

# Wā Ora Montessori School

## Level 2 – COVID-19 Health and Safety Plan

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Date completed: 13 /05 / 2020

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The Alert Level that is authorised by the government can be accessed [here](#).

### Central Messages for Alert Level 2

The COVID-19 controls for work and workplaces are:

- ensure people with COVID-19 symptoms stay off the premises
- maintain physical distancing
- enable good hygiene practices
- keep track of people that enter the premises.

The key points for Alert Level 2 that are relevant for this Health and Safety Plan are:

- Under Alert Level 2 it is safe for all schools to open. Safe and sensible practices for hygiene and contact tracing will be the norm, and all students will be able to return, so long as they remain well
- The key controls that will operate at the School for Alert Level 2 are:
  - anyone with COVID-19 symptoms or who feels generally unwell must **STAY AWAY** from school
  - physical distancing measures are in place so there is no breathing on or touching each other
  - good hygiene and cleaning practices will be maintained (hand washing and drying; use of hand sanitizer; coughing and sneezing into your elbow; regular cleaning of high use surfaces during the day)
  - contact tracing registers are in place (combination of our timetable, attendance register and visitor register) There will be registers in each class and in the admin area.
  - There will be regular cleaning of devices at school.
- As educational facilities are not considered to be public gatherings, there are no restrictions on numbers of students and staff at school other than what public health or health and safety measures require

The core principle behind this Health and Safety Plan is to protect the health and safety of all staff, students and their parents and whānau, and any visitors who come into the Wā Ora Site

	THIS IS WHAT WE WILL DO	PERSON RESPONSIBLE
What will be done to manage risks from restarting business after lock-down?	<p>1. The Property Checklist provided by the Ministry of Education has been completed. This covers:</p> <ul style="list-style-type: none"> <li>- site-wide checks of all buildings and grounds for safety with any necessary remediation carried out</li> <li>- general cleaning as recommended</li> <li>- systems checks (eg heating and electrical, emergency, security, IT)</li> <li>- hazardous substances checks</li> </ul> <p>2. Any items of concern from the Property Checklist have been addressed prior to the school opening for staff and students</p> <p>3. Our cleaning companies have the most up to date information regarding cleaning guidance and advice and asked to adhere to this guidance</p> <p>All areas of the school are cleaned each day, including all hard surfaces, with disinfectant</p> <p>All bathroom areas are stocked with soap and paper towels.</p> <p>4. Hand sanitiser will be available throughout the school in classrooms and common areas.</p> <p>Spray bottles of disinfectant and cleaning cloths will be available throughout the school to wipe down hard surfaces regularly</p> <p>High stock levels will be maintained</p> <p>5. Instructional COVID-19 signage will be put up in public areas and throughout the school</p> <p>6. All Ministry of Education guidance regarding staffing will be followed. Relievers, as necessary, will be hired to cover teaching staff shortages</p>	Caretaker EO Property Administrator  EO/Grounds person H/S committee  Principal's PA  Financial Administrator  SLT  Principal
How will you ensure all your workers (staff) know how to keep themselves safe from exposure to COVID-19?	<p>1. As with the move to Alert Level 2 the Principal will continue to communicate requirements to all staff in writing prior to returning to school.</p> <p>2. A copy of the Health and Safety Plan and all other relevant materials has been made available to all staff via google docs</p> <p>3. The Wā Ora Pandemic COVID-19 procedure will be reviewed and revised to ensure that the latest and most relevant government-wide, Ministry and Health information is linked to ensure staff have easy access</p> <p>4. Posters will be prominently displayed throughout the School with relevant information</p>	Principal  SLT  SLT  Office Administrator

	5. Open communication channels will be maintained and staff will be encouraged to raise and discuss any health and safety concerns with either the Health and Safety officer in the High School, the Office administrator or the SLT	All
<b>How will you gather information on the wellness of your staff to ensure that they are safe to work?</b>	1. Staff will be reminded in communications to stay home if they are unwell and to report flu-like systems via the Healthline number 0800 358 5453	SLT
	2. COVID-19 symptoms to monitor are respiratory in nature and include (from the Ministry of Health website): <ul style="list-style-type: none"> <li>- a high temperature (at least 38°C)</li> <li>- shortness of breath</li> <li>- sore throat</li> <li>- sneezing and runny nose</li> <li>- temporary loss of smell</li> </ul>	ALL
	3. Unless required to self-isolate on public health advice, all staff are able to return to School in a safe and conscientious way  Staff who have a household member who is at-risk of serious illness are also able to return to School	ALL
	4. Staff 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. The <a href="https://www.covid19.govt.nz">COVID19.govt.nz</a> website has advice for those who are considered at risk.  Any staff member who has concerns about returning to School should discuss these with the Principal (teaching staff) as there may be additional measures that can be agreed to support a safe return to School.	ALL Principal
	5. Staff who cannot return to work for health reasons should work from home or be provided with alternative duties where it is safe to do so.  All Ministry guidance related to staff who are not able to return to work will be followed.	Principal
	6. A trained first aid person will be on site during school hours (in the Office - there are others) and will be available to assist any staff member feeling unwell.	ALL first aid trained staff
	7. Any staff member with COVID-19-like symptoms should not come back to School until they have either recovered or have been tested and cleared from having COVID-19	ALL
	8. Where a staff member is away from School due to illness a member of the SLT will regularly connect with staff by email, phone etc and any health concerns could be raised then	SLT
<b>How will you operate your school in a way that keeps</b>	1. All Ministry of Education guidance and public health requirements for schools at Alert Level 2 will be followed.	ALL
	2. The Wā Ora SASS (School Activity Safety System)	ALL

<p><b>workers (staff) and others safe from exposure to COVID-19?</b></p>	<p>plan will be implemented to ensure Ministry guidelines and specific public health requirements for schools are followed:</p> <p>3. Specific public health requirements for schools at Alert Level 2 that we will implement include:</p> <ul style="list-style-type: none"> <li>- parents are asked to keep students who are sick at home</li> <li>- if a student comes to School unwell, or becomes unwell during the day caregivers will be contacted by office staff and the child will wait in the sick bay for collection. Parents should call the school mobile when they arrive and will be admitted into the office to collect the child.</li> <li>- students and staff will maintain enough distance between each other so that they are not breathing on or touching each other (1 metre distance is recommended, particularly between adults)</li> <li>- students will be reminded to regularly wash and dry their hands, cough and sneeze into their elbow, and try to avoid touching their face</li> <li>- hand sanitiser will be placed in classrooms and in shared spaces.</li> <li>- soap, water and hand-towels will be provided in bathrooms</li> <li>- Playgrounds will be open and hygiene practices will be observed. All children either using hand sanitizer or washing hands before reentering the classroom.</li> <li>- physical education classes and break times can include access to sports equipment but hygiene practice should be observed afterwards, including regular cleaning of shared equipment like balls</li> <li>- surfaces will be cleaned and disinfected daily. Appropriate cleaning products (eg disinfectant and cloths/paper towels) will be available throughout the school for regular cleaning of high-touch surfaces</li> <li>- To minimize the numbers of people transitioning through our environment – parents will remain offsite where possible during Alert Level 2. Drop off and pick up will be at the gate.</li> <li>- The school office will reopen with a 1 in and 1 out process. Please send all queries and questions via email where possible. If you need a face to face meeting, please ring in advance and staff will let you in.</li> <li>- Contact Tracing Registers will be set up for all visitors to the school (including parents) and a combination of the attendance register and timetable will be used to satisfy contact tracing requirements for staff and students</li> <li>- Before school and After school care will reopen as will before and after school supervision. Parents will be required to complete the contact tracing (visitors) register when dropping off and</li> </ul>	<p>Community ALL</p>
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	collecting children.	
	<p>4. Sufficient staffing will be available to teach classes and the need for relievers will be assessed and relievers booked as required</p> <p>Any working from home/alternative duties/leave arrangements for staff not returning to school will be discussed and agreed</p> <p>All meetings of more than 10 staff will be conducted online.</p>	Principal
	<p>5. The Library will reopen and will operate as normal with a particular emphasis on maintaining appropriate physical distance and additional cleaning.</p>	Librarian SLT
	<p>6. There will be no food preparation carried out at school while under Alert Level 2 – This includes community lunches, baking days, bringing food for lunch that requires kitchen use for preparation.</p>	Staff
	<p>7. Staff who need to continue to work from home will be supported to work safely with the appropriate equipment and should raise any concerns with the Principal.</p>	All Principal
	<p>8. Ministry of Education and Health guidance relating to the use of Personal Protective Equipment will be followed. PPE is currently not required or recommended for use in schools if the specific public health requirements for schools are in place</p>	Principal
<b>How will you manage an exposure or suspected exposure to COVID-19?</b>  <b>Students and Staff</b>	<p>1. Key points in managing exposure or suspected exposure to COVID-19 are:</p> <ul style="list-style-type: none"> <li>- go to the office immediately, as staff in the office are first-aid trained and will provide immediate support and assistance and help with arrangements to go home/be taken home by a parent/caregiver</li> <li>- Office staff will notify the Pandemic Manager (the Principal) of the respiratory illness</li> <li>- the work area and sick-bay will be disinfected immediately, following heightened cleaning processes</li> <li>- phone Healthline or your GP and arrange to be tested for COVID-19 if you have flu-like symptoms</li> <li>- stay home until you receive test results</li> <li>- if you test negative, stay home until you are symptom free for 24 hours and follow medical advice about returning to School</li> <li>- if you test positive, stay home and follow medical and public health instructions</li> <li>- if the School is contacted by public health we will follow all advice provided and will make all</li> </ul>	

	<p>contact registers available for use in contact tracing</p> <ul style="list-style-type: none"> <li>- staff and students will be checked on regularly during any period of absence due to illness</li> </ul>	
	<p>2. If a COVID-19 case is identified at the School, or the School is connected to a confirmed or probable case of COVID-19 it will be closed for 72 hours to allow cleaning and close contact tracing</p> <p>Learning will revert back to a distance learning model until the School is cleared to reopen</p> <p>The School could be closed for a further 14 days and we will work with public health units to manage this</p>	
<b>How will you evaluate whether your work processes or risk controls are effective?</b>	<p>1. Open communication channels will be maintained and staff will be encouraged to raise and discuss any health and safety concerns with either the Health and Safety officer or the Principal</p>	All
	<p>2. Regular conversations with sectors to gather feedback and improvement ideas related to all aspects of our pandemic preparedness and the implementation of plans.</p>	Principal
	<p>3. The Pandemic Procedure and other information will be reviewed and updated as improvements are identified.</p>	SLT
	<p>4. Any major revisions of Pandemic Procedure or this COVID-19 Health and Safety Plan will be advised to staff.</p>	SLT

## **COVID-19 Alert Level 2 - Preschool Protocol**

**Please read the information in this email carefully. As we are opening the preschool under Ministry of Health, Health and Safety guidelines there may be changes to our usual practices.**

Preschool will reopen for all tamariki on Monday 18 May, 2020 and will operate from 8:45am - 3pm as usual. The concept of bubbles in Alert Level 3 and 4 no longer apply so we will be welcoming back all tamariki and whānau.

### **Drop-off and pick-up**

The entrypoint for children into preschool is via the **Preschool gate only**.

In order to manage the number of people coming into the school grounds and our ability to provide contact tracing documentation for everyone if required, a decision has been made to have **drop-off and pick up at the preschool gate for all tamariki**.

#### **Drop Off**

During Alert Level 2 we are extending the drop-off time to allow for a more staggered drop off. From **8:40am - 9:05am** a staff member will welcome your tamaiti at the Preschool gate, and if necessary, escort them to their classroom. The first gate will be pinned open and there is a red line on the concrete that we ask you to stay behind when you say goodbye. There are also markings on the concrete below the steps to indicate 2m distancing. Once these are occupied, whānau need to use their judgement about distancing onto the footpath or remain in their vehicles until there are spaces.

If you arrive after 9:05am you will need to contact me on my cellphone (021 263 7516) to open the gate and welcome you. ***Please do not enter school with your child.***

In the circumstances where a child needs extra support separating from whānau at drop-off you may be asked to come into the preschool grounds. Once your tamaiti has gone into class, you will be required to fill in and sign the contact register at the classroom with your details.

#### **Pick-up**

At pick-up, the reverse will happen. We ask that you wait on the concrete below the preschool gate, observing physical distancing, and only come up the steps to the outside gate when the kaiārahi opens the inner gate with your tamaiti. This applies to both 1pm and end of day pick-up.

We will have a staggered pick up time at the end of the day commencing at **2:45pm until 3:05pm**. One kaiārahi will be stationed at the gate. Other kaiārahi will stand at their doors and look for parents they recognise and release tamaiti in much the same way as happens now. At 3:05pm, any tamaiti who are left behind will be taken down to After School Care following the usual process and there will be a charge for this.

After you have done drop-off or pick-up please resist the temptation to catch-up with others directly outside the school.

**The primary playground will not be accessible under Alert Level 2 either before or after school for play dates.**

### **General**

**Handwashing** will continue to be our first line of defence in keeping your tamaiti safe. Whilst hand sanitiser is available and will be used by adults, it won't routinely be offered to tamariki.

High use areas will be cleaned several times each day with a full clean and sanitisation of the preschool at the end of each day.

The **outdoor classroom** will be open and available as usual, including the sandpit.

### **Attendance**

**If your child is unwell please do not send them to school.**

**If a parent or caregiver is sick, please have someone else drop your tamaiti to school.**

Here is the list of respiratory symptoms (from MOH website) that will define who will have their access to the school restricted:

- Runny nose and sneezing
- Coughing
- Sore throat
- Fever
- Difficulty breathing
- Temporary loss of smell

Please do not be offended if you are asked to take your child home at drop-off if a kaiārahi deems, through observation, that your tamaiti is unwell. In order to minimise the transfer of infection during Alert Level 2, we must take this extra precaution.

If your child becomes unwell while at school, you will be contacted to pick up your child. They will be isolated from the rest of the tamariki and looked after by one of the teachers prior to

being picked up. When you arrive, please come to the classroom. You will be required to fill in the contact tracing register and the illness register.

**Please ensure that emergency contacts are up to date.** It is a good time to make sure that the contact details we hold on file are up to date.

### **Absences**

If your tamaiti is going to be away for any reason, please let the office know as per the usual procedure either via SchoolApp or phoning the school and leaving a message.

### **Food**

Jacqui will still be preparing kai for children each day. We are able to maintain a high standard of hygiene of all plates, glasses and cutlery, and food delivery during this time. Tamariki will not be involved in food preparation at all and kai will be prepared and served by adults.

### **Bags**

As your tamariki are going to be managing their belongings themselves without whānau support, my recommendation is that we keep the items that come along to preschool to a minimum. **A change of clothes plus a coat is all that is required.** No toys, books or other items should be brought to school in bags. As it is Term 2, there is no requirement for a sunhat.

### **School Office**

The school office will be contactable via phone or email. **During Alert Level 2 there is a one in, one out policy for access to all areas of the office.** Entry will be via the back door between the staffroom and Rata class. You will be required to sign the contact tracing register once you enter.

Office contact numbers are: Landline: 04 567 2377  
Mobile: 029 770 4286

**Pockets in the office won't be used or available to access during Alert Level 2.**

**There will be no access to an onsite toilet during Alert Level 2 for whānau.**

### **Before and After School Care**

Before School care will be open from 8am as usual but **entry will be via the back door of the room in the carpark**. There is a door-bell to ring when you arrive and we ask for physical distancing if there is a queue.

After School care and Sibling Care will be available. As whānau need to come into the preschool grounds, you will be required to sign the contact register as you do the pick up. **Hand sanitizer will be available and we would ask that you use it prior to signing the register.** We would ask that you pick up your tamaiti and leave the premises promptly, avoiding use of the play equipment in the preschool.

It is our number one priority to keep all tamariki and staff safe during Alert Level 2. Your support in following these guidelines is important and appreciated. If you have any questions, please let me know.

## **COVID-19 Alert Level 2 - Area School Protocol**

**Welcome back to school.**

**Please read the information in this email carefully.**

**As we are opening the school under MoH Health and Safety guidelines there may be changes to our usual practices.**

School will reopen from Monday 18th May 2020 between the hours of 9am-3pm in the Primary school and 8:30 - 3:30 in the High School.

### **Drop-off and Pick-up**

The entry point for children into **Primary** school is via the **Waddington Drive Primary School gate**.

The entry point for students into the **High School** is via the driveway at **175 Rata Street**.

***Under Alert Level 2, parents/caregivers please do not enter the school with your child.***

#### **Drop Off**

In order to manage the number of people coming into the school grounds and our ability to provide contact tracing documentation for everyone if required, a decision has been made to have **drop-off and pick up at the above Primary and High School entry points**.

In the Primary school, staff will be at the gate from 8:30am to welcome our tamariki to school each morning.

At the High School, akonga will enter school as normal, but will need to go straight to their class area.

In the circumstances where a child needs extra support at drop-off you may be asked to come into the Primary/High School grounds. Once your tamaiti has gone into class, you will be required to fill in and sign the contact register at the classroom with all of your required details.

In Primary, if your child is late, please send them to the office as per our current procedure **via the Primary gate**.

In the High School, akonga will contact the office from the High School. Under Alert level 2 there will be no physical sign in at the office.

***Again, under Alert Level 2, parents/caregivers please do not enter the school with your child.***

## **Pick up**

At pick-up, the reverse will happen. We ask that you wait in your car or on the pavement outside the school, observing physical distancing.

### **In Primary**

9-12 classes will be released first to avoid a bottle neck at the Primary gate. This will be closely followed by the 6-9 classes who will be released via the rear classroom door (backing onto the primary courts). Children are able to wait for their siblings on the primary court.

If you are late to collect your child they will be taken into after school supervision which is available free of charge until 3:30pm.

**Collection from after school supervision** - Whanau will need to enter the school grounds for this and will then be required to fill in and sign the contact register.

After drop-off or pick-up please resist the temptation to catch-up with others directly outside the school.

**At Alert Level 2, the Primary playground will not be accessible before or after school for play dates and will be closed at 3:30 pm each day.**

### **High School**

Students will be released as per our current process. Please do not enter the site unless you have a prior arrangement with a staff member and have signed the register. This will be easiest to enact by staying in your vehicle.

## **General Information**

**Handwashing** will continue to be our first line of defence in keeping akonga safe. Hand sanitiser will be available in every classroom.

High use areas will be cleaned several times each day with a full clean and sanitisation of the school at the end of each day by our commercial cleaners.

## **Attendance**

**If your child is at all unwell, please do not send them to school**

Here is the list of respiratory symptoms (from MOH website) that defines who will have access to the school restricted:

- Runny nose and sneezing
- Coughing
- Sore throat
- Fever
- Difficulty breathing
- Temporary loss of smell

If your child becomes unwell while at school, you will be contacted to collect your child. They will be isolated from the rest of the class and looked after by office staff in the sick bay. When you arrive, please call the office. Entry to the Primary school is via the rear door between the staffroom and Rata class. You will be required to fill in the contact tracing register upon entry.

**High school ākonga** will be looked after in the downstairs corner meeting room. Please remain in your vehicle and call the office to let us know you have arrived. Your child will be escorted to the front entrance upon your arrival. You will not be required to complete the register as you will not have entered the site.

**Please ensure that emergency contacts are up to date.** It is a good time to make sure that the contact details we hold on file are up to date.

### **Absences**

If your tamaiti is going to be away for any reason, please let the office know as per the usual procedure.

### **Food**

Kitchens will be closed across all areas of the school during Alert Level 2. Please bring a packed lunch and a water bottle.

### **School Office**

The school office will be contactable via phone, email or school app. During Alert Level 2, if you need to visit the office there is a one in, one out policy for access to all areas of the office. Entry will be via the back door between the staffroom and Rātā class. You will be required to sign the contact tracing register once you enter.

Office contact numbers are:

Landline: 04 567 2377

Mobile: 029 770 4286

**There will be no access to an onsite toilet during Alert Level 2 for whānau.**

**Before and After School Care and Supervision**

Before School care will be open from 8am as usual, but **entry will be via the back door of the room in the carpark**. There is a door-bell to ring when you arrive and we ask for physical distancing if there is a queue.

After School care will be available. As whānau need to come into the Preschool grounds, you will be required to sign the contact register as you complete the pick up. **Hand sanitizer will be available and we would ask that you use it prior to signing the register.** We would ask that you pick up your tamaiti and leave the premises promptly, avoiding use of the play equipment in the Preschool.

**Before School (8.30-9am) and After School supervision (3-3:30pm)** for Primary children will once again be available. Whānau will need to enter the Primary site to collect children by 3:30pm. You will be required to sign the contact register in your child's class on pickup each day. Please leave the Primary playground promptly after pick up, avoiding use of the play equipment in the playground.

It is our number one priority to keep all tamariki and staff safe during Alert Level 2. Your support in following these guidelines is important and appreciated.

Please let me know if you have any questions.

