***ALERT LEVEL 2***

***General*** [***Alert Level 2 Outline***](https://covid19.govt.nz/assets/resources/tables/COVID-19-alert-levels-detailed.pdf)

[***Education Specific details for alert levels 2, 3 & 4***](https://minedu.cwp.govt.nz/assets/Documents/School/SchoolsBulletin/2020-Bulletins/FINALAPR17Education-detail-for-alert-levels.pdf)

**Covid19.govt.nz**

**Education.govt.nz**

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| **MOVING TO ALERT LEVEL TWO: TIMELINE** |
| 17 Feb 2021 | * Students at Level 2 return to School
* Staff return at Level 2
* Support staff return at Level 2
* Leadership - School Road Gate/ Buckland Road Gates am/pm
* Office- Signing in on Vistab one in at a time- Leah
* Set up QR codes at entrance
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**Onsite Protocols during Alert Level 2**

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| **In Classrooms:*** Students will work on a mixture of distance learning programmes from their usual classroom teacher.
* Each student will have the same work space and chair to use for the duration of level 2.
* Workspaces will be organised to allow for minimum of 1m physical distancing
* Sanitiser will be provided in every classroom and at the entry of classrooms students will be asked to wash an/or sanitise their hands
* Children will eat morning tea and lunch at their own designated workspace inside- no sharing
* Children will have their own stationary and supplies - devices to be sanitised before sharing
* Teachers to monitor students as they enter the classroom - students showing signs of illness sent to sickbay
* Swimming pool is open- students to maintain distancing
 | **At Pick up and Drop Off*** Parents will park in angle parks and will farewell/pick up children from their car park area - showing awareness of 2m distancing with other families.
* ANY parent who enters the school grounds MUST sign in using the contact tracing app and the VISTAB. Where practicable parents will drop/pick up at the gate.
* In the mornings Entry to school will be through the main gate or the Te Waahi Gate any parents that enter must report to the office to sign in on the vistab and the contact tracing app
* The carpark gate on Buckland Road will be closed daily at **8.05**am. All staff who wish to park there must arrive before **8.05**
* End of Day- Staff to bring junior students to the front gate for release at **2.40**
 | **Staffing Classes** * Classroom environments to be cleared of un necessary school and personal items to ensure we are able to maintain distancing
* Classroom materials that are not being used must be stored away from students or inside a cupboard
* Toys/Equipment minimised to enable students the ability to maintain distancing where possible
* All students must be able to access water/taps and for water refill and hand washing
* All entrance ways must be clear or furniture so that students can access classrooms while maintaining distancing
* Doors to be wedged open to minimise touching of handles-or wipe handles frequently
* Support Staff to return to normal timetables supporting students
* If teachers are unwell-call Bathsheba
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| **In the Staffroom*** Staff are expected to maintain a minimum of 1m physical distance at all times
* Staff will be encouraged to use their own cups and storage equipment- (dry using disposable paper towels rather than tea towels) load your own dishes into the dishwasher
* Soap and sanitiser will be provided in the staffroom when you enter and exit
* No sharing of Kai- Morning tea postponed until Level 1
 | **In the playground*** The playground will be opened students must wash hands before and after use
* Sports equipment may be used allocated from the classroom allocation. Each class to maintain their own equipment sanitation
* Children are encouraged to keep 1m apart from each other when outside
* Water fountains will be off limits - children will need to bring their own water bottles
 | **Managing Attendance*** Children and staff will not attend if they are unwell
* Children and staff who become unwell during the school day will be sent home- this may mean that classes will split
* Attendance roll MUST be marked by 9.15am in the morning and by 1.45pm in the afternoon
* Attendance rolls will be used for contact tracing
* Office-Checking roll marking daily at 9.15-1.45
* Late students to be marked in the classroom
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| **Cleaning and Hygiene*** Sanitiser and tissues will be available in every classroom at the entry/exit points
* Soap will be available in all bathrooms
* Cleaners will complete daily cleans in line with MOH guidelines- Crest Clean Guidelines
* Additional disinfectant/cloths will be available in classrooms for children and teachers to sanitise spaces during the school day at every break time.
 | **Additional Considerations*** The library will be open-must follow designates timetable- Teachers to clean surfaces after visits
* Devices cleaned regularly
* PPE (aprons, masks, gloves) are available for medical situations only - not everyday wear
* Breakfast Club in teams/classrooms
* Before and Afterschool care- KAS continue
* External providers (MOE, RTLB etc) will be able to access school in ensuring they are able to maintain physical distancing. VISTAB and contact tracing app must be used
* External providers- Sport can continue ensuring equipment is sanitised between classes
* Disinfectant/wipes available to be used on shared keypads/door handles

(eg: photocopier and alarm)* Only one person will be allowed to enter the office area at a time. All visitors waiting must wait on the designated spaced tape. Or use the office window
 | **Movement Around the School:*** Students will stay within their own classroom space, and not visit other classrooms or staff shared spaces (ie photocopier or staffroom) unless in an emergency
* Students will not visit with other classes, the only space for staff gathering/meeting will be the staffroom where appropriate physical distancing will be observed
* No Whole school Assembly - Virtual Assembly
* Staff Hui- Distancing observed
* Team Hui- Distancing observed
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