



ALERT LEVEL 2
STELLA MARIS RETURN TO WORK/SCHOOL PROCEDURES

Dear Parents and Staff

The Prime Minister has just announced that we are moving down to Alert Level 2 from 11.59pm tonight. The huge volume of tests completed in the last few days has given confidence that if any further cases arise, they will likely be closely linked to these existing cases.

This means that the school is open for all staff and students under Alert Level 2. At this stage we will remain in Level 2 until at least Monday, when we will receive further guidance.

Under Alert Level 2 the school will operate under the following guidelines as per the Ministry of Education and Ministry of Health information.

MAINTAINING MINIMAL CONTACTS:

School will carefully monitor people onsite and manage contact between staff, students and whānau.

No parents/caregivers to enter the school foyer, office or classrooms – unless by appointment or prior arrangement.

Physical Distancing – In an Alert Level 2 school environment, this means children and staff maintaining a physical distance so that they are not breathing on or touching each other, coupled with good hygiene practices (coughing into elbow or tissue, handwashing and drying), and regular cleaning of commonly touched surfaces. There are situations where physical distancing is not possible, such as sporting/play activities, in these situations extra emphasis will be placed on handwashing and drying before and after activities.

Mass Gatherings – Schools and school transport are not considered mass gatherings. This means there are no restrictions on numbers of people indoors or outside at schools, provided physical distancing is able to be maintained. Full school assemblies and liturgies will not occur during Level 2.

There is no bubble concept at Level 2 so there are no restrictions on groups of students mixing with others onsite – provided they maintain physical distancing and hygiene practices. Staff are not restricted to one group and can move freely between groups of students.

PUBLIC HEALTH MEASURES MUST BE TAKEN AT SCHOOL

In addition to usual practices when managing health and safety, there are some specific public health requirements for Alert Level 2 that must be adhered to:

- Anyone with COVID-19 symptoms or generally feeling unwell **MUST STAY HOME.**
- Students and staff must maintain physical distance so that they are not breathing on or touching one another.

- Hand sanitiser is at each classroom entry, the main atrium, staffroom, library and office.
- Soap, water and the ability to dry hands is provided in all toilets.
- All surfaces will be disinfected and cleaned daily.
- Contact registers will be kept for all students and staff on site (this will include the attendance register for students), and who travel on the school buses.
- The COVID-19 QR code is displayed at the main entrance of the school.

School Drop-off:

- No parent to enter the school foyer, office or classrooms – unless by appointment.
- Drop off may occur between 8:00am and 8:45am – any students at school before 8am must be booked into Skids.
- Students will move directly to their classrooms – they will not wait in the main atrium for the the 8:15am bell.
- Staff will direct children to the path to their classroom
 - Matikao students (Yr 0-2) will follow the path by the bikestands outside the principal's office and enter via the St Leo atrium.
 - Mokehu students (Yr 3-4) will move through the main atrium and exit by the Friendship bus stop and enter their classrooms by the outside classroom door.
 - Huruhuru students (Yr 5-6) will go around the outside of the hall to the outside door of their classroom
- The leadership team will ensure that drop off and pick up is a positive experience for both students and parents. Leadership team will supervise the carpark.
- Parents and caregivers are not to enter past the ramp or stairs leading to the school buildings, except for parents of new students to the school who may accompany their child to the outside door of the classroom – please do not enter the class. All parents who do this must either use the COVID Contact Tracing App or sign in in the main atrium.

End of Day Pick-up:

- To manage distancing we will have a staggered pick up
 - 2:30pm – Huruhuru students and siblings
 - 2:40pm – Mokehu students and siblings
 - 2:50pm – Matikao students
- If it is fine teachers will bring classes to the pick up area and line classes up on the grass area and help children get to their parents.
- If it is wet teachers will bring classes to the hall at their allotted time. Sit in class groups. The leadership team will use phones to communicate between the carpark and hall who to send to pick-up.
- Parents please do not approach the children in class lines or enter the hall, staff will send the children to you.

SKIDS

- Skids will be operating at Alert Level 2.
- Parents must book students into Skids to ensure that they have enough staff for the number of children. Phone: 027 846 1725

MOVEMENT AROUND SCHOOL:

In the playground:

- Bikes and scooters can be at school.
- The library will be open at lunchtime.

- The adventure playgrounds will be open, but Mokehu and Huruhuru may have alternate days on the senior playground.
- All playtimes will be monitored by staff.

Sickbay:

- Teachers will notify the office immediately by phone if a child is sick. Sick children will be sent home immediately. The sick child will be sent to the sick bay to wait to be collected by their parent or caregiver. The parent picking up a sick child is asked to phone the school when they are on site and the student will be taken to the foyer door.
- **IF YOUR CHILD IS UNWELL PLEASE KEEP THEM AT HOME.**

Morning Tea and Lunchtime:

- Students will eat morning tea and lunch at their own designated class space monitored by staff. Being aware of physical distancing as mentioned above.

Other Staff and Outside Tutors:

- Learning support staff and outside tutors are able to be onsite.
- All visitors must use both the COVID Contact Tracing App AND sign at the school office

Parent meetings with staff:

- Meetings between staff and parents may go ahead but must be by appointment.
- All visitors must use both the COVID Contact Tracing App AND sign at the school office

Contact Tracing –

- All visitors must use both the COVID Contact Tracing App AND sign at the school office (please note these are two different systems and are for two different purposes – our school sign in is for Health and Safety purposes outside of COVID-19)
- If visitors do not have the COVID App they must sign in at the office.

SCHOOL BUSES

- No cash is accepted on buses – all students travelling on an AT bus must have a HOP card.
- For contact tracing purposes we are required to keep a register of all children who travel to and from school on the bus during Alert Level 2.
- To help with this if students are going to travel on the bus to and from school at alert level 2 parents are asked to email Olwyn Hobman olwyn@stellamaris.school.nz with the following information:
 - Student's name and class
 - Route name and number (see below)
 - Which days of the week and if it will be morning and/or afternoon
- Stella Maris bus routes:
 - AT bus – Whangaparaoa/Gulf Harbour (HOP card required)
 - Ritchies Bus routes:
 - 1509 – Kaukapakapa/Waitoki
 - 1512 – Stillwater
 - 1515 – Puhoi
 - 1518 – Wainui/Helensville
 - 1577 – Waimauku/Coatesville
- **NB** - We still require the regular bus forms to be returned to school by the end of the week so we can set up our usual school bus register.

MAINTAINING HEALTH AND HYGIENE PRACTICES

- Santiser will be at the entrances to the school, classrooms, staffroom, office and library.
- Soap and hot water will be available in all bathrooms.
- The cleaners will complete daily cleans in line with MoH guidelines.
- Disinfectant and cloths will be available in classrooms to clean spaces as required throughout the day.
- Students and staff will sanitise or wash their hands before and after all breaktimes, and when they enter or leave the classroom.

Remember if you or your child are feeling unwell please stay home.

We thank you for your co-operation in all of the above to ensure we all stay safe and stay healthy, and we look forward to welcoming all staff and students back into school tomorrow morning.

Ngā mihi

Catherine Cyprian
Principal

Further information on public health measures

The below provides further information to support your implementation of the public health measures and identifies the measures at Alert Level 3 which no longer apply in Alert Level 2.

Alert Level 2
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 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.
Wash and dry hands, cough into elbow, don't touch your face
If people are sick, they should stay home (phone Healthline or their GP and get tested if they have flu-like symptoms).
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 – Ministry of Health information for self-isolation .
School staff are to observe students on arrival into the classroom checking for symptoms and ask those presenting as unwell to go home (or arrange for parents and caregivers to come and pick up). Please note, this does not mean that temperatures are to be taken.

Alert Level 2

A reminder that Principals at state and state-integrated schools have authority to preclude a student from attending if they believe on reasonable grounds may have a communicable disease under section 19 of the Education Act – see [Guide to Legal Powers](#).

Hand sanitiser at entry to class rooms and in shared spaces. Soap, water and the ability to dry hands must be provided in bathrooms. If hand sanitiser is in short supply, washing and drying hands with soap is still the most effective hygiene measure.

Schools, like workplaces are not considered to be gatherings under alert level 2. Therefore there are no bubbles and no changes are needed to breaks, start and finish times.

If however a school brings others onsite eg hire out school hall, use of buildings by community groups, or events like school productions and school balls then the mass gathering rules will apply

Children do not need to sit in the same place every day at Alert Level 2. Contact tracing will still need to be in place though (through your timetable, attendance register and visitor register)

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 can be used as a guide, particularly between adults. Practice should be sensible.

Physical education classes and break time activities can include access to 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.

Physical distance 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 and regular cleaning of equipment is very important.

Disinfect and clean all surfaces daily

Contact tracing registers must be in place 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.

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

Teachers are able to teach more than one group/class of students