**Reefton Area School: Conditions for the safe operation of Reefton Area School 9 under COVID-19 Alert Level 1. February 26 2021**

**Background:**

New Zealand is in COVID-19 Alert Level 1.

There are no cases of COVID-19 currently in the Nelson, Marlborough, West Coast Area.

There is no evidence of community transmission.

We need to continue to support elimination of COVID-19. Reefton Area School will monitor government guidelines on COVID-19 Alert Levels.

*A rise in COVID-19 alert levels to Alert level 2, 3 or 4 would mean the immediate postponement of the Top of the South Area School Tournament*

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.

Given the measures below, Reefton Area School can operate safely with the following conditions:

**Staffing**

All staff are expected to work from the school site.

Exceptions will be considered as per Reefton Area School leave policy.

**Students**

The expectation is that all students will be attending school at Alert Level 1.

**Covid-19 Alert Level 1 Safe Operating Procedure**

**General:**

* No person with a contagious respiratory illness may enter the school site. If people are sick, they are to remain at home.

Symptoms to monitor for are: respiratory symptoms, a cold, a head cold, blocked ears, coughing, sneezing, chills and a fever.

Anyone with those symptoms should stay home and contact Healthline for advice. This may include getting tested for COVID-19 as a precaution.

This information will be published throughout the school community and in school publications. Signs will be posted on all entrance points.

* Students will be allowed to access school by normal means and at normal times.
* There are no restrictions on numbers at gatherings or on physical activities including sporting activities, practices and events.
* PPE is not required
* We support contact tracing efforts by displaying QR code posters for the NZ COVID Tracer App.
* Tournament teams using local venues for activities are to use the NZ COVID Tracer App.
* Physical distancing is not a requirement but where possible or practicable it is encouraged when around people who students and staff do not know
* Contactless greetings are to be encouraged.
* Through alert level 1 Senior students (Year 11, 12 and 13) will be able to leave the school site to purchase food items from local outlets
* Through alert level 1 Senior Students will be required to sign in and out at the office if leaving site anytime during the school day.
* Accuracy of attendance data input is essential. The school’s attendance procedures will be followed precisely
* All members of staff will enter through the main office and sign in and out.
* Visitors will need to enter through the office, sign in and out, agree to site Health and Safety requirements.
* For the purposes of tournament, supervising staff will sign tournament teams in and out as a whole group.
* Parents and caregivers of students may come on to the school site to drop off and pick-up children at the start and end of the school day.
* If a parent or caregiver wishes to meet with a teacher or to enter school buildings, they need in the first instance to make contact with the school office. Parents/Caregivers will then need to enter the site through the main office and sign in.
* Hygiene routines will be taught and prioritised. This includes:
* the use of hand sanitiser
* washing hands with soap and water
* drying hands with paper towels
* to cough and sneeze into shoulders
* Hand Sanitiser will be available at entry to class rooms and shared spaces (Library, Staff Room, Main Office, Reading Recovery Room).
* Soap and Water and the ability to dry hands will be available in bathrooms.
* Additional cleaning staff employed to clean high touch surfaces daily.
* Persons on site showing signs of illness are to make their way to the office for assessment
* Where persons showing signs of illness are going to contractors for assessment e.g., first aid providers, contractors are to be pre-warned so protective equipment maybe used.
* Before a student is sent home there should always be a conversation with a caregiver to determine whether there is another explanation for their child’s symptoms that may mean they do not pose a risk to others and do not need to go home
* Anyone not complying can be directed to comply and may be directed home by the principal
* The Health and Safety Plan will be communicated to all staff and students. This is to ensure a high level of understanding of, and compliance with, the plan.
* All members of the school community will be encouraged to voice any health and safety concerns at any time.

**Office**:

* Visitors to the school are to do so by appointment in the first place.
* Visitors are to sign-in via vistab. Hand sanitizer is to be available for use.
* Office hours are 8am to 4.00 pm. The office will be locked at 4.00 pm.
* There is no requirement for social distancing, however; extra caution should be exercised with visitors who are not known.

**Staffroom**:

* There is no requirement for physical distancing
* Surfaces are to be kept clean

– surfaces wiped down after use

- disinfectant spray bottle and one-use paper towels will be available

* Dishes/cups are to be placed in the dishwasher

**Buses**:

* Ritchies have established Health and Safety procedures based on Ministry of Education /Ministry of Health guidance
* An accurate, up-to-date master list of all students will be maintained
* There is no requirement for physical distancing on bus services

**Contractors**:

* Will be briefed on Reefton Area School Health and Safety prior to entry
* Areas they are working in will be locked off. Signage will be established.
* Will have their own toilet area.
* Will only be involved in the work they are required to do. They will have no involvement with staff/students on site that is not related to the work to be undertaken.
* Have their negotiated construction requirements to work to

**Waste Disposal**

 • School waste reduction systems will continue to be modified through COVID-19 Alert Level 1

* Enviro Ranger waste stations will be modified and re-established through Alert Level 1
* Materials can be reused or recycling through Alert Level 1.
* Waste materials will be placed into lined plastic bins in teaching and learning / office spaces / staffroom / hall kitchen.
* These will be removed daily.

**Access to Water**

• It is good practice for parents and caregivers to provide a drink bottle for students.

• Water fountains may be used to drink from.

* Surfaces will be regularly cleaned

W. Wright – Principal K. Thomson – Designated Health and Safety Officer

February 26 2021