

BBS Level 2 Processes

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.

Distance learning is available for those unable to attend school, for example who are self-isolating.

People 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. 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.

MOE and MOH Guidelines	BBS Processes
Safe Hygiene	
<p>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.</p> <p>Safe hygiene is the most important role for the school to instil in children... it will take time out of your day and that is OK. Cleaning of hands means we can share equipment (e.g. devices, maths gear, and playground equipment) safely.</p>	<ul style="list-style-type: none"> • Teachers continue hygiene training • Student hygiene practice: Wash and dry hands, cough into elbow, do not touch your face. Stay home if you're sick, report flu-like symptoms • Maintain levels of cleaning and hygiene materials • Disinfect and clean all surfaces daily. • Hand sanitiser at entry to classrooms and in shared spaces. Soap, water and the ability to dry hands must be provided in bathrooms. • 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 – see Guide to Legal Powers. • Face coverings are not required in schools and early learning services at any alert level. Any children, young people or teachers who wish to wear face coverings at schools or early learning services may do so if they want to. They are entitled to make this decision and should not be criticised for doing so. • Classroom supplies for staff and students health and safety are: <ul style="list-style-type: none"> ○ Boxes of Facial tissues, for disposal of in the rubbish bin. ○ Hand Sanitiser pump pack in close proximity to the entrance door for use ○ Liquid soap adjacent to the sink area for hand washing. ○ Paper towels in a dispenser for drying hands. ○ Each classroom has a disinfectant spray bottle for immediate response to any health and safety incidents. <p>To reduce the possibility of transmission, doors should be left open (hooked back or wedged open). Wipes and sanitisers are in common areas e.g. near photocopiers.</p> <p>Soap and water continues to be the most effective for washing hands (for 20 seconds).</p> <p>School heating is on.</p>

Safe Hygiene (continued)	
Illness	<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). Please note, this does not mean that temperatures are to be taken.</p> <p>Parents are asked to keep any sick children at home. If a sick child comes to school, send them home.</p> <p>The teacher will contact the Office if it is a “flu-like” issue to warn the Office – we do not want children coughing and sneezing to arrive at the Office unannounced.</p> <p>Child will go into Sick Bay and any students in there will move into corridor. Plastic chairs for children.</p> <p>The child will be seen by Office who will contact the parents directly if they felt a child should go home.</p> <p>Please be respectful of the child</p> <p>First Aid: Injuries are to be dealt with in a usual manner being aware of Covid-19 issues e.g. gloves etc. Please limit the number of sick bay referrals where possible just in case we have a “Potential” case.</p>

Physical Distancing	
<p>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.</p> <p>Close Contact means</p> <ul style="list-style-type: none"> • face-to-face contact in any setting within two metres of a case for 15 minutes or more • having been in a closed environment (eg, a classroom, hospital waiting room) within 2 metres of a case for 15 minutes or more <p>Mass gatherings –educational facilities are not considered mass gatherings. 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. 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.</p> <p>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).</p> <p>Consider how to manage any possible queues at your school office (for visitors) – you will be familiar with the systems dairies and supermarkets have used (one in and one out, or marking 2 metre spacing on the ground).</p>	<p>Children do not need to sit in the same place every day at Alert Level 2.</p> <p>Staffroom – there are 29 chairs (we can have up to 46 staff present for M/tea) available in the staffroom spaced out appropriately. Staff are asked to restrict the invitation of guests into the staff room at high usage times e.g. morning tea.</p> <p>Children, young people and staff should be far enough away from each other so that they are not breathing on or touching each other.</p> <p>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.</p> <p>The Playgrounds will be opened. It is recommended to wash hands before and after use.</p> <p>Hall is not hired in Level 2 – possibly until end of Term 3 (Until BOT agrees).</p> <p>Election is still booked.</p> <p>Team Assemblies will only be in Hall or Studio. Students will be spaced out and Full School Assembly every third week in Year groups – Principal will attend and present certificates</p> <p>Markings in front of Office to be used</p> <p>Office area set up for Level 2</p>

<p>Contact tracing</p>	
<p>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.</p> <p>Parents and caregivers who come on site need to be noted in the visitor register.</p>	<p>Set up a process to record names, date, time in and out, where they visited and phone and physical address information for all people who come into the school.</p> <p>Classrooms can be used by different student groups/classes and different groups of students in each class</p> <p>Staff such as RTLB, itinerant music teachers and relievers will be able to work across different schools.</p> <p>Timetables must identify which children are in each teaching space, and record when and who they have close contact with during the day if that changes. Regular groups and visitors such as Reading Recovery, ESOL, Teacher aides, MEC, Thinking Caps and External Tutors timetables will support this process and do not need to be a concern of classroom teachers. External people who attend irregularly, such as RTLB, need to be registered in Office with note on where / who they visited.</p> <p>No Buddy class contact is to happen at this stage.</p> <p>Wet weather monitors can operate yet need to be same student going to same room same day.</p> <p><i>Drop Off and Pick Up Organisation (see below)</i></p>
<p>Parent Teacher Conferences</p>	<p>We will ask that Parents do not request Parent teacher meetings in the first week.</p>

School Operation	
<p>Distance Learning</p> <p>Distance Learning will continue until Friday August 28</p>	<p>School will be open for all students from Monday August 30. They are all expected to attend, and there will be no further distance learning provided. There will be a full school timetable running for all students.</p> <p>Distance Learning is available for those unable to attend school, for example self-isolating for Covid-19, deemed high-risk vulnerable Health students. Senior Leadership Team will work with the teachers concerned.</p> <p>The expectation is that with the exception of some students who are sick, all students will be attending at Alert Level 2.</p>
School Equipment	<p>Shared supplies and equipment can be used if students and staff are undertaking regular hand washing and staying away if sick.</p> <p>MOE info: “Libraries can be operated as the virus does not survive for long on paper and cardboard (less than 24 hours), so books and other paper and cardboard can be put aside overnight and used the next day by other students. Books with plastic sleeves should be wiped down with a disinfectant wipe before re-issuing the next day”</p> <p>BBS: books can’t be shared between classrooms. Teachers can get class sets – a range of books for children to choose from in the classroom and then kept by children in cubby’s and desks. Cleaned or quarantined by class for 24 hours before returning to library. Library will be closed under Level 2 at lunchtime</p> <p>Readers are available as soon as we return. Collect in readers and stockpile returns so they sit unused. Most juniors have readers Mon-Thur so if you stockpile and return them at the start of the next week this will mean that have sat long enough to be safe.</p>
Playgrounds	<p>Playgrounds can be used at Alert Level 2 in schools (to align with reopening of public spaces) – wash hands before and after use</p> <p>Playgrounds will be closed at 2.45 pm – 3.15pm</p>
Staff	<p>Teachers/staff are not restricted to one group and can move freely between groups of students.</p> <p>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 the visitor register</p>

School Operation (continued)	
Student Support	Website and Books for well-being ideas: focus on relationships and reducing anxiety
<p>Can go ahead however, you should maintain sufficient distance between students so they are not touching or breathing directly on each other. There are no restrictions on the number of students attending assemblies.</p> <p>If a school brings others onsite e.g. hire out school hall, use of buildings by community groups, or events like school productions and school balls then the mass gathering rules will apply</p>	<p>Assemblies No Full School Assembly Week 7 Assembly – SLT will present School certificates at a Team Assembly.</p> <p>Team Assemblies only in Hall or Studio. Please note the need for “breathing space and no touching”.</p> <p>Singing or Musical “Blowing instruments” require a wider spacing of students.</p> <p>No outside groups (excluding SKIDS) will use the Hall until determined by BOT Chess and Chinese school postponed</p>
<p>Physical Education classes and break time activities can include access to sports equipment including playgrounds but hygiene practice should be observed before and after playing with equipment. There will also need to be regular cleaning of shared equipment such as balls, sticks etc.</p>	<p>Sports/PE gear in school Bulk class sets/gear from PE Shed – we will refrain from using bulk class sets of PE equipment for at least the first couple of weeks back to school. The odd bit of gear is fine e.g. TBall gear as long as it is sprayed clean before it is returned to the PE shed.</p> <p>Students can use the PE equipment that has been issued to individual classes for use during break times and in class times. Regular cleaning will need to be managed. Students bringing sports equipment need to clean them as well. Classes clean own equipment.</p> <p>No gym until further notice</p>

School Operation (continued)	
<p>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.</p>	<p>Only 10 people in gathering until Sept 6 therefore community sports are off for the time being.</p> <p>No sports training until we get further details before Sept 6</p>
<p>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 wind instruments). Performances where visitors are attending, including parents and caregivers, will need to align with public health requirements for gatherings.</p>	<p>Kapa Haka / Choir – register of students attending must be kept by Teacher taking activity. For singing, consider keeping a 1 metre distance as a precaution and where practicable (and similarly when using wind instruments). No sharing of wind instruments.</p> <p>No performances to visitors until advised</p>
<p>MORNING DROP OFF</p>	<p>Students are not to arrive at school before 8.30am</p> <p>We would ask that ONLY the parents of the NEW ENTRANTS in ROOM 1 and 2 come onto the school grounds. The only gate for these parents will be by the Office (Masterton Road) entrance. We ask parents to <u>drop children off outside the gate</u>. At this entrance, the parent (please only one per family) will be required to register before coming on site. ALL other entrances will be for students only.</p>
<p>AFTERNOON PICK UP</p>	<p>Students will be released at staggered times from August 31 to avoid congestion.</p> <ul style="list-style-type: none"> • Year 1 and 2 parents may come onsite from 2.45pm yet you must register with your classroom teacher. Children will be available for collection at 2.55pm from the classroom. (Teachers only register who it is e.g. Mum) • Year 3 to 6 will be released at 3.00pm and collected from outside the gates. <p>Parents and children are asked to leave the school site as soon as your child has been collected so we can register all people are off - site as part of our process.</p> <p>For parents and caregivers who cannot use the App, you may wish to continue to record their details in a simple register when they do pick ups and drop offs.</p>

Staff	
<p>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.</p> <p>Staff at higher-risk of severe illness from COVID-19 can return to work on-site if it is safe to do so. You will need to agree a plan together, to manage this safely</p> <p>Staff who are not well will stay home (or be asked to go home) – they should contact Healthline or their GP and get tested if advised to do so</p>	<p>All staff must follow public health requirements including regular hand washing and good cough and sneeze etiquette</p> <p>Staff can share common space with another staff member (eg, staff room or office) but it is recommended that where practicable a 1 metre distance is used, but this is not a requirement.</p> <p>Place hand sanitiser in close proximity to equipment shared by staff (e.g., printer/copier) and at the entrance to the staffroom or shared staff spaces</p>

Other	
Food in School	<p>Lunchroom will open Monday yet there will be no Counter sales, only Lunch Orders.</p> <p>Water fountains closed – Drink Bottles only</p>
OSCAR programmes are open	SKiDs operating
School redevelopment and construction projects may be able to resume if the requirements of Alert Level 3 can be met	Heat Pumps being installed Rooms 1 - 12
PPE not required or recommended as necessary in any educational facility by the Public Health Service	A supply of masks and gloves will be in Sick Bay for Office staff
LUNCH TIME for the first two weeks.	<p>12.25 – 12.40 Hand Washing / Eating</p> <p>1.20 Hand washing</p> <p>1.30 Afternoon Session</p> <p>* do it at Teacher discretion</p>