



Normanby School

Stage 4: Recovery. Procedure Planning for Alert Level 3

- **New Zealand COVID-19 Alert Levels - [Click here](#)**
- **Schooling detail for Alert Levels 2, 3 and 4. Developed by the Ministry of Education - [Click here](#)**
- **COVID19 Alert Level 3 School Plan - [Click here](#)**
- **Normanby School Pandemic Plan 2020 [Click here](#)**
- **Normanby School Pandemic Action Plan for Coronavirus - [Click here](#)**
- **Back to the Workplace Preparation Guide - [Click here](#)**

Schooling detail for Alert Levels 2, 3 and 4 Developed by the Ministry of Education (with ECE removed) - <i>This may be updated so will need to be checked</i>			
	Alert Level 2	Alert Level 3	Alert Level 4
General Principle	<p>Schools and early learning centres can open. Early learning centres and schools are open for all children. Distance learning is available for those unable to attend school (eg self-isolating).</p> <p>Any educational facilities connected to a confirmed or probable case of COVID-19 must close on an individual or group basis for 72 hours to allow contact tracing and cleaning, and then potentially for a further 14 days.</p>	<p>Early learning centres and schools are open for children up to year 10, with appropriate public health measures in place.</p> <p>If there is a parent or caregiver available to look after children at home, stay at home.</p> <p>Children at higher risk of severe illness from COVID-19 must stay home wherever possible.</p> <p>Early learning centres will be open. If there is a parent or caregiver available to look after children at home, stay at home. Children will not be able to attend play centres and play groups. Home based care, education and supervision of young children for more than one family in a home if public health control measures can be implemented.</p> <p>Primary and intermediate schools are open. If there is a parent or caregiver available to look after children at home and school children have access to distance learning, continue education at home. Distance learning is available for those not attending school (eg self isolating or parent at home).</p> <p>Secondary schools are open for young people in years 9 and 10 who may not be able to stay at home by themselves. If there is a parent or caregiver available to look after children at home, stay at home. All young people in years 11-13 continue to learn from home.</p> <p>Initially the number of children or young people must be limited to 10 in a group, but this can be increased to 20 once all processes are running smoothly.</p> <p>Any educational facilities connected to a confirmed or probable case of COVID-19 must close on an individual or group basis for 72 hours to allow contact tracing and cleaning, and then potentially for a further 14 days.</p>	<p>All educational facilities closed. All educational facilities closed. All schools engaged in some form of distance learning.</p> <p>School hostels (where international students cannot return home and/or it is not safe for domestic students to return home) accommodation can remain open in only these circumstances.</p>
Schools	<p>All schools are open on site for all year levels but may not be able to fully accommodate all students on site and may still require some distance learning. Schools will be able to accommodate more students than in Level 3 but face some physical limitations with public health measures.</p> <p>Residential Specialist Schools and Day Specialist Schools can fully resume for children to attend.</p> <p>School hostels fully return to occupation as physical distancing allows.</p>	<p>Schools are physically open to cater on site for years 1- 10 students and distance learning is available for all. Schools will teach students year 11-13 through distance learning. If there is a parent or caregiver available to look after children at home and school children have access to distance learning, children are encouraged to stay at home.</p> <p>Schools may need to build their onsite rolls up over time as they become confident in managing the public health requirements and depending on the availability of the teaching workforce. Schools will open at least a week after the alert level changes. In practice some may take longer to be open for students.</p> <p>Staff who have a higher risk of severe illness from COVID-19 are able to come to school but may also choose not to do so and to continue to work from home.</p> <p>Residential Specialist Schools and Day Specialist Schools will not resume in the early stages of Level 3 for children to physically attend. Teaching staff can return to the school premises and support parents and children at home and can develop plans for a return to physical onsite presence with parents if public health measures can be managed for later</p>	<p>Extensive support for distance learning in place from 15 April 2020, combination of online, hard pack curriculum material and Education TV offerings to support schools and early learning centres.</p> <p>No access to school sites unless approved under exceptional circumstances.</p> <p>Ministry staff together with resource teachers supporting children with learning support needs via Skype and phone.</p>

Ministry staff supplemented by resource teachers and school staff continue to support children with learning support needs by phone and Skype where their health status requires them to stay isolated.

Children return to specialist schools and their satellite units.

School transport is able to increase as the number of students increases.

The Food in Schools Programmes would be able to be fully operational provided the rules are observed.

OSCAR programmes can open.

An increased number of school redevelopment and construction projects may be able to resume if the requirements of Alert Level 2 can be met.

PPE not required or recommended as necessary in any educational facility by the Public Health Service.

in the Alert Level 3 period.

Students enrolled at a Day Special School but attending a satellite unit in a local school may be considered for onsite attendance as part of the host school's roll build up over time.

Specific public health measures to be taken in schools:

- Parents are asked to keep any sick children at home. If a sick child comes to school, send them home.
- Hand sanitiser at entry to classrooms and in bathrooms.
- Staggered entry times into classes with one time for school transport to minimise gatherings of children or parents.
- Breaks should be staggered as should starts and finishes to the day, and bubbles cannot mix during breaks.
- Initially the number of children must be limited to 10 in a school bubble, but this can be increased to 20 once all processes are running smoothly. There can be multiple school bubbles in a physical space but there must be distance between bubbles and strictly no mixing between school bubbles (working this through). To support contact tracing students should sit in the same place each day, with 1m physical distance between all children, young people and staff. Must maintain 2 metre physical distance outside and 1m inside during breaks and 1m on school transport.
- Physical education classes and breaktime activities cannot include sports with <2m physical distance or where the same equipment is touched by different students (balls, ropes, sticks, etc).
- Disinfect and clean all surfaces daily.
- Contact tracing registers must be set up and identify which children are in each teaching space, record when and who they have contact with during the day if that changes. This includes recording who the adults are in contact with as well as recording any visitors to the site, including parents.

School hostels may be able to operate noting some currently are in Alert Level 4 to support international students and some domestic students who could not return home). However each hostel will have a plan for a graduated return of students and will work with parents to ensure that public health requirements are met. This is likely to mean there may be some return of students later in the Alert 3 period.

Ministry staff supplemented by resource teachers continue to support children with learning support needs by phone and Skype. Teacher aides return to school to provide onsite support to teachers and children

Limited school transport able to return.

Food in Schools Programmes will start provided public health considerations can be managed.

OSCAR programmes are still closed (to reduce the risk of mixing between different groups of children).

Some school redevelopment and construction projects may be able to resume if the requirements of Alert Level 3 can be met.

PPE not required or recommended as necessary in any educational facility by the Public Health Service

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Pandemic Plan - Stage 4: Recovery. Procedure Planning for Alert Level 3

Trigger:

- Establish reopening timelines - communicate with all families
- Confirm cleaner and caretaker availability/vulnerability status
- Population affected by vaccination/or pandemic abated in New Zealand

Goal:

- Normanby School ensures the continuing well-being of learners, parents, caregivers, whānau and staff, and education services are fully restored

Pandemic Team will:

1. Advise that Normanby School is re-opened for registered children only, through telephone message, email, website, Facebook and entry point notices
2. An 0800 number may be supplied by the Ministry of Health
3. Arrange for trauma/grief counselling as necessary
4. Undertake debrief of procedures used with current members
5. Review the importance of keeping safe guidelines with children

Following the announcement of a move to Alert Level 3:

- Survey Parent Community for those who are considered 'Essential Workers'
- Survey Staff for those who are immune compromised or need to be home with their own children (immune compromised)
 - Priority 1 Staff - those who are able to be onsite
 - Priority 2 Staff - those who are not able to be onsite who may be immune compromised or have immune compromised people in their bubble
- Confirm needs with families and establish an Alert Level 3 Roll
- Establish 'Family Bubble' lists and classroom plan, communicate with families
 - *Siblings will be allocated the same classroom bubble.*
 - *Map of school created with clear established areas and school entry points*
 - *Where possible classes will be in collaborative spaces to allow space for physical distancing*
 - *Bathroom facilities will be allocated based on proximity to bubbles*
- Staff will continue planning home learning for families under Alert Level 3
- Children at school will be guided through the home learning provided by their teachers in their 'Family Bubbles'
- Confirm with staff those who are required to be onsite
- 'Onsite Teacher Only Day' Tuesday 28th April to set up physical spaces, gather student stationery/supplies/resources and work through expectations around learning tasks & protocols
- Contact tracing register established
 - *Will be incorporated into an attendance google sheet*

Under Alert Level 3 we will continue to follow the guidelines set out in the Normanby School Pandemic Plan but with an **intensified focus of managing the areas identified below.**

At all times we will be following the most up to date advice from the Ministry of Education and Ministry of Health.

Classrooms

At Pick up and Drop Off

Staffing Class Bubbles

<ul style="list-style-type: none"> ● Seating arrangement set and maintained at all times ● Students and Staff will use hand sanitiser when opening and closing doors. ● School bags will be stored in classrooms (in their 'Family Bubble') ● Students will work on their relevant home learning programme set by their usual classroom teacher ● Each student will have the same work space and chair to use for the duration of level 3 ● Workspaces will be organised to allow for minimum of 1m physical distancing ● Spaces will be marked out for "mat time" ● Sanitiser will be provided in every classroom ● Children will eat morning tea and lunch using social distancing protocols ● Children will have their own stationary, supplies and devices - no sharing ● Lego and classroom resources to be removed 	<ul style="list-style-type: none"> ● No parents will be allowed past the school gates for drop off and pick up ● Children will not be allowed to enter before 9am. ● A staff member will be at the gate from 8:55am - 9.05am, 2.30pm - 2.40pm ● Students will go straight to their allocated room upon entry ● Santiser and signs will be posted in key areas throughout the school ie. front door, office, staffroom, classroom, toilets ● Where possible there should one person designated for pick up and drop off 	<ul style="list-style-type: none"> ● Initial class bubbles of 10 will have 2 teachers (bubble buddies) allocated to the group of 10 students ● Once onsite practices are sound, class bubbles will be combined to bubbles of 20 (we will most likely be organised for this by next week) ● Home learning will still be sent out at the start of each week
<p style="text-align: center;">Staffroom Bubble</p>	<p style="text-align: center;">In the playground</p>	<p style="text-align: center;">Managing Attendance</p>
<ul style="list-style-type: none"> ● Staff are expected to maintain minimum of 1m physical distance at all times ● Cups, spoons etc. to be handled into dishwasher ● Soap and sanitiser will be provided in the staffroom ● Disinfectant/wipes available to be used on shared keypads (e.g. photocopier and alarm) ● Offsite Staff during Alert Level 3 will continue with home learning programmes as per Alert Level 4. There may be a gradual increase in expectations about extending new learning and virtual face to face sessions with children. ● The office manager ensures contact tracing register is maintained / phones /and medical incidences are managed ● Staff meetings and continuity of staff culture to be managed through Google Meets, Facebook virtual staffroom and emails. 	<ul style="list-style-type: none"> ● The school playground remains closed ● Sports equipment may not be used unless it can be allocated to individual students and only used by that student for the duration. ● Children can bring their own skateboard or scooter but may not be shared. ● Children must keep 2m apart from each other in the playground. ● Water fountains will be turned off - children will need to bring water bottles ● Cones may be used to set designated areas. 	<ul style="list-style-type: none"> ● Every person who is on the school site must complete the contact tracing register. The office manager will ensure this is kept up to date on a daily basis. Contact Tracing ● Children and staff will not attend if they are unwell - if symptomatic then they must be tested for Covid-19 ● Children and staff who become unwell during the school day will be sent home and are to get tested for Covid-19. ● Families who have a child that has a health condition will be contacted if they intend to come to school - advice will be to keep their child home. ● HERO continue to automatically populate every child with "F" in the electronic register ● Roll will be done via a google spreadsheet alongside contact tracing register as per MOE guidelines ● MOE has developed an online tool to gather daily information. This information will also be used to keep the National Crisis Monitoring Centre, the Government and the public informed about how many students are learning onsite and offsite. This needs to be completed each school day by 10am. This will be done via the link below. Daily log link: https://www.surveymonkey.com/r/KTGBH6Z
<p style="text-align: center;">Cleaning and Hygiene</p>	<p style="text-align: center;">Movement Around the School</p>	<p style="text-align: center;">Additional Considerations</p>
<ul style="list-style-type: none"> ● Sanitiser and tissues will be available in every classroom ● Soap and hot water will be available in all bathrooms ● Cleaner will complete daily cleans in line with MOH guidelines ● Additional disinfectant/cloths will be available in classrooms for children and teachers to sanitise spaces during the school day as required. E.g. tables after eating, doors after breaks etc. ● Each bubble of 10 will have its own designated bathroom space. The two areas will be the main toilet block (for children) and the admin block toilets (for staff) ● Caretaker onsite between 8am and 4pm. 	<ul style="list-style-type: none"> ● Students will stay within their own classroom bubble, and not visit other bubbles or staff shared spaces (ie photocopier or staffroom) unless in an emergency. ● Staff will not visit with other class bubbles, the only space for staff gathering/meeting will be the staffroom or library where appropriate physical distancing will be observed. ● Shared spaces such as the hall will not be available for use ● No visitors onsite 	<ul style="list-style-type: none"> ● Moisturiser for hands for students and staff that require it. ● PPE gear? Masks?

