

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



This plan is flexible depending on the number of children attending during Alert Level 3

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 Three 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 available for those who need it while minimising the numbers of students attending for public health reasons.

The two key public health principles that support Alert Level 3 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 is only available for students with parents who are essential workers
- Parents should keep their children at home, maintain distance learning and only send their child to school if they need to
- Parents who are able to continue to support distance learning at home will do so
- Schools will be open for students to attend if parents can not do this due to having to go out to work
- Teaching and learning will be online and in classes
- 'Learning bubbles' will be maintained (around 10-15 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
- Schools will carefully monitor and limit the number of possible contacts people have
- Parents play a vital role; making sure they inform the school as to whether they need to have their children at school, keeping 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

MARIST CATHOLIC SCHOOL PROCEDURES

Following Announcement of National Change from Alert Level 4 to Level 3

- Distribute an email to families outlining some procedures during Alert Level 3 and requesting notification if they require their child to attend school during this time
- Confirm number and names of staff required on site

- Staff required to be on site is dependent on the number of students attending. Staff allocation will be based on the following priorities;
 1. Those who have volunteered to be onsite
 2. Those who have not volunteered due to wanting to keep their own children at home
 3. Those who may live with vulnerable people in their bubble but are not vulnerable themselves
 4. All staff required
- Staff Only Days for;
 - caretaker to carry out required grounds and property maintenance
 - teaching staff to work through expectations around learning tasks and organisation
 - teaching staff to set up physical spaces including the gathering of equipment and learning resources
- Confirm cleaner availability/vulnerability status
- Establish class bubble lists, classroom and teacher and communicate this with parents. Bubbles will be created to allow for siblings to be in the same classroom bubbles. Each bubble will have a minimum of two teaching staff
- QR codes visible at all entrances

Onsite procedures and protocols after reopening during Alert Level 3

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 distancing.

- 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 CHECK-IN

- All staff must travel to and from work in separate vehicles (unless they are in the same home bubble).
- All staff must sign in and out at the beginning and end of each day. We need to record the number of staff on site each day. Teachers must sign the form at the office before going to their classrooms.
- Staff are to wash their hands or sanitise 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.

VISITOR RESTRICTIONS AND CHECK-IN

- The office door entrance will be locked and visitors will be required to phone the office to enter. The school's phone number will be clearly displayed on the glass.
- 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
- 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.
- Each team will be their own bubble. The break times will be staggered which will limit the amount of staff in the staffroom at one time.

AT DROP OFF AND PICK UP

- Each learning bubble will have a 15 minute time slot allocated leading up to 9am and between 2:30pm 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 this 15 minutes to welcome and support the children and will take children to the classroom.
- Students will be brought to the roundabout from the classroom by the teacher during their 15 minute time slot for their parents to collect them.
- No parents will be allowed onto the school site.
- Parents will drive around the roundabout and will farewell/pick up 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.
- Siblings will be in the same Learning Bubble.
- All activities including breaks will be in learning bubbles.
- The aim, dependent on student numbers, is to have 2 FTTE rotating throughout the day exclusively to each learning bubble.
- Children of onsite staff will be in the same learning bubble as their parent.
- Staff are to wipe down desks and chairs with approved disinfectants, every day.
- Staff are required to disinfect their classroom door handles as often as they see fit, however this must be done at least 4 times throughout the day.
- There is to be no sharing of equipment and classroom resources with other bubbles.
- 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 individual and through the remote learning programme provided by their usual classroom teacher. There is to be no physical collaboration.
- Students are required to have a 1m distance to others in the classroom.
- Each student will have the same work space and chair to use for the duration of Level 3.
- Mat space will be marked with masking tape and spaces allocated by name to allow for a minimum of 1m physical distancing
- Siblings will sit next to each other.
- Students will eat morning tea and lunch 2m apart, monitored by the teacher.
- Students required to use school devices will be issued with a device which they will retain for the day. Students keep these in their workspace. The device will be wiped on issue and on return.
- Doors and windows will be left open during the day, temperature permitting.
- 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.

BREAK TIMES

- Each learning bubble will have it's own break time, separate from the other bubbles.
- Students will eat morning tea and lunch at their own designated workspace monitored by the teacher
- Learning bubbles will have designated areas for play.
- Playtime will be staggered amongst bubbles.
- All playtime will be monitored by staff.
- The teacher may put on tv during a wet lunch time.
- Children must keep 2m apart from each other when playing.

LEARNING

Families have been provided with Learning from Home programmes by their children's classroom teacher. The teachers and Senior Leadership are maintaining communication with families through a variety of media including our school DOJO platform. This will continue with a focus on relationships and connections for families still learning from home.

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:

- Initial class bubbles of 10 will have the equivalent of 2 FTTE teachers (bubble buddies!) allocated to the group of 10 students.
- If teachers are sick, then cover for the learning bubble will need to come from another teacher from within the bubble (to protect the integrity of the bubble).

School Office:

- Senior Management will be onsite at all times - office, behaviour, medical emergencies etc
- Office - Come in for a portion of the day to complete required tasks, however, they do not interact with other staff onsite.
- 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 and 4, teachers working offsite are expected to plan for 1 hour of CRT a week into their work schedule.

Offsite Staff during Alert Level 3:

- Staff working offsite will continue with distance learning programmes as per Alert Level 4.
- Each team should plan for collaborative practices that will support the workload of those teachers who are working on site, while also facilitating distance learning for their class.
- To protect the integrity of the class bubbles, staff members with offsite roles will only be allowed to access the site outside of work hours (8:30am - 3:30pm).

MAINTAINING HEALTH AND HYGIENE PRACTICES**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.
- Teachers will provide deliberate lessons on toilet procedure.

Stationery and resources:

- Sharing of pencils etc at this time is not permitted.
- Teachers will have supplies for those that need them. These are to be named and not collected back communally.
- Shared items such as scissors and paintbrushes must be issued for the entire time period of use and then collected by the teacher/teacher aide wearing gloves and cleaned.