekakaho School:

- Parents are asked to keep any sick children at home. This includes symptoms of colds and flu. If a sick child comes to school, send them home.
- 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.
- Hand sanitiser at entry to class rooms and in shared spaces. Soap, water and the ability to dry hands must be provided in bathrooms.
- 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.
- Physical education classes and break time activities can include access to sports equipment including playgrounds but hygiene practice should be observed after playing with equipment.
- Disinfect and clean all surfaces daily.
- 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.

PPE is not required or recommended as necessary in any educational facility by the Public Health Service.

OTHER HEALTH AND SAFETY STRATEGIES

In addition to the specific public health requirements, the following information will help inform your planning, and support you to implement the public health requirements.

General

- Parents, caregivers and visitors who come on site need to be recorded in our contact tracing register. This can be done via the school app. This can be done using the school app and show the staff the confirmation Message on Entry. If the app is not used then parents and visitors must enter via the office to manually record their visit.
- School entrances will return to be via the office entrance, the Kereru Road gate entrance and between rooms 1 and 7 (at the Gumboots end of the school). Staff such as RTLB, itinerant music teachers and relievers will be able to work across different schools. Piano, guitar, speech and drama and tennis lessons will resume once alert level 2 plans are in place and students are settled back to school.
- Physical distancing of 2 metres is recommended for parents and caregivers, from people they don't know (to align with public health measures outside the school grounds).
- Only one visitor or parent should be in the office foyer at a time. It will operate on a one in and one out system.
- The School library will be able to operate as normal if students and staff are undertaking regular hand washing and staying away if sick. The temp will be used to manage this.
- Shared supplies and equipment are able to be used if 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.
- For singing, we will keep a 1 metre distance as a precaution and where practicable (and similarly when using wind instruments).
- Playgrounds can be used at Alert Level 2 in schools, wash hands before and after use.
- Volunteers can be used at Alert Level 2 in class as long as they are meeting all the public health requirements and are recorded in your timetable and/or visitor register.

Activities and events

For events, there are no restrictions on numbers of people indoors or outside at schools and early learning services other than what other public health or health and safety measures require.

The exception is where people from outside the school may be attending, eg for a school production or cross country and other sporting events. In these examples and if a school is hiring out their hall or allowing community groups to use school facilities, the mass gathering rules will apply.

Any events or activities held off-site must meet all public health requirements, including staying away if sick.

Assemblies

As we do not have the space to house more than one class together safely, assemblies will not occur during alert level two. We are looking to create a digital platform to celebrate learning across the school.

Sports (on school grounds)

Physical activities including using shared equipment can go ahead. Physical distancing 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.

Sports (off site)

Sports organisations will advise us of their stance on the various sporting competitions that they run.

Field Trips, School Camps

These could potentially go ahead but will need careful consideration based on the latest situation and information from the Ministry of Health closer to the time.

Cultural activities

Kapa Haka and Choir practices will be able to continue (note the physical distancing recommendation of 1 metre distance where practicable, for singing and wind instruments).

Inter-school events

The interschool events (such as cross country) will be subject to public health requirements at the time of the event. Decisions will be based on the latest situation and information from the Ministry of Health closer to the time.

Good hygiene practices

Good hygiene practices will continue to be a priority at Alert Level 2 as the best way to minimise potential spread of COVID-19. The [COVID-19.govt.nz](https://www.covid-19.govt.nz) and Ministry of Health websites are a good source of information including:

- [Hand washing](#)
- [Cough and sneeze etiquette](#)
- [Cleaning surfaces](#)

Staying home if sick

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 enter into our school.

Cleaning

Regular (daily) cleaning of surfaces is recommended alongside your usual cleaning schedule.

Review your cleaning policies and practices to ensure a routine for cleaning high touch surfaces (door handles, table tops in common spaces etc.) and bathrooms, is up to date. Make sure your cleaners have appropriate information, training and equipment and have their own health and safety plan, or are included in your plan (if they are employed directly by you).

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.

There is some [information about cleaning surfaces on the COVID-govt.nz website](#) and further information about [minimising the spread of infectious diseases](#) on the Ministry of Health website.

Facemasks and other personal protective equipment

The risk of infection increases the closer you are to someone who is infectious and the longer duration of time that you spend close to that person.

In schools and early learning services, all children, young people, and teachers with any symptoms are being asked to stay at home, and we are asking schools to send anyone home who has or develops symptoms.

Schools will also record who is on-site each day for the purposes of contact tracing.

Standard hygiene measures are also really important including:

- hand hygiene – that is, washing hands regularly with soap and water and drying well, or using hand sanitiser when soap and water aren't available
- coughing or sneezing into tissues or your elbow and then performing hand hygiene
- cleaning surfaces regularly.

Public Health officials have advised that if these measures are in place, then personal protective equipment is not needed.

Some children and young people 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.

Physical Distancing

Physical distancing remains important, particularly when people are interacting with people they don't know and who couldn't be easily traced. However the risks are relatively lower at Alert Level 2, and it's now safe for individuals to be physically close to their good friends and family.

A school environment is controlled, you know who is at school, who they have been in close contact with and have good hygiene measures in place including regularly washing hands, including before and after using shared equipment. People who are sick are staying at home and you are monitoring for anyone presenting with signs of illness and are cleaning high-touch surfaces daily.

So for physical distancing in schools, it means children, young people, and staff maintaining a physical distance so that they are not breathing on or touching each other. You literally get some breathing space. As described by Dr Payinda in his NZ Herald article, "Covid's not measles or chickenpox, it doesn't hang in the air for hours waiting to infect passers-by. It travels on invisible drops of spit. You don't have to cross the street to avoid anyone. Just avoid getting in their 'moist breath' zone".

So in a school setting, if you can smell the person's breath or feel that you are in that "most breath" zone, move a little further away. Avoid touching others and for adults, it is recommended that where practicable you keep a metre distance between you.

Food Preparation

School lunches will continue at this stage.

Timetable

Maraekakaho School will return to the normal school day and break times
9am-3pm

BUSES AT LEVEL TWO

Under Alert Level 2, all school transport services will operate to normal schedules. The ongoing safety of drivers and students and the ability to contact trace is a priority when we enter Alert Level 2, and will be managed in the following ways:

- We will keep up-to-date bus lists at all times to ensure everyone knows who is being transported each day, to enable contact tracing. - Morning run records will be kept by the bus driver, the afternoon will be kept by the school.
- Parents are to ensure that bus drivers are made aware of your morning transport run requirements, and the school your afternoon transport run requirements as per normal
- Hand sanitisers will be available for each student to use as they board the vehicle.
- Vehicles and surfaces will be sanitised after each journey by the transport company.
- Seats in close proximity to the driver will be left empty.

CONTACT TRACING

We are required to have a contact tracing register.

Our contact register (a combination of staff contract hours, attendance register, school app register and manual visitor register) will provide good information to health authorities, so they can contact people that might be considered a close contact of a confirmed case, and determine whether they will need to self-isolate. The information we will capture will need to identify which children are in each teaching space, and record when and who they have close contact with during the day if that changes. This includes recording who the adults on-site are in close contact with as well as recording any visitors to the site, including parents and caregivers.

For contact tracing purposes, the Ministry of Health describes close contacts at your school as anyone who had:

- 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