



# TE AWAMUTU PRIMARY SCHOOL

## ONSITE PROTOCOLS DURING ALERT LEVEL 2



*This is a time of great anxiety to many. We ask that our community remain positive and kind and refrain from gossip. If you have any concerns or questions, please refer your queries directly to team leaders or members of the senior leadership team.*

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

- These procedures have been developed with the safety of staff and students in mind.
- These protocols may change/evolve as we move through Level 2, as we find the ideal and what is practical.

### We will continue to:

- 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.
- Manage all of the areas identified below.

Classrooms	At Pick up and Drop Off	Schoolwide Practices
<ul style="list-style-type: none"> <li>• Under Alert Level 2 hand sanitiser will be provided in every classroom.</li> <li>• Hand sanitiser stations will be set up at the designated entry and exit points.</li> <li>• Students and staff will use this hand sanitiser as they enter the school grounds each time.</li> <li>• Students will be encouraged to wash their hands frequently throughout the day.</li> <li>• Many students have their own stationery and will be encouraged not to share this.</li> <li>• School devices will continue to be used. They will be wiped down frequently. One child will use a device at a time to avoid entering the other's moist breath zone.</li> <li>• Physical education within the individual classrooms will continue. Our current focus is swimming.</li> </ul>	<ul style="list-style-type: none"> <li>• Under Alert Level 2 parents and caregivers will be asked NOT to come on site unless absolutely necessary. Any parent who does come on site must sign in at the office for the purpose of contact tracing.</li> <li>• We will be displaying the COVID tracking QR code on all gates. Please download the QR app on your phone and scan as you enter. This information goes straight to the Ministry of Health. <b>You would still need to sign in at the office.</b></li> <li>• Parents are asked to drop off and pick up from Teasdale Street, or from Bank Street. We encourage parents to practice physical distancing or to remain in their cars when dropping students off at the gate.</li> <li>• Under Level 2 the buses will be running as usual so there is to be no stopping in the bus stop area indicated by the yellow lines.</li> <li>• Afternoon pick ups will continue as they are. All new entrant children in Team 1 and their siblings will be released at 2.50pm. Please collect your children promptly to avoid congestion. Bus students will be released from class at 2.50pm. After School Care Students and all other students will be released at 3pm as per usual.</li> <li>• Students who do not attend Before School Care are asked not to arrive at school earlier than 8.20am as we are unable to supervise social distancing on the deck.</li> <li>• All students are required to sanitise as they enter the grounds. This will be monitored. If your child is allergic to the sanitiser, please provide your own or ensure hands are effectively and frequently washed with soap and hot water.</li> <li>• Parents of students with high needs can come onsite to support their child by prior arrangement with the classroom teacher and must sign a register each time they enter the school. The register will be located in your child's classroom or in the school's office.</li> <li>• Road Patrol will continue as usual.</li> </ul>	<ul style="list-style-type: none"> <li>• TAPS will be careful to keep groups of students below 100. Classrooms will still operate in their own space for learning and will only come together for supervised break times, in wide open spaces.</li> <li>• Physical Distancing – Physical distancing is a good precaution to prevent the spread of disease and will be encouraged. There does not need to be a specific measurement but where practicable 1 metre should be used as a guide, particularly between adults.</li> <li>• The Ministry of Education guidelines state that people should stay out of your 'moist breath zone'. That is, they should not be close enough to smell your breath.</li> <li>• Students 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.</li> <li>• Classroom seating will be arranged in the best way possible to maintain a personal bubble.</li> </ul>

Staffroom Bubble	Break Times	Managing Attendance
<ul style="list-style-type: none"> <li>• Staff are expected to maintain a minimum of 1m physical distance at all times including in the staffroom.</li> <li>• Dishes are to be washed by hand or use the dishwasher.</li> <li>• Disinfectant wipes are provided to wipe down tables, chairs, urn, draw handles etc.</li> <li>• Soap and sanitiser will be provided in the staffroom.</li> <li>• Staff meetings will be organised in alternative spaces (ie Room 12/13) to avoid mass gatherings in small spaces.</li> </ul>	<ul style="list-style-type: none"> <li>• Eating and play breaks will be kept separate.</li> <li>• Eating will occur with no more than two classrooms congregating together, unless outside and there is sufficient space to maintain appropriate personal space.</li> <li>• The current morning and afternoon break system will be maintained.</li> <li>• It is important that hygiene practice should be observed before and after playing with equipment such as handwashing, sanitisation and cleaning of equipment if necessary.</li> <li>• Drinking fountains will remain on however we highly encourage all students who attend school to bring their own named water bottle. These can be refilled at school, if required.</li> <li>• Fountains will be disinfected by the caretaker frequently.</li> <li>• Students can bring their own scooters and bikes to use at school. Helmets are a necessity. Students will not be allowed to share their bikes, scooters or helmets.</li> </ul>	<ul style="list-style-type: none"> <li>• Students and staff will not attend if they are unwell.</li> <li>• Students and staff who become unwell during the school day will be sent home.</li> <li>• All schools are obligated to provide detailed contact tracing records to the Ministry of Health, if requested. Our data will be recorded through the school roll, parent visitor registers in the classroom, bus rolls and the signing in/out Vistab in the office. The ability to successfully contact trace is imperative to the health of our community.</li> <li>• The office needs to be notified of all daily absences as per normal procedure. Text absentees only: 021 276 0505 or leave a message on the school phone 07 871 53 78.</li> </ul>
Cleaning and Hygiene	Community Events	Reporting to Parents
<ul style="list-style-type: none"> <li>• The toilet blocks and classrooms will be thoroughly cleaned by the cleaners each day. All toilets have soap and hand towels provided for hand washing purposes.</li> <li>• Students will sanitise their hands regularly as they enter and exit the classroom.</li> <li>• In 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. Teachers will teach and re-teach good hygiene practices.</li> <li>• Each classroom will have available to them, a bottle of disinfectant cleaner and a cloth for incidental cleaning. Adults will be responsible for using the disinfectant.</li> </ul>	<ul style="list-style-type: none"> <li>• We have chosen to continue to limit all non-essential curriculum activity both in and outside of school. For example, trips into the community, community breakfasts, Inter-school Sports competitions etc <u>will be on hold until further notice.</u></li> <li>• Wednesday Wonderland is cancelled this week. Once there is clarity around the duration of Alert Level 2, we will make a call about future sessions.</li> <li>• Assemblies will be modified to reduce congregating in large numbers.</li> <li>• Kapa Haka/ Kura Kotahi Rā will carry on during Alert Level 2.</li> <li>• Afterschool Care will be able to operate under Alert Level 2. Please see below for further details.</li> </ul>	<ul style="list-style-type: none"> <li>• As always, parents are welcome to contact their child’s teacher to discuss their learning or wellbeing at any time via phone, email or an online meeting.</li> <li>• There is a community feed capability on Hero and information will be posted on here from time to time. Please ensure you have the Hero app downloaded for easy access.</li> <li>• Please contact <a href="mailto:kimt@taps.school.nz">kimt@taps.school.nz</a> or <a href="mailto:chrisr@taps.school.nz">chrisr@taps.school.nz</a> for support with Hero.</li> </ul>

Before and After School Care	Supporting Students with Additional Needs	Office Area and First Aid
<ul style="list-style-type: none"> <li>• Parents please drop off your children at the gate.</li> <li>• A member of Before School Care (BSC) will sign your child in as they arrive in the hall. Children will need to sanitise as they enter the school grounds.</li> <li>• Play equipment will be restricted to easily cleaned materials and will be disinfected at the end of each day.</li> <li>• In the afternoons, students will wash their hands upon arrival at After School Care (ASC).</li> <li>• Parents will need to text the ASC number on 027 320 9849 when they arrive at the school gate to collect their children and they will be sent out to you. Alternatively, wait at the gate and a staff member will organise your child to come out.</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher Aides will continue to work onsite. As paid employees, teacher aide funding will continue regardless of if your child attends school or not and can not be “banked”.</li> <li>• Our Learning Support Coordinator, Mrs Heidi Osborn-Dunn will continue to work onsite at Alert Level 2. She is the person to contact if you have queries about your child and their additional needs.</li> <li>• RTLBs/RTLit will also continue to work on site and will follow all school protocols around social distancing and hygiene practices.</li> </ul>	<ul style="list-style-type: none"> <li>• Parents/caregiver visits to the office must be made by prior arrangement.</li> <li>• Purchasing of uniform can be arranged over the phone with Mrs Kim Fabish.</li> <li>• Out of respect for physical distancing it is asked that staff stay out of the office administrator’s work space.</li> <li>• If a child is hurt in the classroom, teachers will attend to any minor injuries there. If a child requires more extensive first aid, the teacher will call a member of senior management who will escort the child to the sick bay.</li> <li>• A reminder that students who become unwell during the day will be isolated in the sick bay, parents will be called and the child will be sent home.</li> <li>• Students who are tired or have a sore tummy, will not be able to have ‘time out’ in the sick bay due to distancing and contact tracing protocols.</li> <li>• As of January 2020, the majority of TAPS Staff are First Aid trained.</li> </ul>
School Buses	Distance Learning	New Enrolments at TAPS
<ul style="list-style-type: none"> <li>• We have been advised that school bus runs will continue under Level 2.</li> <li>• The immediate seats around the bus drivers are not to be used. The bus drivers are often elderly or are immunocompromised and their safety is important too.</li> <li>• Students will need to sanitise as they embark the bus.</li> <li>• Buses will be cleaned by the bus company.</li> <li>• For the purpose of contact tracing, morning and afternoon bus rolls will be taken.</li> <li>• Parents must advise the office if their child is not riding on the bus on any given day.</li> <li>• As per the code of conduct, any bad behaviour or disrespecting of health practices on the bus will result in students not being allowed to travel on the bus.</li> </ul>	<ul style="list-style-type: none"> <li>• Online resources will continue to be available through the Team’s Learning Caves on <a href="http://www.taps.school.nz">www.taps.school.nz</a></li> <li>• Staff are organising suitable work for students to take home, should the situation worsen and we move to Alert Level 3 or 4.</li> </ul>	<ul style="list-style-type: none"> <li>• We warmly welcome all of our new students to our TAPS learning community.</li> <li>• There are still no places for out of zone enrolments and therefore our roll is closed to those that do not live in our school zone.</li> <li>• Enrolment paperwork can be downloaded from our school website or a hard copy can be collected from the school gate by arrangement. Please call the office 07 871 53 78 to arrange.</li> <li>• If your child is starting their first day of school, you may accompany them onsite if required. This must be pre arranged with the classroom teacher and parents must sign the contact tracing visitor register in the office.</li> <li>• If your child is due to have visits at TAPS because they are soon to start, please arrange online visits with the teacher of the classroom your child has been placed in. This will be stated on a letter sent to you.</li> </ul>