

Covid-19 Managing Health and Safety at Ruahine School for Alert Level 2



RUAHINE SCHOOL
 The Best I Can Do, The Best I Can Be
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Information for Parents, Caregivers and Whānau:

What Ruahine School looks like at Alert Level 2. Please note that these procedures have been developed with the safety of staff and students in mind. Under Alert Level 2 we will continue to follow the guidelines set out by the Ministry of Education through the Ministry of Health - Public Health Requirements.

We have chosen to control the controllable rather than return all aspects of school back to normal. For this reason we have chosen to continue to limit non-essential curriculum activity both in and outside of school, and to limit the number of people who come into the school. While I know many of you will be anxious at this time, we will ensure that school is the safest possible place for your children to be outside of your family bubbles.

“Alert Level 2 Summary

The overriding principles for Alert Level 2 are:

1. To minimise the risk that someone gets infected in the first place
2. 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
3. Understand that Level 2 is not business as usual.”

Managing Health and Safety at Alert Level 2 - Ministry of Education 8/5/20

Health and safety overview - please read carefully.


The following page has details of the overview and in-school H&S practices - please read carefully.

Coming Onsite - Contact Tracing	Buses	Drop Off/Pick Up	Sick Children
Anyone entering the school grounds must be recorded at the office foyer for contact tracing purposes.	At this stage we are advised buses will be running.	<u>ENTRY IN THE MORNING - children enter 8.30-8.50am only</u> There will be 2 gates available ; the bus gate and the car park gate. A staff member will be at the gates from 8.30 until 8.50am. They will wear gloves and a mask and have sanitiser.	Children and Staff will not attend if they are unwell and will be sent home if they are unwell at school
At Alert Level 2 Parents and caregivers will <u>not</u> be allowed on site. The only exception being some parents of new five year olds. <i>Please be respectful of this as it is the ‘most likely’ chance of Covid-19 entering the school grounds.</i>	Sanitiser is provided to use on entry and exit of the bus.	Students may only enter the school grounds between 8:30am and 8.50am , except for the bus children. If a child is late the parent must stay in their car and phone the office. A staff member will go to the gate to meet the child.	Children are expected to attend school every day unless they are unwell, have an underlying health condition, there is a member of their family unwell or they have been exposed to Covid-19.
Please do not gather and chat in the car park.	The seat directly behind the driver on the northern bus must be left empty. Children must stay in the same seat for the journey and may not swap seats.	<u>AT THE END OF THE DAY - wait in the car park</u> Children wash hands and sanitise. <ul style="list-style-type: none"> • Bus children will be taken to the bus. • The 4pm bus children go to the hall with a staff member. 	Distance learning will continue for children who have underlying health conditions previously known by the school.
Instead of coming on site parents please phone or email the office.	We will not tolerate misbehaviour on the bus. If rules are not followed the child will be removed from the bus for 2 days	Car children are walked to the driveway by the carpark with teachers. Parents will wait in the car park. Please do not gather in the car park. Keep your distance from other people or wait in your car.	Distance learning will not be provided for children who are unwell or whose parents choose to keep them away for longer.

See further details on the next page.

Details of H&S at Ruahine School during Alert Level 2

Classrooms	At Pick up and Drop Off	Managing Attendance and Contact Tracing
<p>Students and Staff will use hand sanitiser as they enter or exit a room.</p> <p>Surfaces and door handles need to be disinfected during the day.</p> <p>Children will wash and dry hands at the start of the day, before eating and after playing.</p> <p>Many students have their own stationery, supplies and devices and will be encouraged not to share these. Teachers will monitor the use and cleaning of equipment.</p> <p>Children do not need to sit in the same place or with a bubble. Contact tracing is through classroom timetables, attendance register and visitor register.</p> <p>Children and staff should be far enough away so they are not breathing on or touching each other.</p> <p>Children and staff moving between rooms will be recorded; when and who they have contact with.</p> <p>There will be no home reading for the first two weeks starting Monday 18 May. To be reviewed.</p>	<p>Anyone entering the school grounds must be recorded at the office foyer for contact tracing purposes.</p> <p>At Alert Level 2 Parents and caregivers will <u>not</u> be allowed on site. Please be respectful of this as it is the 'most likely' chance of Covid-19 entering the school grounds.</p> <p>Please do not gather and chat in the car park. Keep your distance from others and make the drop off and pick up quick. Be extra careful of children walking to and from cars.</p> <p>Instead of coming on site parents please phone or email the office. If this can not be done due to unforeseen circumstances parents must come to the school office foyer to register. They must sanitise at the door. Parents cannot enter classrooms.</p> <p>The only exception being some parents of new five year olds. They must register at the office foyer. Don't touch anything or anyone in the classroom and leave as soon as possible.</p> <p>BUSES At this stage we are advised buses will be running. Sanitiser is provided by the Ministry of Education to use on entry and exit of the bus. The seat directly behind the driver on the northern bus must be left empty. Children must stay in the same seat for the journey and may not swap seats. We will not tolerate misbehaviour on the bus. If rules are not followed the child will be removed from the bus for 2 days.</p> <p><u>ENTRY IN THE MORNING - children enter 8.30-8.50am only</u> There will be 2 gates available; the bus gate and the car park gate. The street gate and the back car park gate are not available. A staff member will be at the gates from 8.30 until 8.50am. They will wear gloves and a mask and have sanitiser.</p> <p>Children must sanitise as they enter the school. Children take their bag to class, get their bookbag/books out and leave on the mat or desk then go outside to play.</p> <ul style="list-style-type: none"> • At 8.50am the bell will ring, the children line up and are supervised to wash and dry their hands with soap. Then sanitise, and go into the classroom. • If it is a wet day they wash and dry their hands upon arrival and stay inside. <p>Students will not be allowed to enter the school grounds before 8:30am, except for the bus children. Students must be at school by 8.50am. At that time the gates will be shut with no entry signs on them.</p> <p>If a child is late the parent must stay in their car and phone the office. A staff member will go to the gate to meet the child, sanitise, take them to class and supervise hand washing and preparing books etc.</p> <p><u>AT THE END OF THE DAY - wait in the car park</u> At the end of the day children wash hands and sanitise.</p> <ul style="list-style-type: none"> • Bus children will be taken to the bus. • The 4pm bus children go to the hall with a staff member and wait until all car and 3pm bus children have left. They wash hands before getting on the bus. • After 3pm bus children have left the class, car children are walked to the driveway by the carpark with teachers. Parents will wait in the car park. <p>Please do not gather in the car park. Keep your distance from other people or wait in your car. Please be at school at 3pm.</p>	<p>Children and Staff will not attend if they are unwell. Children and Staff who become unwell during the school day will be sent home. Healthline should be contacted for advice and may result in a Covid-19 test. A result will be required before they return to school (this is in line with MOE Guidelines). If a child or staff member is away for more than 2 days a doctor's certificate will be required.</p> <p>Children are expected to attend school every day unless they are unwell, have an underlying health condition, there is a member of their family unwell or they have been exposed to Covid-19. A Doctor's certificate may be required.</p> <p>Distance learning will continue for children who have underlying health conditions previously known by the school.</p> <p>Distance learning will not be provided for children who are unwell or whose parents choose to keep them away for longer. A generic home learning pack may be available on request if the child is away for at least one week.</p> <p>In school our contact tracing is a combination of timetable, attendance register and visitor register. 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. This includes recording who the adults on-site are in close contact with as well as recording any visitors to the site, including parents and caregivers.</p> <p>Signing in for contact tracing. Anyone other than staff, contractors, itinerant teachers, the selected NE parents or the postie are asked to stay off school grounds. The office foyer will have a table across the entrance way. Any visitor, staff member and parent will go to the office. Sanitise, record their name and the time they arrive. Then go back to the office to sign out. There will be 2 containers of pens. They use a sanitised pen and drop it in the used pen container. The table and pens will be santised regularly.</p> <p>The aim is to reduce the number of extra adults on site to keep children and staff safe and to make contact tracing easier.</p>

Cleaning and Hygiene	In the playground	Staffing Class Bubbles
<p>We continue to model good hygiene practices (coughing into your elbow, handwashing and drying) and regular cleaning of commonly touched surfaces.</p> <p>The toilet block and basins, flush button and door handles will be cleaned regularly.</p> <p>Staffroom and common areas will have surfaces disinfected during the day. Teachers will disinfect classroom surfaces and handles during the day.</p> <p>Gates and outside door handles will be disinfected each day.</p> <p>Cleaners will complete daily cleans in line with the Ministry of Health guidelines.</p> <p>PPE will be worn by staff at the gate when children arrive.</p>	<p>Physical Education classes and break time activities can include access to sports equipment including playgrounds. Children wash and disinfect before and after breaks and PE.</p> <p>Drinking fountains will remain turned off. Children will need a named drink bottle at school.</p> <p>There will be NO scooters at school. This will be monitored and may be reviewed.</p>	<p>There is no bubble concept at Alert Level 2 so there are no restrictions on groups of children mixing with others on site. However, if children or staff go to other classrooms this needs to be recorded.</p> <p>Physical Distancing – Physical distancing is a good precaution to prevent the spread of disease.</p> <p>Children, young people and staff should be far enough away from each other so that they are not breathing on or touching each other, coupled with good hygiene practices and regular cleaning of commonly touched surfaces. There does not need to be a specific measurement but where practicable 1 metre should be used as a guide, particularly between adults.</p> <p>Choir may begin later in the term and kapa haka will not start in Term 2.</p>
Staffroom	Movement In and Out of School	Reporting to Parents in Term 2
<p>Staff are expected to maintain a minimum of 1m physical distance at all times including in the staffroom.</p> <p>Cups, spoons etc. to be individually handled and placed in the dishwasher. No dishes left on the bench.</p> <p>Soap and sanitiser will be provided in the staffroom.</p> <p>Morning tea and lunch breaks will be staggered for staff. This is to allow space for a chair between each adult in the staffroom.</p> <p>The chair arms and bench will be sanitised after each break.</p>  <p>RUAHINE SCHOOL <small>The Best I Can Do, The Best I Can Be Te māia au ki te mahi, Hā rangatira au ki te ao 553 Mahurangi Road, RD2, Danmore 4972 Phone: 06 374 9200 Fax: 06 374 9280 Email: office@ruahine.school.nz Website: www.ruahine.school.nz</small></p>	<p>We have chosen to continue to limit non-essential curriculum activity both in and outside of school.</p> <ul style="list-style-type: none"> • No School Assemblies for the remainder of Term 2. This will shift to certificates over the speaker and shared online. • The Year 8 orienteering trip will be postponed to Term 4. • The Year 8 local tramp may still go ahead once H&S processes have been established • Cross country practice will begin • Kapa haka and choir will begin from 25 May, following Ministry of Education guidelines <p>Piano lessons may begin again. Strict hygiene protocols will be followed. Parents may choose to opt out at Alert Level 2. Please call the office.</p> <p>No on or off site sports or other events involving other schools or coaches at this time, to be reviewed.</p>	<p>When children return to school in Alert Level 2 their wellbeing, settling back into school again and building up learning programmes for children will be our number one priority before any academic learning and assessment takes place.</p> <p>There will be no Mid-Year Report or learning conferences in Term 2. Teachers will use this time to gather up to date information and evidence to help them make informed decisions of their classes' next steps and identify individual learning goals.</p> <p>A plan for the next round for reporting will be developed by the leadership team. This may be early in Term 3 and will look different from previous years.</p> <p>For remainder of Term 2 there will be no option for parents to come onto the school grounds and meet with teachers. This will be reviewed at the start of next term based also on the alert level we are in at that time. Please phone (06 374 9200) or email teachers if you wish to talk with them.</p>