



How St Thomas of Canterbury College will operate at Level 2

12th August 2020

GUIDING PRINCIPLES

The key controls for work and workplaces are to:

- keep people with COVID-19 symptoms off the premises
- maintain physical distancing where appropriate
- enable good hygiene practices
- keep track of people who enter the premises

Health and Safety - People	
Student sickness	Parents are asked to keep children with sick/flu symptoms home
Staff sickness	Staff are asked to stay at home if they are unwell
Social distancing	Children, young people 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 should be used as a guide, particularly between adults.
Personal hygiene	Where practicable ensure that children and young people regularly wash and dry hands, cough and sneeze into their elbow, and try to avoid touching their face. Staff place dishes/cups in the dishwasher - do not leave on the bench. Staff bring own cup where possible.
Contact tracing	Contact Tracing Register is set up at the front office to identify which visitors are on site, in each teaching space, including recording if there is a different composition of children and adults during the day. This includes recording visitors to the site, including parents. Manage queues at the school office (for visitors) with 2 metre spacing on the ground. One in, one out policy applies. Uniform – by appointment only.
Parent drop off, pick up	Parents dropping off and picking up children at school must not enter the school premises to do so . This is to happen outside the school gate.
Students leaving during the day	No students will be allowed off the premises at lunchtime.
Bus transport	Contact Tracing – list of how students get to school, what bus they catch (information gathering at mentoring Monday 18 th).
Shared equipment	Shared supplies and equipment can be used if students and staff are undertaking regular hand washing and staying away if sick.
Tuckshop	Distance lines on the ground at the tuckshop, teacher will be on duty to oversee distancing.
Attendance	Rolls will be taken at the start of every lesson to ensure we know where students are at all times.

Health and Safety - Property

Sanitising surfaces and equipment

Hygiene Procedures during Covid-19 Alert Level 2

Hand sanitiser, disinfectant spray and cloths to be given to all staff.

Teachers to provide sanitiser to students at entry/exit to/from classrooms.

Hand sanitiser and disinfectant spray to be available always in additional areas such as hall, gym, front desk, staff room.

Hand sanitiser, disinfectant spray and wipes to be available in school vans. Students hands to be sanitised before entry into vans. Disinfectant spray available for use where possible.

Sport: Hand sanitiser and disinfectant to be made available each day at 2:30pm in a dedicated trolley at sports fields (front and back). Students hands to be washed/sanitised before sport is played. All sports equipment to be disinfected before and after use.

Each staff member is responsible to ensure desks and equipment are disinfected after use.

Property team, including cleaners, to oversee the cleaning of communal spaces / doors / toilets / handrails, internal and external doors for high use areas where possible will be left open to reduce touching.

All touchable surfaces will be cleaned and disinfected daily.

All communal water fountains are off limits and students will need to bring their own drink bottles. NB: A dedicated drink station with disposable cups will be setup by raised lawn area outside admin.

Keep classroom temperatures to 18 – 20 degrees.

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

Teaching and Learning – Juniors	
Entry and Exit	Students line-up spaced arm length apart. Door open on entry. Students straight to seats. When leaving teacher will dismiss one table at a time. Door open for exit. Teacher to provide sanitiser on entry and exit.
Attendance	Accurate roll to be taken immediately after seating to allow for contact tracing.
Seating	Students separated by approx. 1 metre where possible. Students to stay seated unless advised by teacher.
Toileting	Allow one student at a time to correct facility. Quick trips to stop loitering. Students must disinfect hands before exiting and entering class Yr7-8 – STEM toilets Yr 9-10 – Mt Sion toilets Yr 11-13 – Gym toilets
Group work	Group work should allow the use of technology to assist with appropriate distancing if allowed. Maximum of one group per class (i.e. do not allow students to move between multiple groups within the timetabled class)
Equipment	Students are advised against sharing of equipment between students. PE – PENZ Guidelines Any class materials to be handed out must have a plan around: - How to distribute and collect to minimize contact - How to properly clean if shared equipment. Build these into class planning documents and time allowance
Movement	Once inside students are to remain in the timetabled class until the bell except for toilet breaks.
Blending of technology	Continue to blend technology within learning to allow students to maximise learning and instruction time (i.e. flipped learning/video instruction and small group discussion).

Teaching and Learning - Seniors	
<u>NCEA</u> <u>and</u> <u>NZQA</u> <u>– update</u>	<p>Currently our NZQA qualification process is as normal. However, NZQA has alternate plans if required:</p> <p><i>NZQA is working closely with the Ministry of Education to develop contingency plans for NCEA assessment, and the circumstances in which it would be appropriate to implement them.</i></p> <p><i>However, if significant disruptions continue, I would like to reassure you that we have a range of additional levers we can and will use as necessary:</i></p> <ul style="list-style-type: none"> • <i>Special Credit Inclusion provisions for qualification completion for school leavers where teaching and learning has occurred, but assessment wasn't possible</i> • <i>reviewing submission dates for portfolio-based externally assessed standards,</i> • <i>and potential timetable changes for end of year examinations</i> <p><i>Other more significant changes to NCEA are also included in our contingency planning, but the current trajectory does not indicate the need to outline these in detail at this point.</i></p> <p><i>Finally, NZQA has had discussions with Universities New Zealand around university entry requirements.</i></p> <p><i>In the meantime, I would like to acknowledge again the incredibly challenging environment you are all working in and thank you for the invaluable mahi you are doing to support your students and communities.</i></p> <p><i>Dr Grant Klinkum</i> <i>Chief Executive Pou Whakahaere</i> NZQA Mana Tohu Mātauranga o Aotearoa</p>
In class activity	See above sections for juniors – same procedures
Entry and Exits	Door open on entry. Students straight to seats. When leaving teachers will dismiss one table at a time. Door open for exit. Teacher to provide sanitiser on entry and exit.
Field trips, school camps	Can continue under Covid-19 guidelines https://www.covid19outdoors.nz/ Along with your usual risk management approach you will need to consider.
ARA / SIT / NTA / Avon City Ford	Each dual enrolment facility has its own set of requirements and health and safety guidelines.

Sport	
Government Level 2 Guidelines from NZ Sport	
Return to train/Play	<i>Subject to the range of public health measures outlined below, play, active recreation and sport can resume under level 2. This includes contact team sports and physical activities only if fewer than 10 people are participating, good contact tracing is possible and hygiene measures, particularly washing and drying of hands, and regular sanitising of equipment and surfaces are in place. Make sure you know (or can identify) anyone who is participating in your activity, including players, officials and spectators/supporters, in case someone gets sick.</i>
Contact Tracing	<i>You are required to have a contact tracing register. Your contact register (a combination of timetable, attendance register and visitor register) will provide good information to health authorities, so they can contact people that might be considered a close contact of a confirmed case, and determine whether they will need to self-isolate. This includes recording visitors to the site, including parents. Contact tracing register for all participants and spectators must be in place and able to be accessed quickly.</i>
Individual Sanitising	<i>Physical distancing is not possible in some sporting activities. In these situations, extra emphasis on handwashing and drying (or cleansing with hand sanitiser) before and after activities...</i>
Equipment Cleaning	<i>Measures should be taken to minimise the sharing of equipment if possible. Equipment must be washed and dried before and after use. For example, balls need to be washed before and after each game.</i>
Facilities Cleaning	<i>... exercise caution with common touch points (e.g. gates or doors) and wash or sanitise your hands after touching these surfaces. Facilities must have a written plan for safe operation in place. Sanitation measures can be found here. Facilities, water, soap and towels/drier should be made available for participants to wash and dry their hands or use hand sanitiser (containing at least 60% alcohol).</i>
Gatherings	<i>Indoor and outdoor facilities will need to restrict gatherings to a maximum of 100 people, while maintaining physical distancing requirements, if a contact tracing register is being used. For smaller venues a lower maximum number may be more appropriate to maintain physical distancing. For sports that take place outdoors, in a large open area with multiple fields and courts, the requirements on the number of people apply to a single field and court, so long as this is managed in accordance with other public health guidelines. Gathering restrictions apply to each separate space e.g. an outdoor court that can be managed separately with suitable physical distancing between these spaces. For large areas such as golf courses, individual groups engaging in activities should keep physically distanced from each other. Care must be taken to avoid gathering at communal points such as entries and car parks. Phasing of activities could be used, to allow time for people to pass through these areas safely. Sports clubs should follow public health guidelines on physical distancing and personal hygiene. If you are having club events, consider limiting numbers to ensure physical distancing can take place, take extra care on cleaning surfaces and when preparing food to minimise risks. Now is not the time to have a large club prizegiving or event, think about keeping things simple.</i>

