

# 2021 Alert level 2: St Joseph's Catholic Te Kuiti February

## COVID-19 safety plan and procedures

Starting 6am Sunday 28th February for a period of seven days until  
6am on Sunday 7th March.

The COVID-19 pandemic is an evolving situation – review this plan regularly and make changes as required.  
There is guidance on what to think about when planning a safe return to work here: <http://www.worksafe.govt.nz/>  
Education information: <https://www.education.govt.nz/covid-19/>  
Iona Update <https://mailchi.mp/education/covid-19-update-8-may>  
Azure Hand Sanitiser: [https://drive.google.com/open?id=11vHUxUyXNs1fKi1BSxTJ5cH\\_CEmQhUE4](https://drive.google.com/open?id=11vHUxUyXNs1fKi1BSxTJ5cH_CEmQhUE4)  
Zoom Hand Sanitiser:  
X Clean Sanitiser:  
Green Acres Cleaning Details: [https://drive.google.com/open?id=1WW7u\\_PEnyJusyu2CcAnL63TneCy\\_IpBm](https://drive.google.com/open?id=1WW7u_PEnyJusyu2CcAnL63TneCy_IpBm)  
Alert Level 2 Song <https://youtu.be/yZvtoVrykb8>

### School details: St Joseph's Catholic Te Kuiti 1951

#### Name of Principal Name of H&S Representative

Suzanne Downey Belinda Cammock

#### Date completed date distributed to staff

06/05/2020 Date reviewed

12/05/2020

Refer to the WorkSafe guidance for constructing a COVID-19 safe work plan for full details

## PLAY IT SAFE: STARTING Sunday 28th February 2021

**What St Joseph's Catholic Te Kuiti 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 in the St Joseph's Pandemic Plan but will continue to **manage the areas identified below.**

We 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. At all times

we will be following the most up to date advice from the Ministry of Education and Ministry of Health.

## There is no bubble concept at Alert Level 2.

Physical Distancing – Physical distancing is a good precaution to prevent the spread of disease and need to be maintained where practical.

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.

Use sanitiser ✓ Wash your hands ✓ STOP and DROP ✓ No Entry ✓ Play it SAFE ✓	<ul style="list-style-type: none"> <li>• At both office doors</li> <li>• At both entrances QUEEN / SEDDON streets</li> <li>• Office desk</li> <li>• Staff room door</li> <li>• Staff toilet doors</li> <li>• In toilets</li> <li>• On sanitiser stands</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓
	SEDDON STREET - one entrance QUEEN STREET - two entrances	Staff members will be at each entrance in the am and the pm of each day.
Adults	<p>It is not recommended that adults enter the school property. A Drop Hug and Go policy is preferred.</p> <p>It is not recommended that adults enter a school classroom.</p> <p>Any adults that enter the school property and/or a school classroom will need to have their names recorded on a TRACK AND TRACE document that will be held in each classroom and at the office.</p>	<ul style="list-style-type: none"> <li>• New Entrant parents who need to come to the school door may do so to settle their children.</li> </ul> <p>✓ Cones            ✓ Signs            ✓ Track and Trace in each classroom/office</p>

	<p>Adults needing to enter the school to see a teacher or the office manager or drop off an item for delivery, need to phone the office for an appointment. Phone 07 8788190.</p> <p>Adults without an appointment needing to see a teacher, office manager or drop off an item for delivery will need to wait at the Seddon Street Office door. Phone the office and wait. The 2m physical distancing recommendation while waiting will apply.</p>	
STUDENTS	<p>It is recommended that all students be dropped off at the gates and walk to their classes independently. There will be teachers at the gates to greet them.</p> <p>Where possible we would like students not to be on the school grounds before 8.30am.</p>	<ul style="list-style-type: none"> <li>• New Entrant parents who need to come to the school door may do so to settle their children.</li> <li>• There may be other familial situations that need consideration and each family in these cases is requested to speak to the ClassTeacher and/or Principal to make a plan.</li> </ul>
• NIKAU	Enter and move to and from Nikau via the door facing the Astroturf	<ul style="list-style-type: none"> <li>• Door will be monitored by staff before and after school</li> </ul>
• RIMU Room 4 (Belinda)	Enter Rimu round the back of Room 5 and via the ramp.	<ul style="list-style-type: none"> <li>• Door will be monitored by staff before and after school</li> </ul>
• RIMU Room 3 (Kelly)	Enter Rimu through the basement door	<ul style="list-style-type: none"> <li>• Door will be monitored by staff before and after school</li> </ul>
• KAHIKATEA	Enter Kihikatea via the Seddon Street Steps up the back of the school to the deck and the sliding door.	<ul style="list-style-type: none"> <li>• Door will be monitored by staff before and after school</li> </ul>

STAFF	Expected outside or at their respective entrances to monitor pick up and drop offs.	
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	<p>Take the names of any adults that enter the school grounds and/or school buildings and have them recorded on the TRACK AND TRACE board</p> <p>Staff will be reminding parents to stop at the gate.</p> <p>Each teacher will have their TRACK AND TRACE board within the class they are teaching. At the end of the day staff bring their board to the office.</p> <p>All staff enter the staff room via the corridor entrance All staff exit the staff room via the staff room office door</p> <p>No entrance through or behind Elmarie's office area</p> <p>Staff toilets have signs on them indicting only 2 persons</p> <p>Staff are expected to maintain a minimum of 1m physical distance at all times including in the staffroom.</p> <p>All staff will have their own cup. All other cups will be</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓ wipes for the alarm pad</p> <p>✓</p>
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	<p>removed Cups, spoons etc. to be washed by the person they belong to</p> <p>Soap and sanitiser will be provided in the staffroom. Disinfectant/wipes available to be used on shared keypads (e.g. photocopier and alarm).</p>	
<p>Sanitiser</p> <p>Disinfectant</p>	<p>Hand sanitiser will be provided at both entrances of each classroom.</p> <p>Disinfectant/cloths will be available in each classroom for children and teachers to sanitise the tables and other areas of the room during the day as required</p>	<p>Cloth 1 is orange</p> <p>Cloth 2 is green</p>



	<p>Physical education classes and break time activities can include access to sports equipment including playgrounds but hygiene practice should be observed before and after playing with equipment.</p> <p>Only a set group of gear will be available for playtime and lunchtime.</p> <p>No sports equipment out before school.</p> <p>There will also be regular cleaning (spraying with sanitiser) of this set group of shared equipment such as balls, sticks etc.</p> <p>Students will be able to request sports equipment a day ahead from Mrs Williams.</p>	
	<p>Students to bring their own food and drink from home</p> <p>Students must bring their own labelled water bottles to school as the fountains will not operate.</p> <p>Bottles can be refilled at school inside the classroom or under staff supervision.</p> <p>Lunch orders will continue to operate Tuesdays and Fridays. NO FUNDRAISERS involving food or drinks.</p>	

STUDENTS AND STAFF	<p>Students and Staff will not attend if they are unwell. Students and Staff who become unwell during the school day will be sent home.</p> <p>Staff will need to follow the normal procedures for sick leave as per the collective agreement</p>	
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	<p>Student attendance will be managed as per Covid 19 Guidelines as it becomes updated</p>	
	<p>The toilet block will be cleaned/sanitised following morning tea and lunch breaks.</p> <p>Our cleaners will complete daily cleans in line with the Ministry of Health guidelines. (See Greenacres schedule)</p> <p>In an Alert Level 2 we will continue to model good hygiene practices (coughing into your elbow, handwashing and drying) and regular cleaning of commonly touched surfaces.</p>	



	<p>When a child is unwell they will be monitored by staff and parents will be called if necessary to be collected.</p> <p>Staff on duty will have a mini medical kit with them during morning tea and lunchtime.</p> <p>Any injury that requires more first aid than the staff member on duty can assist with, the child will come up the stairs by the main corridor to the first aide room.</p> <p>If the child cannot move another staff member will be alerted to assist with the situation.</p>	

	<p>As schools are required to keep a contact tracing list of pupils conveying on buses could you please forward a list of names of those students on your bus role - we will do the morning tracing and leave the responsibility of the afternoon tracing to the schools.</p>	
	<p>Technology Days are Tuesday at 1.00 to 2.50 pm. We are awaiting guidelines re Health and Safety at this stage.</p>	

	<p>We have chosen to continue to limit all non-essential curriculum activity both in and outside of school at this time.</p> <p>We will review this regularly but at this time it is safest to continue to limit outside contact.</p>	
	<p>When students return to school in Alert Level 2 their wellbeing will be our number one priority before any academic learning and assessment takes place.</p> <p>Academic targets will be reviewed once we return to school and have evaluated where the students are at.</p> <p>We will share a more detailed plan for how we will report in due course.</p> <p>We will review reporting timelines and inform parents.</p> <p>Teachers will use this time to gather up to date information and evidence to help them make informed decisions of their classes'</p>	
	<p>next steps and identify individual learning goals and a focus on student well-being since their return from lockdown.</p>	