

# Middleton Grange School

## Covid-19 Alert Level 2 | Health and Safety Plan

There are no reported Covid-19 cases associated with the South Island as of 6<sup>th</sup> September 2021. The Government have stated that it is safe for all students and staff to return to school in Alert Level 2.

The following measures have been put in place to ensure the Health and Safety and waiora of ALL staff, students and visitors who will be using the Middleton Grange School site under Alert Level 2:

### Staffing

- For the duration of Covid-19 Alert Level 2, all staff are expected to return to work from the school site including staff with a higher-risk of severe illness from Covid-19 (e.g. those with underlying medical conditions). However, if you deem yourself to be in the at-risk category under Alert Level 2, and are not able to return to work as normal, you will need to provide appropriate medical evidence to support this request to the Principal (e.g. a medical certificate).
- Staff such as RTLB, itinerant music teachers and relievers will be able to work across different schools.
- If staff are sick or unwell, they must stay home, as per Public Health recommendations and will need to provide appropriate relief for their classes.
- All part time staff must sign in and out using Vistab.

### Staffroom

- Physical distancing advised (1m)
- Keep surfaces clean - wipe down after use.
- Place dishes/cups in the dishwasher trays - do not leave on the bench.
- Extra cleaning staff employed for peak times as required.
- Hand sanitizer is available for staff to use.
- Staff meetings/briefings – advised to have 1m distancing or avoid others ‘moist breath zone’.
- Always keep one entry door open where practicable.
- Masks are strongly recommended for staff and students

### Teaching and Learning

- Teachers should adapt learning plans, including teaching spaces, to reduce potential transmission of Covid-19 e.g. avoiding close face to face exposure, increased distance for singing, adapted sports, increased hand washing, etc.
- Classrooms can be used by different student groups/classes and different groups of students in each class. Our usual school timetable will be followed.
- School staff are to observe students on arrival into the classroom, where practicable, 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.
- Students 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. 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.
- Students do not need to sit in the same place every day at Alert Level 2, however classroom **seating plans** are required to assist with contact tracing.
- Class attendance must be completed each period within the first 15 minutes to meet MOE guidelines as well as for contact tracing purposes.
- Our school libraries will operate as normal.

- Shared supplies and equipment can be used, however, students and staff must undertake regular hand washing and stay away if sick.
- 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.
- Full staff briefing about the Health and Safety Plan will take place before all students are allowed back on the school site to ensure a high level of understanding of, and compliance with, the plan. All members of the school community will be encouraged to voice any Health and Safety concerns at any time. All students will be briefed on Health and Safety behaviours on the first day of their return to school under Alert Level 2 (this includes those who start after day 1)
- Distance learning is available for those students who are unable to attend school, for example those who are self-isolating.

### Sport and Co-curricular

- Sports - including contact sport can resume as long as Public Health measures are followed; namely contact tracing is in place, and hygiene measures are adhered to including washing and drying of hands before and after playing, and regular sanitising of equipment and surfaces being used (before and after use). Inter school sport is currently being reviewed.
- Physical distancing should be maintained where possible, but it is not possible in some sporting activities. In these situations, extra emphasis on handwashing and drying (or cleansing with hand sanitizer) before and after activities and regular cleaning of equipment is very important.
- Other co-curricular practices and rehearsals will be able to go ahead as long as Public Health measures are adhered to re: hygiene and physical distancing.
- The weights room will remain closed until further notice.

### Main/Student Services Office/s

- Promote attendance by appointment
- Visitors and ALL parents to use Vistab to sign in/out in admin foyer with hand sanitizer.
- Hours 8.30am to 4.00pm - locked at 4.00pm.
- Visitors/students waiting must maintain 1m distance from others.
- Barrier in place in front of office reception to indicate where waiting visitors should stand.
- Students signing in late to keep 1m apart while waiting and to follow lateness protocols.
- Staff will regularly wipe down high use surfaces.(e.g. Vistab, telephone, etc)

### General School use

- Hygiene routines will be prioritised and instructed repeatedly: **Students and staff must hand sanitise at the beginning of period 1 each day as a minimum requirement;** wash hands with soap and dry hands before leaving toilets; contactless greetings; cough/sneeze into elbow; maintain as much physical distance as is practical; walk to left and no running in corridors or confined spaces. Staff and students are encouraged to bring their own hand sanitizer to school.
- Internal doors for high use areas, except for fire doors will be left open where possible to reduce touching.
- Canteen – students must maintain 1m distancing while waiting and ordering food. Preference is for contactless payment to be used.
- Playground equipment can be used. Students should wash and dry their hands with soap or use hand sanitizer after using playground equipment.
- Drinking fountains are not to be used, except to refill water bottles. Students are NOT to share water bottles.
- Wet weather rooms for break times will be the status quo

- Locker bay areas will be locked due to their congestion (unless they are a thoroughfare to classrooms). Students will need to carry their bags to ALL classes.
- Whole school assemblies/SC and MS assemblies will not be held during Term 3. The exception will be the Year 11-13 assembly on Monday Sept 20<sup>th</sup>.
- If any person on site starts to show signs of illness, they should carefully make their way to the office for assessment and exiting the building. Anyone not complying can be directed to comply and may be directed home by the Principal.
- Some students may choose to wear face masks. It could be part of their cultural practice to do so and to support their hygiene needs. We need to encourage respect for this and allow people to be proactive in keeping themselves and others safe.
- Year 13 students are NOT permitted to leave the school site under Alert Level 2.
- All food must either be brought from home or purchased from the school canteen. This means no deliveries due to contact tracing requirements.

### Parents, Visitors, and Contractors

- Primary School parents and caregivers who come onto the school site need to be noted in the visitor Vistab register in the Primary school office (for contact tracing purposes) or sign in using the QR code. Parents of Year 7-13 students will need to do this in the Secondary office. Parents will be requested that where possible, they should drop their child off at the school gate. They must also avoid social gatherings/congregating at the school gate and ensure they maintain an appropriate physical distance of 2m from others.
- 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 your timetable and/or visitor register (make sure you have up to date contact information for them – see contact register information below).
- External hire of school facilities must adhere to the MGS Alert Level 2 Health and Safety Plan

### Contractors

- Briefed on Middleton Grange School Health & Safety Plan before entry
- Areas they are working in will be secured off with signs up.
- Have their own designated toilet area.
- Have their negotiated construction requirements to work to

### Cleaning

- Thorough clean of school premises carried out prior to students and staff returning under Alert Level 2.
- High use areas cleaned regularly by cleaning staff, including door handles, staffroom, toilet areas.
- Cleaners will disinfect and clean all high use surfaces daily (where practicable)
- Small spray bottles will be available for staff to use to disinfect high use areas (e.g. door handles)

## Appendix:

### Public Health Requirements for Early Learning Services and Schools at Alert Level 2 as of 6<sup>th</sup> Sept 2021

#### Overarching message: Leave home but in a safe way

#### Activities and events

Events and gatherings continue to be higher-risk activities for transmission of COVID-19.

For most day-to-day activities at schools, the rules for gatherings do not apply. Under the COVID-19 Public Health Response Order, schools are exempted from physical distancing requirements when people are there to receive, provide, or support education services.

However, other health measures must be in place, including appropriate physical distancing (at Alert Level 2 for students – not touching each other and giving some breathing space; for adults one-metre distance from other adults when practicable), hand washing, staying away if sick, contact tracing systems and regularly cleaning and disinfecting high touch surfaces.

Other students and staff can come onsite for learning purposes such as out-of-hours music and art programmes, and technology centres (as they are there for education reasons).

However as soon as your event or activity brings people onsite who are not there for education purposes, including students, parents and caregivers, then the rules for gatherings do apply. This would include performances such as school plays, cultural events and sporting activities.

For Alert Level 2 they are:

- Event facilities can have up to 50 people **within any defined space**. They also need to assess how many people can safely be inside the premises and still maintain one-metre physical distancing. This could mean the facility needs to have fewer than 50 people in a defined space.
- People attending must keep one-metre physical distance from people they don't know, where possible – if they can't, they should consider wearing a face covering.

There are specific definitions for what is considered a defined space:

- An indoor space or outdoor space is a single space if there are walls (whether permanent or temporary) that substantially divide that space from other spaces
- An outdoor space is also a single space if there is at least two metres between all people in that space and any other people (outside that space).

[Unite Against COVID-19](#) has key information on the different requirements for gatherings and events at the different alert levels. If you are hiring a venue for your event or activity, please work closely with the venue to clarify requirements for their facilities.

Any events or activities held off-site must meet all public health requirements, including staying away if sick. You should not be travelling inter-regionally to events which do not meet the requirements for gatherings.

For offsite activities, consider using a controlled environment rather than an uncontrolled one where practicable, and work closely with the provider (PCBU) to agree your health and safety plan for that event, including individual plans for those vulnerable to serious illness with COVID-19.

As you do with all your activities, you will need to take a risk assessment approach for key activities such as assemblies, school camps and travel for sporting and cultural reasons.

## **Assemblies**

Assemblies can go ahead however you should maintain sufficient distance between students so they aren't touching or breathing directly on each other. There are no restrictions on the number of students attending assemblies.

## **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.

If you are using other facilities, e.g. council grounds, you will need to follow the requirements for those facilities.

## **Field trips and school camps**

Education outside the classroom (EOTC) activities could potentially go ahead but will need careful planning. Along with your usual risk management approach you will need to consider:

- symptoms of COVID-19 (which may be similar to other illnesses in the early stages).
- the importance of protecting those vulnerable to respiratory illness – do you know who on your staff, in your volunteers and in your student population may be at greater risk?
- if someone were to become ill with a serious illness, are you able to respond to that, including the ability to isolate that person while you seek advice from a medical professional?
- do you have appropriate personal protective equipment and the ability to clean hard surfaces if someone were to become ill with flu, gastro bug, COVID-19 etc?
- work closely with the venue to ensure that any requirements for COVID are understood and can be met. This could include numbers for gatherings.

## **School plays**

The rules for gatherings apply to plays and performances at Alert Level 2. If you keep the cast and backstage crew separate from the audience for the duration of the event, you can have up to 50 people in your audience. In other words on-stage and back-stage is one defined space, and the seating out front is another defined space (keep two metres at a minimum between spaces).

Cast and crew should then arrange to meet their families outside rather than spilling out all together in the same space (as would no longer meet the limits on numbers gathered).

## **Inter-regional travel**

Travel for school events is possible at Alert Level 2 and there are no restrictions on getting to work and school. You can travel to another region for an event such as a school camp or sporting event if you are confident the appropriate requirements will be followed, including those for gatherings. Note: if you are travelling to a region with a different alert level setting, you will need to abide by the requirements in place, including regional boundary restrictions.

## **Cultural activities**

Practices and rehearsals will be able to go ahead (note: the physical distancing recommendation of one-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.

## **Music**

Music classes, singing and using woodwind instruments can take place at Alert Level 2. Practices, rehearsals and performances can go ahead – physical distancing of one metre is recommended where practicable including singing and using wind instruments. All other hygiene practices must also be followed including

staying away if sick, regular hand washing, good cough and sneeze etiquette, contact tracing and regular cleaning of surfaces. Regular cleaning of shared equipment (instruments) will be needed.

Musical activities where visitors are attending, including parents and caregivers, will need to align with public health requirements for gatherings.

Staff such as itinerant music teachers will be able to work across different schools.

### **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 or if you are hiring out your hall or allowing community groups to use school facilities, the rules for gatherings will apply.

### **Education outside the classroom (EOTC) at Alert Level 2**

Education Outdoors New Zealand has useful guidance to support education outside the classroom (including school camps) which aligns with Ministry guidance. You should work with providers to understand the systems they have in place, and need to be confident that those systems meet your expectations and public health requirements.