

GLENFIELD PRIMARY SCHOOL

COVID-19 SAFETY PLAN

RETURN TO SCHOOL - LEVEL 2

Date Completed: 28 August 2020

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	Actions	Responsibility
What will be done to manage risks from restarting school after lockdown?	<ol style="list-style-type: none">1. Full school clean. Areas that have been used during Level 3 will be wiped and disinfected.2. Tapes to be removed from adventure playground areas and high touch areas sprayed with disinfectant.3. A cleaning plan will be agreed with Crestclean cleaners to ensure that high use surfaces are disinfected each day.4. Table tops will be disinfected at the end of each day by the classroom teacher and responsible students. Used cleaning cloths will be placed in a provided plastic bag and sent to the office for washing.5. Hand sanitiser and disinfectant will be available in all classrooms.6. A supply of paper towels (including a spare pack) will be provided by Trevor to each classroom each day.7. Students will only use toilets that are attached to their classroom blocks.8. The hall will be locked to ensure the students don't use the toilets as these are used by the community when the hall is hired. Teachers will need to unlock the hall and only use the main area for PE etc. The hall is to be locked by the teacher after use.9. A drop off / pick up and drive away zone in the staff carpark can be used by parents.10. COVID-19 restriction signage has been posted in all classroom windows. COVID Tracer QR Codes are displayed at all entry points to the school.	Principal Caretaker Senior leaders Pandemic Team
How will you know all your workers know how to keep themselves safe from exposure to COVID-19?	<ol style="list-style-type: none">1. All staff will receive a copy of the safety plan.2. Relevant Ministry Bulletins will be shared with all staff.3. Systems will be reviewed on a daily basis.4. All staff will either scan the COVID Tracer QR Code or sign in at the office on arrival at school each day.	Principal
How will you gather information on the wellness of your staff to ensure they are safe at work?	<ol style="list-style-type: none">1. All staff will be surveyed to assess their wellness and ability to return to work.2. Daily checks will take place.3. If any symptoms of COVID-19 occur at work, the staff member or student will be isolated and sent home. The appropriate authorities will be notified. Procedure will be adhered to and in the event of a suspected case, the school will close on an	Senior leaders Office personnel

	<p>individual or group basis for 72 hours to allow contact tracing and cleaning, and then potentially for a further 14 days, under the direction of the Medical Officer of Health.</p> <ol style="list-style-type: none"> 4. For absences of 3 days or more, the employee will need to get a medical certificate. 5. School staff observe students on arrival into the classroom, checking for symptoms and ask those presenting to go to the office for assessment. Parents / caregivers will be asked to pick their children up. 	
<p>How will you operate your business in a way that keeps workers safe and others safe from exposure?</p>	<ol style="list-style-type: none"> 1. Students and staff will maintain a physical distance so that they are not breathing on or touching each other, coupled with good hygiene practices (coughing into your elbow, handwashing and drying) and regular cleaning of commonly touched spaces. 2. WVSS staff will take morning tea and lunch breaks in the supper room to ensure there is adequate distancing of staff at break times. 3. Student handwashing will be supervised by teachers prior to eating and after breaks. 4. Morning tea and lunch eating areas are: <ul style="list-style-type: none"> - Room 1, 3 and 4 on seats outside Block 1. - Room 8, 9, 10, 11 outside Block 3. - Room 12, 13, 14, 15, 16, 17, 18 under the shade structure. 5. Students do not have to sit in the same place every day. 6. Regular cleaning of equipment is important. All borrowed devices will be sanitised on return to school. 7. There will be no assemblies or large gatherings of students. 8. Students who are in withdrawal groups will be registered (dates and times). 9. Sports equipment will be disinfected after use. 10. Any sick students or teachers will be sent home. 11. Hand sanitiser will be kept at the entrance of classrooms. Students and teachers will sanitise on entry. 12. Lines have been painted on the concrete outside each classroom to discourage parents from entering. 13. All parents who enter the school must register the date and time of entry. NZ COVID QR code will be placed at all points of entry to the school and contact registers will be set up to identify which children and adults are on site, in each teaching space, including recording if there is a different composition of children and adults during the day. 14. Only one person at a time may enter the office area and must remain behind the yellow line unless otherwise advised. 15. Garden to Table and Bible will not take place during level 2. 16. Jellybeans music will continue in R19 on Tuesday and Wednesday each week. All children must 	<p>All staff</p>

	<p>sanitise on entry to the classroom. The Jellybeans teacher will sanitise the instruments after each class use.</p> <ol style="list-style-type: none"> 17. Children involved in contact sports must hand sanitise at the beginning and end of each game. There will be no distribution of sports equipment at morning play or lunchtime, however children may bring a ball from home to play with at break time. 18. Whenever possible doors and windows will be kept open. Door handles that are used frequently will need to be disinfected on a regular basis. 19. People with COVID-19 symptoms, or feel generally unwell must stay away from school. Symptoms to monitor for are any respiratory symptoms such as a cold, a head cold, blocked ears, cough, sneezing, chills and a fever. Anyone with these symptoms should stay at home and contact Healthline for advice, which may include getting tested for COVID-19 as a precaution. 20. Students who are at higher risk of severe illness from COVID-19 will work with the school to develop a plan to manage a safe return to school. 21. The Principal has the authority to preclude a student from attending school if they believe on reasonable grounds that they have a communicable disease under section 19 of the Education Act. 22. Physical distancing of 2 metres must be adhered to by parents and caregivers. Parents who visit the school need to be noted in the visitor register either at the office or in the classroom. 23. Classroom temperatures need to be kept at 18 - 20 degrees. 24. Children singing must keep a 1 metre distance from others. Te Reo Maori lessons will take place in the hall. 25. Some children and staff may choose to wear face masks. Encourage respect as people are being proactive in keeping themselves and others safe. 26. Breakfast club and ezlunch will operate but hygiene must be a number one consideration. 27. Drinking fountains will not be used. All students will need to bring their own drink bottles. These can be refilled from classroom taps. 28. Visitors to the school will be by appointment only. All appointments must be made via the office. 	
<p>How will you manage an exposure or suspected exposure to COVID-19?</p>	<ol style="list-style-type: none"> 1. Any employee or student with flu-like symptoms will not come to school until they have no symptoms for 48 hours. If symptoms persist, the person will need to have a COVID-19 test. If positive, contact the Public Health Unit. 2. Notify the Ministry of Health and follow their guidelines. 	<p>Principal Office Staff</p>
<p>How will you evaluate whether your work processes or risk controls are effective?</p>	<ol style="list-style-type: none"> 1. Daily review on what is working well, followed by any recommended improvements. 2. Adopted changes to be communicated to all employees prior to them starting their day's work. 	<p>Principal Pandemic Team</p>

<p>How do these changes impact on the risks of the work you do?</p>	<ol style="list-style-type: none">1. Any changes will improve conditions of work and ensure the ongoing safety of all on site.2. Personnel will remain as consistent as possible throughout the period of level 2 lockdown.3. Regular checks with all staff will be conducted to ensure their safety.	<p>Principal Pandemic Team</p>
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