



STANHOPE

Friends, Learners, Guardians

**Stanhope Road School
Alert Level 2
Recovery Procedure Planning**

WHAT STANHOPE ROAD SCHOOL WILL LOOK LIKE AT ALERT LEVEL 2

Please note that these procedures have been developed with the safety of staff and students in mind. Under Alert Level 2 we will continue to follow the guidelines set out in the Stanhope Road School Pandemic Plan but will continue to **manage the areas identified below.**

We have chosen to control the controllable rather than return all aspects of school back to normal. For this reason we have chosen to continue to limit all non-essential curriculum activity both in and outside of school. While I know many of you will be anxious at this time, we will ensure that school is the safest possible place for your children to be outside of your family bubbles.

At all times we will be following the most up to date advice from the Ministry of Education and Ministry of Health.

OVERRIDING PRINCIPLES OF LEVEL 2

- To minimise the risk that someone gets infected.
- To ensure that we can identify and contact anyone who has been in contact with a person, if someone in a school is infected.
- Understand that Level 2 is not business as usual.

KEY CONTROLS

- Ensure people with COVID-19 symptoms or who 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 or touching each other).
- Enable good hygiene practices.
- Keep track of people that enter our school.

CLASSROOMS

- ❑ Under Alert Level 2, hand sanitiser will be provided in every classroom. Hand sanitiser stations will be set up at the designated entry and exit points of each classroom and students and staff will use this as they enter or exit a room.
- ❑ Additional disinfectant/cloth will be available in classrooms for children and teachers to sanitise spaces throughout the school day as required.
- ❑ Shoes and socks to be worn at all times.
- ❑ Many students have their own stationary, supplies and devices and will be encouraged not to share this.
- ❑ If someone is unwell or needs a band aid please phone the office. Do not send pupils to the office. We will liaise over the phone the action required.
- ❑ Do NOT send any students to the office building including to the staffroom, photocopier , pigeon holes and Library. Phone the office first if you need assistance.
- ❑ Lockboxes to be dropped and collected from outside the school office. Lockbox items to be placed in a named plastic bag.

CONTACT TRACING

- ❑ Contact tracing registers will be set-up to identify which children and adults are onsite 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 and relievers.
- ❑ Any parents who opt to take their child into the school grounds **must** fill in the tracking register(Government QR Tracer Code, School App or sign in sheet at the gate every morning and / or afternoon.

PICK UP & DROP OFF

- ❑ Under Alert Level 2, minimal numbers of parents and caregivers will be allowed on site for pick up and drop off.
- ❑ We will ask parents to develop a drop off and pick up only approach to restrict the number of adults onsite.
- ❑ Any parent who takes their child to the classroom block will need to have to have signed in at the gate.
- ❑ Where possible there should be one person designated for pick up and drop off.
- ❑ Students will not be allowed to enter the school grounds before 8:30am.
- ❑ The school gates will be locked from 9.00am-2.55pm daily.
- ❑ If parents need to come on site (e.g. parents of young children) they must register at the school gateway on arrival and be added to the contact register. No parents are allowed to spend time in the classrooms and physical distancing must be enforced. Parents who do come onsite must spend no longer than 15 minutes on the school site.

PICK UP & DROP OFF

- ❑ **Pickups for Room 7 - 10:** Pick up for the first 2 weeks will be from the Harris Road Gate at 2.50pm. Siblings can go straight to the gate to collect their younger brother or sister. If no one arrives then the child and teacher will wait under the Oak tree area and phone parents.
- ❑ **Pickups for Room 2, 5 and 6:** Pick up for the first 2 weeks will be from the Highway carpark entrance at 2.50pm. This is to avoid congestion and keep our little people safe! Teachers will ensure children are collected by their parents. If no one arrives then the child and teacher will wait under the Oak tree area and phone parents.
- ❑ All students will join our Road Patrol lines to our 3 exit points.
 - ❑ Stanhope Road Gate
 - ❑ Harris Road Gate
 - ❑ Main Highway Gate

IN THE PLAYGROUND

- ❑ 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 be regular cleaning of shared equipment such as balls, hoops, etc.
- ❑ Drinking fountains will remain turned on. However we encourage students to bring a named drink bottle to school.
- ❑ In the playground if someone requires medical attention do not pick them up or bring them to the office. Send the yellow medical card from the duty bag to the office with a pupil. The office staff will deal with the situation.

MANAGING ATTENDANCE

- ❑ Students and staff will not attend if they are unwell. Students and staff who become unwell during the school day will be sent home - Please do NOT send your children to school if they are sick.
- ❑ Any students showing flu-like symptoms will be instantly sent home.
- ❑ In schools our contact tracing is a combination of timetable, attendance register and visitor register. These provide good information to health authorities if they need to contact people that might be considered a close contact of a confirmed case and determine whether they will need to self-isolate.
- ❑ This includes recording who the adults onsite are in close contact with as well as recording **any visitors to the site, including parents and caregivers.**

CLEANING AND HYGIENE

- Cleaners will complete daily cleans in line with the Ministry of Health guidelines.
- In Alert Level, 2 we will continue to model good hygiene practices (coughing into your elbow, handwashing and drying) and regular cleaning of commonly touched surfaces.
- Hand sanitizers at entry to classrooms and shared spaces. Everyone must sanitise when entering a classroom.
- Minimise 'high touch points' around the school, eg where possible doors will be held open using a doorstop to avoid the use of door handles.
- Air temperature - boiler has been serviced and is ready to be turned on as required (ideal temperature is 18 – 20 degrees).
- Students and staff must not come to school if sick.
- Masks and gloves may be worn by staff or students - optional.
- Stationery - allocate separate key items of stationery for each child, eg pencil.
- Shared supplies and equipment are able to be used if students and staff are undertaking regular hand-washing and staying away if sick.

ILLNESS

- ❑ If people are sick, they should stay home (phone Healthline or their GP and get tested if they have flu-like symptoms).
- ❑ Schools connected to a confirmed or probable case of COVID-19 must close on an individual or group basis for 72 hours to allow contact tracing and cleaning. They could be closed for a further 14 days (but open for Distance Learning) – you will work with public health units to manage this and the direction to close will come from the Medical Officer of Health.
- ❑ 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
- ❑ Children 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. 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.
- ❑ Children at higher risk of severe illness from COVID-19 are encouraged to stay home wherever possible.
- ❑ Staff at higher-risk of severe illness from COVID-19 are able to work onsite 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.

EVENTS & ACTIVITIES

- ❑ Schools are not considered to be 'gatherings' under Alert Level 2. This is because they are managed environments. However, if parents or visitors are invited then we must follow the mass gathering rules.
- ❑ In light of this, until we return to Level 1, there will be no junior, senior or whole school assemblies. Team assemblies can be held but must take place in the hall/outside where students can be spaced apart from each other so they are not touching or breathing on each other. No parents are allowed to attend.
- ❑ School trips, these can take place at Level 2 if done safely. Trips to be signed off by Principal and Associate Principal.
- ❑ Kelly Club will be open at the normal hours 7.00am-8.30am and 3.00pm-6.00pm.