

# **Managing Health and Safety at Buckland School**

## **at Alert Level 2**

### **Purpose of this document**

This document sets out the key principles and minimum public health requirements that define responsible, healthy and safe operations for Buckland Schools working under Alert Level 2.

The core principle behind this document is to protect the health and safety of all teachers, employees, children and their parents and caregivers.

Schools and early learning services are safe environments for children, young people and staff. Additional public health control measures are in place to prevent the spread of disease and to support contact tracing.

From a public health perspective, Alert Level 2 means there is lower public health risk from COVID-19 than under Alert Levels 3 and 4. However, there are still likely to be new cases which may be the result of household transmission or associated with cluster outbreaks that are contained. The disease remains in New Zealand, so we need to remain vigilant and take appropriate steps to avoid transmission. People are able to leave home but are asked to do so in a safe and conscientious way.

There is further opening up of activity during Alert Level 2, particularly in terms of travel, education, sport and recreational activity, retail and hospitality, and personal movement. Public health and border measures remain largely unchanged from Level 3, to ensure our approach to contact tracing, testing, isolation and quarantine is maintained.

Schools (BOT) as a PCBU have obligations under the Health and Safety at Work Act 2015 to ensure the health and safety of its staff, children and the public.

### **Alert Level 2 summary**

The overriding principles for [Alert 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 or early learning centre is infected
- understand that Level 2 is not business as usual

It is safe for all students and staff to return to school in Alert level 2. Schools are safe because hygiene habits will be strong and schools will put into place safe and sensible practice.

Schools won't open midweek. Whenever the decision is made, they will open at the beginning of the following week.

Distance learning will be made available for those who are unable to attend school, for health reasons or who are self-isolating.

Ministry staff supplemented by resource teachers and school staff continue to support children with learning support needs by phone and Skype where their health status requires them to stay isolated.

School transport is able to increase as the number of students increases but with level 2 requirements i.e. Driver isolation, physical distancing, etc

Before and after school programmes can open, with Board and providers combined agreement.

School redevelopment and construction projects can resume.

People at higher-risk of severe illness from COVID-19 (eg those with underlying medical conditions, especially if not well-controlled) are encouraged to take additional precautions when leaving home. They may work, if they agree with their employer that they can do so safely.

The safety and wellbeing of students, staff and their households, continues to be a priority.

### Changes from Alert Level 3

The significant changes for schools 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 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.

In junior rooms, it is not really possible to have a physical distance between children and staff. Young children require a lot of physical support and it is not possible to explain or maintain a physical distance between young children given the age of the children and set up of centres. This means good hygiene practices (coughing into your elbow, regular handwashing, and drying) are even more important.

- Educational facilities, and school transport are not considered mass gatherings for staff and students. This means there are no restrictions on numbers of people indoors or outside at schools other than what other public health or health and safety measures require.

Mass gathering rules would however apply should the school hire out school facilities where people from outside the school may be attending.

- 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. Shared policy agreement between parties.
- 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

To meet the requirements under the Health and Safety Act 2015 during Alert Level 2 we will manage risks and protect staff, children and young people. How we will do will be detailed in a COVID-19 safety plan following.

The expectation of the government, community, staff and regulators is that Buckland School will meet the highest possible standards and that the Boards of Trustees, management and individual staff will actively manage adherence to the safety measures and expectations. It is expected that all involved ensure they are looking out for the health and safety of their colleagues and community, while at work. Board members, principals and managers will be seen to be leaders in this work.

As a workplace Buckland School is obliged to eliminate transmission risks where possible and where not, to substitute work practices or provide as high a level of control as possible. A simple example is where possible, propping or wedging a door open rather than focusing on wiping the handles regularly. Buckland School will maintain or create new practices that meet or exceed the public health requirements as they are updated.

Implementing or maintaining infectious disease controls remains vital for the health and safety of workers and other people.

Buckland School, by resuming teaching and other work on-site will consult with staff and work through how to work differently to minimise the risk of COVID-19 transmission.

Buckland School will revisit the approach we have had in place under Alert Level 3.

The key controls for Buckland School (and all workplaces) are:

- ensure people with COVID-19 symptoms, any illness 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 the school

The detail of implementation of infection controls to be used follow in the COVID-19 Safety plan.

Staff have been consulted about which controls will be used and how this differs from what we did at Alert Level 3. Staff have had the document for Alert Level 2 shared with them and understand how the school intends to manage work safely and what they need to do to help.

The Alert Level 2 approach will also be shared with our school community.

The Alert Level 2 approach will be regularly reviewed (each week for the first month and then as necessary) and updated as necessary.

The following questions have been considered to ensure we minimise the risk of COVID-19:

- How will we manage the risks of restarting our operations at Alert Level 2?

- How will we ensure all staff are able to keep themselves safe from exposure to COVID-19?
- How will we gather information on our staff's wellness to ensure they are safe and well to work?
- How will we operate our school in a way that keeps staff, children, young people and other people coming on-site safe from exposure to COVID-19?
- How will we manage an exposure or suspected exposure to COVID-19?
- How will we check to see if our work processes and risk controls are effective?
- How do any changes impact on the risks of the work we do?

## Public health measures that will be taken in Buckland School

These specific public health requirements for Alert Level 2 are in addition to our usual practices when managing health and safety, and will be adhered to:

- Parents will be asked to keep any sick children at home. If a sick child comes to school, they will be sent home.
- Children, young people and staff will 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. A specific measurement is not necessary but where practicable 1 metre will be used as a guide, particularly between adults.
- Hand sanitiser will be used at entry to class rooms and in shared spaces. Soap, water and the ability to dry hands will be provided in bathrooms.
- Where practicable we will 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. Sports equipment and playgrounds to be cleaned with warm soapy water after each day.
- High touch surfaces will be disinfected and cleaned daily.
- Contact tracing registers are set up and identify which children and adults are on site, in each teaching space, these will include recording if there is a different composition of children and adults during the day. This includes recording visitors to the site, including parents.
- Students will not be allowed off the premises at lunchtime or any time except to leave the school with parents, and will be required to sign in and out of school via the office tablet.
- Although PPE is not required or recommended as necessary in any educational facility, masks and gloves will be available to those wanting to use them.
- Should Buckland [School be connected to a confirmed or probable case of COVID-19](#) it will close for 72 hours to allow contact tracing and cleaning. The school could be closed for a further 14 days (but open for distance learning) – School management and Board will work

with public health units to manage this and the direction to close will come from the Medical Officer of Health.

- There will be 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 –

#### Before staff/students come on site

- Before reopening at Alert Level 2 all PCBU officers will self-assess the school's ability to operate safely at Alert level 2. This will include thinking about how to manage risks and protect staff, students and whanau under alert level 2.
- Documentation: COVID-19 Safety plan Alert Level 2 will be completed and will involve consultation with staff to assess risks and identify solutions.
- Part of the plan will include the gathering of information on the wellness of staff and students to ensure they are safe and well to return to school.

## **COVID-19 SAFETY PLAN FOR BUCKLAND SCHOOL**

### **Alert Level 2**

All staff have been consulted concerning their personal positions regarding work at school and any concerns they have regarding health and safety of themselves and students under Alert Level 2. The Health and Safety plan was communicated to all staff on 12 May 2020 and parents through email on 13 May 2020.

The school will have had ten days from notification of Alert Level 2 procedures to prepare for reopening for all on 18 May 2020.

<p><b>How it will work at Buckland School whilst the school is at Alert Level 2</b></p> <p><b>This will be further amended for Level 1</b> (no notification of a possible date yet)</p>	<p><b>Buckland School Operations Plan Overview</b></p> <p>Once the roll is established, staffing will be allocated back to classes. It may be necessary to have a teacher assigned to supporting children who will not return with distance learning.</p> <p>Ongoing consultation with all staff about workplace safety is critical and all staff are asked to raise questions immediately to the Principal.</p>
<p><b>Cleaning at School and PPE at School</b></p>	<p>The school will receive a thorough clean in the week preceding opening.</p> <p>All work spaces and work surfaces in the school that are used will be disinfected and cleaned daily, this includes door handles.</p> <p>Throughout the day extra cleaning of toilets, sickbay, door handles will take place by the teachers.</p> <p>Sickbay/waiting room will be cleaned after each use.</p>

<p>Washing/sanitise and drying hands.</p> <p>Cough into elbow/tissues and then performing hand hygiene</p> <p>Don't touch your face</p> <p>Classroom temperatures</p>	<p>Cleaning supplies will be in each room enabling frequent cleaning.</p> <p>The school will have face masks available for staff &amp;/or students if they wish to wear these.</p> <p>Mask wearing is a personal preference/precaution and it will not be viewed negatively in the school. Respect for the individual will be encouraged.</p> <p>Tissues and hand gloves will be available in all workspaces/bubbles.</p> <p>There will be a lined bin in each room for disposal of tissues, rubbish. Bags will be tied and disposed of in the main bin.</p> <p>Soap is available in toilet areas and sinks, sanitisers are in every classroom and work space. Access to hand sanitiser will be increased with stations set up at entrance and exit points.</p> <p>Students will be taught and modelled regular hand washing and sanitiser use. Tissues are available in classrooms plus tissue disposal bags.</p> <p>To be taught and constantly reinforced.</p> <p>Extra signage will be put up around the school.</p> <p>It is a requirement at this stage for classrooms to be maintained at 18-20 degrees so staff are asked to use heat pumps only when required.</p>
<p><b>Students at School</b></p>	<p>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, caregivers and students will need to work with the school to develop a plan to manage a safe return to school. Distance learning will continue to be available to those who choose to remain at home.</p> <p>School 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).</p> <p>Principals at state 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</p>
<p><b>Classes in School</b></p>	<p>Class attendance rolls will be completed twice each day and will be managed through the Edge student management system. Non-attendance will be notified by parents/caregivers through the school's normal channels: email, voice message, app.</p> <p>Daily contact tracing registers will be kept to identify which children are in each teaching space, recording when and who they have contact with during the day if that changes. This includes recording the adults children/adults are in contact with throughout the day e.g. teacher aides, RR teacher, Principal, SLT. RTLB, specialists. Specialist teachers in the school and teacher aides will keep their own records.</p>

Children, young people and staff whenever possible 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 can be used as a guide, particularly between adults. Practice should be sensible.

Classrooms will be used only by the students in that class.

Furniture set up in classrooms will take into account access in and out of the room/toilet area, lighting, sound projection, TV screen, storage, etc. and be arranged to allow students to maintain their 1-metre distance where ever possible. (Junior rooms will do their best to maximise distance between students/students and teachers e.g. crosses on carpet areas but this will not always be possible especially in the case of a distraught young student)

Students are not required to sit in the same place each day however where this is possible to do so this will support contact tracing.

Normal school emergency evacuation processes apply. Keeping physical distancing at the evacuation point.

Break times for classes/groups organised to minimise congregation of students in shared spaces:

Three main breaks will be taken throughout the day—20mins, 35mins & 20 mins. Two groups spread levels/places to congregate:

10 – 10.20 Group 1 : Piwakawaka & Ruru/Junior playground/front, Kakapo/Tui / Outside these rooms & junior field, senior playground, Takahe & Karearea – Senior field

10.25 – 10.45 Group 2: Titipounamu – Junior playground/frontage, Kereru – Junior field & senior playground, Weka & Kea – Senior field

11.20 – 11.55: Group 1: Same places but Takahe & Karearea can use senior playground instead of Kakapo & Tui

12.—12.35: Group 2 Same places but Weka & Kea can have playground instead of Kereru

12.55 – 1.15 : Group 1: As per 10am areas

1.20 – 1.40: Group 2 As per 10.25 areas

Duty teachers will be assigned to minimise staff/student contact with others outside of their rooms and will be in each area.

Regular fitness and exercise breaks will be programmed.

Bathroom areas will be assigned to classes and these will be used by only those students at all times: Kea students – Kea bathroom, Piwakawaka & Titipounamu students – Junior bathroom, Tui, Ruru & Kakapo students – Ruru Bathroom, Kereru, Takahe, Karearea, Weka students – Senior bathrooms.

The school library may be used – hand hygiene must be carried out prior to and after the visit however initially each class will receive a class set of books to use and lend out to students.

Shared supplies and equipment are able to be used if students and staff are undertaking regular hand and equipment washing, and staying away if sick.



<p style="text-align: center;"><b>Sick Staff</b></p>	<p>Procedure for staff arriving at school - first staff member that opens the school - unset all alarms and then disinfect the control pad, open doors required, wipe down door handle.</p> <p>All staff to enter office to complete contact tracing form and sign-in pad. Keep 1m inside and 2m outside social distancing where-ever possible.</p> <p>Sick Staff – under Alert Level 2: No sick staff member is to attend school. SLT will be notified as soon as possible and either a reliever or a member of the SLT will cover. Relievers will be kept to a minimum.</p> <p>When you leave wipe down any surface you have been touching/working on, complete contact tracing forms and sign out.</p>
<p style="text-align: center;"><b>Other Visitors to the school Contact Tracing Register</b></p>	<p>All visitors/parents/relieving staff, etc to the school will be managed through the front office.</p> <p>The sign in/sign out register will need to be filled in on the tablet in the office.</p> <p>Other than at the end of the day all pickups of resources &amp;/or students, by parents will be at the front gate at a prearranged time. Any pickups from office will be noted on contact tracing register.</p> <p>Only one visitor will be allowed to enter the office at a time. A 2 metre spacing prior to the door will be marked.</p>
<p style="text-align: center;"><b>Entry and Exit from School</b></p>	<p>Physical distancing paramount at all times</p> <p>Students: Entry and exit from the front office gate arriving as close to 8.55 a.m. as possible, exiting 2.30 – 3.15 p.m. Parents to drop students off and pick up and not enter school. Staff members will be in attendance to wave students in.</p> <p>Staff: From car parks</p> <p>Any meetings taking place on the school site over the period of Level 2 will adhere to maintaining physical distancing where practicable.</p>
<p style="text-align: center;"><b>Staffroom</b></p>	<p>Staff will maintain 1-metre distancing at all times and restrict their seating to this.</p> <p>Staff must place their own cups in the dishwasher (or wash their own cup)</p> <p>Disposable items will be available as well.</p> <p>Staff will follow required cleaning practices when they are in the staffroom.</p>
<p style="text-align: center;"><b>Duty</b></p>	<p>All teachers on duty are to practice social distancing. The only exception is if a child is badly hurt.</p>
<p style="text-align: center;"><b>Breakfast Club</b></p>	<p>Suspended.</p>



	Acknowledgement of pressures of working at home with children and other distractions. Family comes first!

<b>Communication to Parents under Alert Level 2</b>
<p>Parent instructions – bringing students to school during Alert Level 2 at Buckland School</p> <p><b>Welcome Back!</b></p> <p>To ensure Buckland School is a safe place for students and staff we ask that you strictly adhere to the following guidelines and that you go over the rules with your children prior to starting back to school:</p> <p><b>Student Well-Being</b> – Students may find coming back to school difficult. Assuring them that they are safe and checking on their wellbeing is the first and most important job we will be doing. Once we are assured children are settled then we will start focusing on learning. Please discuss any/all concern/worries your child is having with their teacher or discuss with me (principal) immediately by phone or email only. We are very aware of the impact this challenging time has had on children and their families and want to do everything in our power to promote positive wellbeing. We will do our best to support children to make the transition back to school a positive experience.</p> <p><b>Beginning of School day</b> – Students need to be at school as close to 8.55 a.m. as is possible. Students must enter through the front two gates only (not the front parking area.) Until further notice parents must farewell their children at these gates and not enter the school. Children and parents must maintain as much physical social distance from anyone outside of their family at all times. The recommendation for parents and caregivers, from people they don't know (to align with public health measures outside the school grounds) is 2 metres.</p> <p>Students must go directly to their classrooms and hand sanitize. They will not be allowed to play outside prior to school starting to minimise contact with others. Until further notice no student should be on-site earlier than 8.30 a.m.</p> <p><b>18 May</b> – Students will make their way to their own room. They will be informed about the rules around keeping safe while at school. (Please pre-empt this by talking about hand washing, sanitising, coughing into sleeve and social distancing.)</p> <p><b>End of School Day</b> – Students will be released from their classes in a staggered manner (juniors first) and will exit via the two school gates. Pickup time will be between 2.45 – 3.15 p.m. Parents cannot come into the school grounds to pick up students unless prior arrangement has been made and the correct sign-in completed at the school office (to allow for contact tracing should the need arise.)</p> <p><b>Food &amp; Drink</b> – Students need to bring their own named lunchbox with food for the day along with a full named water bottle. There will be no sharing of food and water fountains will not be operating. Lunch will be eaten inside classrooms. We also request that students bring a <b>named</b> hand towel that they can use for hand drying. (This is to prevent the transfer of germs and will be sent home each Friday for washing.)</p>

**Washing of Hands/Sanitising** – Students will be monitored regularly throughout the day in the washing of hands and use of sanitiser. On entry to the room at the beginning of the day and after intervals hand sanitiser will be used. Prior to and after the use of sports equipment, playgrounds or IT equipment hand sanitiser will also be used.

**Full School Uniform** – Students are expected to wear their full school uniform. It is suggested that students are warmly dressed (extra layers) for winter.

**Physical Distancing** – Although there is not a specific measurement under Level 2 for schools where ever practicable we will be using 1 metre as the guide to keeping children and staff safe. Please talk to your children about this.

**Sick Students** – Do **not** send any students to school who are unwell. Any students presenting at school with illness will be immediately isolated and parents will be contacted. It is **critical** that the main caregiver is contactable and available to pick up their child in a prompt manner.

**No personal equipment** (toys) of any type must be brought to school. Adventure Playgrounds will be open but hygiene practices will be observed.

**Breaktimes** – Students will have 3 controlled break times throughout the day. These break times will see students remain within an area of the school to allow for contact tracing should the need arise.

**School Bags** – Students will have their school bags on their hooks or in their cubbyholes.

**Borrowed School Devices** – All devices/chargers/equipment that were on loan from the school must be returned to Mrs Glasgow in the office for cleaning and reallocation to correct rooms. Please do not take them back to classes.

If you require any clarification or have questions regarding the above instructions, please do not hesitate to contact me: [principal@buckland.school.nz](mailto:principal@buckland.school.nz) or on school phone: 2389419.

Kind Regards

Mavis Glasgow

Principal