



KINGSFORD SCHOOL

COVID-19 ALERT LEVEL 3 STEP 2 (3.2) SAFETY PLAN

Created 10th November 2021



The core principle behind this document is to protect the health and safety of all teachers, staff, children and their whanau 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. Alert Level 3.2 means there is medium risk of community transmission with active, but managed, clusters. It therefore remains important that all members of the Kingsford School community continue to follow all the public health rules to protect each other.

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 students on Wednesday 17th November, 2021

COVID-19 ALERT LEVEL 3 STEP 2 KEY PRINCIPLES

The overriding principles for [Alert Level 3 Step 2](#) as noted by the Prime Minister are:

- All schools and kura will open for tamariki (children) in Years 1 to 10 in the Auckland and Waikato Alert Level 3 regions from Wednesday 17 November.
- Tamariki in Years 1 to 8 will return for part time learning — unless their parents or carers need to go to work.
- Each school or kura will decide what works best for their learners. Our school will be in contact with whanau to let them know how we will be operating.
- Even with the Delta variant, the risk of COVID-19 transmission in schools is low because of all the public health measures we will have in place. This includes:
 - ventilating classrooms
 - limiting the number of students on site and keeping them in separate groups (bubbles)
 - ensuring physical distancing when possible
 - asking staff and tamariki in Year 4 and above to wear a face covering while indoors.
 - Only staff (and external contractors) who are fully vaccinated or who have had at least one dose of the vaccine and return a negative weekly test will be on site.
 - Teaching staff, including volunteers, must get a negative COVID-19 test within 5 days prior to their return to site, even if they do not have any symptoms.
 - Adhering to recommended health and safety guidelines regarding hygiene and physical distancing.
 - Anyone presenting with symptoms which may be associated with COVID-19 will not be permitted to be on site.
 - Students will undergo a daily health screen by our school nurse or other identified member of staff at the gate
- Play it safe. While we have more freedom of movement at Alert Level 3.2, 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



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- understanding that Level 3.2 is **not business as usual**.
- 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.

Additionally:

- Staff and students who are on site will be placed in bubbles of no more than 30 students, two teachers and 1 learning assistant.
 - Bubbles will each have a designated classroom and exterior space that only they will use
 - Bubbles will remain stable; staff will only work with one bubble
 - Bubbles will be physically distanced from other bubbles, even when outside
 - Shared areas will have timetabled access for bubbles and/or staff, e.g., library, staffroom, playground
- There will be a staggered drop off and pick up time, along with staggered break times to reduce any possibility of bubbles mixing with other bubble members or whanau members
- Whanau members will be asked to wear a face covering when dropping off or picking up their children and are asked to maintain a 2 metre distance from others who are not in their bubble
- All staff members who are onsite will be fully vaccinated, have a COVID-19 negative test, and have a valid first aid certificate
- All surfaces will be cleaned and sterilised each day. Each bubble will have a cleaning kit issued, which will be replenished every afternoon
- If family circumstances change during Alert Level 3.2, 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 granted provided we are able to adhere 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.
 - If a student/s are to return 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.
- 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.



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- 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](#)
- 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](#)
- **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 3.2 PROCESSES

During Alert Level 3.2 at Kingsford School, the above key principles will be adhered to. Specifically:

- All students will have the opportunity to return to school
 - Families will be contacted by phone and given the opportunity to send their children back 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 a social distance, frequent hand washing and maintain strict rules and routines designed to keep them and everyone safe.
 - Entry and exit from school, along with break times will be staggered.
- On arrival at Kingsford School, students will:
 - Be assessed by the school nurse or 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 3.2 Principles above).
 - If students do not arrive, usual protocols will apply regarding contact with caregivers.
- For students not yet returning to school:
 - Learning will continue to be delivered online or via hardcopy packs. Devices are available for those families who request them
 - Individual transition to school plans may be put into place to support those students remaining at home and who have not engaged in either online or by accessing a hardcopy pack. RTLB and SWiS may be included in the development of these plans, along with whanau and the classroom teacher.



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- At Alert Level 3.2, teachers/students are restricted to one bubble, and while adherence to recommended hygiene and distancing practices are expected, physical distancing with bubbles can present a challenge. This means:
 - When possible, physical distancing is maintained so that staff and students are not breathing on or touching each other.
 - Young children may 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 such as coughing into one's elbow, along with ensuring students/staff who are sick do not come to school.
 - Students in Years 4 and up are required to wear a face covering when indoors, as are the Staff in their bubble
 - There will be no gatherings while we are at Alert Level 3.2. This includes events such as assembly, prize giving, graduation or Fia Fia Night, unless health regulations can be maintained.
 - PE and Sports will resume, including the use of school playgrounds. Hygiene practices must be observed after playing with/on equipment.
- Any students in whanau who have been instructed to isolate by the Ministry of Health, must provide evidence of a negative COVID-19 test taken at the end of their isolation period before they will be permitted to return to school.
 - 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 to be washed under the tap and cut up
 - Those adults preparing fruit must 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).
- sKids before and after school programmes **will not** be open
- Visitors to School



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- Covid-19 QR codes are displayed at all entrances. Visitors to the school, including whanau, will be asked to scan in.
 - Those without the Covid-19 tracing app will be required to sign into the visitors book.
 - Students will enter and leave the school via the Kairanga Street entrance, at the back of the school.
- 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.
- Visitors are not to arrive any earlier than 10 minutes prior to their appointment.
- 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 by scanning in, and filling in the visitors log book
 - 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.

COVID-19 ALERT LEVEL 3.2 KEY ACTIONS

Prior to reopening school

- **Student whanau**
 - A 'Welcome Back to School' letter to be delivered to all families via their children, on their first day of return.
 - Initial information regarding drop off for the first day to be shared via School App
- **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.
- **Emergency Procedures**
 - Follow procedures set out in the [Kingsford School Emergency Evacuation Procedures](#) and the [Kingsford School Emergency Lockdown Procedures](#).
- **Medical Room**



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- 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.
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- 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 3.2 SCHOOL ORGANISATION

Allocation of staff / Rooms

- All staff and students will know which learning spaces they have allocated to them.

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 8.00am** ready to meet their children

Arriving at School - All Students

- On arrival, enter the school via the **Kairanga Road entrance**
- The school nurse or health care assistant will undertake a health check
- **The school will confirm the pick up time with whanau**
- Students will be escorted to their bubble room by one of their bubble teachers
- Sanitise their hands as they enter
- Go to their teacher for a health check

Classroom Teachers

- **As students arrive**
 - 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.



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- **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**

- The school will confirm pick up times with families during the morning drop off
 - At this stage no whanau will be permitted on site when dropping off or picking up their children
 - 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

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/Exit to School

