

Glamorgan School Covid-19 Level 2 Health and Safety Plan

April 2020

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 our school is infected
- Understand that Alert level 2 is not business as usual

Things to consider	Describe what we will do	Who is responsible?
What will be done to manage risks to restart school in Level 2?	<p><i>Consider: Changed workforce, changed rosters, hygiene requirements (surfaces, separation, toilet), maintenance, ventilation systems.</i></p> <ul style="list-style-type: none">• All staff will return to school with the exception of those in the high risk category who are unable to for specific health issues under consultation with GP• Staff and students who are at risk or have a family member at risk may return to school• All students can return to school with the exception of those in the high risk category who choose not to for specific health issues under consultation with GP• Distance learning could continue for any high risk students.• Cleaning will be completed daily- high level, disinfection of all reachable surfaces• Coughing and sneezing etiquette; physical distancing where possible so that people are not breathing or touching one another; hand washing and hand sanitisation frequently• Any staff and students that are unwell and are at school will be followed up by the normal school process; let a senior member of staff or the office know and go home.• All visitors at school are to sign in and out at the main office or at check in stations so that a register can be held for contact tracing; this includes parents who come onsite.• Visitors whose details we do not hold in our SMS need to record name, date, time, where they visited, phone and physical address. This information will be kept for 2 months.• No visitors inside classrooms unless there are exceptional circumstances, including parents.• Attendance registers and timetables for TAs/library etc will be used as contact tracing information.	All personnel

	<ul style="list-style-type: none"> • Posters promoting hand washing and self-protection will be put up around the school. • Parents not intending to send their children in Alert level 2 must notify the school. 	
How will we ensure students and staff know how to keep themselves safe from exposure to Covid-19 at school?	<ul style="list-style-type: none"> • Send out advice from Covid-19 website for staff (done) • All staff become familiar with this health and safety plan. • https://covid19.govt.nz/assets/resources/posters/COVID19_poster_protect_english_A3.pdf • Staff ensure students are informed of hygiene procedures • Display posters around the school • Parents have been requested via email to go over Level 2 guidelines with their children prior to them starting back at school 	Angie
How will you gather information on the wellness of your staff and students to ensure that they are safe to return to school?	<ul style="list-style-type: none"> • All staff to complete a Covid-19 Questionnaire collected by the principal prior to returning to school • Any staff who feel they are unwell and unable to return to school need to contact the Principal • At risk personnel to consult GP for a medical note if unable to return to school • Parents informed to keep unwell children at home • Staff informed to remain home if unwell at all • Any staff or students who become unwell during the day will need to go home. This decision will be made by their teacher or the office staff. 	Janet Teachers
How will you operate within school in a way that keeps workers and others safe from exposure to COVID-19?	<ul style="list-style-type: none"> • Physical distancing is a good precaution where possible of 1m with adults/colleagues and 2m with visitors to school. • In a school environment physical distancing means everyone not breathing on or touching each other, along with good hygiene practices are essential (hand hygiene and coughing/sneezing into elbows) and regular cleaning of commonly touched surfaces. This bullet point is the main message for keeping safe in Level 2 at school. • Children can enter the classroom after 8.30; sanitise on entry. Teachers must be in class 8.30-9am. Parents and children say goodbye at drop off point or outside classrooms so teachers can focus on ensuring children sanitise on entry. 	All onsite staff Parents

- Prior to 3pm bags are packed, hands are sanitised and children are released one by one from the classroom.
- During break times each class will eat inside the classroom. Eating may commence prior to bell times to allow for hand sanitising and a staggered release of children to their school bags. Teachers remain with their class for lunch eating unless on 2nd half lunchtime duty. In this case a buddy teacher will supervise the duty teachers class. Morning tea can be eaten in class before children are released at 10.40 when they may go straight out to play.
- Stagger release to pack school bags and get lunchboxes to avoid congestion in the corridors. Teachers will only release small groups of children at one time.
- Sanitise hands on entry and exit to the class, prior to eating and after using shared equipment and playgrounds which will be open.
- Shared supplies and equipment can be used but students and staff must undertake regular handwashing.
- Anyone who is sick must stay home.
- Where possible, hook doorways open to prevent multiple handling of the handles. If not, wipe down frequently with disinfectant wipes or spray and wipe. This could be done by students and teachers.
- Keep room temperature between 18-20 degrees where possible, no less.
- All high touch surfaces are cleaned daily by a mix of teacher, children and cleaners. This must be included as part of the daily class routine. Cleaning products will be provided for every class.
- 1 metre physical distancing between people when singing eg, daily karakia or waiata will need 1m distance.
- No whole school gatherings; team gatherings are permitted remembering the physical distancing in schools. Timetables will be used as contact tracing if classes mix.
- Display posters on hand-washing and safety guidelines around the school.
- Mass gathering rules apply if hiring school facilities. There will be no before or after school hall hireage or sports team practices in the early stages of level 2.
- Sports shed will be closed until further notice. Sports equipment is not to be shared.
- Staff and students may choose to wear a face mask for extra protection.
- Hand sanitiser will be placed all around the school; in every classroom and general communal spaces.

	<ul style="list-style-type: none"> • Staff meetings are permitted. • Staff room etiquette does not require physical distancing unless individuals choose to do so, then 1m is recommended. • Wet weather monitors will be used on rainy days. • Buddy classes will not go ahead in term 2. • The following will apply for the library: <ul style="list-style-type: none"> ○ If we open the library at lunchtime numbers will be restricted and it will be closed on the days Christine is not there (unless someone else monitors numbers). ○ Seating spread out - cushions placed on the floor (use dots for placement) some chairs may need to be removed ○ Games put away for now (keep kids from getting too close to each other) ○ Children hand sanitise as they come in and leave ○ Teachers to monitor distancing if they visit with the class ○ Search computers to be stored for now ○ Issuing computer/barcode scanner to be wiped down regularly. ○ Signs to be displayed regarding hygiene, distancing etc. 	
<p>How will you manage an exposure or suspected exposure to COVID-19?</p>	<ul style="list-style-type: none"> • Follow Ministry of Health Guidelines • School will be closed by the Medical Officer of Health, all personnel and students will go home until testing has been carried out, at least 72 hours. • Thoroughly clean all surfaces within workspaces • Collect contact tracing information for Ministry of Health to contact potentially affected people 	<p>All onsite staff</p>
<p>How will you evaluate whether your work processes or risk controls are effective?</p>	<ul style="list-style-type: none"> • Request feedback from staff • Monitor playground and classroom interactions • Ensure cleaners are maintaining high standards and class cleaning is taking place. This is now a shared responsibility. • Continue to monitor the situation in accordance with MOH guidelines. Monitor attendance and physical health of those on site and review our plan daily. Any changes/alterations as a result of this review will be communicated to the relevant parties. 	<p>SMT/ staff Ken</p>

