



Health and Safety Plan for COVID-19 Alert Level 2

For Parents/Caregivers/Whanau and Students

Returning to COVID-19 Alert Level 2, staff and students are expected to be on the Sacred Heart College site for teaching and learning.

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

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 or attend school, if they agree with the school that they can do so safely. The safety and wellbeing of all members of the SHC community continues to be a priority. **Please contact Mrs Airey if you need guidance on this: mairey@sacredheartnapier.school.nz**

A Complete Work Risk Assessment has been completed identifying, analysing, and controlling potential risks. Including: cleaning protocols, arising mental health conditions, outlining potential illness indicators, reporting pathways, monitoring, emergency response and contractor considerations.

Staying home & Self-isolation

Self-isolating and staying home are keys part of the fight against Covid-19. We must all do our part to protect NZ by following advice from the Ministry of Health.

- Staying home is recommended if you feel unwell. If you have flu-like symptoms, call Healthline or your GP for advice on what to do
- Self-isolation is required if you
 - are told to do so by health authorities because you have come into contact with someone who has COVID-19
 - are told to by your health provider for other reasons
 - have tested positive for COVID-19. Stay in self-isolation until you have been cleared by a health professional

Attendance of students:

At Alert Level 2 all students of Sacred Heart College are expected to be on site learning. Exceptions are students who are sick or have any COVID-19 symptoms, are in isolation, or are waiting for the result of a COVID-19 test. There will be some individual situations which will need to be assessed to understand how

SHC can help the student stay at school, or understand the specific medical circumstances preventing attendance at school.

Distance learning:

Distance learning will be available for those who need to remain at home.

At SHC we see distance learning distinct from online learning. The teacher will not be expected to teach a class at school and be available online at the same time. Nor would we expect the teacher to provide a full one on one session after each lesson with the student distance learning. The student who is unable to be on site will be provided with work and links to any resources. Teachers will endeavour to keep communication open to assist the student in a timely manner.

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 (students and staff of SHC) indoors or outside other than what other public health or health and safety measures require.

The exception is where people from outside the school, including parents and whanau, may be attending, or if a school facility is being hired out – in these cases, the mass gathering rules will apply.

Visitors to site:

The office is open to the public. The number people in the office at any one time will be monitored. People may be asked to wait outside 207 until there is room for them inside.

All visitors to the SHC site are required to sign in at the office. If they are to be on site for an extended period of time, they are to fill in the Health Surveillance questionnaire.

If visitors are only in the office for a few minutes their names will be recorded on the visitors register by office staff. This may be for example when a parent brings in a student's forgotten lunch.

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).

Visitor registers and Health Surveillance Questionnaires will be kept for two months.

Health Surveillance

Please ensure that all your details including emergency contacts are up to date. Email any change of details to office please: admin@sacredheartnapier.school.nz

If a staff/student/contractor believes they have had exposure to COVID-19 we must be alerted immediately, and a process set by the Ministry of Health will be enacted.

Public Health Control Measures:

Public Health officials have advised that schools are safe to be open at Alert Level 2 if appropriate public health control measures are put in place. **Specific public health control measures to be taken at Sacred Heart College include:**

- Parents are asked to keep any sick children at home. If a sick child comes to school, we will ask that they be picked up immediately by parents/caregivers and taken home.
- Students will be reminded and directed to regularly wash and dry hands, cough and sneeze into their elbow, and try to avoid touching their face. Posters and teacher direction will be constant reminders.
- Where possible, students and staff should be far enough away from each other, so that they are not breathing on, or touching each other. There does not need to be a specific measurement but where practicable 1 metre will be used as a guide.
- Entry and exit of students from areas such as classrooms will be monitored to avoid overcrowding.
- Hand sanitiser will be provided at entry to classrooms and in shared spaces.
- Soap, water, and the ability to dry hands will be provided in all toilet areas.
- Resources can be shared in controlled environments. There will be regular sanitising of resources between uses as appropriate. Students will be directed to hand wash after using shared resources. However, where possible we will minimise the sharing of resources.
- Each Department will have safe procedures within their classrooms and lessons to ensure the minimising of potential virus transmission. These will be clearly explained to all students and posters will be up to reinforce procedures.
- The school library is able to operate as normal.
- The canteen will operate with controls put in place to spread out the students waiting to be served. The usual one (or two if a helper is working) at the counter at a time will be enforced. Posters will be put up to ask students not to lean over the counter. Cash and EFT-POS will be acceptable forms of payment. We will ensure our school and any suppliers meet all health and safety requirements before we recommence the supply of food to students.
- Physical education classes and break time activities can include access to sports equipment, but hygiene practice should be observed after playing with equipment. This includes hand washing and the washing of the sports equipment.
- Classrooms will be kept at a temperature above 18 degrees. Good ventilation and airflow will be encouraged by opening of doors and windows as appropriate.
- As has been the case in the past, a risk assessment approach for key activities such as school camps and travel for sporting and cultural reasons will be carried out.
- Cultural activities - practices and rehearsals will be able to go ahead with the physical distancing recommendation of 1 metre distance where practicable, for singing and using wind instruments. Performances where visitors are attending, including parents and caregivers, will need to align with public health requirements for gatherings. This is currently limited to 100 people.
- 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 the rules for gatherings will apply. This is currently limited to 100 people.
- Cleaning staff will be instructed on the appropriate cleaning chemicals and wearing of the correct PPE. Extra care will be taken when disinfecting desks, door handles, handrails, phones, vehicles, kitchen, first aid areas and other items which often have human contact. Water fountains will be cleaned every day.
- Contact tracing registers will be in place.
- PPE is not required or recommended as necessary in any educational facility by the Public Health Service.
- Upon advice from the local medical officer of health, if SHC is connected to a confirmed or probable case of COVID-19 we will close for 72 hours to allow contact tracing, and then potentially for a further 14 days.

- Face masks can be worn on site.

Buses:

As all schools will be open under Alert Level 2 all Ministry of Education contracted transport services will run to their normal schedule. Nimens have been advised by the Ministry of Education, that maintaining distancing is not practicable on school buses.

Ministry contracted school transport services and the SHC contracted service

Under Alert Level 2, school transport services will run to **normal schedules**. The ongoing safety of drivers and students and the ability to contact trace is a priority when we return to Alert Level 2, and will be managed in the following ways:

- Schools must ensure their transport providers have reliable, up-to-date bus lists at all times to ensure everyone knows who is being transported each day, to enable contact tracing.
- Hand sanitisers will be available for each student to use as they board the vehicle.
- Vehicles and surfaces will be sanitised after each journey by the transport company.
- Seats in close proximity to the driver will be left empty, where practicable, at the discretion of the driver.

Nimens have asked that Sacred Heart College share the following:

- 1. that buses are running to normal schedules and with no distancing regulations.
Can you please also assure the Sacred Heart Community that the sanitiser/bus cleaning, their own good hygiene practices, and the school's passenger lists, are the best protection that this service can offer. If the Ministry were to keep with distancing rules, there would need to be 4 times as many buses in the country to be able to carry all students at 2m distance. This is not possible. If parents are uncomfortable with their children travelling on school buses, they are welcome to take their child to school as long as they feel the need.*
- 2. Nimens will not accept any large items on buses during this time. For example, scooters that take up the space of a person, and may restrict space further.*
- 3. Cash fare services will still be offered. However, it is recommended that tickets are purchased from the school office to avoid the use of cash wherever possible.*

Thanks for your understanding and patience as we enter back into COVID-19 Alert Level 2.

If you have any concerns, please email us at admin@sacredheartnapier.school.nz