

## **Alert Level Three - Return to School Covid-19 Procedures**

### **North East Valley Normal School 2020 version 2, 28<sup>th</sup> April**

In light of the global outbreak of the Novel Coronavirus (COVID-19), NEV Normal School will function according to current Ministry of Education and Ministry of Health guidelines.

The actions below are based on a figure of up to nine children attending in each syndicate area. If there are less than five children attending per syndicate, we will reconfigure the plan accordingly. The advice from the Ministry of Education is that there be bubbles of no more than ten - that figure includes an adult. Therefore if we have eighteen children in attendance we will likely run only two bubbles - one in the junior/middle department and one in the senior area.

Alert Level 3 includes the reopening of schools up to Year 10. This means that:

- Attendance at NEV Normal School is an option for children who are well and who do not have a parent or caregiver at home during school hours; if a child arrives at school unwell, he or she will be sent home;
- Teaching and learning will continue to be available via distance learning tools; much of the physical teaching will also use distance technologies;
- Children and staff will work in exclusive and self-contained bubbles while at school; communication between bubbles will be via phone or computer; children who are troublesome to the extent that they threaten the health and safety of those in their bubble or other bubbles will be sent home; physical distancing rules will apply and PPE will be used when necessary;
- Staff members who are unwell or over 70 will continue to work from home;
- Staff members with children will continue to work from home where possible;
- All staff on site will keep a record of all others they come in contact with throughout this alert level, and maintain high levels of personal and group hygiene. The usual emergency procedures will be observed.

### **LEARNING**

Each syndicate bubble will have two adults on-site delivering lessons and at least one teacher working from home. The teachers will coordinate all learning using the tools at their disposal but always working in unison.

The learning assistance bubble will be responsible for overseeing and supporting all ORs, special needs and moderate needs pupils. Most of this work will be on-line. There will be a pastoral care element to this work.

### **TEACHER ONLY DAY - APRIL 28**

The teacher only day is an opportunity for all bubbles to get last minute prep done for Alert Level 3. Syndicate leaders and the deputy principal will coordinate this preparation for each of their bubbles.

## **CONSIDERATIONS FOR MAINTAINING THE BUBBLES**

Determine toilet and other facilities for your exclusive use;

Keep a bubble diary which will record: attendance, visitors (if any), accidents, other notable events;

Establish a daily timetable in conjunction with other syndicates including library, hall etc;

Define play areas and play equipment;

Ensure all children have a distance measure;

Establish and reinforce strict hygiene regime;

Ensure all children have a basic stationery pack;

Arrange devices for both on-site children and at home children;

Drop off and pick up protocols;

Behaviour plan amended to reflect the special circumstances of Alert Level 3;

Classroom teachers advising the Alert Level 3 teachers about the needs of individual children.

## **BUBBLE LOCATIONS** (Depending on numbers attending)

Bubble 1: Harley Block, Junior syndicate space including SN bathroom - ACCESS THROUGH H4 NORTH DOOR.

Bubble 2: Harley Block, Middle syndicate space

IF NUMBERS ARE LOW BUBBLE 1 & 2 WILL COMBINE AND BE BASED IN THE MIDDLE SYNDICATE AREA ACCESS THROUGH H1 ROOM.

Bubble 3: Senior Block, likely S4 depending on numbers - and stay on the ground floor. ACCESS THROUGH THE MAIN DOORS OF THE SENIOR BLOCK.

Bubble 4: Admin Block, will include the office staff, principal, deputy and caretaker.

## **BREAKS AND BELLS**

Bubbles will take breaks outside as they need, and as much as possible, only one bubble will be outside at a time. There will be no school bells during Alert Level 3. Staff will be required to be onsite no earlier than 8.30am, and should plan to leave soon after their bubble children if possible. Staff are not to leave the school grounds during the school day.

Syndicate leaders will prepare a timetable that includes breaks and describes boundaries indoors and outdoors.

## **ARRIVAL AND DEPARTURE PROTOCOLS AND PLAYGROUND ACCESS**

Families will meet teachers outside the gates as outlined below and keep a distance of at least 2 metres from other families.

Families of juniors and middles will drop children via the gate on Longworth Street - 8.55.

Senior students will wait at the main gate at 8.55.

It is important that we ensure our families and whānau feel welcomed, assured and cared for, while at the same time maintaining safe physical distancing.

All families will be informed of the staff supporting their child's bubble, and how to contact them.

Children are able to play on the grass and paved areas, ensuring they are not sharing equipment (balls, skipping ropes etc) as a bubble through the day with the support of members of staff.

The sand pit may be an option for the juniors.

The playground equipment is not to be accessed at all.

Everyone must be aware and practising the 2 metre safety distance. This can be demonstrated for children by stretching out their arms, and making sure they cannot touch another person's outstretched hands.

An individual child may bring a ball/equipment to school for their personal use. This must not be shared, and it is recommended to be cleaned with soapy water after use. Staff to monitor and advise as needed.

At the end of the day juniors and middles will be collected by parents at 2.50 at Longworth Street gate and seniors at 3.00 at the front gate.

## **CLEAN HANDS AND DRINKING FOUNTAINS**

Students will wash their hands using soap for 20 seconds before and after all breaks. Hand sanitiser will be available in each bubble, and members of the bubble are to use regularly through the day. The drinking fountain is not to be used. Children are to bring their own drinking bottles to use throughout the day.

When the weather allows doors should be wedged open.

## **STATIONERY AND LEARNING SPACES**

Each member of a bubble will have their own learning space at least 2 metres away from anyone else's. These are to be cleaned a few times during the day by the child, using cleaning materials available in the bubble.

Each student will have pens/pencils etc they need to work with, which will be kept at their learning space. Sharing of such items at this time is not allowed. School items such as

scissors and paintbrushes must be issued for the entire time to one individual and will be collected when we move out of the bubble scenario at school.

## **LIBRARY/HALL**

The library and hall will be available at this time but after each use the caretaker will need to be notified so he can do a sanitising sweep. Syndicate leaders may wish to set up a timetable for these resources and arrange Carl to do the cleaning between sessions.

## **ATTENDANCE**

Please let the office know of an absence. Absences will be followed up by a phone call from the office staff. No child will be allowed to attend school unless they are on a bubble roll. Children will go directly to their bubble, only using the specific doors to access their bubble.

Parents will not enter the school grounds. If a child is to be collected during school time, parents are to phone the office, and the child will be brought to the gate by one of the 'bubble' staff for collection.

## **OFFICE/PHOTOCOPIER/ADMINISTRATION**

Students will not go to the office, staffroom or classes outside their extended bubble unless it is an emergency. Staff will not enter any bubble except their own, including all admin staff and the principal.

Office staff will wipe down their computer keyboards and photocopier buttons each day. Hand sanitiser will be placed beside the photocopiers and will be used before and after copying. Students will not use the copier or collect printing.

## **SUPPORT STAFF**

When we can determine useful things for the teacher aides to do we will do so. The deputy principal will coordinate these staff members.

## **COURIERS AND DELIVERIES**

Couriers and deliveries will only be accepted as contactless. We will not be signing for items or allowing couriers to use our bathrooms at this time. A box marked courier parcels will be left outside the foyer.

Deliveries and mail for staff will be handled by the office staff and delivered to a box outside the access doors of each bubble.

## **DEVICES AND HOME SUPPORT**

Teachers will issue attending students with a device for the duration. Students will keep these in their workspace. They will be returned to the charging space at the end of the day. The device will be wiped on issue and on return. Teachers may wear gloves when issuing and returning devices. Staff within the bubble can manage this in the best way to suit their bubble, being mindful of limiting contact as much as possible.

Teachers will by Alert Level 3 have a fair idea of families requiring devices at home to aid on-line learning. These will be distributed once all on-site children have a device allocated them.

Some teachers may wish to prepare some further packs to send home.

## **DISTANCING**

Teachers may measure out several 1m and 2m lengths of string and use these to support students with understanding and maintaining a 1m (inside) and 2m (outside) distance where possible.

## **STAFF MEETINGS AND STAFFROOM**

Staff and team meetings will still take place via zoom in most instances. The staff room and admin area are out-of-bounds unless there is an emergency.

Bubble teams will need to organise a jug, and provide tea and coffee facilities within their bubble. Spare jugs and the like are available from the hall kitchen. Staff will use the toilets within their bubbles.

Staff will enter their school bubble via 'their' accessway, not the office, and must ring the office when they arrive to be signed in and out.

## **RELIEF / STAFF ABSENCE**

Report an absence in the usual way. Syndicate leaders will arrange relivers from within the teaching team in the first instance.

## **ACCIDENT OR INJURY DURING LEVEL 3**

As much as possible, all health needs of children will be managed within the bubbles, and not in the sick bay. Each bubble will have a limited first aid supply to use as needed. If a child is seriously injured, or very unwell, the family will be contacted, and the child will need to be collected. Again, if possible, the child will be kept within the bubble, only going to the sick bay if their needs cannot be met in their bubble.

## **ACTIONS TO COMPLETE PRIOR TO LEVEL 3**

- Hand sanitizer in every bubble;
- Soap by every sink;
- Disinfectant wipes/spray in every classroom, office and staffroom (taken to device area when issuing and returning devices);
- Bucket and dishwashing liquid in every extended bubble;
- PPE for every bubble;
- First aid supply in each bubble.

## CONTACT

**During school hours contact the main office and your call can be transferred to the relevant person, 4738246.**

Administration: Sara Blackwell, ph 4738246, [office@nevn.school](mailto:office@nevn.school)

Principal: John McKenzie, [john@nevn.school.nz](mailto:john@nevn.school.nz)

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