

## Procedure Plan for Alert Level 2. What will School look like at Alert Level 2?

The key principles for [Alert Level 2](#) are to:

- reduce the risk of someone getting infected in the first place
- ensure we can identify and contact anyone who becomes infected
- understand that Level 2 is not business as usual.

While I know many of you will be anxious at this time, we will ensure that school is the safest possible place for your children to be outside of your family bubbles. At all times we will be following the most up to date advice from the Ministry of Education and Ministry of Health.

Classrooms	At Pick up and Drop Off	Bubbles
<p>Under Alert Level 2 hand sanitiser will be provided in every classroom. Hand sanitiser stations will be set up at the designated entry and exit points of each classroom and Students and Staff will use this hand sanitiser as they enter the buildings each time. Students will wash their hands before leaving the classroom, supervised by staff.</p> <p>Staff members will also be supplied with a small personal hand sanitiser.</p> <p>Additional disinfectant and cloths will be available in classrooms for children and teachers to sanitise spaces throughout the school day as required.</p> <p>Many students have their own stationery, supplies and devices and will be encouraged not to share these.</p>	<p>Under Alert Level 2 parents and caregivers will be discouraged from coming on site unless absolutely necessary. We do understand however that some students, especially young ones, will require a parent to drop them off in the classroom when they first come back to school.</p> <p>We ask that parents do not congregate at school before and after pickups and drop offs.</p> <p>Where possible there should be one person designated for pick up and drop off.</p> <p>Please be respectful of this as it is the <b>'most likely'</b> chance of Covid-19 entering the school grounds.</p> <p>Students will not be allowed to enter before 8:25am. This is particularly for children who will be dropped off in their classroom by a parent. This is to spread out when parents are potentially on site.</p> <p>If you do wish or need to come on site please complete the parent register either outside the main office , or the main classroom doors. This is asked for by the Health Ministry for possible contact tracing. Please clean hands with sanitiser proved before and after using the sign-in pen</p>	<p>There is no bubble concept at Alert Level 2 so there are no restrictions on groups of students mixing with others on site.</p> <p>Physical Distancing – Physical distancing is a good precaution to prevent the spread of disease.</p> <p>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.</p>
Staffroom	In the playground	Managing Attendance

<p>Staff are expected to maintain a minimum of 1m physical distance at all times including in the staffroom.</p> <p>Cups, spoons etc. to be personally handled into the dishwasher.</p> <p>Soap and sanitiser will be provided in the staffroom.</p> <p>Disinfectant/wipes available to be used on shared keypads (e.g. photocopier).</p> <p>A high touch point wipe and disinfect will be performed after each break time.</p>	<p>Lunch will be eaten in classes. Classes will start eating when appropriate so children finish eating at roughly 1pm.</p> <p>Physical education classes and break time activities can include access to sports equipment including playgrounds but hygiene practice should be observed before and after playing with equipment.</p> <p>Drinking fountains will remain turned off. Students will need a named drink bottle at school.</p> <p>Students can bring their own scooters to use at school.</p>	<p>Students and Staff will not attend if they are unwell. Students and Staff who become unwell with symptoms of Covid 19 virus during the school day will be sent home and will be required to contact a doctor or Healthline before returning to school.</p> <p>In schools our contact tracing is a combination of timetable, attendance register and visitor register. These provide good information to health authorities if they need to contact people that might be considered a close contact of a confirmed case, and determine whether they will need to self-isolate.</p> <p>This includes recording who the adults on-site are in close contact with as well as recording <b>any visitors to the site, including parents and caregivers.</b></p>
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<b>Cleaning and Hygiene</b>	<b>Movement In and Out of School</b>	
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<p>The toilet blocks will be sanitised twice a day.</p> <p>Students and Staff will use hand sanitiser when opening and closing all doors.</p> <p>Main toilet doors will be wedged open.</p> <p>Cleaners will complete daily cleans in line with the Ministry of Health guidelines.</p> <p>In an Alert Level 2 we will continue to model good hygiene practices (coughing into your elbow, handwashing and drying) and regular cleaning of commonly touched surfaces.</p>	<p>We will be limiting school trips that require our students to be in contact with members of the public.</p>	
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<b>Pandemic Room</b>
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<p>As per procedure our Meeting Room is to be used in case of systematic children (Runny nose, sore throat, fever)</p> <ul style="list-style-type: none"> <li>● Te Anau School's Pandemic kit is located at the back of the Meeting Room</li> <li>● PPE is available for staff use if required</li> <li>● Child is to be made comfortable in the Meeting Room</li> <li>● Parents called to collect child</li> <li>● Parents to contact the Medical Centre, Doctor or Healthline before they return to school</li> <li>● Surfaces disinfected after room has been used</li> </ul>
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