



Finlayson Park School COVID 19 Safety Plan- Alert Level 2

As part of our plan to re-open the school fully on Monday 18th May 2020 we have used the Ministry of Health, the Ministry of Education and the Work safe guidelines to create a list of safety practices for when students and staff return to school. We are aware that people can die from Covid- 19, and we want to keep our community, our school and our staff as safe as possible.

We need to get all our students back into school routines from this date , We understand that some students may be apprehensive about leaving their homes for learning , also some parents and staff may be feeling the same way. The Board of Trustees and staff have ensured many safety measures are in place as listed below. It is really important that all adults abide by these rules and teachers ensure all of our students understand and practice these requirements

Physical distancing remains important

While there is more freedom in Alert Level 2, we will still need to keep up our physical distancing and maintain a high level of hygiene practices. Adults should observe a one-metre social distancing.

The Ministry of Health has advised that the key principles for Alert level 2 are

- reduce the risk of someone getting infected in the first place
- ensure we can identify and contact anyone who becomes infected

These are the most important things you can do

- COVID-19 is still out there. Play it safe.
- Keep your distance from other people in public.
- If you're sick, stay home. Don't go to work or school. Don't socialise.
- If you have symptoms of cold or flu call your doctor or Healthline and get tested.
- Wash your hands. Wash your hands. Wash your hands.
- Sneeze and cough into your elbow, regularly disinfect surfaces.
- If you have been told to self-isolate you must do so immediately.
- Keep a track of where you've been and who you've seen
- understand that Level 2 is not business as usual

The following will be in place during Alert Level 2.

To avoid the spread of COVID 19	
Risks	Measures in place
School Classrooms	<ul style="list-style-type: none"> • Classrooms will have a sanitising station at the entry door where everyone entering will sanitise hands on entry and on leaving • Students will not need to sit in the same seats. • Student's must not touch one another or breathe in another's face. • Any equipment such that is used in the classroom must be wiped with disinfectant at the end of each day • Classroom temperatures should be kept between 18 -20 degrees • Attendance will be taken daily on ETAP. Twice daily as usual. Also a class master list will be filled in for anyone entering the room other than class members and the regular teacher.(time in and time out, sign Phone no.)
Teachers/ Staff	<ul style="list-style-type: none"> • All staff who believe they are vulnerable and need to stay at home, must produce a Drs Certificate. Sick leave will be use. • For all staff who are working on the school site - masks, gloves and personal hand sanitiser will be available. However masks and gloves are not compulsory to wear. Sanitising is compulsory. • If staff require any support for well-being this will be provided • Staff will be checked on entering the site by a Senior Leadership-for COVID symptoms
Hygiene on school site	<ul style="list-style-type: none"> • Everyone on site must wash and dry hands regularly. • Everyone must cough/sneeze into their elbow • Adult to adult===== must maintain 1metre physical distancing • If anyone is sick they must stay away from school • Everyone maintains breathe distance and no touching of one another • A sanitizing area will be set up every morning for students entering school through the Tamworth Close Alleyway and main pedestrian gate • BEFORE ENTRY INTO SCHOOL BUILDINGS, staff must sanitise and sign in at the following set up points: <ul style="list-style-type: none"> - Hall Foyer Area: Nga Hau e Wha 1, O le Taiala , Sia Mo'ui - A6 Class: Nga Hau e Wha 2, 3 and 4 - Staff Only Entrance at Office: Admin staff, extra staff,Te Huringa, Te Roopu Reo Rua, Hauora - Essential workers (eg RTLB) will sign master list at office.

	<ul style="list-style-type: none"> • Where possible keep doors and windows open • Cleaning supplies will be available in rooms for high touch surfaces to be wiped before eating times • Shoes will be kept on. • Eating will be at tables-- not on floor. • No use of class sports gear at playtimes. Can be used at class sports times only and wiped after use.
In-class times	<ul style="list-style-type: none"> • Teaching programmes for one hour and then 15 mins break with 20min lunch play.. • Refer to new duty list for playground duty coverage • Sports/PE gear can be ordered for your class' own programmes, Wipe and return promptly, for further disinfecting. • No levels sports or House programmes till further notice. • Field trips can operate with consideration of isolation if a child is ill. PPE gear available. No overnight camps till further notice.
Playground	<ul style="list-style-type: none"> • All playgrounds are out of bounds till further notice.
Staffroom/Meetings	<ul style="list-style-type: none"> • Staff can use the staffroom but physical distancing requirements must be met • The staffroom will be cleaned at regular intervals throughout the day • Staff meetings with distancing considered. • Team Assemblies with safe distance –not touching one another • Cultural activities can continue with distancing in mind.. • Library can be used at lunchtimes (15 only in at a time.) Class sets of books issued by Librarian and collected from classrooms for renewal.
Photocopiers	<ul style="list-style-type: none"> • Hand sanitiser and cleaning equipment will be at each photocopier • Hand sanitiser must be used before photocopying • Photocopiers must be cleaned after you use it
Sick Bay	<ul style="list-style-type: none"> • Any child or staff member showing signs of illness will be isolated.in booth in Maioha and sent home ASAP. • Parents will be contacted and to come to the school admin office immediately. • Any adult dealing with the sick person must wear gloves, and masks • The sick bay will be fully cleaned several times per day. • Vulnerable students/staff will be supported to return to school by Hauora Team
Admin Area	<ul style="list-style-type: none"> • Screens will be put up at the admin area • 2metre distance will be required between any staff and visitors/ parents to the school • If by chance a queue is formed 2m distancing will be required of all those in the queue. Signs will be erected. • On entry and exit of the building hand sanitiser must be used. One person at a time. Be considerate of time.

Parents/ Visitors	<ul style="list-style-type: none"> • No non-essential visitors • Any visitor must phone ahead and get permission from the Principal or Vice Principal to come on site. They will need to sign in on the master register. This includes visitor's phone number, workplace and time on site • Parents are required to drop off and pick up from the school gate. Pupils can walk to and from school but must NOT loiter. • New Entrants will be escorted down to a pick up point 10 minutes before the end day bell rings by their teacher, for the parents to collect: <ul style="list-style-type: none"> - Hall deck (Nga Hau e Wha 1 and Sia Mou'i) - Shelter next to hall (O le Taiala) - Shelter next to office (Te Huringa, Te Roopu Re Rua, • Parents must call the school and set up a meeting with person they wish to meet with.
Toilets	<ul style="list-style-type: none"> • Toilets will be cleaned regularly throughout the day • Staff toilets will have cleaning supplies available and it is expected that staff clean after themselves
School Cleaning	<ul style="list-style-type: none"> • The school will be cleaned at the end of each day • All surfaces will be disinfected and cleaned during the day too. • Increased focus on cleaning of door handles, table tops and bathrooms • Shoes will be left on
Food /Water	<ul style="list-style-type: none"> • Food can be brought from the tuck shop but will be ordered in classroom and delivered to the classroom at lunchtime. • There will be breakfast club with careful management of distance and cleaning systems. • There will be fruit and milk in schools. Careful hygiene management • No drinking fountains. Students will need to bring own drink bottles and fill from classroom water supply. • No sharing of food or drinks is allowed • Breakfast club will operate. Staff – gloves, mask, Careful hygiene, wiping hard surfaces regularly.
Signage	<ul style="list-style-type: none"> • Signs will be placed on all entry points to the school outlining hygiene practices, contact details to the school and entry requirements. • Classrooms will have COVID19 signs on every door.
Fire Alarms/ Lockdowns	<ul style="list-style-type: none"> • In the event of a fire alarm normal process is followed with physical distancing measures incorporated • In the event of a lockdown normal process is followed with physical distancing measures incorporated
Contact Tracing	<ul style="list-style-type: none"> • A daily attendance register will identify which students are in each teaching space, record when and who they have contact with during the day including any staff other than those in their classroom. • A master register at the Admin area will include any visitors or adults that come onto the school site • This register will include any relief staff that might also have contact during the day

The Health and Safety team will share this plan with all staff and BOT through online discussions. Emphasis will be placed on hygiene and distancing. Signage will also be used to consistently remind all who are on site to practice good hygiene practices.

Staff Wellness

It is paramount that no staff come to work if they are unwell or suffering symptoms consistent with COVID - 19. If a staff member is onsite displaying symptoms it is vital that they do not come into contact with any other staff or children and will be sent for a COVID test or contact Healthline. If a staff member does have a positive COVID test - they will not be allowed back at work until they have either recovered (a medical certificate will be required).

The symptoms are:

- A new or worsening cough
- A high temperature (at least 38 degrees)
- Shortness of breath
- Sore throat
- Sneezing and running nose
- Temporary loss of smell

All staff will be checked at the beginning of the day when they arrive at work at the sanitising stations/ sign in. Then regularly throughout the day by Principal, Vice Principal and Deputy Principals

Exposure or Suspected Exposure to COVID-19

Any child or staff member who is unwell with respiratory symptoms will immediately go home.

Any child or staff member with respiratory symptoms who have tested negative for COVID 19 are able to stay home until they are symptom - free for 24 hours using sick leave. Must have a medical certificate for clearance.

If a staff member or a child has tested positive, and we have been contacted by a public health unit, we will provide clear information regarding all contacts on the school site. (Any adult who enters the school site including staff must sign in and out.0 We will be using a daily master list for parents and visitors, a staff master list and an ETAP list for students to record this information.

All visitors will use the same system except workplace contact details will be required, contact phone numbers and reason for the visit. The public health unit will provide advice about further actions required. The liaison person will be the Principal or Vice Principal for all communication.

The school will be closed for 72 hours as the entire building will be disinfected in accordance with the cleaning procedures that have been outlined. This could extend to more days.

Evaluation and Review

The Health and Safety committee (Principal/ VP/DPs BOT rep) will regularly seek feedback on how the plan is working. The Health and Safety committee will meet twice a week or as needed, to consider all feedback provided and to review physical distancing, hygiene and cleaning practices.

Incident reporting approach will also be used with all incidents being written up and passed to the Principal and Health and Safety committee for review.

Any new changes to this plan will be shared immediately with all staff.

Reviewing of current critical risks and current risk management in regards to COVID 19

All critical risks will be reviewed by the Health and Safety team to identify if they need to be amended for the control of

These critical risks include:

Playgrounds
Chemicals and hazards
substances Education outside
the Classroom
Machinery and
Equipment Heights
Child
Protection
Electrical items
Pressure systems and Boilers
Physical, mental and cyber

They will be reported on as reviewed by Health and Safety Committee.