

# Key Safety Messages

**IMPORTANT:** Students and staff should stay at home if they are sick. Students will be sent home immediately if they show any cold/flu symptoms.

## Pick up/Drop off

- Please avoid coming onto school grounds. Wherever possible, drop off and pick up your child/ren at the school gates.
- If you do need to come on site, you will be required to register your presence. There is a register at the front door for you to sign. This is to ensure that we are able to contact trace if needed.
- Students should not be dropped off before 8:30am. Please collect promptly at the end of the day.

## Classrooms

- Students and staff will follow official distancing guidelines wherever possible and work to avoid touching or breathing on each other.
- Under Alert Level 2 hand sanitiser will be available at the entry to the school, and at a number of other high use entry points and shared spaces. If you wish to send your child with their own hand sanitiser, please feel free to do so but we do have a supply at school.
- Students will be required to **regularly** wash and dry hands and are encouraged to cough and sneeze into their elbow, and try to avoid touching their face. Students will wash hands with soap and water or sanitise before and after all break times, eating times, PE sessions and toilet breaks.
- Disinfectant/Paper towels will be available in classrooms for children and teachers to sanitise desks/chairs/equipment/ door handles regularly throughout the school day as required.
- Students have their own stationery supplies and devices and will be encouraged not to share these.
- Door wedges will be used between periods and on return from breaks to avoid everyone touching the door handles.
- Where possible, desks/tables/seating will be spaced to allow for distancing.

## Hygiene

- Staff will emphasise official handwashing and hygiene practices to students - coughing/sneezing into your elbow, avoid touching your face, wash and dry hands (or sanitise) thoroughly.
- Posters will be displayed around the school reminding students of good hygiene practices.
- We will be disinfecting other high-touch, shared surfaces regularly throughout the day.
- Cleaners will complete daily cleans in line with the Ministry of Health guidelines, including toilet blocks, door handles, and surface cleaning.

## **Students and School Life**

- Playgrounds will be open and available for use.
- Interval and lunchtime policy: All year 1-8 students to be seated from 10:40-10:45am to eat morning tea. All students to be seated from 12:30-12:40 pm to allow eating to happen safely. Teachers will monitor this seated time. Students may not engage in any other activities until eating is finished. Staff will be on duty at break times.
- Drinking fountains remain off for the meantime. Students should bring their own water bottles to school. When refilling them, try not to have the bottle touch the tap.
  - Students should keep food to themselves and avoid sharing and also avoid hugging and close contact with other students - keep an arm's length away from one another.
  - All girls with long hair should have it tied up to avoid unnecessary contact with the face.
  - The school milk (Fonterra) practice will be discontinued for the time being.
  - No school assemblies for the remainder of Level 2.
  - There will be no band onsite until after Queen's Birthday weekend.
  - Physical education classes and break time activities will include access to sports equipment including playgrounds but hygiene practice should be observed after playing with equipment. Teachers will arrange for any sports gear to be disinfected after use.
  - No organised close contact sports (e.g. basketball, rugby, netball). Sports games should not involve more than 10 participants.

## **Office Procedures**

- Remember to leave a message via email or phone if your child will be sick or away. Please advise us by 9.15am so as to avoid office staff needing to follow up absentees.
- To minimise foot traffic through the office we ask that, where possible, you email your requests or questions to the office.
- We will not be selling stationery (pens, pencils, rulers etc) during this time to minimise children coming over to the office. Please make sure your children have what they need or extra supplies at home. We can provide extra exercise books when required.
- All staff will also practice physical distancing in the staffroom and administration areas and office staff will be sanitising surfaces regularly.

## **School Community**

- In schools our contact tracing is a combination of, attendance register and visitor register/ check in. These provide good information to health authorities if they need to contact people that might be considered a close contact of a confirmed case, and determine whether they will need to self-isolate.
- Physical distancing remains important, particularly when people are interacting with people they don't know and who couldn't be easily traced. Avoid touching or breathing on each other.
- If we have a confirmed or probable case of COVID-19, we must close on an individual or group basis for 72 hours, to allow contact tracing, and then potentially for a further 14 days. Instruction should revert back to the distance learning model until the school is cleared to open.

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