



Alert Level 2 Health and Safety Procedures

LEARNING

Families who choose not to send their children to school will continue to use the [Silverdale School's Home Learning](#). SLT and Team Leaders will upload additional tasks throughout Alert Level 2. Students at home can complete tasks at their own pace, with support from the school, not their normal classroom teacher.

Students who are continuing with distance learning will be grouped together and supported by teacher aides and/or Deputy Principals.

Alert level 2 schooling requires no bubbles.

Our school times will not change.

No one is on site until 8.30am, after 8.30am only students on site.

8.30am - Bell

8.55am - Block 1

10.55am - Playtime eating (in the classroom)

11.05am - Play time

11.25am - Block 2

12.55pm - Lunch eating (in the classroom)

1.05pm - Lunchtime

1.50pm - Block 3

2.55 pm - Bus chn to the library

3.00pm - Home

No one will be allowed on site at school before 8.30am unless they are enrolled at Kelly Club.

Parents/caregivers using Kelly Club will enter and leave the school via Gate 2 between 7am and 8am. After 8am children will be dropped off at Gate 2 and a Kelly Club staff member will walk them to the hall.

All visitors to school will have to report to the office to complete the "Contact Tracing Sign-in Register".

If your child has a school owned chrome book they will need to bring it back to school cleaned and fully charged.

Pick Up and Drop Off of Students

Drop off in the morning.

- Parents/Caregivers are encouraged not to come on-site unless it's an emergency.
- We are encouraging parents/caregivers to use their car to drop off their children.
- The school gates will be closed until 8.30am.
- Parents/caregivers who are dropping off children in their cars will use the stop, drop and go area and not get out of their car.
- No one will be allowed on site before 8.30am.
- At the 8.30am bell students will be allowed on site and they must go straight to their classroom.
- Parents who have walked, biked, scootered with their children will drop them off at the gate and not come on site. There will be three entry points for children on foot or wheels to enter the school from, Gate 1, Gate 2 and the gate by the dental clinic. (Please see map). Parents waiting at the gates will maintain social distancing of 2m.
- Children who catch the bus, the bus will drop off the children at school as per normal before the lock down.



Pick up in the afternoon.

- Parents/Caregivers are encouraged not to come on-site unless it's an emergency.
- Parents/caregivers will wait at the gate they dropped their children off in the morning. Parents waiting at the gate will maintain social distancing of 2m.
- Children who have walked, biked or scooted to school will be released from their classroom at 3.00pm as per normal and walk straight to the same gate as they were dropped off in the morning.
- We are encouraging parents/caregivers to use their car to pick up their children.
- Team Tui will be walking to Metro Park to be picked up by parents/caregivers in cars or on foot. If the children have a younger sibling they will collect their younger sibling from their class and walk them to Metro Park.
- Team Te Ohanga, Team Kiwi, Team Pukeko parents will collect their children from stop, drop and go as indicated on the map.
- If parents/caregivers have a pre-arranged pick up point that is off site, these children will be dismissed from school at 3.00pm and will go straight to the pre-arranged pick up point.
- Bus children will be walked to the bus by a staff member. The bus will be parked on the road not on school grounds as per pre lock down.
- Any changes to pickups will need to be communicated to the Office by 2.00pm.



Classrooms	At Pick up and Drop Off	Staffing Classrooms
<ul style="list-style-type: none"> ● School staff are to observe students on arrival into the classroom, checking for symptoms and ask those presenting as unwell to go to the office. The office will arrange for parents/caregivers to come and pick up their child. Please note, this does not mean that temperatures are to be taken. ● The Principal has the authority to preclude a student from attending if they believe on reasonable grounds that they may have a communicable disease under section 19 of the Education Act ● Children do not need to sit in the same place every day at Alert Level 2. ● Contact tracing will be in place through eTap attendance register and visitor register ● Children and staff should be far enough away from each other so that they are not breathing on or touching each other, coupled with good hygiene practices and regular cleaning of commonly touched surfaces. There does not need to be a specific measurement but where practicable 1 metre can be used as a guide, particularly between adults. Practice should be sensible. ● Physical education classes and break time activities can include access to 	<p>Drop off in the morning.</p> <ul style="list-style-type: none"> ● Parents/Caregivers are encouraged not to come on-site unless it's an emergency. ● We are encouraging parents/caregivers to use their car to drop off their children. ● The school gates will be closed until 8.30am. ● Parents/caregivers who are dropping off children in their cars will use the stop, drop and go area and not get out of their car. ● No one will be allowed on site before 8.30am. ● At the 8.30am bell students will be allowed on site and they must go straight to their classroom. ● Parents who have walked, biked, scootered with their children will drop them off at the gate and not come on site. There will be three entry points for children on foot or wheels to enter the school from, Gate 1, Gate 2 and the gate by the dental clinic. (Please see map). Parents waiting at the gates will maintain social distancing of 2m. ● Children who catch the bus, the bus will drop off the school at school as per normal before lock down. 	<ul style="list-style-type: none"> ● Teachers will be teaching in their classrooms. ● Teacher aides will work as per normal before lock down ● Teacher aides working with individual children will continue to work with these children ● Teacher aides will continue to be on duty during play times ● No Classroom Release Time for teachers until the week beginning Monday 25 May

sports equipment including playgrounds but hygiene practice should be observed before and after playing with equipment. There will also need to be regular cleaning of shared equipment such as balls, sticks etc

- Students and Staff will use hand sanitiser when entering and leaving a room
- School bags will be stored in bag cupboard students will be told when they can get their bags
- Sanitiser, wipes will be provided in every classroom
- Students will be required to wear school uniform
- Students in Years 3, 4, 5 and 6 will use their own school chromebook.
- Children who have a school owned chrome book will need to bring it back to school cleaned and fully charged.

Pick up in the afternoon.

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- Parents/caregivers will wait at the gate they dropped their children off in the morning. Parents waiting at the gate will maintain social distancing of 2m.
- Children who have walked, biked or scooted to school will be released from their classroom at 3.00pm as per normal and walk straight to the same gate as they were dropped off in the morning.
- We are encouraging parents/caregivers to use their car to pick up their children.
- Team Tui will be walking to Metro Park to be picked up by parents/caregivers in cars or on foot. If the children have a younger sibling they will collect their younger sibling from their class and walk them to Metro Park.
- Team Te Ohanga, Team Kiwi, Team Pukeko parents will collect their children from stop, drop and go as indicated on the map.
- If parents/caregivers have a pre-arranged pick up point that is off site, these children will be dismissed from school at 3.00pm and will go straight to the pre-arranged pick up point.

- Bus children will be walked to the bus by a staff member. The bus will be parked on the road not on school grounds as per pre lock down.
- Any changes to pickups will need to be communicated to the Office by 2.00pm.

Staffroom

Break Times

Managing Attendance

- Staff are expected to maintain minimum of 1m physical distance at all times
- Cups, spoons etc. will need to be put in the dishwasher as per normal
- Soap and sanitiser will be provided in the staffroom and bathrooms
- Disinfectant/wipes available to be used on shared keypads (e.g. photocopier and alarm)
- Office staff will be onsite
- Caretaker will be on site
- Team meetings will take place as per normal before lock down
- No face to face staff meetings

- The playgrounds will be open
- Sports equipment may be used
- Water fountains will be turned off - children will need to bring water bottles
- Normal play and lunch time will be followed
- Play and lunch eating will be eaten in class and supervised by the classroom teacher.

- Children and staff must not attend if they are unwell
- Children and staff who become unwell during the school day will be sent home
- Teachers will take the roll as per our policy
- Office will change students who are at home completing distance learning to “F”
- Contact tracing register as per MOE guidelines will be at the office and in the classroom for visitors to sign.
- All visitors to school will have to report to the office to complete the “Contact Tracing Sign-in Register”.

Cleaning and Hygiene

Movement Around the School

Children/Staff At Risk

- All staff and students will wash and dry hands, cough/sneeze into elbow, and not touch their face
- If people are sick, they should stay home (phone Healthline or their GP and get tested if they have flu-like symptoms).

- Library will be opened as per timetable. No buddy class for the library
- No whole school assemblies
- No team assemblies
- No kapa haka, choir
- Kelly Club will be operating

- Children at higher-risk of severe illness from COVID-19 (e.g. those with underlying medical conditions, especially if not well-controlled) are encouraged to take additional precautions when leaving home. Parents, caregivers and students will

- Sanitiser and wipes will be available in every classroom
- Soap, hot water and paper towels will be available in all staff and students bathrooms
- Cleaners will disinfect and clean all surfaces daily
- Cleaners will complete daily cleans in line with MOH guidelines
- Additional disinfectant/cloth will be available in classrooms for staff to sanitise spaces during the school day as required. E.g. tables after eating, doors after breaks etc.
- Office staff will wipe down the sign in pad, office computer keyboards and photocopier buttons each day. Hand sanitiser will be placed beside the photocopier and will be used before and after copying. Students will not use the copier or collect printing.
- Stairwell handrails will be wiped down after interval and lunch.
- Staff bathroom doors and taps will be wiped down after interval and lunch.

- All visitors to school will have to report to the office to complete the “Contact Tracing Sign-in Register” upon arriving and leaving
- 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.
- Record when and who children have contact with during the day apart from their teacher. This includes recording who the adults are in contact with as well as recording any visitors to the site, including parents, RTLB, music teachers etc.

- need to work with the school to develop a plan to manage a safe return to school. Distance learning will continue to be available to those who choose to remain at home.
- Staff at higher-risk of severe illness from COVID-19 are able to work on-site if they can do it in a safe way. Staff and employers should discuss and agree whether additional control measures can be put in place, whether these workers can work from home, or if not, what leave and pay arrangements will apply.
 - Schools 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. They could be closed for a further 14 days (but open for distance learning) – you will work with public health units to manage this and the direction to close will come from the Medical Officer of Health.
 - Stringent self-isolation of those who display relevant symptoms of COVID-19, test positive for COVID-19, have been in close contact with someone who tests positive for COVID-19, or have been overseas in the last 14 days

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