



Belmont School

Covid-19 Alert Level 2 Protocols: "Playing it Safe"

Vigilant with hygiene, conscious of distancing.

August 12 2020

Important Information - Please read carefully

Children and staff must not come to school if they are unwell. This means if they have a cough, a runny nose, difficulty breathing, or if they have been in contact with anyone who has these things. This doesn't just mean any of the signs of Covid-19, it means any signs of being unwell. This is for the safety of all our children and staff.

Children and staff may return to school:

- after being free of any signs of illness for 48 hours and/or following a confirmed negative COVID-19 assessment
- with the approval of a medical practitioner

Feeling Safe

Providing a safe physical and emotional environment in challenging times.

Children and staff will participate in an environment that prioritises physical and emotional safety. Everyone's well being is the priority.

- Our school will be a place of care, safety, and nurturing for children and adults. As long as the safety and wellbeing of others is not put at risk, personal circumstances will be accommodated wherever practical
- Staff will be encouraged to be positive, observant and to listen carefully to children, their families and their colleagues
- Everyone will be listened to, reassured that they are safe and encouraged to talk about how they feel - individualised support will be provided and will be non-judgemental
- Questions will be encouraged and answered honestly and in appropriate plain language

	<ul style="list-style-type: none"> • Regular opportunities will be scheduled for the principal to collaborate with all staff and staff to collaborate with each other through team structures and less formal interactions. • Each class will have their own basic First Aid equipment (eg. sticking plasters). Injuries will be recorded • Duty Teachers will carry a supply of sticking plasters for minor scrapes • The Medical Room will be used for medication, serious injuries and unwellness. PPE is available for use when needed. Information regarding the safe use of PPE is available • To avoid close contact in the Office area, an in-class system that avoids congestion will be used for notices etc • Year 6 students will not provide wet day supervision. A team based staff supervision plan will be developed and implemented until further notice
Setting up for Safety	
<p>Classroom Organisation</p> <p>Children will be organised into familiar and carefully managed class environments.</p> <p>A member of the Senior Leadership Team will be onsite at all times.</p>	<ul style="list-style-type: none"> • Students and staff grouped into usual classes. This may be revised if necessary to maintain public health requirements • There will be no interaction between classes during Alert Level 2 • If teachers are sick, cover will come from a consistent reliever wherever possible. • Classrooms will be setup in the best possible way to maintain recommended Public Health physical distancing
Learning safely	
<p>Teaching and Learning - Programme Delivery</p> <p>The programme will recognise the need to maintain school routine alongside staff and student wellbeing. It will be important to avoid unrealistic expectations and anyone feeling under pressure.</p> <p>This is an authentic context to intentionally focus on our school values (especially manaakitanga and whakawhanaungatanga).</p> <p>A Team based plan will supplement other available Home Learning resources for those children who are required to self isolate for health reasons.</p>	<ul style="list-style-type: none"> • There will be intentional teaching and regular revision of effective hygiene practices (eg. hand washing, sanitising etc) • Maintaining routines and developing a sense of comfort and calm will be especially important for children with additional needs • Outside spaces will be used for activities where possible, One class at a time in designated spaces • Children will have their own stationery. Where supplies and devices/headphones are shared, they must be cleaned after each use • Playdough will not be used. This decision will be reviewed regularly • Group cooking will not be undertaken. This decision will be reviewed regularly • Children must sanitise their hands before and after using shared classroom equipment (eg blocks, lego, class games) • Children will eat morning tea and lunch outside their classroom or at their own designated workspace • Classroom temperature will be kept between 18C - 20C • Temperatures permitting, doors will be left open to reduce shared contact on door handles etc

Distancing Safely	
Physical Distancing for Students in the Classroom Recommended physical distancing indoors will be maintained.	<ul style="list-style-type: none"> • Recommended physical distancing will be observed at all times • Excess furniture will be removed to maximise space for movement without contact • Work spaces (desks/tables) will be organised to allow for physical distancing • Each child will use the same work and mat seating space for the duration of Alert Level 2. • Mat space will be marked with masking tape and spaces allocated if this is a new routine • Children will eat their food inside or outside their own classrooms • Children will not be used to take messages into other classrooms
Physical Distancing for Students in the Playground areas Recommended physical distancing outdoors will be maintained.	<ul style="list-style-type: none"> • Break times will be staggered to facilitate closer supervision and safe distancing <ul style="list-style-type: none"> ◦ 10.05am-10.30am AND 10.25am-10.50am ◦ 12.20pm-1.10pm AND 1pm-1.50pm • All playground activity will be supervised by duty teachers • The number of children on all playground equipment (eg: bars, slides, climbing equipment etc) at any one time will be monitored by the duty teachers • The flax area beside the mound will not be used. Children may run on the mound • The sandpits will not be used during break times. Staff will check with Bryan re the supervised use of sandpit during class time for specific students • Children must sanitise their hands before and after using shared PE equipment • PE monitors will sanitise before and after giving out PE gear • All activity must maintain required distancing and no contact • Children who are not picked up by 3.15 will go to Room 3 to be supervised
Physical Distancing for Parents Recommended physical distancing must be maintained - access to the school site will be restricted and monitored. Pick up and drop of children at the gates will be strongly encouraged. A separate protocol for this has been developed.	<ul style="list-style-type: none"> • 4 existing entry and exit points will be used • Anyone who comes onto the school grounds at any time will need to record their contact details • Parents will be required to maintain physical distancing and Public Health measures while on school grounds • There will be a one in, one out system in the Office area • Teachers will monitor exit gates, opening and closing them for students and parents to minimise contact of gate surfaces • Unless essential, parents may not enter classrooms, cloakrooms or porch areas
Physical Distancing for Staff Staff must maintain recommended physical distancing..	<ul style="list-style-type: none"> • The staffroom will be the only communal area. This space will be reorganised to provide support for physical distancing. Food may not be shared. • All crockery and cutlery must be cleaned in the dishwasher. There will be no communal tea towels. Staff may bring their own tea towel for their own use if they wish. • The Resource Room will have a maximum of 3 people. This will be self managed by staff

	<ul style="list-style-type: none"> • There will be no congregation of staff in the hallway between the Office and the Staffroom • Staff may not enter the Office Area • Staff toilets will be allocated
Visitors Recommended physical distancing must be maintained - access to the school site will be restricted and monitored.	<ul style="list-style-type: none"> • Visitors to the school will be restricted to those who are supporting teachers or students • Senior leadership will give approval for visitors to be in the school and ensure that health and safety protocols are followed. This includes any decisions regarding contractors, support personnel and parent helpers
Cleaning for Safety	
Cleaning and hygiene protocols Best practice pandemic guidelines of cleaning and hygiene will be followed. Children and staff must not come to school if they are unwell. This means if they have a cough, a runny nose, difficulty breathing, or if they have been in contact with anyone who has these things. This doesn't just mean any of the signs of Covid-19, it means any signs of being unwell. This is for the safety of all our children and staff. Any staff member or child who becomes unwell during the school day will be isolated immediately in the designated area (the Library)). Staff will go home immediately. Children will remain in the isolation area until they can be picked up. Staff will maintain a 2 metre physical distancing.	Ministry of Health Best Practice processes will be implemented and closely supervised. These include: <ul style="list-style-type: none"> ○ No use of drinking fountains ○ Frequent hand washing and sanitising ○ Use of hand sanitiser on entry to class room ○ Use of hand sanitiser on every subsequent entry and exit of classrooms ○ Hand sanitiser used before and after use of equipment that may be shared eg. Maths equipment, library books, blocks, games, PE gear ○ Hand wash after toileting ○ Hand wash prior to eating ○ Coughing and sneezing protocols ○ Regular cleaning of high touch equipment and surfaces <ul style="list-style-type: none"> ■ touch pads ■ door handles ■ Photocopiers <ul style="list-style-type: none"> • Cleaners will complete daily cleans in line with MOH guidelines. • Hand washing facilities, hand sanitiser, sanitising cleaners, paper towels will be provided in every space • Cleaning of all flat surfaces will be undertaken regularly; after eating and at the end of the day • Additional disinfectant/paper towels will be available in classrooms for children and teachers to sanitise spaces during the school day as required. • PPE (aprons, masks, gloves) are available for complex medical situations . • Disinfectant/wipes available to be used when sharing of equipment is unavoidable (eg: some classroom resources, photocopier & alarm keypads etc)
Moving for Safety	

Movement around the school We will be conscious of distancing.	<ul style="list-style-type: none"> All movement around the school will respect safe distancing protocols
Keeping Others Safe	
Maintaining ability for contacts to be traced A strict contact tracing register will be kept as per the Ministry of Health guidelines. All staff will complete the Health Declaration and sign-in/sign out digital documents daily.	Privacy protocols will be adhered to Privacy Considerations All staff make a daily health declaration by signing into a digital (contactless) register. This will be done using a google form <ul style="list-style-type: none"> Travelled to work alone or with someone in your bubble Well and free of Covid-19 like symptoms or symptoms of any other illness No known close contact with someone with Covid-19 or symptoms of any other illness <ul style="list-style-type: none"> A sign in, sign out digital register will also be kept for contact tracing and emergencies All external providers will be asked to make a health declaration on entry to the school All visitors will be required to provide contact tracing details as well as a health assurance. This will be retained in Register form All staff will also be required to keep a personal log of their contacts Every space has a fully equipped Civil Defence emergency backpack in case of any emergency
Monitoring physical and/or emotional safety of students, staff and community. Students and their families will be experiencing varied pressures and emotions as will staff. Staff will have a range of opinions and feelings and may react in a range of ways. "Mā te mahi tahi ka piki kōtoutu"	School staff are to observe students on arrival into the classroom checking for symptoms and ask those presenting as unwell to go home (or arrange for parents and caregivers to come and pick up). Temperatures will not be taken. Principals at state and state-integrated schools have authority to preclude a student from attending if they believe on reasonable grounds may have a communicable disease under section 19 of the Education Act <ul style="list-style-type: none"> Making it straightforward for anyone with flu like symptoms or feeling unwell to self-isolate Check any IR concerns, esp pay implications, with NZSTA NZSTA Monitor separation distances Monitor "tone" and anxiety levels of staff, students and community Collate Mental Health support resources and make readily accessible Leadership will be visible and accessible
Responding safely to an identified or probable case of Covid-19	
Responding effectively if Covid-19 is identified in our school is critical to everyone's safety, both physical and/or emotional.	<ul style="list-style-type: none"> Ministry of Health and worksafe protocols will be followed https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-novel-coronavirus-information-specific-audiences/covid-19-advice-workplaces Ministry of Health processes will be followed if a case of COVID-19 is identified Guidance for Workplaces if COVID-19 is identified

<p>Additional Information</p> <p>All relevant information will be added as it becomes available. Open and effective communication is essential.</p>	<p><u>Review of evidence relating to COVID-19 and education settings</u></p> <ul style="list-style-type: none"> • <u>Health and wellbeing - Unite against COVID-19 website</u> • <u>COVID-19: Mental health and wellbeing resources - Ministry of Health website</u> • <u>Connecting with others - Allright.org website</u> • <u>Identify and culture - Allright.org website</u> • <u>Sparklers website - Helping tamariki when times are tough</u>
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