

Staff information Booklet

Waihi College



Covid-19 Safety Plan

Managing Health and Safety in Waihi College at Alert Level 2

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Alert Level 2 Summary

The overriding principles for Alert Level 2 are:

1. To minimise the risk that someone gets infected in the first place
2. To ensure we can identify and contact anyone who has been in close contact with a person, should someone in a school or early learning centre become infected
3. 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 good hygiene habits will be adhered to, and schools will put into place safe and sensible practice.

Distance learning is available for those unable to attend school: for example, those who are self-isolating.

People at higher-risk of severe illness from COVID-19 (eg those with underlying medical conditions, especially if not well-controlled) are encouraged to take additional precautions when leaving home. They may work, if they agree with their employer that they can do so safely.

Any staff member with concerns around returning to work due to underlying health conditions should notify SLT to discuss returning to work or alternative options.

The safety and wellbeing of students, staff and their households, continues to be a priority.

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Changes from Alert Level 3

The significant changes for schools and early learning centres are:

- 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 (arm's length away), 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 or practical 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.
- Playgrounds – school playgrounds, sports equipment use and activities can resume. However, gear must be wiped down after use.
- There is no bubble concept at Level 2, so there are no restrictions on groups of children and students mixing with others on site. Where practicable where groups/classes do mix – attendance should be recorded as it should if the composition of groups and classes change during the day. Example: If an English class and a Science class end up in the Library, MS will note the time and classes there, in case we need to contact trace.
- Teachers/staff are not restricted to one group and can move freely between groups of students.

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Health and Safety at Work

The expectation of the government, community, staff and regulators is that schools will meet the highest possible standards and that Boards of Trustees, management and individual staff actively manage adherence to the safety measures and expectations. It is expected that all involved ensure they are looking out for the health and safety of their colleagues and community, while at work.

As mentioned before we are not returning to business as usual and we need to adjust our thinking and daily practices to minimise the risk of COVID-19 transmission.

The key safety issues we need to control are:

1. Ensuring people with COVID-19 or FLU like symptoms stay away from school.
2. Managing exposure or expected exposure to COVID-19
3. Maintain physical distancing
4. Enable good hygiene practices
5. Contact tracing for any people who enter the school

Point 1:

Parents are asked to keep any sick children at home. Signage has been placed all over the school and on the school website. This information has also been included in the email sent to all parents. We have used every possible forum to communicate this message to parents.

Point 2:

Pouako will have a checklist of questions to ask their LA before entering class. If a student informs/admits to having or being incontact with anyone who may have COVID-19 they are to be sent to the main office immediately. Shauna will have run through the checklist for students signing in and late. If a student arrives late to your class without signing in, send straight to the student centre to complete sign in process and questions. We also ask all teachers to keep an eye on students during the day as they may develop symptoms throughout the day. If staff or students suspect a student is unwell and displaying COVID-19 or FLU-like symptoms at school, they are to be asked to put on a face mask and go to the main office and they will be asked to go into the isolation room (interview room aka Koru lounge) and staff will call for the nurse. Parents will be phoned. If multiple students are ill the hall will be used to isolate additional students.

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Point 3:

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, an arm's length away should be used as a guide, particularly between adults. (see physical distancing information above)

Point 4

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 (Signage has been placed around the school.) Limited hand sanitiser will be available in high traffic areas, but at this point we simply don't have enough for every class. ACo has asked parents if possible to send hand sanitiser to school with the students.

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. Where possible reduce the sharing of equipment and wipe down equipment when possible e.g. between classes.

Students can assist in disinfecting their work space at the end of the lesson. Spray bottles and paper towels will be provided. Make sure the specific instructions are followed for the disinfectant being used (eg spray and leave on surfaces for 30 seconds before wiping down).

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

Point 5:

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. It is mandatory for all visitors to sign in. No exemptions if they come on site they must sign in and be recorded.

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Other Policies While at Alert Level 2

Assemblies/Mass gatherings:

SLT have decided that multiyear assemblies will not take place under Alert L2. However, single year level assemblies can take place in spaces that allow students to have their arm's length distance (breathable area).

Breakfast Club:

This can continue at L2 and will be needed. Again following our arm's length space and high hygiene standards.

Buses:

We will be introducing bus monitors for each bus who will be keeping a roll of students travelling to and from school. Murphy's will have the seat behind the bus driver taped off. They will also provide sanitiser for students hopping onto the bus and wipe down seats and rails after each journey. CAS will support monitors with the rolls and have back up monitors if students are away. Bus monitors may be required to leave P4 5min early but they will be issued with a pass.

Canteen:

The canteen will be open under L2 and operating in accordance to the H&S guidelines recommended. Our biggest challenge is managing the line. SLT will support staff on duty in this area to make sure they are keeping the arm's length distance and not hanging around in this area. A strict "get your food and move on" policy applies. The walkway behind the line will be roped off and duty staff can run the lines from this area.

Cultural Activities:

Practices and rehearsals will be able to go ahead (note the physical distancing recommendation of arm's length distance where practicable, for singing and wind instruments). If a group wishes to do a performance to visitors etc again application to SLT must be made.

Duty:

As per normal for duty. However, staff will have to be extra vigilant with reminding our students about the new normal (arm's length, hygiene etc). If you are to come across and incident that may require physical intervention staff must use their professional judgement as to what action they may take:

1. Use verbal statements to get students to cease the negative behavior.
2. Get senior students to intervene rather than themselves and/or get further help.

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3. Intervene yourself- should only be used if the staff member feels 100% safe to do so and if the situation is of a severity that physical intervention is required to avoid serious injuries.

Emergencies:

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.

In the event of a lock down, staff and students will be required to hide in buildings and stay down. We will not run drills during L2 and if we have a false alarm we will notify staff ASAP. However, if we have a true threat or emergency, then this takes precedence over COVID-19 protocols, as the immediate safety of students and staff takes priority.

Encouraging good cough/sneeze etiquette, and no touching of hands to faces, can be reinforced once safely evacuated or safely inside.

Field trips, school camps:

No school camps will take place under L2. However, field trips that remain within the local Waihi area are allowed. Normal health and safety applications are to be followed, however, you will now need to add how you are going to manage the risk of transmission of COVID-19 during this activity. If you are planning to use an outside provider you must contact them and discuss what their safety plan for COVID-19 is, and communicate that to staff and students who are attending this trip. This will need to be added to the H&S school sheet. If a trip was pre-arranged before lockdown, you will need to seek permission from parents again for their child to go on this trip due to the threat of COVID-19.

- If you require a field trip outside of the local area or overnight trip, you must apply for an exemption to SLT.

Guidance and Nurse:

Operating as normal and will adhere to the social distancing and hygiene expectations.

In school groups and clubs:

These can go ahead as long as you follow all the distancing and hygiene expectations. Registers of the students attending this activity and time will need to be taken for contact tracing purposes.

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Inter School Events:

Waihi College will not take part in any inter school events at this stage, as the logistics and requirements around contact tracing etc are extremely burdensome.

Library:

Library can be booked and used by no more than two classes at one time (computers and books sections). Plastic chairs only will be available for seating. The bean bags and soft furnished sofas will be unavailable. Tables and chairs will be reduced in the Library to encourage arm length spacing. Michelle will keep a spreadsheet of classes and times present in the Library for periods 1-4. The Library will be open interval, lunch and after school (seniors only after school). Michelle and the duty teacher will limit the amount of students to 50 during these times and any student who enters the Library during this time will sign in and sign out when they leave. Name and time will be recorded for tracing purposes.

Pastoral Issues around Health and Safety:

Staff are asked to exercise guidance and tolerance. We will need to teach our students how to behave and socialise in our new normal. This means constant reminders of distancing and hygiene expectations. However, students who repeatedly or grossly breach health and safety expectations will lose their right to be present at school. ACo has informed parents of this in his letter home.

Student Centre:

No more than two students at a time (runners are not included in this). The sick bay will be available for students who have injured themselves and emergencies. However, if a child is feeling unwell do not send them to the sick bay, they should be sent to the main office and our protocols will be enacted.

Sports:

No sports or sports training are to take place until **May 25th** this is when the government will reassess the restrictions on gatherings etc. If they relax them on this date teams and coaches will be notified that training can commence or not. We are in the preparation phase at this time. So coaches and codes should be planning to manage and design their trainings to meet the guidelines from the ministry of health.

Staffroom:

Staff can share common space with another staff member (e.g. staff room or office) but it is recommended that where practicable an arm's length distance is used. We trust staff will be able to have good hygiene practices and we support staff bringing their own utensils and drink bottles.

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Staff Meetings:

These will be held in the hall to allow social distancing.

Visitors:

All visitors to the school will have to sign in on the school register (contact tracing). Also we will need to know the purpose and whereabouts in the school grounds. If they are interacting with students this will need to be noted. Guest speakers from inside the Waihi community are fine, however, if you wish to have speakers from outside our community please apply to SLT.