

Managing Health and Safety at Buckland School

at Alert Level 3 - September 2021

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 School working under COVID-19 Alert Level 3.

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

Boards-as a PCBU have obligations under the Health and Safety at Work Act 2015 to ensure the health and safety of the school, its staff, children and the public.

Alert Level 3 key principles

The overriding principles for [Alert Level 3](#) as noted by the Prime Minister are:

- **Stay home.** If you are not at work, school, exercising or getting essentials, then you must be at home, the same as at Level 4.
- **Work and learn from home if you can.** We still want the vast majority of people working from home, and children and young people learning from home. At-risk students and staff should also stay at home, and they will be supported to do so.
- Buckland School will be physically open for students to be onsite during Alert Level 3 from Wednesday 22 September 2021 but only for year levels 1 – 8 for families that need us. Staff for all year levels are able to work on the school site, but this **should only be for those who need to be on site**, and will primarily depend on the number of students attending on site and whether staff have access to internet at home.
- Public health requirements will be adhered to so that COVID-19 is prevented from spreading within the school community. The safety and wellbeing of students, staff and their households, continues to be a priority in Alert Level 3.
- A Teacher-only day on Tuesday 21 September, will be used to support the planning needed prior to school facilities opening on 22 September, depending on each school's readiness. The teacher-only day will be held remotely with only limited staff being on-site.
- 'School bubbles' will be formed to support physical distancing. Advice from the Director General of Health is that initially the number of children or young people coming together in a school bubble must be limited to 10. Staff are in addition to that bubble.
- Adults and children are not to move between the bubbles with the exception that staff will need a break and may also need to be covered for sick or other leave.

Before staff come on site

Before reopening all PCBU officers will self-assess the school's ability to operate safely at alert level 3. This will include thinking about how to manage risks and protect staff, students and whānau under alert level 3.

Documentation: COVID-19 Safety plan 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.

Public health measures that must be taken in schools

In addition to usual practices when managing health and safety, there are some specific [public health requirements](#) for Alert Level 3 that **must** be adhered to at Buckland School:

- Children at higher risk of severe illness from COVID-19 will be encouraged to stay home wherever possible.
- Staff who have a higher risk of severe illness from COVID-19 should stay at home. If they want to come to school the Principal and Board must agree to the request only if it can be assured that it is safe for them to do so.
- Wash and dry hands, cough into elbow, don't touch your face.
- Staff and students must stay home if they are sick, report flu-like symptoms.
- 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.
- School staff will observe students on arrival into the classroom and check for symptoms. Arrangement for parents and caregivers to come and pick up will be made for any presenting as unwell and these will be sent home. (Temperatures will not be taken.) The Principal has the 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.
- Hand sanitiser at entry to classrooms and in bathrooms will be used and the washing of hands (20 seconds) with soap will be encouraged frequently.
- There will be staggered entry times into classes to minimise gatherings of children and/or parents. Entry will be by the front office gate only.
- Drop offs by parents and caregivers must, unless there is a valid reason (e.g. depending on the age or needs of the student), take place before parents and caregivers get to the front office school gate and ideally a reasonable distance away, to limit large numbers of people congregating (and therefore won't require recording for contact tracing purposes)
- Breaks, starts and finishes will be staggered and children will stay in their bubbles – again, to minimise congregation of students in shared spaces.
- Students will sit in the same place each day to support contact tracing. A map of where students are sitting will be produced. Family members will be grouped together wherever possible.
- Everyone must maintain a 2 metre physical distance outside and 1 metre inside during breaks (and 1 metre on school transport – n/a at present)
- Physical education classes and break time activities will not include sports with <2m physical distance or where the same equipment is touched by different students (balls, ropes, sticks, etc).
- All surfaces will be cleaned and disinfected daily.

- Contact tracing registers will be set up and identify which children are in each teaching space, and record when and who they have contact with during the day. This includes recording who the adults are in contact with as well as recording any visitors to the site, including parents.
- Kelly Club After School care programme is cancelled
- Pukekohe Intermediate technology classes are suspended until Alert Level 2 is reached.
- Visitors, including parents and caregivers, should maintain a 2m distance from those who are not part of either their household or workplace/school bubble. Only one person will be permitted to enter the office area at a time. There will be a 2 metre space marker outside the office doors.
- Parent and caregiver education about the importance of monitoring for symptoms and staying home while ill will be provided.
- Parents and caregivers will be reminded that spread of the virus is through coughing and sneezing and hands touching faces (after they have touched a surface that is contaminated with droplets containing the virus)
- Continuing educating of staff, students, families and whānau - explain why physical distancing, washing hands regularly and good cough/sneeze etiquette is important
- Very good measures to support good cough/sneeze etiquette, regular hand washing, regular cleaning of surfaces and maintaining physical distancing throughout the day will be in place.
- In order to isolate a student or staff member should they start to show signs of illness, while medical advice is sought (or parents/caregivers asked to come and pick them up) there will be two sickbays functioning.
- Students will continue to be encouraged not to touch their hands to their face
- There will be an avoidance to using shared supplies. Students will have their own box of supplies.
- If shared supplies are necessary within a bubble, they will be cleaned frequently.
- Promote to staff, students, and their families to maintain distance from each other in the school grounds and buildings
- Classroom temperatures will be kept at 18 degrees. (18 – 20 degrees is a comfortable temperature, below that there is increased risk – from a cold household, workplace or school.) As our heat pumps recirculate the air they will only be used prior to occupation of the room.
- The fastest and easiest way to ventilate is by opening the windows, doors, and any vents. Where possible windows and doors will be open during class time and will be open during any/all breaks.
- Children will be encouraged to wear warm clothing. Time outside the room will be important.
- Reminders and checks about the importance of not sharing food or drinks will be given.
- Drinking fountains will not be used.
- Adventure Playgrounds are not to be used.

All staff have been consulted concerning their personal positions regarding work at school or work
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at home. The staffing requirement for the reopening of school under Level 3 will be communicated to all staff on Tuesday 21 September 2021.

<p>How it will work at Buckland School whilst the school is at Alert Level 3</p> <p>This will be further amended for Level 2</p>	<p>Buckland School Operations Plan Overview</p> <p>Once an estimated roll is established, bubble spaces will be identified.</p> <p>Bubbles of 10 people only will be arranged. Family members will be grouped together. Bubble groups must be at least two metres apart from each other.</p> <p>Kea room and Piwakawaka will be used for the bubbles.</p> <p>Students in bubbles will follow the online learning delivered by classroom teachers. The 2 adults with student bubbles will be in more of a supervisory role although will provide additional activities promoting fun and wellbeing. Each will alternate their time with the children in the bubble, supervising breaks, providing online learning for their class and having a break themselves.</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>Cleaning at School and PPE at School</p> <p>Washing/sanitise and drying hands.</p> <p>Cough into elbow</p> <p>Don't touch your face</p>	<p>The school will receive a thorough clean in the days preceding opening.</p> <p>All work spaces and work surfaces in the school that are used when the school is reopened, will be cleaned daily.</p> <p>Throughout the day extra cleaning of toilets, sickbay, door handles will take place by the teachers.</p> <p>Cleaning supplies will be in each room that is being used enabling frequent cleaning.</p> <p>The school will have face masks for staff &/or students if they wish to wear these.</p> <p>Mask wearing is a personal precaution for the spreading of fluid droplets and it will not be viewed negatively in the school.</p> <p>Tissues and hand gloves will be available in all workspaces/bubbles.</p> <p>School systems for rubbish collection will be reviewed.</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 sanitiser use. Tissues are available in classrooms plus tissue disposal bags.</p> <p>To be taught and constantly reinforced.</p>

	<p>It is critical that sick staff make the sick leave call from home early in the morning.</p> <p>If you have a cough, cold or fever you are not permitted to work on-site.</p> <p>If a staff member's own children, who attend Buckland School, are sick, they are <u>not</u> permitted to bring them to school with them.</p> <p>Procedure for staff arriving at school - the first staff member that opens the school is to unset all alarms and then disinfect the control pad, and open the doors required. Door handles are to be wiped down.</p> <p>All staff are to enter the office to complete contact tracing on the Vistab regardless of whether they are in the bubble or not, are working elsewhere onsite or are just there to pick something up.</p> <p>Keep 1m inside and 2m outside social distancing at all times even within your bubbles</p> <p>When you leave, wipe down any surface you have been touching/working on, complete sign out.on Vistab.</p>
<p>Other Visitors to the school</p>	<p>All visitors to the school will be managed through the front office.</p> <p>The visitor register/ Vistab will need to be filled in. Visitors will be reminded to use the Covid contract tracing app as well.</p> <p>Paper resource pickup by parents will be at the front gate at a prearranged time. Any pickups will be noted on contact 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>Working from Home</p>	<p>If you are working from home, it is your responsibility to look after your own Health and Safety including hazards, security, privacy.</p> <p>You are encouraged to get up and move around during the day</p> <p>Ensure your chair and workspace are ergonomically safe.</p> <p>Stand at a high bench with your laptop from time to time.</p> <p>Get out in the fresh air and have some local exercise regularly.</p> <p>Appropriate work levels are to be applied.</p> <p>Whilst family/home commitments come first for the individual, the school recognises the needs of the class and students also. Where necessary the school will provide support &/or a reliever if required or requested.</p>
<p>Entry and Exit from School</p>	<p>2m Physical distancing paramount at all times</p> <p>Students: Entry and exit from the front office gate arriving as close to 9 a.m. as possible, exiting 3 p.m. Parents to drop students off and pick up and not enter school. Staff members will be in attendance to wave students in and have them depart separately. Staggered times will be organised with parents for drop-off & pickup once student numbers are established.</p> <p>Where possible a number of entry points will be organised.</p> <p>Staff: From car parks</p>

	<p>Staff are expected to be gone from the school grounds by 3.30p.m.</p> <p>No meetings will take place on the school site over the period of Level 3.</p>
<p>Bubbles in School</p>	<p>Bubble rolls will be updated each day and will be managed initially on paper. Non-attendance will be notified via email to SLT member for the day.</p> <p>Breaks, starts and finishes will be staggered and children will stay in their bubbles – again, to minimise congregation of students in shared spaces. (if more than one bubble is required later)</p> <p>Furniture set up in the bubble 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 inside the bubble.</p> <p>Where possible desks will face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g. from talking, coughing, sneezing)</p> <p>Students will sit in the same place each day to support contact tracing. A map of where students are sitting will be produced.</p> <p>Each student will have their resources in an individual box.</p> <p>Cloak bays will not be used.</p> <p>Everyone must maintain a 2 metre physical distance outside and 1 metre inside during breaks (and 1 metre on school transport – n/a at present)</p> <p>Physical education classes and break time activities will not include sports with <2m physical distance or where the same equipment is touched by different students (balls, ropes, sticks, etc).</p> <p>Music classes/singing will be outside with participants two metre distance from each other.</p> <p>Visual aids (e.g. masking tape, stickers) will be used to illustrate traffic flow and appropriate spacing to support physical distancing.</p> <p>Normal school emergency evacuation processes apply. Keeping 2m physical distancing at the evacuation point.</p> <p>Teachers will manage break times according to children’s needs.</p> <p>TVNZ on line programmes will be used when applicable.</p> <p>Regular fitness and exercise breaks will be programmed.</p> <p>The attached bathroom in Kea and the Junior toilets (Titipounamu) will be used. (Cubicles will be allocated) Only 1 student will be permitted in the bathroom area at a time. Increased cleaning of bathrooms and high touch areas will be done at midday by one of the teachers in the bubble.</p>
<p>Staffroom</p>	<p>Two areas will be set up for staff: staffroom for teachers in the bubble, hall kitchen for any others who are required to work in the school.</p> <p>Staff will follow required cleaning practices when they are in the staffroom spaces (as above)</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>
Duty	All teachers on duty are to practice social distancing. The only exception is if a child is badly hurt
Breakfast Club	Suspended.
Sports/Cultural Groups	Suspended until further notice.
Professional Development	Only on-line delivery with principal permission

Communication to the parents who have indicated their child will be attending school under Alert Level 3

Parent instructions – bringing students to school during Alert Level 3 at Buckland School

Welcome Back!

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:

Beginning of School day – Students need to be at school as close to 9 a.m. as is possible. Students must enter through the front office gate only. Staggered times will be arranged with you through email. Parents must farewell their children at this gate and not enter the school. They must maintain a 2 m physical social distance from anyone outside of their family bubble at all times. A staff member (in their bubble) will be waiting to receive them. The school will not be responsible for any students on-site earlier than 8.50 a.m.

Wednesday 22 September – Students will make their way to Kea (the Year 7 & 8 class) or Piwakawaka room and will be informed of their distance seating arrangement. 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.) Throughout Level 3 students will remain in this classroom and will not be permitted to go into any other classroom. The school bubble of 10 with 2 or more staff who will alternate between the bubble and their own class on-line learning.

End of School Day – Students will be released from their bubble in a staggered manner and will exit via the office school gate. Pickup time will be between 3 – 3.15 p.m. Parents cannot come into the school grounds to pick up students.

Food & Drink – Students attending school must 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.

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.

Full School Uniform – Students need to be warmly dressed and are expected to wear their full school uniform. Ventilation with this variant will be important so windows and doors will be regularly opened.

Stationery/Resources – Teachers will be making up individual boxes with all resources that students need. There will be no sharing of resources. Resource packs will include a device at

the level students are capable of using. If your child has a school device or their own chrome book please send this each day.

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.

Playground or sports equipment – No personal equipment of any type must be brought to school. Equipment for individual students will be part of their school pack that teachers will organise. Adventure Playgrounds are not to be used.

Breaktimes – Students will have at least 3 controlled break times throughout the day for leisure. These break times will see students remain within their bubble and will be staggered. At teachers' discretion further breaktimes will be provided.

School Bags – Students will have their school bags spaced apart on the hooks outside either Kea or Titipounamu rooms for easy access.

Student Well-Being – Students may find coming back to school difficult with most of their friends not present and different routines. Please inform me (principal), immediately of any concern/worries you or your children are having. We will try to support you to make this time settled and fun for your children while at the same time helping with the learning opportunities their teachers have provided.

If you require any clarification or have questions regarding the above instructions, please do not hesitate to contact me: principal@buckland.school.nz or on school phone: 2389419 or on my cellphone: 0212509284

Kind Regards

Mavis Glasgow

Principal