

**ST JOSEPH'S**



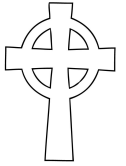
Revised  
January  
2022

**TE KUITI**

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**2 0 2 2**  
**C O V I D**  
**S A F E T Y P L A N**

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# Introduction

To our St Joseph's community    Ki Ora i te Whanau

You have played such an important role in supporting your children and our school during lockdowns. – thank you so much for your efforts and please know we understand how truly challenging it has been.

In partnership we have achieved a lot. It has been tough and we should also remember to celebrate the fact children never stop learning. There have been so many joyous moments we have celebrated together.

Now, with the summer holidays over and with Omicron in some regions, we are preparing for a 'foe of a different kind'.

As guided by the Ministry of Health (MoH) and the Ministry of Education (MoE) we will provide education under the RED setting of the new covid protection framework (CPF)

Our staff are well prepared to deliver face to face learning or should the need arise, learning through distance.

When we return to school, St Joseph's will come together again, and by following the public health recommendations we will all do our very best to protect each other.

Schools remain open at all levels of the CPF framework 'traffic light' system.

Under 'Red' schools are open for face to face instruction.

We know children learn best at school and the expectation is that all children will return to school, unless they have been required to isolate.

As the situation with Omicron evolves we will need to be adaptive and update this document.

# 2022 January Alert level 2: St Joseph's Catholic Te Kuiti

## COVID-19 safety plan and procedures

### RETURN TO SCHOOL

Thursday 3rd February 2022

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: [Traffic lights | Unite against COVID-19](#)  
Iona Update [COVID-19 update](#)  
Azure Hand Sanitiser: [https://drive.google.com/open?id=1vHUxUyXNs1fKi1BSxTJ5cH\\_CEmQhUE4](https://drive.google.com/open?id=1vHUxUyXNs1fKi1BSxTJ5cH_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>  
Face Masks:  
[How to Wear a Face Covering Safely](#)  
[The Mask Song](#)  
[Here is information and a video](#) that may help explain to young children how to safely put a mask on and remove it.

Learning From Home - [Video for teachers and whānau](#) about learning from home. This is not online learning!

[Helpful information for parents and whānau](#) from the Ministry of Education about supporting children to return onsite

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

**Name of Principal**

Suzanne Downey

**Name of H&S Representative**

Shelley Matthews

**Date completed**

26/01/2022

**date distributed to all staff**

**Date reviewed 26/01/22**

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



# COVID 19 February 3rd 2022




What St Joseph's Catholic Te Kuiti plan looks like at **RED** on the Covid Protection Framework.

Managing the Risks: How we will set up the school before February 3rd 2022		
SIGNAGE WHAT?	WHERE?	CONSIDERATIONS?
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 the bottom of the concrete stairs leading to the office</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> <li>• At keypads and photocopier</li> </ul>	New signs for each entrance way.
COMMUNICATION	WHAT PLATFORM	CONSIDERATIONS?
Newsletter #1 - General Info Safety Plan and Procedures 2022 Mask Wearing Information Teacher/Parent contact 1x fortnight Teacher/Classes	Email/Facebook/Website Email/Facebook/Website Email/Facebook/Website Phone contact Wk 2, 4, 6, 8 Zoom or G Meet x1 every three weeks. Wk 3 and Wk 9	26/01/22 DONE




PHYSICAL SPACES H&S	WHERE?	CONSIDERATIONS?
Sanitiser stations	in all classrooms in office foyer outside/inside toilet areas	Sick bay area has limited ventilation.
Classroom/Staffroom/Sick Bay furniture.	All set up to the distancing requirements	
Cleaning	All surfaces cleaned thoroughly Each class supplied with cleaning surface spray and cloths	
Ventilation	Apply for Co2 monitor for ventilation checks Request air filtering requirements for our school.	
ROSTERS	EXPECTATIONS	CONSIDERATIONS?
Staff rosters re drafted	Staff on duty at each break	Reduction of staff inside at break time. Extra supervision to monitor non-essential visitors who come through the school.
Road Patrol Roster for staff	Staff to do Road Patrol	Safety of the students whilst having other parents/students pass them.
VACCINATION STATUS	WHO	CONSIDERATIONS?
Review vaccination status Check Booster date Check Booster status at 1 March	of all staff of all staff of all staff	Boosters are mandated as from 1 March 2022

## How we will ensure all staff/students are able to keep themselves safe

<p>QR Codes Contract Tracing Boards</p>	<ul style="list-style-type: none"> <li>• at all entrances and office foyer</li> <li>• contact tracing boards in each classroom</li> </ul>	
<p>Masks</p> 	<p>Masks are required for year 4-8 students and teachers indoors. Some parents of younger students have requested that they use them. This is absolutely fine and we will support your decision. It is not required for a teacher of Year 1-3 students to wear a mask.</p> <p>In our 2-4 year learning spaces, teachers will be masked. It is still optional for Year 2-3 to wear masks or not.</p> <p><b>Masks need to be an actual medical-grade mask</b></p> <p>‘Mask breaks’ outside will be scheduled throughout the day alongside as much learning outside the classroom (in the shade) as we can do.</p> <p><b>Please practise putting the masks on and off.</b></p> <p><b>We require a named ziplock bag for each child where the masks go when they are removed for eating/play or mask breaks.</b></p> <p><b>Masks are also required on school buses Year 4 and above.</b></p>	<p>Masks are going to be available from the Ministry of Education for all teachers and children in schools.</p> <p>28/01/22 These have not arrived yet.</p> <p>Staff will be instructed to take time with the students and not rush this. Below is a great video by Dr. Siouxsie Wiles</p> <p><a href="#">Masks are just not for superheroes!</a></p> 
<p>Vaccination</p>	<p>We cannot require evidence of a child’s vaccination status. Nor can a child be excluded from any EOTC event based on vaccination status.</p> <p>Parents and caregivers do have the opportunity to protect their tamariki aged 5-11 by being immunised with a child formulation of the Pfizer vaccine.</p> <p>No child will be vaccinated at St Joseph’s School for Covid19.</p>	<p>These websites explain what the vaccine is and how it works and whether the vaccine is safe for young people.</p> <ul style="list-style-type: none"> <li>• <a href="#">Kids Health</a></li> </ul>

		<ul style="list-style-type: none"> <li>• <a href="#">Health Navigator</a></li> <li>• <a href="#">The Immunisation Advisory Centre</a></li> </ul>
<p>Sanitisers</p> 	<p>Sanitising stations will be readily available outside each learning space and toilet areas.</p>	
<p>Ventilation</p> 	<p>Classrooms will be well ventilated with doors and windows open always. You may wish to put in an extra layer of clothing if the days are inclement.</p> <p>C02 monitors have been applied for through the Ministry. They will be used throughout the day to monitor C02 levels in the classrooms</p> <p>Children who need to wait to go home will wait outside in the ventilated office reception area</p>	
<p>Wellbeing (Hauora) Guidance</p>	<ul style="list-style-type: none"> <li>• Meeting Times</li> <li>• Timetables and Hauora Breaks</li> <li>• Curriculum integration of Physical Education and Hauora</li> <li>• Counselling advice: EAP support available for staff</li> </ul>	<p>check current contact information re staff and student contacts is up to date</p>



	<ul style="list-style-type: none"> <li>• Clear communication about staff physical/mental health</li> <li>• Daily/weekly checks with SKODEL wellbeing app for children.</li> <li>• Discussion of options</li> <li>• Follow up procedures</li> <li>• Contact tracing information accurately recorded</li> </ul>	<p>The ministry website has a range of resources and information on <a href="#">COVID-19 and wellbeing</a> that will be helpful for you and the wellbeing of children and young people and their whānau.</p>
<p>Computers</p> 	<p>When a computer is to be used</p> <ul style="list-style-type: none"> <li>• sanitise hands</li> <li>• then take the computer</li> <li>• sanitise computer with antibacterial wipes</li> </ul> <p>When a computer is put away</p> <ul style="list-style-type: none"> <li>• sanitise hands</li> <li>• sanitise computer with antibacterial wipes</li> <li>• put computer away</li> </ul> <p>Where possible all students must use their own devices brought to school and wiped in the same way as above as they come into school.</p>	
<p>Cleaning throughout the day</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 Cloth 2 is green</p>
<p>Food and Hygiene</p> 	<p>Students to bring their own food and drink from home.</p> <p>Bottles can be refilled at school inside the classroom or under staff supervision.</p> <p>NO FUNDRAISERS involving food or drinks</p>	

STAFF	<p>Expected outside or at their respective entrances to monitor pick up and drop offs.</p> <p>Take the names of any adults that enter the school grounds and/or school buildings and have them sign in with QR code and record their names 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 TnT 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 indicating 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 removed</p> <p>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>	
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## How will the school operate in a way that keeps staff, students and our community safe?

Entrances to the school.



SEDDON STREET - one entrance  
QUEEN STREET - one entrance (tie off the other one)

Staff members will be at each entrance in the am and the pm of each day.

Parents/Caregivers and  
Non Essential Visitors



It is not recommended that adults enter the school property. A Drop Hug and Go policy is preferred.

It is not recommended that adults enter a school classroom.

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.



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.



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.

- New Entrant parents who need to come to the school door may do so to settle their children.


- ✓ Cones
- ✓ Signs
- ✓ Track and Trace in each classroom/office

<p>STUDENTS</p> <div data-bbox="168 183 302 319"></div> <div data-bbox="336 183 481 319"></div> <div data-bbox="515 183 649 319"></div>	<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>
<ul style="list-style-type: none"> <li>• NIKAU</li> </ul>	<p>Enter and move to and from Nikau via the door facing the Astro turf</p>	<ul style="list-style-type: none"> <li>• Door will be monitored by staff before and after school</li> </ul>
<ul style="list-style-type: none"> <li>• RIMU Room</li> </ul>	<p>Enter Rimu round the back of Room 5 and up the steps.</p>	<ul style="list-style-type: none"> <li>• Door will be monitored by staff before and after school</li> </ul>
<ul style="list-style-type: none"> <li>• KAHIKATEA</li> </ul>	<p>Enter Kahikatea via the Seddon Street Steps up the back of the school to the deck and the sliding door.</p>	<ul style="list-style-type: none"> <li>• Door will be monitored by staff before and after school</li> </ul>
<p>Managing Attendance</p> <div data-bbox="161 885 654 1109"></div>	<p>School is open under Red for face to face learning. It is expected that students return to school.</p> <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> <p>Student attendance will be managed as per Covid 19 Guidelines as it becomes updated</p>	
<p>Distancing and groupings</p> <div data-bbox="286 1380 452 1492"></div>	<p>There is no physical distancing requirement between group members, only between groups of 100.</p> <p>The school will not bring together Rimu and Kahikatea Hubs indoors.</p>	

<p>Good Hygiene and Cleaning</p>	<p>Good hygiene practices will continue including</p> <ul style="list-style-type: none"> <li>• regular hand washing/sanitising</li> <li>• cough and sneeze etiquette</li> <li>• regular cleaning of high touch surfaces</li> <li>• open windows and doors.</li> </ul>	
<p>First Aid</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 aid room.</p> <p>If the child cannot move another staff member will be alerted to assist with the situation.</p>	
<p>Buses</p> 	<p>Schools are required to keep a contact tracing list of pupils conveying on buses</p> <p>All students will leave school masked for bus trips</p>	

Technology Year 7 and 8 students	<p>Technology begins in WEEK 2. The first day is TUESDAY 8th February at 1.00 to 2.50 pm.</p> <p>Here is the information from <a href="#">Te Kuiti School</a>.</p>	
Movement in and Out of School	<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>	
Home Learning 	<p>Students and Staff will spend time onsite preparing for Home Learning from Week 1 Term 1.</p> <p>We need the students and staff to be prepared for Home Learning if and when this should be necessary.</p> <p>No Home Learning will be provided to students unless they have been instructed to isolate at home.</p>	
Education Outside the Classroom (EOTC)	<p>EOTC with careful planning can go ahead in Red. Providers need to meet a number of conditions</p>	

## Case Management and Contact Tracing

<p>Stay home if sick and get tested</p>	<p>Students or staff members with <a href="#">COVID-19 symptoms</a> get a COVID-19 test and remain at home until a negative result is received and they are symptom free for 24 hours.</p>	
<p>Planning for Disruption</p>	<p>There is uncertainty around the impact Omicron may have in our community. Our community may need to respond to a continuous impact with rolling absences over a longer period of time, or a very quick infectious period infecting a large proportion of people - which would affect those isolating as a close contact at the same time.</p>	<p><a href="#">Information: Schools connected to a confirmed case</a></p> <p><a href="#">Managing Covid - A public health toolkit for Schools/Kura</a></p>
<p>Mitigating Key persons and Key Service dependencies</p>	<ul style="list-style-type: none"> <li>• The school will ensure that a number of key staff are available i.e. first-aid staff and staff to oversee the contact management process or emergency management response</li> <li>• Backups for cleaning and other services will be required.</li> <li>• Prepare for localised restrictions. These are still an option if the health system is overwhelmed or there are extremely high numbers.</li> </ul>	<p>Instruction to all staff re the contact tracing procedure and key staff identified with two backups to manage the response.</p> <p>Communicate with <i>Greenacres</i> about the backup services they have and also plan for <i>Greenacres</i> to have no availability at all.</p> <p>The restrictions could take effect with little notice.</p>



# Schools & Kura at Red

Masks are required to be worn by students  
Year 4 and up when indoors

Teachers and staff must wear masks when  
teaching and supporting children in Years 4 and up.

Ākonga year 4 and above must wear masks  
on school transport and public transport from 4 February.

Curriculum related activities – activities with  
large numbers of students should not go ahead

Non-curriculum related events should be limited and may only  
go ahead if a vaccination certificate is required.

Support for off site learning will be provided for those  
who are advised to stay at home

Schools and Kura are **OPEN** with staff and students onsite