

WITHERLEA SCHOOL

COMMUNITY: COVID-19 ALERT LEVEL 2 PROCEDURE

Dear Parents and Caregivers,

The set of procedures below will ensure that every child and adult are as safe as possible as we move into Alert Level 2, together. There will be a number of changes to how our school operates so we do ask for your patience and support as we navigate these 'new' waters together.

We are so delighted to have school fully open and operational after such a long time apart and if these new protocols are followed, school is a **SAFE** place for **EVERYONE**.

Alert Level 2 will be focused on heightened and strict **Hygiene/Cleaning Practices** and **Contact Tracing Procedures** therefore we will ask that we have as few people on site as possible as we learn these new systems.

"The Board would like to say a massive thank you to the whole Witherlea School Community. The last 7 weeks have been hugely challenging for everyone. We are extremely proud of our team of; Teachers, TA's and Admin staff. They have all adapted their lives and practices to ensure our kids continue on their learning journey as uninterrupted as possible. We would also like to acknowledge our parents who've also had to adapt to a new norm of; bubbles, job and business uncertainty, health vulnerabilities and the added pressure of facilitating their children's learning from home. Well done everyone! It is now vital that we continue to keep our Community safe as our children come back to school in Alert Level 2."

ENTRY/EXIT - ONSITE AND CONTACT TRACING

Main Message: "We need to **LIMIT** onsite numbers of adults/visitors and have to ensure **CONTACT TRACING**"

- School grounds will **NOT** be open before 8:30am to ensure the ENTRY and EXIT system runs smoothly with school starting for ALL children at 8:50am and finishing at 3pm
- **YEAR 3-6 STUDENTS;** parents of students in Year 3-6 are asked to drop off at the gate as these children know exactly where to go (please organise a meeting point outside the school grounds for the end of day pick up)
- **YEAR 1-2 STUDENTS;** parents of students in Year 1-2 may need to bring their children via the main car park to the OUTSIDE of the classroom, a teacher will be there to assist them with the start of day (same at end of day)
- NO parents and caregivers are permitted in our cloak bays or classrooms during Alert Level 2
- **ONSITE;** if you **HAVE** to come onsite you will need to input our details into the **School App - Contact Tracing Register** via **YOUR** phone
- **PHYSICAL DISTANCING;** adults should maintain a 2 metre distance and stay no longer than 15 minutes onsite or at the school gate during Alert Level 2
- **CONTACT TRACING;** please view the instructions for [CONTACT TRACING SETUP - CLICK HERE](#)
- If a child becomes sick during the day, or needs to leave school, organisation and pick up is from the **OFFICE** only - your child will be brought to you (NO going into classrooms - this is a change of normal procedure)
- **OFFICE;** we will have a separate **ENTRY** point (main foyer door) and **EXIT** point (side door by sick bay) with strict 2 metre distancing and floor markings; do **NOT** use the office unless it is important, instead, using online payments and phone or email for any queries or attendance information

SICKNESS OR A POSITIVE COVID-19 CASE @WITHERLEA

Main Message: "If you or your child is sick then do **NOT** come to school - **STAY HOME**"

- Any child who is **SICK** will be sent home (if you are called then your child will need to be picked up as soon as possible - **please ensure all contact details are up to date**)
- These are the symptoms to look out for; *coughing, runny nose, breathing issues, sore throat, sneezing, high temperature and chills, blocked ears (ear ache), cold, head cold*
- If the school had a **positive COVID-19 result** the Ministry of Health would shut the school initially for 72 hours while all contact tracing registers/details are gathered and contact is made
- Following this the school 'could' be closed for a further 14 days or more at which time all students will need to remain home and Online Learning will continue as it did before (you will be notified via School App - please have updated)
- To eliminate the risk of this happening we ask that **NO** parents, caregivers or visitors are onsite for longer than the recommended 15 minutes and are 2 metres from each other and our children (Alert Level 2 Social Distancing Practices)

HYGIENE/CLEANING PROTOCOLS

Main Message: *"More important to **CLEAN** the child than the surfaces or equipment"*

- **HAND SANITISING;** all students and adults will sanitise as they enter the classroom at the beginning of the day, before and after eating/playing outside and before they leave for the end of the day
- **HAND WASHING;** all children and adults will use 'good' handwashing practices including drying of hands (paper towels are available in all toilets around the school)
- **SURFACES;** all high use areas such as tables, chairs and equipment will be regularly cleaned using disinfectant during the school day
- **LOST PROPERTY:** this will **NOT** be operating during Alert Level 2 - ensure **ALL** items are **NAMED** for returning
- **CREST CLEAN;** our cleaners will be using the new COVID-19 cleaning protocols every night in every classroom

SCHOOL EVENTS/GATHERINGS

Main Message: *"Limited large group activities until we get to Alert Level 1"*

- During Alert Level 2 we will have no large gathering such as; *Assembly, Flag Raising, Choir, Kapa Haka*
- We will continue to have class; singing, *Kapa Haka songs, Jump Jam* outdoors or in the Hall where the 1 metre space can be followed and no larger than Hubs (maximum of 3 classes)
- Sport will likely start at Alert Level 1 so trials may take place to ensure teams are ready
- Once our new Alert Level 2 protocols/procedures are up and running we will review these decisions or make changes when/if the alert level changes

EATING AND PLAYING SAFELY

["Moist breath zone - Video for Kids"](#)

- We have a slight variation to our Morning Tea and Lunchtime so that our teachers and students have time for the extra hygiene practices and ALL eating is supervised in classes
- All students will require their **OWN NAMED** drink bottle for water
- All students will eat in their classes then clean up before washing their hands
- Our teachers will be doing extra duty/eating supervision time while at Alert Level 2 to support these changes
- All playgrounds at school will be open during the school day however we will separate spaces where possible
- Year 1-2 students will play on our Junior Playground and our Year 3-6 students will play on our Senior Playground during Alert Level 2
- Children will be asked to maintain 'good' physical distancing practices outdoors

ONLINE (DISTANCE) LEARNING

Main Message: *"This will be available to ALL students at ALL times - without the teacher interaction"*

- **ATTENDANCE;** normal attendance rules apply from *Monday 18th May* - any **NON ATTENDANCE** will be flagged
- From Thursday of this week teachers will NO longer be available for Online Learning; Thursday is a Teacher Health and Safety and Organisation Day where they are required onsite at school and Friday will be used to; plan, get systems, classrooms and resources ready for *Monday 18th May* when school reopens for **EVERYONE**
- Any families choosing to '**SELF ISOLATE**' during Alert level 2 can continue with the websites provided at the beginning of LOCKDOWN however teachers will not be available during the school day for contact
- ALL devices that were given out during LOCKDOWN will need to be **RETURNED** on *Monday 18th May* (they can be taken directly to your child's classroom and will be collected from there - please have charger and form)

Our main focus for the next few weeks will be ensuring our students are engaged back into their learning, feel connected and safe at school and are following the new Alert Level 2 protocols (which we will practise with them).

Thank you for your continued support of our VISION: "Empowering ALL learners to reach their potential in an innovative community."

Mark Elkington
Board Chair
Witherlea School

Andrea Harnett
Principal
Witherlea School

Staff and Board
The Witherlea Team
Witherlea School