

Marist Catholic School Return to Work/School Pandemic Procedures - Alert Level 3.2



This plan is flexible depending on the number of children attending during Alert Level 3.2

In light of the global outbreak of the Novel Coronavirus (COVID-19), Marist Catholic School will continue to review and update our Pandemic Procedures according to the Ministry of Education and Ministry of Health guidelines.

Underpinning Principles from the Ministry of Education and the Ministry of Health

Alert Level 3.2 includes

Health is at the forefront of our planning and decision making.

The reason for the approach, as outlined by the Prime Minister, is to find a balance between having schools open while minimising the numbers of students attending for public health reasons.

The two key public health principles that support Alert Level 3.2 are first to minimise the risk that someone gets infected in the first place, and second to limit the number of possible contacts people have if they do get infected to make it easier to rapidly stop further spread.

This means that:

- Attendance on site is for students with parents who are essential workers and bubbles of students who wish to attend on a rotational basis.
- Teaching and learning will be online and in classes
- 'Learning bubbles' will be maintained (around 10-20 students per bubble)
- A high standard of health and hygiene practices will be maintained
- Staff with compromised immunity or over 70 years of age must stay home
- The school will carefully monitor and limit the number of possible contacts people have
- All staff and students Year 4-6 will wear masks when inside and entering and exiting the school grounds. Students cannot attend school if they will not wear a face covering when indoors unless they are exempted from doing so (for example some people who have a disability or health condition that would prevent them from wearing a face covering).
 - A face covering is defined as "a covering of any type that covers the nose and mouth of a person".
- Parents play a vital role; making sure they inform the school if they need to keep their children home if they are unwell and seeking medical advice about whether a child may need to be tested; strictly maintaining their family 'bubble' outside the school environment; and ensuring great hygiene practices at all times

School settings are considered to be low risk and we have not seen widespread transmission within the school setting, including with the Delta variant.

MARIST CATHOLIC SCHOOL PROCEDURES

Following Announcement of National Change from Alert Level 3 to Level 3.2

- Distribute an email to families outlining the procedures during Alert Level 3.1 and requesting notification if they require their child to attend school during this time
- Confirm cleaner availability/vulnerability status
- Establish class bubble lists, classroom and teacher and communicate this with parents. Bubbles will be created to allow for students to be with their peers. Each bubble will have one teacher allocated
- QR codes visible at all entrances

Onsite procedures and protocols after reopening during Alert Level 3.2

MAINTAINING MINIMAL CONTACTS

Staff, students and whānau need to be supported in this process to feel safe, reassured and welcome at school whilst maintaining physical distance.

- Monitor people onsite and manage contact between staff, students and whanau.
- If a child becomes upset the bubble teachers may comfort the child in the appropriate manner, but must ensure that senior management are notified so that it can be recorded for contact tracing purposes.

STAFF

- All staff must travel to and from work in separate vehicles (unless they are in the same home bubble).
- All staff onsite must have had atleast their first vaccination and if so have a weekly negative covid test. If staff are fully vaccinated they are required to have one negative covid test 5 days before returning to school.
- Staff are to wash their hands or santise on arrival and continue strict washing of their hands/sanitising throughout the day.
- Staff are responsible for not only their own health, but also the health of others on the school grounds.
- Staff teaching students Year 4-6 must wear a mask at all times in the classroom

VISITOR RESTRICTIONS AND CHECK-IN

- The office door entrance will be locked and visitors will be required to phone the office to enter.
- Visitors must sign in and out of the office if they are allowed to enter.
- All visitors will use hand sanitiser on the landing as they enter the office foyer, and again when they leave.
- All visitors must wear face masks
- All visitors must be double vaccinated and have a negative covid test within the last 5 days before visiting.
- Parents will be informed that they are not to go to the office. All queries will be dealt with via phone or email.

HYGIENE SYSTEM FOR STAFF

- Staff are to be reminded that hands must be washed properly with soap and water for at least 20 seconds and dried well, especially on arrival at work, after using the bathroom, after blowing their nose, before eating and before going home.
- Remind staff to cover coughs and sneezes with their elbow, or tissues and thrown away immediately.

AT DROP OFF AND PICK UP

- In alphabetical order families will be allocated a 15 minute time slot between 8:40-9:50am and between 2:00pm and 3pm for pick up and drop off.
- Staff will ensure that drop off and pick ups are a positive experience for both students and parents. We will do this with a smile, kind words and a friendly manner.
- A member of senior management will be waiting at the roundabout during the morning drop offs to welcome and support the children and take children to the classroom.
- Students will be brought to the field from the classroom by a member of senior management during their 15 minute time slot for their parents to collect them.

- No parents will be allowed onto the school site apart from the field where they will be wearing masks and social distancing.
- In the mornings parents will drive around the roundabout and will farewell children from their car.
- Masks will be worn by all adults during these times.

LEARNING BUBBLES

- Learning bubbles will be in groups so as to minimise new contacts.
- All activities including breaks will be in learning bubbles.
- 1 FTTE throughout the day exclusively to each learning bubble.
- Children of onsite staff will remain with their parents until 8:40am and then move to their learning bubble and leave their learning bubble to return to their parents at 3pm.
- Staff are to wipe down desks and chairs with approved disinfectants, every day.
- All windows and doors are to remain open throughout the day to ensure ventilation is constant.
- Staff are to ensure that children are washing their hands repeatedly throughout the day, especially after going to the toilet and before and after play. Washing of hands must be a priority - all day, every day!
- Teachers will provide deliberate teaching around social distancing.
- Learning will be focused on enhancing the emotional and spiritual wellbeing of the students alongside whole class curriculum work.
- Students are required to have a 1m distance to others in the classroom and 2 metres apart during break times.
- Students will eat morning tea and lunch 2m apart, monitored by a staff member.
- Drinking fountains are not to be used. Students will bring their own named water bottle to school. Students can refill these on the bottle fillers around the school. These will be kept either in their bags or in their workspace rather than communally.

STAFFROOM HYGIENE

- Each bubble of staff will be timetabled to have breaks at different times to avoid contact
- Staff will be required to sanitise touch surfaces and equipment with approved disinfectants before and after use. This includes the dishwasher, door handles, fridge doors and bench tops. A cleaning record will be introduced so that we can monitor how often it has been cleaned.
- All staff are responsible for washing and drying their mugs and cutlery after use.
- Food is not to be left in the school fridge overnight. Any leftover food must be taken home from school each day. Any items left in the fridge (including the containers they are in) will be disposed of at the end of each day.

MOVEMENT AROUND THE SCHOOL

- Students will stay within their own learning bubble, and not visit other bubbles or staff shared spaces (ie office, photocopier or staffroom) unless in an emergency.
- Staff will not visit with other class bubbles. The staff working areas of the school are permitted where appropriate physical distancing will be observed.
- Shared spaces such as the hall and library will not be available for use.

LEARNING

- Onsite = 2 days per week
 - No students to use devices
 - Whole class activities focused around curriculum areas
 - No small group teaching due to the need to social distancing
- Online = 2 days per week

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- 2 zooms with teachers - 1st = discussing the learning for the day, questions etc and second session is for doing something like kahoot or sharing time (neither focused on detailed teaching due to not all students being available)
- Full days remote learning activities that have been occurring will continue
- Independent Fridays = this will be a day for teachers to collaboratively plan for the next week.
 - Remote learning will continue to be supplied for Fridays.
 - There will be no one onsite on these days as teachers are unable to meet face to face so they need to plan via zoom
 - The board has agreed that Marist will be closed on a Friday until the guidelines from the government are updated.

MANAGING ATTENDANCE

- Children and staff will not attend if they are unwell.
- Children and staff who become unwell during the school day will be sent home.
- eTap will continue with “F” for students learning from home and “P” for those onsite in the electronic register.

SICK BAY:

- The sick bay will be out of bounds except for a medical emergency, where gloves will be used consistently. All medical emergencies will be dealt with by senior management.
- Teachers will have band aids and bowls in their classrooms, these must be handled by teachers wearing gloves.
- Teachers will notify the office immediately by phone if a child becomes sick during the day. Sick children will be sent home immediately. The sick child will be called to come to the office area once their parent has arrived to collect them from the carpark.

STAFFING

Staffing Class Bubbles:

- 1 FTTE teacher allocated to the group of 10-20 students.
- If teachers are sick, then cover for the learning bubble will need to come from another member of staff (senior management) or a reliever.

School Office:

- Senior Management will be onsite at all times - office, behaviour, medical emergencies etc
- Office - Come in for a portion of the week to complete required tasks, however, they do not interact with other staff onsite. The rest of the week they will work remotely.
- The caretaker will be onsite with priority given to maintenance of health and safety and then property, no interaction with other staff will be required.

Teacher and staff meetings:

- Staff and team meetings will still take place via Zoom.

Staff release:

- While in Alert Level 3.1, this will be covered in their Friday remote planning time.

Offsite Staff during Alert Level 3.2:

- Staff working offsite will continue with distance learning programmes.
- To protect the integrity of the class bubbles, staff members working offsite will only be allowed to access the site outside of work hours (8:30am - 3:30pm).

MAINTAINING HEALTH AND HYGIENE PRACTICES

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Cleaning and Hygiene:

- Sanitiser and tissues will be available in every classroom
- Soap and water will be available in all bathrooms
- Cleaners will complete daily cleans in line with MOH guidelines
- Additional disinfectant/cloths will be available in classrooms for teachers to sanitise spaces during the school day as required.
- Students will wash and sanitise their hands before and after all breaks.
- PPE (aprons, masks, gloves) are available for medical situations only - not everyday wear

Toilets:

- Each learning bubble will have its own designated bathroom space.
- Toilets will continue to be cleaned daily. This will include toilets, door handles, flushing mechanisms, taps and sinks.

CONFIRMED CASE IN THE SCHOOL

When there is a confirmed case in the community, public health officials will undertake a case investigation and work closely with the confirmed case to identify any close contacts, including any connection to a school or early learning service.

- Health officials will contact either our regional Director of Education or the school directly to provide direction on contact tracing and other relevant information.
- The MoE will support the school with communications to the school community based on this public health advice.
- If a staff member, parent or caregiver first notifies the school that they or their child are a confirmed case, we are to contact our regional Director of Education, who will provide advice on the next steps. Their team will connect with public health services to seek advice on next steps for your school or early learning service.
- Letter templates will be provided to the school to support communications to our community, including for any person who may need to self-isolate and/or get tested.