

Aidanfield Christian School

UPDATE for Alert Level 2



Alert Level 2 Protocols

As you know Christchurch moves to **Alert Level 2** from early morning Wednesday 8 September.

Schools will be open for all pupils from, Thursday morning 9 September.

- **Controlled Environment:** The school is considered a controlled environment and is not limited by maximum gathering sizes for its staff and pupils.
- **Mask Requirements:** The national requirement is everyone 12 years old and older should wear a mask when in a public place. School is not considered a public space. Masks are not required at school for pupils and teachers – any pupil or staff member may wear a mask if they choose

Key messages

Catch coughs, sneezes in the crook of an elbow
Wash and dry hands regularly and sanitize often
Stay home and isolate if any sign of being unwell

Please scan the COVID Tracer App QR code as soon as you see one at school

The Ministry of Health encourages everyone 12 years old and up to get vaccinated

Distance Learning will only be for pupils with a doctors certificate stating they should isolate.

For contactless communication with the school: office@aidanfield.school.nz or 338 8153

As people in a community we support each other by doing our part well.

School procedures

Students and Staff who are unwell

- **All children are to be kept home if they have any sign of sickness – no exceptions.**
- Teachers are to monitor children on arrival and through the day. Children will be sent home with any sign of illness. (The office will ring home immediately if any students require this).
- Staff are also required to stay home if unwell.

Student Drop Off and Pickup:

School will run regular hours. Students should not be dropped off at school before 8:30am and please ensure that they are collected on time at the end of the school day. Students who are late to school will need to come to the school office and sign in as is usual practice.

Parents dropping students at school – Sanitise and sign

Overall, we need to know you are on site so we can contact trace if we need to.

Please scan the COVID Tracer App QR code as soon as you see one AND sign in at each classroom you visit (read below for how it works). Can I also suggest the Bluetooth function on your COVID Tracer is enabled as this has the potential to reduce the time taken to contact people if needed. This remains a personal choice.

- If your child is comfortable to come into school by themselves or with a sibling also an ACS student, then they should do so.
- If you travel to school by car and use the Kiss and Go loop, then as usual stay in your car and keep the flow moving.
- If you get out of the car in the car park you must sanitise and sign in at the classroom door your child is going to.
- We encourage all adults who are not staff to wear a face covering or mask while on school grounds.
- If your child needs your support to come into school take them directly to the classroom and sign-in on the sheet provided at the entrance to each classroom you enter and wear the coloured dot so everyone can see you have signed in. It will be important to maintain good social distancing practices.
- Parents who have signed in are welcome to stay and chat outside as long as each person respects the social distancing guidelines of at least 1 meter apart indoors and 2 meters outside. Mask wearing is encouraged but not mandatory.
- Any parent or visitor who does not go directly to a classroom must sanitise and sign in at the office and wear a visitor's lanyard.

Parents collecting students at the end of the school day.

- If your child is walking or biking home from school, they should leave as efficiently as possible after the school day has finished.
- If your child is picked up at the Kiss and Go loop children will wait as they usually do outside the office and Ti Kouka block.
- If you do need to come onto the site to collect your child, then please go directly to their classroom and sanitise and sign-in on the sheet provided at the entrance to each classroom. It will be important to maintain good social distancing practices.
- Parents who have signed in are welcome to stay and chat outside as long as each person respects the social distancing guidelines of at least 1 meter apart indoors and 2 meters outdoors.
- Parents and caregivers are responsible for the behaviour and monitoring of their own children from the time they arrive on site after school. Teachers are not available for supervision.

Parents on site at other times: Parents are welcome.

- Any parents and caregivers who need to enter the school site at other times will need to ensure they sanitise and sign-in and out at the office as is usual practice. They will be issued a visitor lanyard that must be worn while they are on site. It will be important to maintain good social distancing practices.
- Parents who wish to meet with a staff member are encouraged to email/contact them and arrange an appropriate time for this to occur.

Parents accessing the office:

- Only **one** parent/caregiver/family group is to be in the office foyer at a time. Access will be via the front door so that this can be seen and sanitiser used prior to entering. Please remember 2 meter social distancing guidelines when waiting.
- For contactless communication with the school: office@aidanfield.school.nz or 338 8153
- Sanitising must be done before each person uses the EFTPOS machine/sign in screen/pens on the counter.

In class protocols:

A main aim is to be able to contact trace pupils if needed, therefore, all staff planning must be up to date and record whenever pupils mix across classes (eg. across class groupings, buddy classes etc). We must be able to be accurate as to date, time and who for every day.

Physical Distancing

- **Teachers will need to teach physical distancing and the 'why' behind it and reinforce this gently and often. 1 meter inside is preferable but not always possible.**
- Students need to stay out of each other's 'moist air zone' and not touch each other.
- Teachers are to spread children out slightly on the carpet/ mat areas (note the 1m distancing rule is not

required by public health).

- Where practical students should have a set table and chair to sit at.
- Sharing of stationary items to be kept to a minimum.

Singing:

- Singing should be kept to a minimum at Alert Level 2 and be done outside or with 2 meter spacing within the hall with doors and windows open.
- When students are singing, they need to be spread so that there is a 2m gap in front of them. This is due to the increased airflow generated by activities such as singing and playing wind instruments. All students should face the same way.

Hand Washing

- Students and staff need to wash / sanitise their hands **every** time they enter or leave a building. (This includes the start of each day).
- Where practical, students and staff should sanitise before and after using shared class equipment (reading books, technology, construction equipment, sports gear....). A minimum is on the way into a classroom space and when leaving.
- When moving to the hall, staff and pupils must sanitise when **LEAVING THE CLASSROOM** to avoid queues at the hall entrances. At the hall pupils may enter without sanitising.

Coughing Etiquette

- Teachers are to re-teach sneezing and coughing etiquette (into elbows and putting tissues in the bin then washing hands) daily.
- Teachers need to model sneezing and coughing etiquette.
<https://www.youtube.com/watch?v=DG4n0r8-UPA>
- Teachers are to follow up with children to ensure they wash their hands or sanitise following any nose blowing or seeing them cough or sneeze into their hands.

Technology

- Children to wash hands/sanitise prior to accessing and using shared technology.

Sports Equipment

- Students are to wash hands / sanitise before going out to use equipment and when they return.
- Shared equipment e.g. balls etc sprayed with disinfectant regularly.

Drinking Fountains

- These will **not** be in use.
- Students need to bring water bottles, named.
- Spare individual water bottles will be available in the staffroom for students who have forgotten a water bottle (these should be named when issued so they can be reused).

Heating and airing

- Classroom heat-pumps are to be set at a minimum of 18 degrees.
- Where practical, windows can be open to allow good ventilation. This should be done using common sense and weather dependant.
- Classrooms should be well aired at least once a day.

Assemblies, Kapa-haka, Choir and other 'group' activities:

Assemblies

- Assemblies can occur under Level 2. We will run Learning Community assemblies only while at Level 2. Middle School Learning Community can assemble in the hall.
- Seating should be used to support a 1m distance between primary pupils. Middle school may use the seating but must be at least one seat separated and with distance between each row.
- Doors will be held open for entrance and exit to reduce contact with handles and improve ventilation.
- When moving to assembly, staff and pupils must sanitise when LEAVING THE CLASSROOM to avoid queues at the assembly entrances. At the assembly pupils may enter without sanitising.

Kapahaka, Choir, Orchestra

- Can occur under the conditions for singing (see spacing while singing or playing a wind instrument).
- A roll must be taken and handed to the office for storage for 2 months.

Buddy Classes

- These can also occur as long as records are kept as to which students have gone to each room.

Off site activities

- Technology classes will run under Alert Level 2.
- The receiving school's protocol's will be followed by ACS staff and pupils.
- Attendance registers will be accurately kept.
- The usual bus services will be used with relevant Bus company protocols for travel followed.
- Students will sanitise hands before entering the bus and on arrival at the receiving school.

Lunchtime and other breaks:

- **No food can be shared.**
- Usual seating requirements for the year levels will apply with staff to gently encourage physical distancing while eating.
- Students will all need a packed lunch and a named drink bottle that they do not require help unwrapping
- Drinking fountains are not available
- Hands must be washed/sanitised before going out to any break and when returning to class.
- Playground equipment can be used. Hands must be cleaned before and after use.

Contact Tracing:

Correct details

- Parents must supply any change to contact address and phone numbers immediately they change.
- The Student Management System will be kept up to date.

Parents

- If possible, parents should have a primary drop off/pick up person.

Staff

- Part time staff must sign-in and out each time they arrive or leave the site at the office.
- Staff are not required to wear a lanyard after signing in.

Visitors

- All visitors must sign in at the office when they come and go. Visitor lanyards to be issued and retrieved

Students in non-class groups

- Teacher daily planning must record all occasions of mixed grouping by time/period

Cleaning:

Regular cleaning cycle will continue along with:

- All door handles, and high touch surfaces to be wiped daily by cleaners.
- Teachers and Teacher Aides to spray and wipe table and desk tops at the end of each day.

- Cloths to be washed daily. Deposit in the basket in the staff room.
- Spray and cloths available for teachers to do additional cleaning as required
- Where possible (and appropriate) internal doors left open to reduce handling.

Other factors for staff:

Meetings and Collaborative work:

- Staff should maintain a 1m distance from each other where possible. This is particularly important for prolonged periods of interaction such as staff meetings or break times.
- When working collaboratively staff should sit 1m apart so any meetings will need to take place in larger spaces.

Staffroom access

- Staffroom access for staff is via the end door near the toilets, not the main office entry between 8.45 and 3.15.
- Only staff members are to access the staffroom during this time.
- Students and parents will need to remain away from this staff space.

Dishes

- Teachers are to place their **own dishes in the dishwasher (rinsed)**
- Before unloading the dishwasher, the staff member is required to wash and dry their hands.

Microwave, Water Boiler, Fridge, milk bottles etc

- Hands must be washed/sanitised prior to use.

Photocopier, laminator, binder, telephones etc

- Staff must ensure that hands are sanitised.
- Ensure that any paper scraps, laminator plastic etc is cleaned up after you have finished

If someone becomes ill with Covid-19:

Identification

- Parents or staff are to inform the school immediately if anyone in their family is identified as a probable or confirmed case of Covid-19.

Follow all instructions from Health Officials

- Principal to contact the MOE and follow all instructions from the MOE and the MOH in regards to next steps.
- In the event of a probable or confirmed case of COVID-19 we will be closed for 72 hours and we will follow the directions of the Ministry of Health. Such direction may involve a further 14 day closure. Distance learning will occur in the event of a closure of longer than 72hours.