



# TE AROHA PRIMARY SCHOOL

## HEALTH AND SAFETY PROCEDURES FOR ALERT LEVEL 2

Kia ora koutou

With us moving back to Level 2 it is important to remind all of our families of the requirements of Level 2 at our school. We are working very hard to ensure that we keep our students and staff safe while at school. At Level 2, the Ministry of Education requires all children to be at school. There will, however, be a number of our students who will be away for various reasons which include having compromised immune systems or a family member who they live with having a compromised immune system.

The following is a list of procedures which we are required to follow to keep our students and staff safe.

**The key principles for [Alert Level 2](#) are to:**

- reduce the risk of someone getting infected in the first place
- ensure we can identify and contact anyone who becomes infected
- understand that Level 2 is not business as usual.

### Procedures for our school at Alert Level 2

#### **1. Children Arriving at School**

- Children arriving at school enter at the gates at the front of the school in Jubilee Avenue.
- Bus children can enter at the gate next to Room 10 on Ema Street
- Senior students are encouraged to use the gates on Ema Street
- Parents who drive their children to school are asked to drop their children at the school gate from 8.15am where we will have teachers who will welcome them to school in the mornings.

#### **2. Children leaving school at the end of the day**

- Parents who are picking their children up at the Jubilee Avenue entrance (front entrance) are asked to meet their children on the front field in front of the car park. Hub teachers will escort the children to the field.
- Children being picked up by parents via the Ema Street gates will meet parents on the footpath. Please don't come into the school grounds. Please practice safe distancing.

#### **3. Gathering Before School**

- Children stay in the quad in front of the school until the 8.30am bell when they can go to their classes.
- When entering their class children must use hand sanitiser

#### **4. Parents in Classrooms**

- At this stage, parents are not permitted in their child's classroom

#### **5. Visitors to the school and Contact Tracing Ability**

- All visitors, including parents, must report to the office first, to sign in when coming onto the school grounds. This is necessary for contact tracing. A contact tracing sign in register has been set up to identify who is on site and visiting the school.

#### **6. Sick Children**

Parents are asked to keep any sick children at home. If a sick child comes to school, we will send them home immediately.

#### **7. Social Distancing**

Children and staff should be far enough away from each other so that they are not breathing on or touching each other. There does not need to be a specific measurement but where practicable 1 metre should be used as a guide, particularly between adults.

#### **8. Hand Sanitiser Provision**

There will be hand sanitiser in all classrooms and communal spaces in the school.

#### **9. Hand Washing facilities**

Soap and paper towels will be provided in the bathrooms and classrooms.  
Children must be encouraged to wash their hands with soap and to dry them regularly during the day.

#### **10. Coughing and Sneezing Etiquette**

Children must be reminded to cough and sneeze into their elbow, and try to avoid touching their face. If they sneeze onto their hands, they must immediately wash them or use hand sanitiser.

#### **11. Sport and Physical Education**

Physical education classes and break time activities can include access to sports equipment including playgrounds but equipment will be thoroughly cleaned afterwards.

#### **12. Cleaning and Disinfecting of surfaces**

The school will be thoroughly cleaned and sanitised each day. Hard surfaces in class will be regularly disinfected during the course of the day.

#### **13. Use of PPE**

- PPE is not required or recommended as necessary in any educational facility by the Public Health Service at this stage.

#### **14. At the School Office**

- "One person in – one person out" at a time in the foyer to enable social distancing.
- Hand sanitiser is provided for use by visitors before engaging with the office staff and signing in or using the eftpos machine.

#### **15. Behaviour at School**

- Any child who deliberately spits at or coughs over a child or staff member will be asked to be picked up by their parent and taken home. The option then remains for the school to provide home learning for the child to protect the health and safety of other students.
- If a child's behaviour at school poses a danger to the Health and Safety of students and staff during Level 2, their parents will be asked to pick them up and take them home. The option then remains for the school to provide home learning for the child to protect the health and safety of other students

#### **16. Drinking Fountains**

- The drinking fountains will be turned off at Level 2. Each child is to bring their own **named** drink bottle to school each day. They can refill these in their classroom.

**17. Accessing the School Office**

- Please phone the office to inform them that you will be coming onto the property. Tel no : 8848803

**18. Breakfast Club**

- This will operate from 8.30am to 8.50am each morning

**19. Toys for “show and tell” and personal sports gear**

- No toys are to be brought to school for show and tell. No personal sports gear to be brought to school by children to use during break times.

**20. Buses**

- The bus service will be running as usual, however students will be required to hand sanitise and line up using social distancing.
- Parents must contact the office if their child is NOT using the bus service in the afternoon as we need to take a register for contact tracing.

**21. Washing of School Clothes**

- We ask that parents ensure and monitor that their child’s clothes are clean for school each day.

The above procedures will be reviewed regularly and the necessary changes made. If you need any clarity on any of these procedures, please feel free to contact me.

I hope that the above listed procedures will help to provide clarity for our parents and caregivers as we head back into Level 2.

This is a changing landscape as this pandemic unfolds so we will keep you updated as best we can. Please be mindful of the fact the arrangements that we have in place now could change in a very short space of time and with little warning to us.

Ngaa mihi nui

**Kevin Johnson**

**Principal/Tumuaki**

