**TPI Safety Plan - COVID Level 2**

**Safely returning to school**

**Alert Level 2 summary**

The overriding principles for Level 2 are:

* to minimise the risk that someone gets infected in the first place
* to ensure we can identify and contact anyone who has been in close contact with a person, if someone in a school is infected
* understand that Level 2 is not quite business as usual

**Changes from Alert Level 3**

The significant changes for schools and early learning centres are:

* ***Physical Distancing*** – Physical distancing is a good precaution to prevent the spread of disease. In an Alert Level 2 school environment, this means children, young people, and staff maintaining a physical distance so ***that they are not breathing on or touching each other***, coupled with good hygiene practices (coughing into your elbow, handwashing and drying) and regular cleaning of commonly touched surfaces. There are situations where physical distancing is not possible, such as some classes, activities and sporting activities. In these situations, extra emphasis on handwashing and drying (or cleansing with hand sanitiser) before and after activities and regular cleaning of equipment is very important.
* ***Mass gatherings*** – ***workplaces, educational facilities, and public and school transport are not considered mass gatherings. This means there are no restrictions on numbers of people indoors or outside at schools and early learning services other than what other public health or health and safety measures require.***

(The exception is where people from outside the school may be attending, eg for a school production or school ball. In these examples and if a school is hiring out their hall or allowing community groups to use school facilities, the mass gathering rules will apply.)

* ***Sports and playgrounds – school playgrounds, sports equipment use and activities can resume. Contact sports can resume. This relies on being able to contact trace who is on site during school hours and at school team training and competitions.*** Any inter school events that recommence will need to have a contact tracing register in place to record those playing for and against teams.
* ***There is no bubble concept at Level 2 so there are no restrictions on groups of children and students mixing with others on site.***  Where practicable where groups/classes do mix – attendance should be recorded as it should if the composition of groups and classes change during the day.
* Teachers/staff are not restricted to one group and can move freely between groups of students.

**Health and Safety at Work Act requirements**

The key controls for schools and all workplaces are:

* ensure people with COVID-19 symptoms or feel generally unwell stay away from school
* maintain physical distancing (in schools this means children, young people, and staff maintaining a physical distance so that they are not breathing on or touching each other)
* enable good hygiene practices
* keep track of people that enter your school

**Public health measures that must be taken in schools**

In addition to your usual practices when managing health and safety, there are some specific requirements for Alert Level 2 that **must** be adhered to in all schools:

* Parents are asked to keep any sick children at home. If a sick child comes to school, we send them home.
* Children, young people and staff should be far enough away from each other so that they are not *breathing on or touching each other*, coupled with good hygiene practices and regular cleaning of commonly touched surfaces. *There does not need to be a specific measurement but where practicable 1 metre should be used as a guide, particularly between adults.*
* Hand sanitiser at entry to classrooms and in shared spaces. Soap, water and the ability to dry hands must be provided in bathrooms.
* Where practicable ensure that children and young people regularly wash and dry hands, cough and sneeze into their elbow, and try to avoid touching their face.
* *Physical education classes and break time activities can include access to sports equipment including playgrounds but hygiene practice should be observed after playing with equipment.*
* Disinfect and clean all surfaces daily.
* Contact tracing registers must be set up and identify which children and adults are on site, in each teaching space, including recording if there is a different composition of children and adults during the day. This includes recording visitors to the site, including parents.
* Consider whether students should be allowed off the premises at lunchtime, for trips, sports etc
* *PPE is not required or recommended* as necessary in any educational facility by the Public Health Service.

**Other recommendations**

In addition to the specific public health requirements, the following information will help inform your planning, and support you to implement the public health requirements.

* Staff such as RTLB, itinerant music teachers and relievers will be able to work across different schools.
* Classrooms can be used by different student groups/classes and different groups of students in each class. i.e Technology classes
* Physical distancing of 2 metres is recommended for parents and caregivers, from people they don’t know (to align with public health measures outside the school grounds). Parents and caregivers who come on site need to be noted in the visitor register.
* School libraries are able to operate as normal if students and staff are undertaking regular hand washing and staying away if sick.
* Shared supplies and equipment are able to be used if students and staff are undertaking regular hand washing and staying away if sick.
* Keep classroom temperatures to 18 degrees. 18 – 20 degrees is a comfortable temperature, below that there is increased risk – from a cold household, workplace or school.
* Playgrounds can be used at Alert Level 2 in schools (to align with reopening of public spaces) – wash hands before and after use.
* Volunteers can be used at Alert Level 2 in class as long as they are meeting all the public health requirements and are recorded in your timetable and/or visitor register.

**Activities and events guidance under level 2**

For events, there are no restrictions on numbers of people indoors or outside at schools and early learning services other than what other public health or health and safety measures require.

The exception is where people from outside the school may be attending, eg for a school production or school ball. In these examples and if a school is hiring out their hall or allowing community groups to use school facilities, the mass gathering rules will apply.

Any events or activities held off-site must meet all public health requirements, including staying away if sick. You should not be travelling inter-regionally to events which do not meet the requirements for gatherings.

As you do with all your activities, you will need to take a *risk assessment approach* for key activities such as assemblies, school camps and travel for sporting and cultural reasons.

**Assemblies** - can go ahead however you should maintain sufficient distance between students so they aren’t touching or breathing directly on each other. There are no restrictions on the number of students attending assemblies.

**Sports (on school grounds)** – physical activities including using shared equipment can go ahead. Physical distancing is not possible in some sporting activities. In these situations, extra emphasis on handwashing and drying (or cleansing with hand sanitiser) before and after activities and regular cleaning of equipment is very important.

**Field trips, school camps** – these could potentially go ahead but will need careful planning. Along with your usual risk management approach you will need to consider COVID related hygiene practises.

**Cultural activities** -practices and rehearsals will be able to go ahead (note the physical distancing recommendation of 1 metre distance where practicable, for singing and playing instruments). Performances where visitors are attending, including parents and caregivers, will need to align with public health requirements for gatherings.

**Inter-school events** – these can go ahead although there will be limitations due to the public health measures required and will need specific contact tracing ability of those playing for and against teams. Where people from outside the school may be attending or if you are hiring out your hall or allowing community groups to use school facilities, the rules for gatherings will apply.

**Te Puke Intermediate Specific information and decisions**

**School Buses** – will run as normal. The company has sanitizer onboard each bus and each bus will be sanitized daily between morning and afternoon runs and again after the pm run. Students will be encouraged to sit with TPI students and to wash their hands on arrival at school.

**Technology classes** – will run as normal. Distancing where practical and possible coupled with good hygiene and cleaning practices.

**Country technology** – will go ahead as normal from Friday 22nd – as above.

**PE** – will resume as normal within each Centre. PE equipment will be sanitized daily by PE monitors following use.

**Sport** – school sport will resume as above. Academies at TPI will resume.

Club Sport – i.e Harbourside netball, hockey, rugby etc – we await further direction from NZ Sport and the Govt.

Inter Intermediate Sport – on hold in level 2.

Use of the **PAC** and the **Gym** – allowed as per the timetable coupled with good hygiene practices and cleaning.

Use of the **foodcourt** – and the surrounding area will be used at lunchtime with distancing to ensure no touching or breathing on others. No sharing of lunches or drink bottles.

**House Meetings** – will go ahead with same distancing.

**House Competition** – will go ahead with same hygiene practices as Sport and PE.

**School Assemblies** – we have decided they will not go ahead in the PAC as a whole school for the remainder of Term 2. They will remain on the radio using the digital format and class students to present over the sound waves.

**Centre assemblies** – may go ahead.

**Library** – may be used.

**Canteen** – will not operate week 1 but will recommence week 2 of returning to school. (Mon 25th)

**Water fountains** – may be used. Tony will sanitize these daily as part of the cleaning routine. Students educated not to touch the fountain directly with their mouth. Individual drink bottles from home are preferred.

**Kapahaka and Nesian Pride** – will recommence with distancing and good hygiene practices. Accurate attendance rolls must be kept of each session.

**Staff meetings** – can resume with distancing where practical and good hygiene practices.

**Staffroom** – can be used as normal, with distancing where practical and with good hygiene practices.

**Ability to contact and trace**

This is a critical requirement of level 2

* Daily class attendance rolls MUST be accurate
* Daily timetables and class planning MUST accurately reflect movements and use of venues/equipment
* Visitors register has been adapted to record greater information enabling contact and tracing to occur.

Visitors onsite during level 2 will be ‘managed’ carefully to monitor how many outside people come into the school.

Parents and caregivers will be required to sign in at the office when they attend school for any purpose during level 2.

**Cleaning and Hygiene practices at TPI – wellbeing of Staff and Students**

All Staff and students must follow public health requirements, those being:

Regular (daily) cleaning of surfaces is recommended alongside our usual cleaning schedule. Crest cleaning will focus on door handles and surfaces obviously used.

Staff and students will be involved in the wiping of surfaces in their classroom used daily. Bottles of disinfectant and cloths will be provided for each class.

Staff alongside students are encouraged to wash and dry their hands as they arrive at school, regularly during the day, especially after handling equipment touched by others and at the end of the day before leaving to go home.

Sanitiser (75%+ alcohol) will be provided in every room for use on entry and exit to the room.

Coughing and sneezing into your elbow and then performing hand hygiene is a must.

Anyone unwell – even a runny nose should not be at school and are encouraged by the MOH to be tested for COVID.

Staff or students who are vulnerable to COVID 19 due to underlying health conditions should communicate directly with the Principal. Students who need to remain at home in level 2 can continue to undertake distance learning. Staff for whom it is not appropriate to be onsite in level 2 need to negotiate directly with the Principal if they can continue to work from home or if discretionary leave is required.

PPE is not recommended as required in a school setting but any staff member or student who wishes to wear PPE may do so. They will need to provide this for themselves except for the office staff who will manage all students who become or appear unwell at school until their whānau can pick them. The expectation in level 2 is that whānau will collect their child immediately where practical.

Any staff member or student who has concerns about the safe practices at TPI must address these with the Principal immediately.

**Further information**

* Worksafe information for transitioning to Alert Level 2 – [WorkSafe website](https://worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/)
* Alert Level 2 information – [COVID-19 website](https://covid19.govt.nz/)
* Alert Level 2 public health requirements for schools and early learning services – [Education detail for Alert level 2](http://education.govt.nz/assets/Documents/COVID19-files/public-health-requirements-for-early-learning-services-and-schools-at-alert-level-2.docx)
* Our [Education.govt.nz](http://education.govt.nz/school/health-safety-and-wellbeing/student-and-staff-health/novel-coronavirus-2019-ncov/) has education-specific information
* The [COVID19.govt.nz](https://covid19.govt.nz/)  website and [Ministry of Health](https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/) website continue to be the best places to find information about COVID-19 relevant to New Zealand.