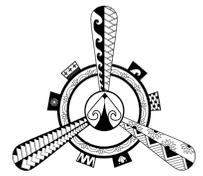


KINGSFORD SCHOOL

COVID-19 ALERT LEVEL 2 SAFETY PLAN

Updated 25th August 2020



The core principle behind this document is to protect the health and safety of all teachers, staff, children and their parents and caregivers at Kingsford School.

Schools are safe environments for children and staff. Additional public health control measures are in place to prevent the spread of disease, and to support contact tracing. While Alert Level 2 means there is a lower public health risk from COVID-19 than under Alert Levels 3 or 4, it is likely that there will be new cases as the result of household transmission or associated with cluster outbreaks which are contained.

At present, this disease remains in New Zealand. We must remain vigilant and take all necessary steps to avoid transmission. The safety and wellbeing of students, staff and their whanau continues to be a priority.

Kingsford School will reopen for all students on Monday 31st August

COVID-19 ALERT LEVEL 2 KEY PRINCIPLES

The overriding principles for [Alert Level 2](#) as noted by the Prime Minister are:

- Schools are open for all students to attend, and it is safe to do so. This is because hygiene habits will be strong in our school, and we have taken action to support physical distancing. Anyone displaying respiratory symptoms will not be allowed to enter our site.
- Play it safe. While we have more freedom of movement at Alert Level 2, it's up to each one of us to keep the rest of New Zealand safe. This means:
 - **reducing the risk** of someone getting infected in the first place
 - ensuring we can **identify and contact** anyone who becomes infected
 - understanding that Level 2 is **not business as usual**.
- Adhere to recommended health and safety guidelines regarding hygiene and physical distancing.
- If you or anyone you live with is sick, stay home and call your doctor or Healthline to see if you need to be tested.
- At-risk/vulnerable students and staff are encouraged to take additional precautions, and may return to work/school provided they can do so safely.
- Keep track of who has entered the school, and which spaces they have been in.

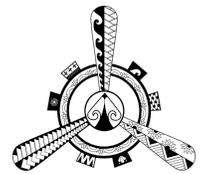
Additionally:

- Staff and students can return to their classrooms - we are no longer required to stay in our bubbles.
- If a staff member or student begins to show symptoms of COVID-19, that person will be isolated in the sick bay.
 - Students: their emergency contact will be called to collect the child and asked to call Healthline for advice, which may include being tested for COVID-19.
 - Staff: will be asked to call Healthline for advice, which may include being tested for COVID-19.
- If a positive test for COVID-19 is confirmed, the [Notifiable Disease](#) form will be completed and reported to the Ministry of Education and/or Health.
 - If a school has a confirmed or probable case of COVID-19, they must close on an individual or group basis for 72 hours, to allow contact tracing, and then potentially for a further 14 days.
 - [If you have a probable case of COVID-19 - Helpsheet](#)

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- If someone who you believe has a communicable disease does not stay away from your service or school as requested, contact the local Medical Officer of Health for advice and support.
 - [Public Health Unit Contacts](#)
- PPE is not required or recommended as necessary in any educational facility by the Public Health Service.
- **NO PERSON WITH ANY RESPIRATORY SYMPTOMS (AS IDENTIFIED ON THE [KINGSFORD SAFETY PLAN](#)) WILL BE PERMITTED TO ENTER KINGSFORD SCHOOL GROUNDS.**

COVID-19 ALERT LEVEL 2 PROCESSES

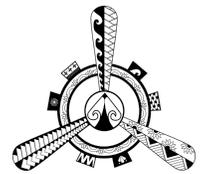
During Alert Level 2 at Kingsford School, the above key principles will be adhered to. Specifically:

- All staff and students can return to school
 - Vulnerable staff members and students or those who live with vulnerable people can return to school, however are encouraged to take extra precautions, and only return if they can so safely
 - No one exhibiting 'flu like symptoms' will be able to enter the school. If a sick child or staff member comes to school they will be sent home.
 - Children who come to school will have to maintain social distancing, frequent hand washing and maintain strict rules and routines designed to keep them and everyone safe.
 - There is no requirement to maintain a school bubble for anyone. Students and staff will not be restricted from mixing with others onsite. Where practical, situations where classes/groups do mix (aside from at break times when outdoors) will be recorded.
- For students not yet returning to school:
 - Learning Programmes will follow the Kingsford School Distance Learning Plans for those students unable to return due to **health reasons or due to self-isolating**. Their class teacher will continue to support their learning while the student is at home.
 - Individual transition to school plans will be put into place to support those students remaining at home for reasons not covered by the above point. RTLB and SWiS may be included in the development of these plans, along with whanau and the classroom teacher.
- At Alert Level 2, teachers/students are not restricted to one group, however recommended hygiene and distancing practices are largely unchanged from Level 3. This means:
 - Physical distancing maintained, so that staff and students are not breathing on or touching each other.
 - It is recognised that physical distancing may be challenging, therefore extra emphasis will be placed on handwashing/sanitising throughout the day.
 - Young children require higher levels of support and it is not always possible to maintain physical distance between children given their age and the nature of their learning spaces. To mitigate this, added emphasis will be placed on handwashing and drying/sanitising, and hygiene practices

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such as coughing into one's elbow, along with ensuring students/staff who are sick do not come to school.

- Maintaining recommended hygiene practices: regular hand washing/hand sanitising, coughing or sneezing into the crook of one's elbow, regularly wiping down surfaces/equipment.
 - Students will be shown daily how to wash their hands, cough into the crook of their elbow, and maintain physical distance from others. They will be encouraged not to touch their hands to their face.
 - Where possible, doors will be hooked/wedged open to minimise the need for shared contact on surfaces.
 - Staff/students will be supported in their personal choice to wear PPE.
- School assemblies will not resume until a later date.
- PE and Sports will resume, including the use of school playgrounds. Hygiene practices must be observed after playing with/on equipment. The junior and senior school will have [different break times](#) to minimise the number of students playing in these areas at one time.
- Daily contact tracing is set up to identify:
 - which children and staff are on site, and in which areas.
 - adults who have entered the school site, including the areas they visit. There will be one entry/exit point for whanau members dropping off/picking students up (via the hall: 8.00am - 9.00am, 2.30pm - 3.30pm. See Map 2 in appendix) and a second entry/exit point (via the office) for all other visitors to the school. The office door will remain locked throughout the day to manage visitor access.
- All visitors, students and whanau will enter and exit the school via the admin pedestrian gate. All other gates will remain locked throughout the day. See Map 1 in appendix.
- Visitors are not to arrive any earlier than 10 minutes prior to their appointment.
- Have an allocated safety kit consisting of gloves, antiseptic wipes, cleaning spray and cloths, along with a first aid kit. Hand sanitiser will be placed in each classroom, at the school office, and beside high use items, such as the photocopier.
- Have all surfaces cleaned by the school cleaners (Watershed) each evening. This includes surfaces, door handles and light switches.
- Food in Schools Programmes will be fully operational again, however extra health provisions will apply:
 - Shared fruit should be washed under the tap and cut up
 - Those adults preparing fruit should wash and dry their hands before prepping
 - Drinking fountains will not be available for students to use, as they pose a potential risk for the transmission of Covid-19 and other illnesses.
 - Students will be encouraged to bring their own drink bottle
 - A water filling facility will be provided for students
 - Students who bring their own food and water for each day are not to share. School bags to be hung on the back of the student's chair. Food and water to remain in their school bags (not put out on benches, for example).

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- sKids before and after school programmes will be open
- During COVID-19 Alert Level 2, a contact register will be created. These will:
 - Recording any visitors to the site, including parents who enter the school site
 - Be located on the school website, and managed by the Admin Manager
 - Visitors to the school will also be encouraged to use the Government Contact Tracing App
- All visitors (not dropping off/picking up children) to Kingsford School will:
 - Enter/depart via the office where they will be greeted by a staff member, and their presence recorded on the visitor contact tracing log.
 - Visitor log will record:
 - Visitor's name, date of visit, time in/time out, areas of the school visited and their phone number
 - All visitors must sanitise their hands on arrival and departure.
 - Must maintain a 2 metre physical distance from others at all times while on site.
- On arrival at Kingsford School, students will:
 - Be assessed by a staff member (likely to be their teacher) to determine if they are presenting with any symptoms of illness. If so their whanau will be called and asked to collect their child. The child will be taken to the sickbay, with caregivers contacted and asked to collect their child. [Guide to Legal Powers](#) (See Alert Level 2 Principles above).
 - If students do not arrive, usual protocols will apply regarding contact with caregivers.

COVID-19 ALERT LEVEL 2 KEY ACTIONS

Prior to reopening school

- **Student whanau**
 - A 'Welcome Back to School' letter to be emailed/delivered to all families, as well as posted on school website and facebook pages
- **Staff**
 - All staff will be able to return to school.
 - Those who may be considered vulnerable can return provided additional precautions are taken, and that their return to school is safe.

Site Preparation

- Cleaning of the school
 - There is no specific action needed to be taken for COVID-19 in regard to cleaning prior to re-opening.
 - Hand sanitiser, cleaning spray, disinfectant wipes and cloths to be distributed to each learning space.

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- Emergency Procedures
 - Follow procedures set out in the [Kingsford School Emergency Evacuation Procedures](#) and the [Kingsford School Emergency Lockdown Procedures](#).
- Medical Room
 - The medical room will be available only for serious accidents and the distribution of arranged medication.
 - Serious accidents will require a caregiver to attend immediately.
 - Minor cuts etc will be dealt with by staff who will be provided with a first aid kit. Only office staff will administer medication.
- Marking of registers
 - Attendance will be marked on eTap, as per usual
 - Registers to be completed by 9am and again at 1.30pm
 - Admin team will check the document by 9:15am. Any absences will be investigated (via phone call home) with appropriate code recorded in eTap.

ALERT LEVEL 2 SCHOOL ORGANISATION

Allocation of staff / Rooms

- All staff and students will return to their pre-lockdown learning spaces.

Arriving at School - All Staff

- On arrival, staff must unlock and relock the car park gate.
- Enter admin block via back door - this will be latched open to avoid surface contact
- Use sanitiser (on office bench) as you walk in.
- Sign yourself in using the Government Contact Tracing App
- Staff to be in classrooms no later than 8.15am ready to meet their children

Arriving at School - All Students

- On arrival, enter the school via the hall
- Move straight to their classrooms - no playing outside
- Sanitise their hands as they enter
- Go to their teacher for a health check

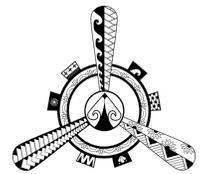
Classroom Teachers

- As students arrive

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- Greet them and ascertain if they have any symptoms of illness - sore throat, cough, runny/blocked nose, ear ache. If you suspect any symptoms may be present, please bring the child back to the sick bay to be further assessed.
- **During School**
 - Students (and staff) will sanitise their hands when they leave the room at any time, for example toilets. They will re-sanitize their hands upon return to class.
 - Hand sanitiser to be used before and after eating.
 - Keep a note of any adults/students in your room (apart from those who should be there), and the time they arrive/depart. This includes any learning activities where more than one class comes together.
 - Activities such as choir must have a contact register that records where, who and what times.
 - If students do not comply with health and safety requirements (hygiene, physical distancing) they must be brought to the attention of your team leader.
 - Hygiene practice should be observed after any equipment has been used, including in the playground, e.g., sports equipment.
- **Leaving School**
 - We will send students home via the hall from 2.50pm ([See Departure Plan](#))
 - Students whose parents are at the classroom to meet them can go with their caregivers, but must wait to leave with the class
 - Senior students will be released first. They can wait for their younger siblings in the car park before leaving school grounds.
 - Students waiting to be picked up can wait in the usual place beside the office door
 - Whanau who would like to pick up their children from their classrooms must enter through the hall and sign in on arrival, and out when leaving.
 - Early pickups must be arranged through the office (as per usual processes). Students will be called to the office to meet their family member/s.
- **After school**
 - Check that disinfectant and cloths (for wiping tables) disinfectant wipes (for shared spaces) sanitisers are available for all the students as expected.
 - If you require more sanitiser/wipes etc, please let Liz or Michelle know
 - Please remember to sign out on the contact register via the link sent by Michelle last week.

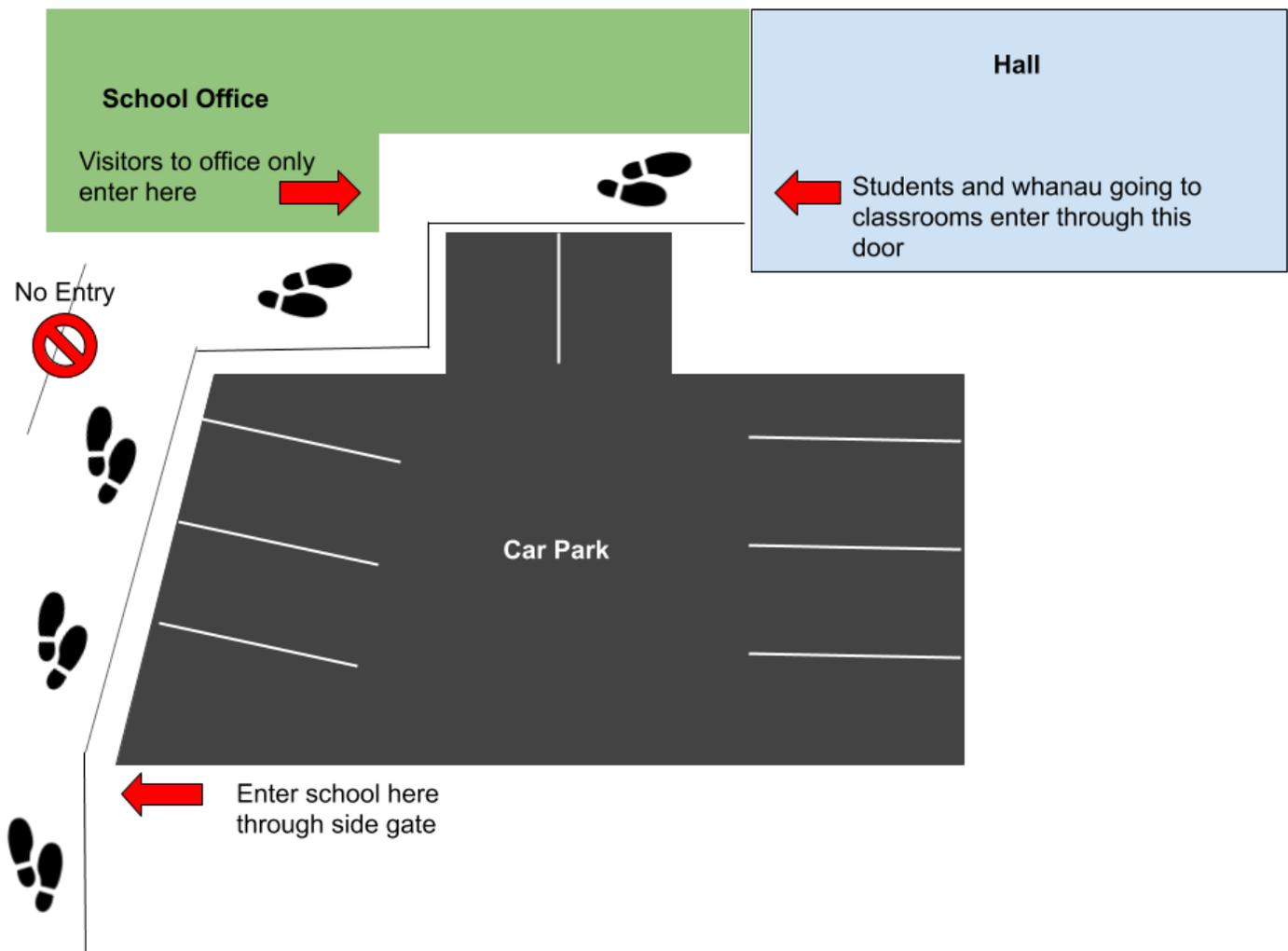
This plan will be reviewed weekly to ensure it adheres to the latest information from the Ministry of Health.

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APPENDIX

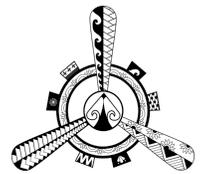
Map 1: Entry to School



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Map 2: Whanau & Student Entry/Exit from School Site

