

Aidanfield Christian School Safety Plan



RED & ORANGE Protocols

This plan responds to the removal of vaccination mandates from April 4, 2022 and shifting traffic light settings.

COVID **Red** and **Orange** settings in Christchurch.

ACS will endeavour to remain open for all healthy pupils and staff during COVID RED and ORANGE setting.

Key messages

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

The Ministry of Health encourages everyone 5 years old and up to get vaccinated and a booster

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.

Controlled Environment: The school is considered a controlled environment and is not limited by maximum gathering sizes for its staff and pupils for curriculum related gatherings/events and operations

Mask Requirements:

Any pupil or staff member not included in the mandatory mask wearing category may wear a mask if they choose at any time. ACS encourages personal responsibility for the good of others as well as self.

- **RED setting** The national requirement is everyone from Year 4 and older should wear a mask when in an indoor setting at school and when on public or school transport. Masks are not required at school for pupils and teachers for years 1 to 3. However, the guidelines also stipulate that schools are able to find practical solutions in areas of the school where there is a mix or year groups.

At Aidanfield masks are a requirement for year 5 pupils and older.

- **ORANGE setting** The national requirement is that masks are strongly encouraged for Year 4 pupils and older who are strongly encouraged to wear a mask when in an indoor setting at school and when on public or school transport. Masks are not required at school for pupils and teachers for years 1 to 3. However, the guidelines also stipulate that schools are able to find practical solutions in areas of the school where there is a mix or year groups.

At Aidanfield masks are strongly encouraged indoors for year 5 pupils and older.

Vaccination status

At both COVID Red and Orange, there is no requirement for COVID vaccination for staff or parents. Vaccination is by personal choice.

The school will not (and cannot) declare the vaccination status of any adult on site (whether pupils, staff or volunteers). All families who choose to engage with any aspect of school life do so knowing that the staff and volunteers may or may not be vaccinated. All who engage with the schools programmes should follow the safety procedures.

Vaccinations and staff or pupils with high risk profiles: Where a specialist medical professional indicates that adults working directly with a high needs child should be vaccinated the school will work with the parents and staff to prepare an individual safety plan within the resources and capabilities of the school.

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. Parents should ensure they are collected on time at the end of the school day.

Students who are late to school will need to sign in at one of the sign in stations as is usual practice.

Parent access to school: Red and Orange

- Parents are welcome to drop off pupils, enter their child's classroom and to remain on the grounds after school.
- ACS encourages physical distancing of 1 meter or greater between adults .
- No adult will come on site if they have any symptoms of COVID-19 (note key messages above).
- Masks are compulsory for all visiting adults in any indoor space at ACS to help mitigate any risk of sharing COVID.
- Masks may be remove to eat or drink but only if seated (similar to a café setting)

Parents dropping students at school

For child drop off or pick up where the adult is staying for less than 15 minutes – no sign in required.

All visitors during the day (for any reason) must sign in and out at the office.

- If a child is comfortable to come into school by themselves or with a sibling also an ACS student, then they can do so.
- If they travel to school by car and use the Kiss and Go loop, then as usual the adult stays in the car and keeps the flow moving by stopping momentarily.
- If the adult gets out of the car and enters any indoor area they must wear a mask.
- Parents are welcome to stay and chat as long as each person respects the social distancing guidelines of at least 1 metre. Mask wearing is mandatory in indoor settings..
- Apart from pick up or drop off, any parent or visitor must sanitise and sign in at the office and wear a visitor's lanyard available at the office.

Parents collecting students at the end of the school day.

- If the child is walking or biking home from school, they should leave as efficiently as possible after the school day has finished.
- If the child is picked up at the Kiss and Go loop children will wait as they usually do outside the office and Ti Kouka block.
- Parents are welcome to stay and chat outside as long as each person respects the social distancing guidelines of at least 1 metre. Mask wearing is mandatory in indoor spaces at all times.
- 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:

- 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, at least 1 metre and mask wearing in any indoor space.
- Parents who wish to meet with a staff member are encouraged to email/contact them and arrange an appropriate time for this to occur.
- Parent teacher discussions – Face to face meetings may happen by arrangement and following the protocols laid out in this document.

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 **1** metre social distancing guidelines when waiting.
- Face masks are mandatory in any indoor space.
- 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:

Physical Distancing

- Teachers will need to teach physical distancing and the 'why' behind it and reinforce this gently and often.
- Social distancing within the classroom is not required.
 - **At RED**, distancing between Learning Community pupils is required.
 - **At ORANGE**, contact **between** Learning Communities may occur.
- 1 metre spacing inside is ideal where possible.
- Students will be encouraged to stay out of each other's 'moist air' zone.
- Teachers are encouraged 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 **at RED** - can only be done outside.
- Singing **at ORANGE** - can occur indoors in whanau groupings only and with masks on for year 5 upwards.
- When students are singing or playing wind instruments they should be spread out with a gap of at least 1.5 meters 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 should wash or 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 remind pupils about 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.

Drinking Fountains

- These can be in use.
- Students may bring water bottles, named.

Heating and airing

- Classroom heat-pumps are to be set at a minimum of 19 degrees for heating and a maximum of 22.
- Heat pumps should be run even when windows and doors are open.
- Where practical, windows and doors must be open to allow good ventilation all day. A small gap needs to be maintained and windows on both sides of the indoor space must be open to allow cross ventilation.
- Pupils will be encouraged to wear polpyprop tops/singlets/under tee shirt or similar under their school shirt if warmth is an issue for them. School jerseys (Middle School) or sweat shirts and jerseys (Primary School) as well as the school soft shell jacket are encouraged to help with warmth.
- Classrooms should be well aired as often as possible with a minimum before school, at interval, lunch and after school.

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

Assemblies

- **At RED** - Large assemblies may not occur indoors. We will run Learning Community assemblies only while at COVID Red
- Seating should be used to support a 1.5m distance between pupils.
- Doors will be held open for entrance and exit to reduce contact with handles and improve ventilation.

- **At ORANGE** - Large assemblies may occur indoors.
- Mask wearing will be required by all pupils year 5 and upwards.
- Seating should encourage a 1m distance between pupils
- Doors will be held open for entrance and exit to reduce contact with handles and improve ventilation

- Singing may occur with masks on in whanau groups only. Pupils should have at least a 1.5 metre gap to the child in front of them.
- 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).

Buddy Classes

- **At RED** - These cannot occur.
- **At ORANGE** – these may occur with older pupils wearing masks for any indoor activities.

Off site activities COVID RED or ORANGE

- Technology classes will run under COVID Red and Orange.
- 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 wear a face mask and sanitise hands before entering the bus and on arrival at the receiving school.
- **All** pupils (regardless of age) are required to wear a mask while travelling in cars or buses on school organised activities unless they have a mask exemption.

Lunchtime and other breaks:

- **No food should be shared.**
- Usual seating requirements for the year levels will apply with staff to gently encourage physical distancing between Learning Community groups while eating.
- Students will all need a packed lunch and a named drink bottle that they do not require help unwrapping
- 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.
- At RED
 - Playground spaces will be rostered as follows:

Eating:

 - Yr 0-2 outside Ma1-3
 - Yr 3-4 toilet end of Hall deck
 - Yr 5-6 field end of Hall deck

Playing:

 - Yr 0-2 Outside Ma1-3, junior playground, turf (morning tea), forest (lunchtime)
 - Yr 3-4 Driveway, mine craft, turf (lunchtime)
 - Yr 5-6 Outside Hall, front field, playground, Kōwhai hard space
 - MS rotation of 7/8 and 9/10: hockey/basketball/orchard rotate with back field – alternate daily
 - Library – closed, Classes are encouraged to come during set class times.
- At ORANGE
 - Playground spaces will be rostered as follows:

Eating:

 - Yr 0-2 outside Ma1-3
 - Yr 3-4 toilet end of Hall deck
 - Yr 5-6 field end of Hall deck

Playing:

 - Normal outside play space availability

- Library – Open to Learning Communities as follows
 - Yr 1 / 2 Monday
 - Yr 3 / 4 Tuesday
 - Yr 5 / 6 Wednesday
 - Yr 7 / 8 Thursday
 - Yr 9 / 10 Friday

Classes are encouraged to come during set class times.

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.

Staff

- All staff interacting with year 5 pupils and above must wear a mask while indoors.
- Part time staff must sign-in and out each time they arrive or leave the site at one of the sign in stations.
- Staff are not required to wear a lanyard after signing in.

Visitors

- ALL visitors are required to wear a face mask while on school grounds when pupils are present.
- 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

At RED

- Learning communities will be considered a 'class group' and may have cross grouping within the Learning Community.
- There will be minimal to no contact between Learning Communities.
- Teacher daily planning must record all occasions of mixed grouping by time/period

At ORANGE

- Learning communities will be considered a 'class group' and may have cross grouping within the Learning Community.
- Contact between Learning Communities is welcome with attention to face masks, sanitising.

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.
- At RED - Face masks are required for all indoor meetings.
- At ORANGE – face masks are strongly encouraged for all indoor meetings.

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.
- Air purifiers are installed in the admin office and circulation area, staff room, and meeting room to contribute toward staff health and safety.

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 via School App, email to office@aidanfield.school.nz , text 027425 0138 if they or anyone in their family is identified as a 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 regard to next steps.