



KINGSFORD SCHOOL

COVID-19 ALERT LEVEL 3 SAFETY PLAN

Reviewed 27/02/2021

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

COVID-19 ALERT LEVEL 3 KEY PRINCIPLES

The overriding principles for [Alert Level 3](#) as noted by the Prime Minister are:

- Stay home. If you are not at work, school, exercising or getting essentials, then you must be at home.
- Work and learn from home if you can. We still want the vast majority of people working from home, and children and young people learning from home.
- At-risk students and staff should also stay at home, and they will be supported to do so.
- Early learning centres and schools will physically be open for up to Year 10 for families that need them.

Additionally:

- Within schools and centres children should be kept in their own bubbles where possible to limit exposure between children.
- Any child, young person or staff member who is sick should remain at home.
- 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 you have a probable case of COVID-19 - Helpsheet](#)
- 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](#)
- If our school is connected to a confirmed or probable case of COVID-19, we must close on an individual or group basis for 72 hours to allow contact tracing and cleaning.
 - We could be closed for a further 14 days (but open for distance learning) – We will work with public health units to manage this and the direction to close will come from the Medical Officer of Health.
- **NO PERSON WITH ANY RESPIRATORY SYMPTOMS (AS IDENTIFIED ON THE [KINGSFORD SAFETY PLAN](#)) WILL BE PERMITTED TO ENTER KINGSFORD SCHOOL GROUNDS.**

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COVID-19 ALERT LEVEL 3 PROCESSES

During Alert Level 3 at Kingsford School, the above key principles will be adhered to. Specifically:

- Under Alert Level 3 those who can stay at home, will. This means:
 - Vulnerable staff members and students or those who live with vulnerable people will stay home where possible.
 - No one exhibiting 'flu like symptoms' will be able to enter the school.
 - Parents/caregivers may choose to send their child/children to school when staying home is not possible (as there will be no adult at home to care for children).
 - Before students can return to school, parents must agree that they will ensure their children will support the safety rules set out. If a child cannot follow and maintain the rules and routines they will not be able to attend school.
 - Any family who requires care for their children because they are required to be at work and have no alternative care for their child/ren may be asked to provide evidence of this. The school also reserves the right to confirm whether the family has been in any [locations of interest](#) identified by MOH, have been identified as [close or close plus contacts](#), have been identified as a [casual or casual plus contact](#) or are meant to be isolating due to their status as a close contact and/or have had a Covid-19 test and are awaiting the result.
 - 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.

- If family circumstances change during Alert Level 3, and a family does need to send their child/children to school, or need an alternative drop off or pick up time to that which has been designated:
 - Caregivers must phone the school and speak to the Principal to make their request. Requests will be considered on a case-by-case basis, adhering to the principles set out above.
 - Students may not be brought to school/picked up from school at an alternative time without making prior arrangements with the school.
 - Any family who requires care for their children because they are required to be at work and have no alternative care for their child/ren may be asked to provide evidence of this. The school also reserves the right to confirm whether the family has been in any [locations of interest](#) identified by MOH, have been identified as [close or close plus contacts](#), have been identified as a [casual or casual plus contact](#) or are meant to be isolating due to their status as a close contact and/or have had a Covid-19 test and are awaiting the result.
 - If a student/s are accepted back to school, they will be added to an existing bubble. The selection of bubbles will be on a case-by-case basis, but the aim is to keep bubbles as small as possible.
 - If school bubbles reach their maximum of 20, a new bubble will be opened, with additional home based staff moving onto site.

- Learning Programmes will follow the Kingsford School Distance Learning Plans:



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- Online learning will continue for students who come to school. There will be no advantage or disadvantage to children based on where they are for their learning.
 - Students will continue to be supported by their own class teacher, whether learning at home or at school.

 - School 'bubbles' will:
 - Support physical distancing.
 - Initially have no more than 10 students, building up to a maximum of 20 once our processes are running smoothly (Staff are in addition to each bubble).
 - Have 'contact tracking' abilities.
 - Be monitored by the same small group of staff members over the Level 3 period of time.
 - Have a shared supplies bin where used items are placed for decontamination so they can be used the following day, e.g., library books.
 - Be assigned to one room, and contain devices and resources that only that bubble can use. This includes an allocated toilet (Sign to be placed on the door). Any resources (e.g., PE equipment, musical instruments) will be allocated to one child - no sharing between children, or swapping equipment.
 - Have an allocated set of library books (no plastic covers). Students must keep their library book for the day, but as the virus does not survive on paper/cardboard for long, these books can be reissued to different children in the same bubble the next day.
 - 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 bathroom, bubble space, at the school office, and beside high use items, such as the photocopier.
 - Have all surfaces cleaned by teachers regularly throughout the day, and by the school cleaners (Watershed) each evening.

 - Students and Staff attending Kingsford School during Alert Level 3 will:
 - Have an allocated space within the room - this will remain the same each day. Students are not to change seats or bubbles.
 - Student and teacher spaces will have a minimum 1 metre physical distance from other spaces. Staff members assigned to each bubble will draw up a seating plan in case another staff member has to take over..
 - Have a learning box. It will contain their named device, along with other required resources, such as pens/pencils and other necessary equipment such as blocks.
 - Bring their own food and water for each day - there will be no sharing. 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).
 - Be provided with milk and fruit from school (where possible), with strict public health considerations being adhered to.
 - Be shown daily how to wash their hands, cough into the crook of their elbow, and maintain a 1 metre physical distance from others.



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- Be encouraged not to touch their hands to their face.
 - Will be supported in their personal choice to wear PPE.
 - NOT BRING THEIR OWN DEVICE, INCLUDING MOBILE PHONES
- During COVID-19 Alert Level 3, a contact register will be created. This will:
 - Be managed by the Admin Manager.
 - Identify which children are in each bubble, and will record when and who they have contact with during the day (if that changes).
 - This includes recording who the adults are in contact with as well as recording any visitors to the site, including parents.
 - Visitors to Kingsford School will:
 - Request entry via phone call to the office (school office door will be locked at all times).
 - Be allowed access (if deemed to be a necessary visitor) through the admin gate, by the H&S Officer (Santana).
 - Sanitise their hands, then sign in via the COVID-19 contact tracing app. If the visitor does not have this app, then they will sign in via the visitors sheet. Visitor sheet will record:
 - Visitor's name, date of visit, time in/time out, areas of the school visited, their phone number and residential address. Also to indicate they have read and been given a copy of Kingsford Covid-19 Safety Plan.
 - Supply the visitor with a copy of the Kingsford Covid-19 Safety Plan
 - Be accompanied by a staff member for the duration of their visit on site.
 - Must maintain a 2 metre physical distance from others at all times while on site.
 - No onsite meetings to occur - all done via video conferencing.
 - For the safety of all, members of whanau on drop off/pick up duties will not be permitted onto school grounds. This includes members of staff who are designated to work off site.
 - On arrival at Kingsford School, students will:
 - Be brought to school by a member of their home bubble. If driving, families must park in designated parking zones.
 - Families wait by the cones set out at 2 metre intervals until students are asked to enter.
 - Be assessed by a staff member to determine if they are presenting with any respiratory symptoms. If so their whanau will be called and asked to collect their child. The child will not be allowed to enter the school. [Guide to Legal Powers](#) (See Alert Level 3 Principles above).
 - Enter the school one at a time through the admin pedestrian gate and wait by the cone for access to the office.
 - AM will grant access to the school office, and sign student in. AM will then escort student to their bubble.

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- If students do not arrive and do not have notice from their parents, the AM will call their contact numbers.

COVID-19 ALERT LEVEL 3 KEY ACTIONS

Prior to reopening school

Personnel On Site

- **Students**
 - Survey sent out to all caregivers to indicate if they are essential workers.
 - Those who are attending will have their information recorded in the Returning to School spreadsheet.
 - Students who have been indicated 'as attending' will be grouped - maximum of 10 in a group. Students kept within family groups where possible.
- **Staff**
 - When planning and arranging staffing, the large majority of staff and students should work and learn at home. Only those staff who are necessary to support the number of children that we have at school will be on site.
 - In considering staff allocation to work at school, the following will be taken into account:
 - number of staff required (dependent on number of children attending school).
 - health risk factors of staff, including contact with Covid-19, level of vulnerability, or care of those who may be considered vulnerable.
 - Distance of teacher residential addresses from school - aim to minimise cross-region travel.
 - The Acting Principal will also remain on site for the entire day.

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.
 - Watershed Cleaners will clean the school on Friday 24th & Saturday 25th April in line with Ministry of Health recommendations.
 - Each bubble area (school admin block, Rms 5 and 7 and adjoining toilets) will be cleaned each day by Watershed Cleaners, including wiping down of surfaces, door handles and light switches.
 - School will source:
 - Hand sanitiser, cleaning spray, disinfectant wipes and cloths to be distributed to each bubble.
- Emergency Procedures
 - Follow procedures set out in the [Kingsford School Emergency Evacuation Procedures](#) and the [Kingsford School Emergency Lockdown Procedures](#).
- Work/Learning Spaces



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- Only necessary staff to be onsite for Teacher Only day: Monday 17th August
 - Bubble spaces to have all non-cleanable items (e.g., soft toys, lego/blocks) removed.
 - All non-essential equipment/furniture etc to be moved to an adjacent but unused space.
 - Areas are taped off, indicating 1 metre spacing.
 - Do not enter/exit signs placed on doors of areas which are out of bounds during Alert Level 3.
 - H&S Officer to be stationed in front office
 - AM to be stationed in school office
 - All staff may access staffroom - toilets will be allocated to different staff
 - Staff allocated seats in staffroom - staff must always sit in their spot

 - Medical Room
 - The medical room will be available only for serious accidents and the distribution of previously arranged medication. We will not be starting new medication processes.
 - Serious accidents will require a caregiver to attend immediately. If you are sending your child to school you do need to ensure that there is someone available to pick up your child immediately if that is needed.
 - Minor cuts etc will be dealt with in-bubble. Staff will provide plasters etc. but will not administer any medication (each bubble will be provided with it's own first aid kit).

 - Marking of registers
 - Attendance will be marked in the Attendance tracking - school closure document
 - Registers to be completed by 9am and again at 1pm
 - Admin team will check the document by 9:15am and transfer it into eTap. Any absences will be investigated (via phone call home) with appropriate code recorded in eTap.

ALERT LEVEL 3 SCHOOL ORGANISATION

Allocation of staff / Rooms

- Students will be placed in groups of 10 within classrooms - they may not necessarily be from your classroom or your syndicate. We will aim to keep them together as best possible. Students may change daily or weekly.

Arriving at School - All Staff

- Arrive at school at the designated time
- Park in the staff car park. Gate will be open (this will be locked once all staff have arrived).
- 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 in on contact register

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- Prepare to move into your space for the day (i.e., make coffee, bathroom, collect supplies from bubble box, etc)
- Move to your space.

Bubble Teachers

- Go to your bubble area
 - Latch the court side door open.
 - Have the online attendance document open and ready.
- As students arrive
 - Students will be brought to their bubble by the AM
 - Greet them, mark their attendance on the roll by 9am and 1pm each day using the online attendance document. Students must then stay in class.
 - Ask them to use the sanitiser and then go to their space to set up for work.
 - Support students who need help by... asking if they need help, if you need to approach the student (but try to maintain 1 metre distance at all times).
 - Initially both teachers will go to the bubble space - as we refine our processes, this can be reviewed.
- During School
 - Students will follow their distance learning plan, supported by their own class teacher.
 - 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.
 - Eating times - Kakariki, Whero and Kowhai - to use outdoor break spaces for eating
 - Hand sanitiser to be used before and after eating.
 - Seats will be taped to indicate when to sit to maintain physical distancing.
 - A bin will be allocated to each bubble group eating area.
 - If students do not comply with requirements they must be supervised in isolation and sent home - these students may not be able to return.
 - Make sure all students have some time to be outside, some time to read quietly, some time to chat (at a safe distance), some time to watch TV programmes, some time to eat etc...
- As students leave
 - Check the leaving times of students and make sure they are ready to leave on time
 - On Leaving students put any reusable items in the decontamination bins provided, and use sanitiser
 - Both teachers to be in the bubble space at home time.
 - One teacher stays in the bubble space, while the other takes students one at a time/one family at a time to the admin side gate (beside caretaker shed).
 - Take students who walk first, then those travelling by car/public transport
 - Students stand beside cones (placed at 2m distance intervals).
 - H&S Officer will release students to go home, marking the contact register with the time the student leaves.

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- Students meet their parents in designated area as pre arranged with the parent (outside of school grounds).
 - After school
 - Check that disinfectant and cloths (for wiping tables) disinfectant wipes (for shared spaces) sanitisers are available for all the students as expected.
 - Complete the google form to order new supplies from H&S Officer. These will be placed in bubble boxes in the staffroom to be collected the next morning.

All staff must leave the site as soon as all children have left for the day.

Signed: _____

Date: _____

Kingsford Board Chair