



Toko School

Quality learning for all in a caring community

COVID-19 Safety Plan and Alert Level 2 Procedures

Date Completed: 13.05.20

Principal Approval: K Waite 13/05/2020

Worker representative consultation: 12.05.20 - ongoing

Date Distributed: 14.05.20

Board Approval: K Sextus 13/05/2020

Name of worker representative: Sue Fergus/Annette Hinton

Revision Date:

Procedures set out here describe what will be done to manage risks from starting to open - Level 2 to after lock down

Guiding Principles:

- [LINK](#) to Schooling and Early Learning Education detail for Alert Levels 2, 3 and 4 - Public Health Requirements
- Alert Level 3 approach in a school environment is designed to limit the number of people that children have contact with based on these principles
- Health and safety is at the forefront of our planning and of decisions that are being taken to respond to COVID-19 [LINK](#) to Worksafe COVID-19 Safety Plan Guidelines
- Health and Safety Guidelines for BOT & Principals [LINK](#)
- How to Wash and dry your hands - Government [LINK](#)
- Contact Tracing Guidelines from Ministry of Health [LINK](#)
- [NZEI](#) Guidelines
- [Cleaning Guidelines](#) following a suspected COVID-19 case.
- [How to clean surfaces by Govt.nz](#) and [Cleaning Guidelines for schools.](#)

Location	Area	Action	Who
Entering Site	Toko School	<p>STAFF</p> <ul style="list-style-type: none"> • Daily 3.10pm briefing in hall for staff - week 1-2. Then review. • Staff to check children coming in are healthy. If not, report them to the office, to be sent home. • Open the door into the classroom - Rooms 3, 4, 5. • Rooms 1,2 and 6 - to be managed by the classroom teacher • Teachers to be in their classrooms from 8.30. • Line up outside the classroom - before school, after morning tea and after lunch. Sanitize. <p>LEARNERS / FAMILIES</p> <ul style="list-style-type: none"> • Arrive at Toko School as per bus schedule. All other children preference between (8.30am - 8.45am) Drop offs at bus shelter only. Mrs Waite & Mrs Fergus (or other delegated staff members) to be at the gates during May to welcome children. • Only <u>children</u> through the school gates. Parents of special needs children/new-entrants may need to come into the school grounds with their children. These arrangements will be made prior to starting school. When parents enter the school they must sign in. Parents to bring their own pen. Parents must park out the front of the school. Adults must keep 2m distance. Parents to do only what is required and leave immediately. • A sign on all entrances to the school gates will advise parents of the above. Sign <p>VISITORS</p> <ul style="list-style-type: none"> • All visitors to the school must report to the office and record their name, contact number, time, address and reason for visit, in the Contact Register at the Office.. They must also sign out. Would prefer visitors to contact school before arriving. • A queue system will be set up at the office - requiring 2m distancing. Signage will explain this. • No parent helpers in Term 2. To be reviewed. 	
Onsite	Gatherings	<p>ATTENDANCE</p> <ul style="list-style-type: none"> • Children and staff will not attend if they are unwell • Children and staff who become unwell during the school day will be sent home immediately. • If there is a need to send learners to the sickbay, phone Annette in the office so she can prepare. Child will be collected by Annette or escorted by the teacher to the sickbay to await collection. • Annette will escort the child to the car (in front of the office) for collection so the parent does not need to come into the school grounds. • A register for children/families feeling anxious about returning to school will be kept, so staff can monitor their wellbeing during break times etc. <p>STAFF</p> <ul style="list-style-type: none"> • Adhere to 1 metre distancing where possible. • Meetings (if any) will be held in the school hall or Room 3. • 3:10pm daily check in at the hall for teachers during May. • Only 5 staff members allowed in the staffroom at any one time. Only one person at the kitchen sink at any one time. 	

Movement around School

Onsite

CLASSES

- All teachers to watchout for unwell children and organise to go to Sick-bay immediately.
- Teach/remind children of importance of handwashing, daily for the first week (more if necessary)
- ([Hand washing link here](#)/ [Hygiene guidelines followed](#))
- Library to resume as normal. Handwashing before. Sanitize after.

AFTER SCHOOL

BUS

- At 3.00pm children must leave their school bags outside their classroom and collect the bag at 3.20 when the bus bell goes and walk to the bus shelter. Bus children are not allowed in the shelter until this time.
- Children sit with their bag between them and the next person (may need to get forms out)
- Reminders about no touching when sitting and lining up to go on the bus.
- Wet day - in the hall. Sitting a bag apart from the next person in lines, facing the kitchen. Two staff on duty during term 2 for wet bus duties.

NON BUS

- Rooms 1 and 2 will be walked to the bus shelter by their classroom teacher at 2.50pm
- Rooms 3 and 4 will be walked to the bus shelter at 3.00
- Room 5 and 6 will be walked to the basketball court at 3.00 and will wait until it is clear to leave the school grounds. This will be managed by Mrs Waite/Mrs Fergus or a delegated staff member.

LIBRARY

- All Library books are to be returned in the first week back and left outside the library in a box. The books will be left 5 days before being put back into circulation.
- The library is totally closed for the first week back. No classes to attend.
- Library is closed before and after school, morning-tea and lunch for the rest of May.

- Our mantra will be "handwashing before leaving the classroom and sanitize to enter the classroom.
- Students will not visit staff shared spaces (ie Resource room, office, staffroom and Art Cupboard).
- Every time a child/teacher leaves the classroom they must wash their hands, even at the end of the day.
- No assemblies in May. Then review.
- No singing, kapa haka, bible in schools or piano lessons in Term 2. Then review.
- No hot lunches or Friday lunches during Term 2. Then review.
- Teachers must, in their daily planning identify where children are if not with the classroom e.g class split, interventions etc.

Onsite

Breaks and Eating

- Hands washed as per [handwashing](#) and [hygiene guidelines](#) prior to breaks/eating for both children and staff when going out. Hands are washed in the classroom using soap and paper-towel dispensers. Classroom monitors are set up.
- Handwashing is the preferred option. Only one paper towel per wash. These are then put into the rubbish bin.
- Sanatiser must be used before entering the classroom.
- All food / litter / waste that comes into school must be taken home from school by learners
- Water fountains will be closed. Children need to bring a full water bottle each day.
- Picnic Tables - 4 to a table and Delwyn to clean in the afternoon
- Brain food - more structured for May - around 10am
- Teachers must clean tables, door-handles and taps just before morning tea and just before lunch. These will be cleaned with a chux cloth, put in a container and then washed at the end of each day.
- Offices must be cleaned and sprayed just before morning tea and just before lunch.
- Brainfood at 10am. To be collected from bags. Handwashing.
- Staffroom/hall will be wiped down once staff have left by the Secretary or Principal.

Admin Office

- Annettes door will be kept closed and sliding glass partition used.
- [Signage](#) on the hall gate, office gate, bus shelter and on all office doors.
- Remain 1 metre from office desk
- If more than one parent requires the office, then they must wait outside.
- No unauthorised staff in the office area - School Secretary and/or Principal only.
- No children in office area - (unless teacher contacts Annette to escort child to sickbay)
- Parents wanting to pick up children outside their pick up times, must ring ahead - students at gates monitored by Annette
- Daily disinfection of surfaces

Sick Bay

- Each class will have their own basic first aid kit and PPE in case of minor injuries
- If there is a need to send learners to the sickbay, phone the office so they can prepare. Only bring the child when given the all clear.
- PPE (masks, gloves) are available for medical situations only - not everyday wear
- All children admitted to sick bay must have been referred by Teacher to Annette.
- Any sign of sickness child sent home; escorted to the gate by the office to await arrival of caregiver.
- Sick bay to be stripped of soft furnishings. Remove sheets and pillows from the bed. Bottom sheet only remains.
- Full clean/disinfection of sick bay once treatment is complete

Offices

- Knock and wait for invite before entering to ensure 1 metre spacing can be adhered to - particularly in the Resourceroom, art cupboard, library etc. Signs to go up.
- Daily disinfection of surfaces as well as just before morning tea and just before lunch
- Hand Sanitizer at all entry points.

Staffroom

- Morning Teas and lunch to be held in the hall, seating at 1 metre apart.
- All surfaces cleaned/disinfected after each break.
- Only one staff member at a time in the kitchen to make their own tea/coffee etc.
- Staff to rinse their own cup, and put in the grey tray.
- Annette will take to staffroom and put in the dishwasher.
- Staff will be responsible for their own plates etc and must wash these and put them away or take them home.

Classrooms

CLASSES

- Each classroom has a box with its own sanitisers, hand towels, toilet paper, plasters, disinfectant spray, cloths.
- Children will have their own stationery, supplies and BYOD devices/headphones - no sharing. Each learner will need to provide their own pencil-case.
- Disinfection of all surfaces daily. Chux cloths supplied. One cloth per clean.
- Children will be designated their own seat for the whole of May - to be reviewed.

Curriculum

- Teachers will focus on wellbeing and understanding the times we live in.
- Sports Equipment for PE - May only - Skipping for the first two weeks. Each child will be allocated a numbered skipping rope. To be kept hanging on bag hook when not in use.

Workspace, furniture, and belongings

- Workspaces will be organised to allow for no touching and not in the warm breath zone.
- Mat space can be used if masking tape is used to identify 'non touching' spacing.
- Children are encouraged to bring their own device (BYOD are not to be shared). If they do not have a device, classroom devices will still be available. Devices are wiped down by the child using it and then they wash their hands.
- At the end of the school day, the teacher puts on charge, washing hands and sanitizing afterwards.
- Disinfection of all surfaces. Teachers will be given a spray bottle of disinfectant and a cloth. Devices are cleaned and put away after each use.
- Bags must be kept zipped up with belongings inside. Set spot for school bags.
- Children will need to be allocated a seat and desk/couch/beanbag sitting space during May. To be reviewed.
- **Additional hygiene procedures**
- Doors left open - temperature permitting. If not ideal - teacher only to open / close these. Children to wait outside, until teacher admits them - except before school.
- Heat-pumps to a minimum of 18 degrees.
- Doors to be kept open. For example: Teachers to open doors to allow students in, in the morning. Closed for teaching by the teacher. Opened for morning tea and lunch breaks by teacher. Closed by Teacher.
- Sanitiser will be provided in every classroom - entry points to school also
- Daily schedule to incorporate regular hand washing and hand sanitising as well as reinforcement of

		<ul style="list-style-type: none"> hygiene expectations Wet Days - children must remain in their seats for eating.
	School Bags	<ul style="list-style-type: none"> All belongings MUST be kept in their zipped-up school bag. All school bags must be kept on a named hook.
	Hall & Library	<ul style="list-style-type: none"> Classes may book out the hall, but must be recorded on our school calendar, under “Hall or “Library”. Please ensure the correct times are adhered to. This will be used for contact tracing if required.
	Playgrounds & Break	<ul style="list-style-type: none"> Playground, sandpits and trampolines are open, but hands must be washed after use. School will be broken up into 3 areas (eg Rooms 1 and 2 on top field), Rooms 3 and 4, road side far field, Rooms 5 and 6 bank field. Some sports equipment will be allocated to these different areas, in a container, and again, hands must be washed once gear has been returned. This will be for May and then reviewed. This equipment will be disinfected daily. Water fountains will be closed. Children need to bring a full water bottle each day No Wheels-Wednesday in May.
	Equipment	<ul style="list-style-type: none"> Staff bring and use stationery from personal pencil cases Do not use stationery/equipment from the workspace of others. Photocopiers closed to children, staff to sanitise after each use.
	Emergency Procedures	<ul style="list-style-type: none"> All Toko School emergency procedures followed as normal Should an evacuation be required, classes will meet at the same place on the field and line up with 2 metre spaces.
	Hygiene and Cleaning	<ul style="list-style-type: none"> Soap, paper hand-towels, sanitiser and tissues will be available in every classroom. Children to be taught to use one hand towel per wash. Soap and water will be available in all bathrooms Cleaners will complete daily cleans in line with MOH guidelines. Cleaners will tailor cleaning schedules in line with spaces/toilet blocks being used, giving these a daily deep clean Additional disinfectant and paper towels / wipes will be available in classrooms for children and teachers to sanitise high-touch surfaces etc. during the school day as required Room 1 and 2 put their rubbish, worm food and recycling outside for Room 6 monitors to collect and dispose of. All other classes are to get rid of their own rubbish. Hands are washed in the classroom using soap and paper-towel dispensers. Classroom monitors are set up.
Additional		
Additional		
	Misc	<ul style="list-style-type: none"> Disinfectant spray available to be used on shared keypads (eg: photocopier and alarm) Hand sanitizer at shared resources (photocopier) Contact tracing register to be established as per MOE guidelines

COVID-19 Safety Plan

	Description of Action	Who
<p>What will be done to manage risks from restarting business after lock-down?</p>	<ul style="list-style-type: none"> ● Name/register onsite staff based on Public health requirements and experience ● Set up physical environment accordingly; spacing markings, bubble rooms identified and set up, shared spaces set up, office perspex screen ordered ● Site maintenance and health and safety ● Complete Property Check as per MOE's Checklist for schools. 	
<p>How will we ensure all our workers know how to keep themselves safe from exposure to COVID-19?</p>	<ul style="list-style-type: none"> ● Read and disseminate documentation from MOH, MOE, Worksafe regularly ● Regular staff and community updates via newsletter, email, FB, signage ● Onsite staff consultation and induction ● Offsite staff consultation and induction 	
<p>How will we gather information on the wellness of our staff to ensure that they are safe to work?</p>	<ul style="list-style-type: none"> ● Daily briefing, conversations about wellness, send unwell workers offsite, support to contact healthline, ongoing support, encourage openness ● Support with vaccine program ● Regular questioning about health ● Ensure contact tracing register is complete/planning is showing whereabouts 	
<p>How will we operate our business in a way that keeps workers and others safe from exposure to COVID-19?</p>	<ul style="list-style-type: none"> ● Public Health requirement and H&S Induction ● Ensure minimum staff onsite; off site staff clear about working from home role ● Develop onsite and offsite working expectations ● Implement new cleaning, hygiene guidelines (posters), provide bubble sanitisers, surface cleaners ● Design 1 metre work environment ● Provide PPE equipment for those who need it. ● Manage entrance and exit to site 	
<p>How will we manage an exposure or suspected exposure to COVID-19?</p>	<ul style="list-style-type: none"> ● Isolate in sickbay ● Ensure contact trace register is completed ● Arrange safe transportation home immediately ● Contact Healthline - 0800611 116 ● Provide all workers with advice on contacting GP ● Provide all whanau with advice on contacting GP ● Report to MOE Advisor ● Begin clean down procedures ● Inform Board Chair 	
<p>How will we evaluate whether our work processes or risk</p>	<ul style="list-style-type: none"> ● Internal evaluation as part of Daily Briefing on site staff ● Daily/Weekly Leadership review and update / record kept 	

controls are effective?

- Weekly staff review and update / record kept at Level 2
- Encourage collaborative daily reflection and use of Pandemic Q and A forum to collect staff voice
- Adapt plans and inform necessary personnel immediately