



## **ALERT LEVEL 2 PRINCIPLES & PROTOCOLS COMMUNITY - REVISED 12 August 2020**

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

- to minimise the risk that someone gets infected in the first place
- to ensure we can identify and contact anyone who has been in close contact with a person, if someone in a school or early learning centre is infected
- understand that Level 2 is not business as usual

It is safe for all students and staff to attend school in Alert level 2. Schools are safe because hygiene habits will be strong and schools will put into place safe and sensible practice.

The safety and wellbeing of students, staff and their households, continues to be a priority.

### **ON SITE PROTOCOLS**

To support the return to face to face learning and to minimise the risk of spread of COVID-19 at Merrilands School the following protocols have been developed. It is an expectation that all staff adhere to these protocols at all times.

#### **In Classrooms:**

- Students engaged in everyday routines and learning programmes within their class environment
- Students and staff to maintain physical distancing so they are not breathing on or touching each other
- Sanitiser positioned on entry to every classroom and used by everyone entering the class
- Children to wash and dry hands (class soap & paper towels) within classrooms before leaving the room for break times
- Children can share stationery, games, equipment and sit in any space
- Door to corridor left open ideally if temperature permits, otherwise handles wiped frequently using disinfectant
- Promote 'wash and dry hands, cough into elbow, don't touch your face'
- Attendance register completed twice daily as usual

- Class timetable followed
- Surfaces wiped thoroughly by cleaners each day and throughout the day if required by staff/support staff
- PE can include sports equipment including playgrounds - hand washing before and after is compulsory
- If using the library or hall, record class number, staff and time of use on the tracing register in that space.
- Staff in classes from 8.30am daily to greet and enforce hygiene practices in classroom
- Staff to be in class for students to return to class after break times, to enforce hygiene practices
- Encourage named water bottles from home. Drinking fountains will be off

### **Adults at the School - Staff, parents and adult entry**

- If dropping off a child/ren parents to drop off and pick up off site. Students encouraged to walk, bike, scooter to school.
- Exception of parents of students in new entrant class and Room 2 to drop off and collect if required - contact tracing register to be kept by teacher, entrance through side door to class
- Any person on site MUST sign into the contact tracing register in the office.
- Physical distancing of 2 metres applies to parents/caregivers to people they don't know outside of school (public health measure)
- Adults not attached to a class as recorded on the class timetable need to sign into that classes tracing register. Keep register at entry point to room in an easy to identify place
- All teachers/support staff to continue to carry their own pen/whiteboard marker etc
- On arrival staff place tick beside their name on the staff contact tracing register on the staff office counter
- Contractors working within Rooms 4/6 will use Room 4 door and sign into contractors register there
- Other contractors will sign in via the office register and follow distancing protocols

### **In the Staffroom: HIGH RISK ZONE**

- Maintain minimum of 1m physical distance at all times
- Hand sanitiser used on entry to the staffroom
- Use own mug - either easily identifiable one from home or school one named in some way
- Rinse and put in the dishwasher any cups, plates or utensils used
- Wipe down bench after use

### **In the playground:**

- All areas ordinarily available are available including playground equipment
- Sports equipment available
- Water fountains will be off - Children asked to bring water bottles - named. Can be filled from class taps
- Sports team practices can take place with team lists kept for contact tracing

### **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
- P, L, M codes remain most commonly used for day to day attendance. Students away for reasons not medical related - use E

**Cleaning and Hygiene:**

- Sanitiser and paper towels will be available in every classroom as well as spray and wipe
- Allocated support staff to wipe down all surfaces within rooms with disinfectant at the end of each block
- Cleaners will complete daily cleans in line with MOH guidelines
- Spray and wipe photocopier if touching any parts after use or bench and equipment alongside.
- If teachers/support staff work in an area which is not a teaching space - spray and wipe down following use
- Disinfectant spray & paper towels readily accessible in all classrooms
- Hand sanitiser refill can be requested from Brenda in the office
- Keep all work areas clear - make it as easy as possible for cleaners

**Additional Considerations:**

- If child needs 1st aide, register needs signing as usual. Only child needing 1st aide to be in sickbay.
- If child unwell, they should go straight home. Sickbay used to wait to be collected, then disinfected.
- Contactless drop offs by couriers at front door as per signs
- Continue to use key or pen to enter alarm code if needed
- Hall users will be signing in with hall tracing register signed by each group (lead person on behalf of each group)
- Kapa Haka can go ahead provided students are not touching or in breathing space of others
- Whole school assemblies will be postponed - teams may have assemblies if no touching or breathing in each other's space can be maintained.

**Note:**

- 'If hand sanitizer be in short supply, washing and drying hands with soap is still the most effective hygiene measure' (MOE, Managing health & safety in schools at Alert Level 2)