

Aidanfield Christian School

UPDATE for Alert Level 2



Alert Level 2 Protocols

The overarching guideline is everyone should stay out of someone else's 'moist breath zone'
Catch coughs, sneezes in the crook of an elbow
Wash and dry hands regularly and sanitize often
Stay home and isolate if any sign of being unwell

For contactless communication with the school: office@aidanfield.school.nz or 338 8153
Note, the school is a controlled environment and is not limited by maximum gathering sizes for its staff and pupils.

As people in a community we support each other by doing our part well

Students and Staff who are unwell

- **All children are to be kept home if they have any sign of sickness.**
- Teachers are to monitor children on arrival and through the day. Children are to be sent home with any sign of respiratory symptoms. (The office will ring home immediately if any students require this)
- **Staff are also required to stay home if unwell**

Student Drop Off and Pickup:

School will run to regular hours from Monday 18th May. Students should not be dropped off at school before 8:30am and please ensure that they are collected on time at the end of the school day. Students who are late to school will need to come to the school office and sign in as is usual practice.

Parents dropping students at school -

overall, we need to know you are on site so we can contact trace if we need to

- If your child is comfortable to come into school by themselves or with a sibling also an ACS student, then they should do so.
- If you travel to school by car and use the Kiss and Go loop, as usual stay in your car and keep the flow moving.
- If you get out of the car in the car park you must sanitise and sign in at the classroom door your child is going to.
- If your child needs your support to come into school take them directly to the classroom and sign-in on the sheet provided at the entrance to each classroom and wear the coloured dot so every one can see you have signed in. It will be important to maintain good social distancing practices.
- Parents who have signed in are welcome to stay and chat outside as long as each person respects the social distancing guidelines of at least 1 meter apart (2 meters is better).
- Any parent or visitor who does not go directly to a classroom must sign in at the office and wear a visitors lanyard.

Parents collecting students at the end of the school day.

- If your child is walking or biking home from school, they should leave as efficiently as possible after the school day has finished.

- If your child is picked up at the Kiss and Go loop children will wait as they usually do outside the office and Ti Kouka block.
- If you do need to come onto the site to collect your child, then please go directly to their classroom and sign-in on the sheet provided at the entrance to each classroom. It will be important to maintain good social distancing practices.
- Parents who have signed in are welcome to stay and chat outside as long as each person respects the social distancing guidelines of at least 1 meter apart (2 meters is better).
- Parents and caregivers are responsible for the behaviour and monitoring of their own children from the time they arrive on site after school. Teachers are not available for supervision.

Parents on site at other times:

- Any parents and caregivers who need to enter the school site at other times will need to ensure they sign-in and out at the office as is usual practice. They will be issued a visitor lanyard that must be worn while they are on site. It will be important to maintain good social distancing practices.
- Parents who wish to meet with a staff member are encouraged to email/contact them and arrange an appropriate time for this to occur.

Parents accessing the office:

- Only **one** parent/caregiver/family group is to be in the office foyer at a time. Access will be via the front door so that this can be seen and sanitiser used prior to entering. Please remember 2 meter social distancing guidelines when waiting.
- For contactless communication with the school: office@aidanfield.school.nz or 338 8153
- Sanitising must be done before each person uses the EFTPOS machine/Vistab/pens on the counter.

In class protocols:

A main aim is to be able to contact trace pupils if needed, therefore, all staff planning must be up to date and record whenever pupils mix across classes (eg. across class groupings, buddy classes etc). We must be able to be accurate as to date, time and who for every day.

Physical Distancing

- **Teachers will need to teach physical distancing and the why behind it and reinforce this gently and often. 1 meter inside is preferable but not always possible.**
- Students need to stay out of each other's 'moist air zone and not touch each other.
- Teachers are to spread children out slightly on the carpet/ mat areas (note the 1m distancing rule is not required by public health).
- Where practical students should have a set table and chair to sit at.
- Sharing of stationary items to be kept to a minimum.
- **Singing:** When students are singing, they need to be spread so that there is a 1m gap in front of them. This is due to the increased airflow generated by activities such as singing and playing wind instruments.

Hand Washing

- Students and staff need to wash / sanitise their hands **every** time they enter or leave a building. (This includes the start of each day)
- Where practical, students and staff should sanitise before and after using shared class equipment (reading books, technology, construction equipment, sports gear....). A minimum is on the way into a classroom space and when leaving.
- When moving to the hall, staff and pupils must sanitise when **LEAVING THE CLASSROOM** to avoid queuing at the hall entrances. At the hall pupils may enter without sanitising.

Coughing Etiquette

- Teachers are to re-teach sneezing and coughing etiquette (into elbows and putting tissues in the bin then washing hands) daily.
- Teachers need to model sneezing and coughing etiquette.
<https://www.youtube.com/watch?v=DG4n0r8-UPA>
- Teachers are to follow up with children to ensure they wash their hands or sanitise following any nose blowing or seeing them cough or sneeze into their hands.

Technology

- Children to wash hands/sanitise prior to accessing and using shared technology.

Sports Equipment

- Students to washing hands / sanitise before going out to use equipment and when they return.
- Shared equipment e.g. balls etc sprayed with disinfectant regularly.

Drinking Fountains

- These will **not** be in use.
- Students need to bring water bottles, named.
- Spare individual water bottles will be available in the staffroom for students who have forgotten a water bottle (these should be named when issued so they can be reused).

Heating

- Classroom heat-pumps are to be set at a minimum of 18degrees

Assemblies, Kapa-haka, Choir and other 'group' activities:

Assemblies

- Assemblies can occur under Level 2.
- Seating should be to support a 1m distance between pupils.
- Seating in the hall will not be used so as to support suitable seating distances.
- Doors held open for entrance and exit to reduce contact with handles
- When moving to assembly, staff and pupils must sanitise when LEAVING THE CLASSROOM to avoid queues at the assembly entrances. At the assembly pupils may enter without sanitising.

Kapahaka, Choir, Orchestra

- Can occur under the same conditions as an assembly (see spacing while singing or playing a wind instrument)
- A roll must be taken and handed to the office for storage for 2 months

Buddy Classes

- These can also occur as long as records are kept as to which students have gone to each room.

Off site activities

- Technology classes will run under Alert Level 2.
- The receiving school's protocol's will be followed by ACS staff and pupils.
- Attendance registers will be accurately kept.
- The usual bus services will be used with relevant Bus company protocols for travel followed.
- Students will sanitise hands before entering the bus and on arrival at the receiving school.

Lunchtime and other breaks:

- **No food can be shared.**
- Usual seating requirements for the year levels will apply with staff to encourage physical distancing while eating.
- Students will all need a packed lunch and a named drink bottle that they do not require help unwrapping
- Drinking fountains are not available
- Hands must be washed/sanitised before going out to any break and when returning to class.
- Playground equipment can be used. Hands must be cleaned before and after use.

Contact Tracing:

Correct details

- Parents must supply any change to contact address and phone numbers immediately they change.
- Student management system will be kept up to date.

Parents

- If possible, parents should have a primary drop off/pick up person.

Staff

- Part time staff must sign-in and out each time they arrive or leave the site on the Vistab system.
- Staff are not required to wear a lanyard after signing in.

Visitors

- All visitors must sign in at the office when they come and go Visitor lanyards to be issued and retrieved

Students in non-class groups

- Teacher daily planning must record all occasions of mixed grouping by time/period

Cleaning:

Regular cleaning cycle will continue along with:

- All door handles, and high touch surfaces to be wiped daily by cleaners.
- Teachers and Teacher Aides to spray and wipe table and desk tops at the end of each day.
- Cloths to be washed daily. Deposit in the basket in the staff room.
- Spray and cloths available for teachers to do additional cleaning as required
- Where possible (and appropriate) internal doors left open to reduce handling.

Other factors for staff:

Meetings and Collaborative work:

- Staff should maintain a 1m distance from each other where possible. This is particularly important for prolonged periods of interaction such as staff meetings or break times.
- When working collaboratively staff should sit 1m apart so any meetings will need to take place in larger spaces.

Staff room access

- Staffroom access for staff is via the end door near the toilets, not the main office entry between 8.45 and 3.15.
- Only staff members are to access the staff room during this time.
- Students and parents will need to remain away from this staff space.

Dishes

- Teachers are to place their **own dishes in the dishwasher (rinsed)**
- Before unloading the dishwasher, the staff member is required to wash and dry their hands.

Microwave, Water Boiler, Fridge, milk bottles etc

- Hands must be washed/sanitised prior to use.

Photocopier, laminator, binder, telephones etc

- Staff must ensure that hands are sanitised.
- Ensure that any paper scraps, laminator plastic etc is cleaned up after you have finished

If someone becomes ill with Covid-19:

Identification

- Parents or staff are to inform the school immediately if anyone in their family is identified as a probable or confirmed case of Covid-19.

Follow all instructions from Health Officials

- Principal to contact the MOE and follow all instructions from the MOE and the MOH in regards to next steps.
- In the event of a probable or confirmed case of COVID-19 we will be closed for 72 hours and we will follow the directions of the Ministry of Health. Such direction may involve a further 14 day closure. Distance learning will occur in the event of a closure of longer than 72hours.