

## Tatuanui School - Alert Level 2 Procedure Plan

Classrooms	At Pick up and Drop Off	Staffing Class 'Bubbles'
<ul style="list-style-type: none"> <li>● Where possible latch or wedge doors open</li> <li>● Seating arrangement do NOT need to be set and maintained at all times</li> <li>● Disinfectant spray bottles and cloths available in classrooms and admin area to wipe down surfaces and door handles</li> <li>● Students and Staff will use hand sanitizer <b>before</b> and <b>after</b> breaks, and handwash after toileting. Teacher does short sharp squirt as each child goes out/comes in at break times.</li> <li>● If doors are closed, classroom temp. to be kept at 20 degrees</li> <li>● Teachers to reinforce 'moist breath distance and other safe hygiene practices e.g. cough/sneeze into elbow, not touching face etc</li> </ul>	<ul style="list-style-type: none"> <li>● One gate for entry and one for exit</li> <li>● At entry to school children will sanitise hands before coming in the gate - Duty Teacher to monitor. 8-8:30 am , then Mrs Lovett (teacher aide) to monitor 8:30-9am</li> <li>● If parents <b>need</b> to enter the school, use the sign in / sign out register set up outside the gate</li> <li>● Parents/caregivers will <b>not</b> go into classrooms</li> <li>● Teachers take classes out at the end of each day to support parents pick up from the gate</li> <li>● School day 9-2:45 pm</li> <li>● If caregivers/parents come into the school during the school day they <b>must</b> go to the office and sign in/out using vistab. Do <b>NOT</b> go directly to classrooms</li> </ul>	<ul style="list-style-type: none"> <li>● There is no bubble concept at Level 2 so there are no restrictions on groups of children and students mixing with others on site.</li> <li>● NE preschool visits may occur one child/parent per visit, daily 9/10am, sign in at office and sanitise at classroom</li> <li>● RTLB and relievers are able to work across different schools - explicit sign in -vistab &amp; follow the Procedure plan while in the school</li> <li>● Assemblies are ok should the school wish to hold them, but must maintain sufficient distance between students so they aren't touching or breathing directly on one another. No parents attending.</li> </ul>

Staffroom 'Bubble'	In the playground	Managing Attendance
<ul style="list-style-type: none"> <li>• Staff do not have to maintain 1m physical distance but should aim to</li> <li>• Cups, spoons etc. to be handled into dishwasher by user</li> <li>• Soap and sanitiser will be provided in the staffroom</li> <li>• Disinfectant/wipes available to be used on shared keypads (e.g. photocopier and alarm)</li> <li>• Staff meetings and continuity of staff culture to be managed by the Principal</li> </ul>	<ul style="list-style-type: none"> <li>• The playground including the sandpit will be open, however the sandpit will only be open during the lunch break</li> <li>• Sports equipment may be used</li> <li>• <b>Children need to bring their own named water bottles</b>, however some children won't so the water fountains will be accessible. The cleaner will disinfect each day. Teachers remind teachers about how to use the drinking fountain safely.</li> <li>• Remind children not to share food or drinks</li> <li>• Disinfectant baths available for sandpit toys and equipment out for playtime during the day</li> <li>• NO lunchtime Sports practice</li> </ul>	<ul style="list-style-type: none"> <li>• Children not attending for health reasons will be marked F on the attendance register</li> <li>• Tcrs will observe each child arriving in class each day checking for symptoms and ask those presenting as unwell to go home</li> <li>• Teachers who get sick under alert level 2 - cough/cold/ will take sick leave and need to get tested straight away. If negative, they will return to work when well and it's sick leave. If positive the school will be closed for 72 hours and sick leave will be reimbursed. MOH procedures will then be followed</li> </ul>
Cleaning and Hygiene	Movement Around the School	Additional Considerations
<ul style="list-style-type: none"> <li>• Sanitiser/ tissues available in every classroom</li> <li>• Soap, water &amp; drying resource available in all bathrooms</li> <li>• Cleaners will complete daily cleans in line with MOH guidelines</li> <li>• Additional disinfectant/cloth will be available in classrooms for chn and tcrs to sanitise spaces during the school day as required. e.g. tables after eating, doors after breaks etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Students will not visit staff shared spaces (ie photocopier or staffroom) unless in an emergency.</li> <li>• Staff will observe appropriate social physical distancing if visiting each other's classrooms</li> </ul>	<ul style="list-style-type: none"> <li>• Bulk cloths, disinfectant - organise with spray bottles for each room</li> <li>• Set up disinfectant 'baths' for toys/equipment used at playtime</li> <li>• Dave to carry sanitizer in the minivan for students to use on entry to minivan</li> <li>• Reordering hygiene supplies -Sheree</li> <li>• Notice out to parents - do NOT go to the classroom to drop of things for children - go to office first</li> <li>• Wearing of a facemask - if worn please encourage respect of a person's right to be proactive in keeping themselves and others safe.</li> <li>• Fire alarms/Emergency - will require following of established procedures - safety is first priority e.g. fire, earthquake.</li> <li>• Queuing at reception - 1 in 1 out. Mark 2m space on carpet</li> <li>• Children coming to the office must come with a note from the classroom teacher</li> </ul>

