



Our Lady Star of the Sea School

Let us breathe the Spirit of Mary in all we do; to think, judge, feel and act in as Mary in all things God has chosen us to do

LEVEL 2 COVID-19 Health and Safety Procedures

OVERVIEW

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

Refer to [OLSOS Covid-19 Safety Plan](#)

[MOE Managing Health and Safety in Schools at Alert Level 2](#)
[Public Health Requirements for Schools at Alert Level 2](#)

Staff

- Staff at higher-risk of severe illness from COVID-19 are able to work on-site if they can do it in a safe way. Staff and employers should discuss and agree whether additional control measures can be put in place, whether these workers can work from home, or if not, what leave and pay arrangements will apply.
- Any staff members who are sick must stay at home and inform the school as soon as possible. If the sickness is identified as Covid- 19, MOE and MOH informed. School is closed. *see Ongoing Cleaning and Sanitisation below*
- Staff are responsible for not only their own health, but also the health of others on the school grounds.
- Safe hand hygiene practices, sneeze and cough etiquette must be adhered to along with safe physical distancing.
- Stringent self-isolation of those who display relevant symptoms of COVID-19, test positive for COVID-19, have been in close contact with someone who tests positive for COVID-19, or have been overseas in the last 14 days
- Contact register will be in operation in digital form for staff to record their presence.
- PPE is not required or recommended as necessary in any educational facility by the Public Health Service.

Students

- Children at higher-risk of severe illness from COVID-19 (e.g. those with underlying medical conditions, especially if not well-controlled) are encouraged to take additional precautions when leaving home.
 - Parents and caregivers of these children will need to work with the school to develop a plan to manage a safe return to school. If your child is a Year 1 to 3 learner please be in touch with Delta Fairweather dfairweather@starofthesea.school.nz and if your child is in Year 4 to 6 please contact Karen Noble Campbell knoblecampbell@starofthesea.school.nz).
 - Distance learning will continue to be available for students who are at high risk of severe illness i.e. underlying medical conditions that are not well controlled, who choose to remain at home.
- Staff are to observe students on arrival into the classroom checking for symptoms and ask those presenting as unwell to go home (or arrange for parents and caregivers to come and pick up).
 - A reminder that Principals at state and state-integrated schools have authority to preclude a student from attending if they believe on reasonable grounds may have a communicable disease under section 19 of the Education Act

- Symptoms to monitor for are any respiratory symptoms such as a cold, a head cold, blocked ears, cough, sneezing, chills and a fever. Anyone with those symptoms should stay home and contact Healthline for advice, which may include getting tested for COVID-19.
- Anyone with these respiratory symptoms should not enter into your school
- Students are to bring **labeled** water bottles which can be refilled at the drinking fountain
- Any student who is sick **must** stay at home and inform the school as soon as possible. If the sickness is identified as Covid- 19, MOE and MOH informed. School is closed. - see *Ongoing Cleaning and Sanitisation below*
- Stringent self-isolation of those who display relevant symptoms of COVID-19, test positive for COVID-19, have been in close contact with someone who tests positive for COVID-19, or have been overseas in the last 14 days
- PPE is not required or recommended as necessary in any educational facility by the Public Health Service.
- Bizzy Bodz before and after school care will resume from Monday 18th May under their own robust Health and Safety processes to ensure the safety of children in their care. Families can inquire or book at bizzybodz.aimyplus.co.nz.
- We do not know yet whether the Tuck Shop service will be operational. We will let families know as soon as we have confirmation of a start date for the Tuck Shop.

Common / Shared Spaces

- Mass gatherings – educational facilities, and school transport are not considered mass gatherings because they are managed environments. 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. (2m rule)
- The library is open and can be used as students and staff maintain good hygiene practices.
- The hall is open and can be used as students and staff maintain good hygiene practices.
- For those hiring out or using school facilities, strict hygiene practices must be maintained and the mass gathering rules will apply. (no gatherings greater than 100 people).
- Shared play spaces are in use however strict hand washing/sanitising protocols are in place both before and after.
- Bizzy Bodz before and after school care will be in operation during Alert Level 2

Teaching and Learning

- Strict hygiene practices must be adhered to - see *Ongoing Cleaning and Sanitisation below*
- Physical distancing will be maintained to prevent the spread of disease i.e not breathing on or touching each other. There does not need to be a specific measurement but where practicable 1 metre can be used as a guide, particularly between adults. Practice should be sensible.
- Where physical distancing is not possible, extra emphasis on handwashing and drying (or cleansing with hand sanitiser) before and after activities and regular cleaning of equipment will be undertaken.
- Shared supplies and equipment are able to be used if students and staff are undertaking regular hand washing and staying away if sick.
- Offsite activities can take place. All RAMS are required to meet all public health requirements and must feature a health and safety plan including individual plans for those vulnerable to serious illness with Covid 19 and contract tracing requirements.

Contact Tracing - including parent, caregiver, and volunteers on site

- Contact tracing registers include a combination of the classroom timetable (recorded changes to TT as this occurs), the attendance register and the visitor register

- All visitors to the site, including volunteers, parents and caregivers (not involved in end of day pick up and beginning day drop off) must sign in through the visitab at the office including detailing what area of the school they will be going into.
 - All visitors will use hand sanitiser as they enter the office foyer, hall and / or classroom and again when they leave.
- All visitors to the site, including volunteers, parents and caregivers must maintain the recommended 2 metre physical distancing
- Anyone entering the site between 9am and 2.30pm must do so through the office.
- Any inter school events that recommence will need to have a contact tracing register in place to record those playing for and against teams.
- Lines in the office foyer will clearly mark where visitors / parents are permitted to wait.
- The principal will update the community regularly, as required.

Before and After School

All parents/caregivers who enter the school gates for drop off or pick up purposes must fill in the school track and trace register. This includes time of entry, what part of the school they will be in and time of exit

Morning drop off procedures:

1. Parents/caregivers are encouraged to **drop their children at the school gate**. Children are welcome to enter the school grounds unaccompanied from 8.10 am.
2. If a parent/caregiver needs to come into school with their child the following **must** be followed:
 - The school site is open to parents to enter and drop off their children between 8.20 am and 8.45 am ONLY (parents cannot enter school grounds with their children for the purpose of drop off before 8.20 am)
 - A member of the staff will be at both school gates with a contact register to record the parent/caregiver name and phone number before entering the school site.
 - Parents/caregivers, who come onsite, will proceed to the appropriate area of the school and farewell their child/ren from outside the cloak bay/classroom and leave immediately.
 - If a parent must enter a cloak bay/classroom, they will also need to fill in the contact register in that part of the school.
 - Parents/caregivers must exit the school from the same gate they entered without delay and record the time of exit from the school site on the track and trace register.

Afternoon pick up:

1. In the interest of Health and Safety for members of our school community **ALL parents are asked to NOT ENTER the school grounds after school**. Please assist us by talking with your child/ren about their exit strategy in line with details below.

2. To ease congestion at the gates, students who are being collected by parents will be dismissed in house groups using the staggered time frame outlined below.

Please note the time and place your child will exit from and be at the correct gate at the correct time.

- **Garin (blue) House** will exit from the **Stella Maris Way back gate at 2.30 pm**
- **Maher (yellow) House** will exit from the **Oakridge Way front gate at 2.30 pm**
- **McAuley (green) House** will exit the **Stella Maris Way back gate 2.45 pm**
- **Barbier (red) House** will exit from the **Oakridge Way front gate at 2.45 pm**
 - Procedure for exiting from Stella Maris Way (exit near the hall)
 - Parents/caregivers to line up on the footpath outside the school. Students will wait outside the hall and when they see their parent/caregiver the teacher will direct them to exit through the little gate.
 - Procedure for exiting from Oakridge Way (exit from the office side of the school)

- Parent/caregiver to line up along the footpath beside the bus bay area, leading to the pedestrian crossing by the staff carpark. Children will be waiting under shelter outside Rm 23. When a child sees their parent/caregiver, the teacher will direct them to meet their parent/caregiver. Families will continue past the office and exit following the footpath loop

3. Bus children will be supported as usual onto bus transportation at 2.45pm

4. Children who usually walk home are welcome to continue doing this, exiting through their usual gate. They will be dismissed from class at 2.45pm to walk home. These children will need to identify themselves to the staff member at their exit gate, communicating clearly that they are walking home.

5. Children going to Bizzy Bodz after school care will proceed there as usual. They will be dismissed from class at 2.45pm and sent to Bizzy Bodz.

6. Students who have not been collected by 3pm will be sent to Bizzy Bodz and can be collected from the hall. (Please note this will incur a charge)

7. The after school classes coordinator will be in communication when these classes are ready to begin. Health and Safety processes for collecting your child/ren from after school classes will be shared as part of this process.

We acknowledge that communication between parent and teacher often happens at pick up and drop off in usual circumstances. We encourage parents to maintain email contact while we are at alert Level 2 as the best form of communication. Rest assured your classroom teacher will be in touch with you via email if the need arises.

Ongoing Cleaning and Sanitisation

- On the advice of public health officials, any educational facilities connected to a confirmed or probable case of COVID-19 must close on an individual or group basis for 72 hours to allow contact tracing and cleaning, and then potentially for a further 14 days, but open for distance learning
- Safe hand hygiene practices, sneeze and cough etiquette must be adhered to and reinforced with all onsite
- Where physical distancing is not possible, such as some sporting activities extra emphasis on handwashing and drying (or cleansing with hand sanitiser) before and after activities and regular cleaning of equipment is very important.
- All surfaces will be disinfected and cleaned daily
- Hand sanitiser will be available at the entry to classrooms and in shared spaces. If hand sanitizer is in short supply, washing and drying hands with soap is still the most effective hygiene measure
- Regular cleaning of shared sports equipment *after use* ie balls, bats etc will be undertaken
- Photocopier key pads will be wiped down daily.
- Hand sanitisation will be used before and after devices are used in the classroom and will be wiped down at the end of each day.
- Staffroom chairs will remain at 1m separation.
- Staff using the staffroom to eat must wipe down all surfaces they come in contact with, using the cleaning materials provided.