



## Waikino School - School Community Bubble 'Play it Safe' Procedure Planning for Alert Level 2

### Information for Parents and Caregivers: Please read this document in full

**What Waikino 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 in the Waikino School Pandemic Plan, but will continue to **manage the areas identified below**. 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 all non-essential curriculum activity both in and outside of 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. At all times we will be following the most up to date advice from the Ministry of Education and Ministry of Health.

Classrooms	At Pick up and Drop Off	Staffing Class Bubbles
<p>Under Alert Level 2 hand sanitiser will be provided in every classroom. Hand sanitiser stations will be set up at the designated entry and exit points of each classroom and Students and Staff will use this as they enter or exit a room.</p> <p>Additional disinfectant/cloths will be available in classrooms for children and teachers to sanitise spaces throughout the school day as required.</p> <p>Students will have their own box/ tote tray with their own stationary/ device etc</p> <p>Classroom resources eg lego, toys, shared games etc will be reduced to a minimum to ensure that cleaning is realistic during the school day</p> <p>No toys from home to be bought to school</p>	<p>Under Alert Level 2 parents and caregivers will not be allowed on site. We have a drop off and pick up only approach to restrict the number of <b>'adults on-site'</b>. Where possible there should be one person designated for pick up and drop off.</p> <p>Please note for children who are feeling upset there will be an area parents can spend more time with them prior to their teacher taking them to class.</p> <p>Please be respectful of this as it is the <b>'most likely'</b> chance of Covid-19 entering the school grounds.</p> <p><b>Students will not be allowed to enter before 8:15am.</b> Staff will monitor students arrival from 8:15 to 8:45am</p> <p>School end of day- Students should be collected from our drive-through pick up zone between 2.30pm - 3pm. Parents should remain in the vehicle, and school staff will release children when you reach the front of the line.</p> <p>If you do wish or need to come on site please email or phone the office. If this can not be done due to unforeseen circumstances please come to the school office to register and register as a visitor.</p>	<p>There is no bubble concept at Alert Level 2 so there are no restrictions on groups of students mixing with others on site.</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>
Staffroom Bubble	Forest schools/ playgrounds/ whare manu	Managing Attendance
<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 personally placed into the dishwasher ( and the door and handle sprayed after each person uses) into the dishwasher. No student monitors in the staffroom</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>No students will be allowed into the Staffroom/ office area</p> <p>Sick-bay- if a student presents with symptoms during the day they will be isolated in the sick bay until their caregiver arrives</p>	<p>Physical education classes and break time activities can include access to sports equipment but hygiene practice should be observed before and after playing with equipment. There will also be regular cleaning of shared equipment such as balls, sticks etc.</p> <p>Playgrounds will be available to Waikino school students during school hours ONLY- the school site will remain closed during non-school hours</p> <p>Drinking fountains will be turned off. Students will need a named drink bottle at school.</p> <p>Eating will be in designated areas with physical distancing between students- no sharing of food</p> <p>Forest school will go ahead as usual during alert level 2</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 and a Covid-19 swab and result will be required before they return to school (this is in line with National Guidelines).</p> <p>In schools 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.</p> <p>This includes recording who the adults on-site are in close contact with as well as recording <b>any visitors to the site, including parents and caregivers.</b></p>
Cleaning and Hygiene	Movement In and Out of School	

A roster will be set up in the toilet block and these will be cleaned regularly. Students and Staff will use hand sanitiser when opening and closing all doors.

Cleaners will complete daily cleans in line with the Ministry of Health guidelines.

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.

If you wish your child to wear a mask, that is totally your choice. However if your child takes this off during school hours, we will not be enforcing this.

We have chosen to continue to limit all non-essential curriculum activity both in and outside of school.

- No School Assemblies for the remainder of alert Level 2. This will shift online.
- There will be NO Cluster sports ( this will be reviewed every 2 weeks by the local principals group)
- School Van WILL run at Alert Level 2- the children and driver will wear masks and use hand sanitizer