

Ellerslie School

Alert Level 3 - COVID19

UPDATED Health and Safety Plan

AUGUST 2020



Introduction

This updated Health and Safety Plan explains how health and safety will be carried out at Ellerslie School when the school is open between Wednesday 12th - Wednesday 26th August due to Auckland being placed under Alert Level 3 by the New Zealand Government.

This Health and Safety plan will be shared with:

- Ellerslie Board of Trustees
- All Ellerslie School Staff
- Our parents/caregivers
- Our contractors
- Consultants, visitors and anyone entering the site.

COVID19

COVID-19 is a new contagious illness that can affect the lungs and airways; it is caused by a type of coronavirus. Experience of COVID-19 to date shows that all people are at risk of contracting the virus, however some people are at higher risk at getting very sick from this illness. This includes older adults and people who have medical conditions like heart disease, lung disease, asthma and diabetes.

It spreads through tiny droplets of saliva or body fluids spread by such things as talking, sneezing, kissing and coughing. The disease can survive on surfaces such as benchtops and door handles for a number of hours and can then be picked up from there which is why washing your hands is very important.

The signs and symptoms are:

Milder symptoms can be helped with normal medicines but if there is trouble breathing people may need to go to hospital.

If you have these symptoms call the Ministry of Health's special COVID-19 number on

0800 358 5453 at any time. Or call your doctor, but don't go in without warning them. We can't have doctors getting infected as they will have to go into isolation.

[Further guidance for Alert Level 3](#)

First Aid on site -Nick Butler, Kate Giebel, Jillian Mitchell, Mark Drummond,

MoE Guidelines	What is required to happen at Ellerslie School	How will this happen	Who is responsible
GENERAL PRINCIPLE			
<p>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.</p>	<p>The School will immediately close once directed by NZ Government</p>	<p>Public Health Service, Ministry of Health, Ministry of Education will contact the school.</p> <p>Principal to contact the Board Chairperson.</p> <p>School closes - community contacted.</p> <p>Contact Tracing begins.</p>	<p>School Crisis Management Team Crisis Management Team</p> <p>Public Health Service, Ministry of Health, Ministry of Education</p> <p>Board of Trustees</p>
<p>At Alert level 3 there is a high risk the disease is not contained. Schools with children between years 1 to 10 can safely open but will have limited capacity. Children should learn at home if possible.</p>			
<p>If a Staff member or students becomes ill on the school site they need to be supported immediately.</p>	<p>Immediate isolation.</p> <p>Protective equipment to be used (gloves, face masks).</p> <p>Treatment provide if necessary Parents / Caregivers contacted.</p> <p>Healthline to be contacted if necessary.</p>	<p>If isolation is required this will happen in the school sick bay.</p> <p>Staff assisting sick person to wear gloves and face masks - available in the sickbay.</p> <p>Healthline to be contacted (0800 611 116) and follow their advice.</p>	<p>Onsite Support Staff</p> <p>Principal: Nick Butler</p> <p>Senior Leadership Team(Nick Butler, Kate Giebel, Jillian Mitchell, Mark Drummond)</p> <p>Public Health</p>

	<p>Public Health Service contacted if necessary.</p>	<p>Clean the area where the person was working and all places they have been. This may mean evacuating those areas.</p> <p>Identify who at school had close contact with the unwell person within the 24 hours before symptoms appeared.</p> <p>Check the registers of who has been working/attending send these people home to self-isolate.</p> <p>Clean the areas where the close contact people were working and all common areas.</p> <p>Conduct a Zoom session meeting to inform all those present and answer questions.</p> <p>Report the incident in the Accident and Medical Register:</p> <ul style="list-style-type: none">• Incident type is 'illness'.• Incident subtype is 'other injury or illness declared notifiable by regulation'. <p>For full description section include 'person with suspected or confirmed case of COVID-19 presented at work'.</p> <p>Notify Nick Butler immediately: 021888262</p>	<p>First Aid on site - (Nick Butler, Kate Giebel, Jillian Mitchell, Mark Drummond, 5 teachers per day)</p>
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STUDENTS

<p>Any child who can't be supervised at home by an appropriate person, needs to be able to attend school. Schools must be open for these children to attend.</p> <p>Any child who can be supervised at home by an appropriate person should not be attending school</p> <p>If a child or staff member is sick, they should stay home (phone Healthline or their GP and get tested if a doctor or health professional recommends to do so).</p> <p>Anyone who is self-isolating or in quarantine, or who has been advised by health authorities to remain at home while they wait for their COVID-19 test results must stay away from school.</p>	<p>School to ask parents / caregivers whether they will be sending their children to school via email.</p> <p>On arrival the school needs to ensure all returning children are well and not at higher risk.</p>	<p>Parents and Caregivers who need to send their children to school have been asked to email shereemn@ellerslie.school.nz</p> <p>Teachers continue to prepare and deliver their online learning programme at Level 3.</p> <p>Teachers who are required on site will manage their bubble group and still prepare learning for their GG. They will not be required to conduct zoom/google meets meetings while onsite supervising./</p>	<p>Kate to prepare for parents in consultation with SLT.</p> <p>School Crisis Management Team</p> <p>First Aid on site - (Nick Butler, Kate Giebel, Jillian Mitchell, Mark Drummond, Kathryn Sullivan, Morag Sturt, Donna Cantion, John Mcnaughton, Sharyn Torrens)</p> <p>All Staff Senior Leadership Team</p>
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STAFF

<p>Staff who have a higher risk of severe illness from COVID-19 should stay at home. If they want to come to school you may agree to the request only if it can be assured that it is safe for them to do so.</p>	<p>Any high risk /vulnerable staff or have vulnerable people in their bubbles will continue to work from home if they are able.</p> <p>Staff to email the Senior Leadership Team about any personal circumstances.</p>	<p>The same staff who came in during Alert Level 3 in April were offered the chance again plus other staff have offered.</p> <p>Staff coming to work will be selected</p>	<p>Kate Giebel</p> <p>Senior Leadership Team</p>
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Staff to work with their GP or specialist if they need help understanding their own level of risk and how best to stay healthy.		by the Senior Leadership Team. This decision is based on how to reduce the risk for everyone.	
Staff for all year levels are able to work on the school site, but this should only be for those who need to be on-site, and will primarily depend on the number of students attending on-site and whether staff have access to the internet at home. .	Only staff required to supervise students onsite are to be onsite.	Teachers at school set their own guardian group's learning however other colleagues will help monitor learning while they are at school. Teachers can ask the SLT if they are able to come onsite to pick up any resources. H&S protocols need to be followed.	All Staff in consultation with SLT
	School to minimise the number of staff onsite.	3 teachers are rostered to cover supervision in each bubble over 10 days. 2 SLT on site each day 3 further support staff on site each day	Senior Leadership Team First Aid on site - (Nick Butler, Kate Giebel, Jillian Mitchell, Mark Drummond)
	Rostered Staff Unwell to Come to School.	If staff feel sick they are not to come to school. If they have cold or flu symptoms or are feeling sick they are to stay at home and seek medical advice, then notify a member of the Senior Leadership Team. 2 reserve staff are on stand by	Senior Leadership Team
	Returning Home After Work.	To keep your bubble at home safe, there are a few recommended actions that you can take when you get home to ensure the risk of transmission is reduced <ul style="list-style-type: none"> • Don't touch anything until you can 	All staff who are onsite in Alert Level 3

		<p>wash your hands</p> <ul style="list-style-type: none"> • Clean any non-essential items such as your mobile, that you've used during the day • Take your shoes off, don't walk them through the house • Have a shower 	
	Mental Health and Wellbeing.	<p>We recognise the additional stress all people are under during COVID-19 Alert Level 3.</p> <p>We will assist staff members to access mental health and wellbeing information as required.</p> <p>SiteSafe have a number of useful resources that can be accessed at https://www.sitesafe.org.nz/guides--resources/tools-for-wellbeing/</p> <p>The National Telehealth Service provide (24 hours a day, 7 days a week) a trained counsellor service. Free call or text 1737 anytime.</p> <p>Our Team Leaders and Principal are available at all times.</p>	<p>All Staff</p> <p>Nick Butler Kate Giebel Jillian Mitchell Mark Drummond</p>
GENERAL			
MoE Guidelines	What is required to happen at Ellerslie School	How will this happen	Who is Responsible
<p>Online Learning A blend of on-site and distance learning will</p>	All teachers required to return to school to supervise students will continue to	Teachers at school will set online learning for guardian groups however	All classroom teachers.

<p>be required.</p>	<p>monitor their own guardian group.</p>	<p>will not be expected to monitor the learning while supervising at school. Teachers are required to connect with their students x2 a day using Zoom / Google meets.</p>	
<p>Learning Bubbles. Groups of 20 or fewer students are allowed in class and bubbles must be kept the same for the duration of Alert Level 3. Staff are in addition to each bubble.</p> <p>Where possible, it is recommended that teachers stay with the same school bubble of students.</p> <p>In practice there may be a need to have a designated relief or back-up teacher identified for each school bubble</p>	<p>Bubbles will be no more than 15 students and 3 teachers. A record of who is in each bubble will be kept on a daily basis to make contact tracing easier, if needed.</p>	<p>3 teachers will be assigned to a bubble with 1 teacher only supervising at a time. Siblings will be in the same bubble.</p>	<p>Kate to lead.</p>
	<p>Bubbles will be spread around the school with a safe distance between each bubble.</p> <p>Ellerslie has 3 bubbles but can manage at least 5 bubbles safely.</p>	<p>3 main bubbles are in pods Rimu, Rata and Matai 1 Back up bubble - Kauri Pod</p>	<p>Senior Leadership Team</p>
<p>Avoid using shared supplies If shared supplies are necessary within a bubble, consider using designated bins for clean and used supplies. Shared supplies are considered high-touch and should be cleaned frequently</p> <p>Do not share instruments between students or school bubbles. For example musical instruments unless they are student-owned and only handled by that student, should</p>	<p>Equipment and Resources will be available to staff and students in their learning bubble.</p>	<p>No equipment is to be shared across any bubbles.</p> <p>Equipment needs to be checked and cleaned if needed at the end of each day.</p>	<p>All Staff onsite at Alert Level 3</p>

<p>not be used. Playing wind instruments (eg recorders) is not recommended in Level 3 (except at home in their home bubble)</p>			
<p>Physical distancing</p> <ul style="list-style-type: none"> ● Everyone must maintain a 2 metre physical distance outside and 1 metre inside ● Visitors, including parents and caregivers, should maintain a 2m distance from those who are not part of either their household or workplace/school bubble. ● ‘School bubbles’ of no more than 20 children formed. ● To reduce congestion, consider introducing staggered entry times into classes ● Breaks, starts and finishes should be staggered and children stay in their bubbles, to minimise congregation of students in shared spaces. ● NB school bubbles can move classrooms but only if high-touch surfaces are cleaned in between bubbles and no bubbles mix that aren’t already sharing a space. Recommended to keep any movement to a minimum. 	<p>Physical distancing is about keeping a safe distance from others. This means keeping 2 metres away from other people.</p> <p>Bubbles to be created with a maximum of 15 students per bubble in them. These bubbles will remain the same for the duration of Alert Level 3.</p> <p>Introduction of staggered entry times into pods to minimise gatherings of children and/or parents.</p> <p>Students are to be carefully spread out around the pods.</p>	<p>Breaks, starts and finishes are staggered and children stay in their bubbles</p> <p>Physical education classes and break time activities cannot include sports with <2m physical distance.</p> <p>Students will keep 2m when arriving and departing from school</p> <p>Students will be arranged 1metre apart inside Students will sit in the same place each day they attend.</p>	<p>All Staff onsite at Alert Level 3 Senior Leadership Team Bubble Leaders Duty teachers</p>
<p>School Cleaning Disinfect and clean all surfaces daily.</p>	<p>All pods being used as bubbles need to be cleaned thoroughly at the end of the day.</p>	<p>Daily cleaning will be performed by the school cleaners -Perform Cleaners</p>	<p>All Staff onsite at Alert Level 3.</p>

	Toilets will be checked and wiped after each use	Cleaning during the day including toilets will be carried out by support staff onsite and teachers in the pods	Perform Cleaning (Cleaning company).
	Normal cleaning products are required to be used.	Cleaning products the school will use <ul style="list-style-type: none"> • Use disinfectant soapy water. • Use disposable cloths or paper towels. Wear disposable gloves.	All Staff onsite at Alert Level 3.
	Cleaners and Staff to follow best practice protocols including wiping down high use equipment.	Wipe down surfaces with disinfectant or soapy water using a disposable cloth or paper towel, then dry with a different disposable cloth or paper towels. Place cleaning items in the bin. Common touch points that require at least daily cleaning include: <ul style="list-style-type: none"> • Tabletops • Door handles • Light switches • Kitchen surfaces • Hand wash station • Emptying and wiping down rubbish bins • Entry/exit gate • Any equipment used 	All Staff onsite at Alert Level 3.
General Hygiene Hand sanitiser at entry to classrooms and in shared spaces where available. Soap, water and the ability to dry hands must be provided in bathrooms. If hand sanitiser is in short supply, washing and drying hands	Hand sanitiser available in learning bubbles, school office and outside learning environments. Hand washing stations with soap in learning bubbles and toilets.	Students and staff wash hands regularly using soap and correct hand washing techniques. On arrival each day and after outside breaks and before going home	All Staff onsite at Alert Level 3. Bubble leaders

<p>with soap is still the most effective hygiene measure.</p> <p>PPE not required or recommended as necessary in any educational facility by the Public Health Service.</p>	<p>Each bubble has their own toilets.</p> <p>Covid19 cough/ sneeze guidelines to be followed.</p> <p>Face masks not required but are available in the office for those who want to wear one.</p> <p>Staff should avoid touching their faces while wearing gloves. When gloves are removed hands should be washed and dried, especially before eating and drinking.</p>	<p>everyone is to use hand sanitiser.</p> <p>Each bubble is assigned 2 toilets.</p> <p>People are to cover all coughs and sneezes.</p> <p>Face masks will be disposed of correctly in the rubbish bin to ensure they do not become a hazard to others.</p>	
<p>Breaks & Outside Time</p> <p>Breaks should be staggered, and bubbles cannot mix during breaks.</p>	<p>Break times will be staggered for students/staff operating at the school- with 3 separate play areas of the school - 1 for each bubble.</p>	<p>3 bubbles will only be having a break at any 1 time. 25 minute timetable to be organised. Play space to be located and divided</p>	<p>Timetable - Jillian</p> <p>Duty teachers to monitor distance during breaks</p>
<p>Physical education classes and break time activities cannot include sports with <2m physical distance or where the same equipment is touched by different students (balls, ropes, sticks, etc).</p>	<p>Staff and students are able to go outside for breaks and lessons as long as only 3 bubbles out at anyone time. Bubbles must stick to their allocated areas.</p> <p>All staff and students remain 2m apart when outside. Bubbles to have their own equipment - not be shared with other bubbles.</p> <p>Staff and students should wash their hands before and after eating and drinking.</p>	<p>Bag of outdoor equipment to be allocated to each bubble. To be cleaned each day. Students are to avoid touching the same equipment (balls, ropes, sticks, etc).</p> <p>25 minute timetable to be organised. Play space to be located and divided.</p> <p>Washing hands to be done at washing stations in the bubbles or at assigned toilets.</p>	<p>Mark</p> <p>All Staff onsite at Alert Level 3.</p> <p>Jillian</p> <p>All Staff onsite at Alert Level 3.</p> <p>Bubble teachers</p>

	If staff need to leave Ellerslie School School at break time.	Staff are required to follow the site entry processes.	All Staff onsite at Alert Level 3.
Playgrounds to remain closed Drinking fountains should not be used at Alert Level 3. Water bottles should be used and appropriate health and safety considerations followed.	Playgrounds to remain closed Drinking fountains to remain closed	Playgrounds to remain closed Drinking fountains to remain closed	All Staff onsite at Alert Level 3. Senior Leadership Team
School office Schools and early learning services, like workplaces, are not considered gatherings – however for visitors including parents and caregivers, they must keep a 2 metre distance from others outside their household bubble and where possible should not come on the school site.	Ellerslie School office will remain open only for essential services / couriers Limited people in the foyer/ office spaced apart 2 Senior leaders / 1 office staff / support staff only	Parents and Caregivers are able to pick up devices/ learning from school office - 9am-11am - Mon/ Tues - 17/18th Aug. Only 1 person in the foyer at 1 time	Senior Leadership Team Senior Leadership Team
Visitors No non-essential visitors. There should be no volunteers for classroom activities. Consider how you might monitor those entrances to minimise non-essential visitors from coming on site. If staffing on site is limited, one entry point may be the most practical way to manage visitors, coupled with staggered starts. You should already have contact details for all your students, parents, caregivers and staff so you shouldn't need to record this (perhaps remind families, whānau and staff to update you if their address or phone number has changed, or changes). Please keep your visitor register for at least 2 months.	Only workers essential who are required onsite are allowed on-site without additional permission. Physical distancing and hygiene rules apply to everyone coming into school. All visitors are required to follow the site entry and exit processes, which require them to sanitise their hands.	Signage will be displayed at the school gates asking visitors to call the Office to get permission to enter. Contact information has been sent to the community.	Senior Leadership Team Office Staff/Principal

<p>Contact Tracing Contact tracing remains a priority through your visitor register, timetable and attendance register. You are required to display QR code posters for the NZ COVID Tracer App. To support contact tracing, record all visitors who are on-site for a period of time, including parents and caregivers, in your visitor register (as is usual practice but also to assist if contact tracing is necessary). For drop offs and pick ups, if the parent or caregiver uses the app you don't need to capture them in your visitor register. For parents and caregivers who cannot use the App, you may wish to continue to record their details in a simple register when they do pick-ups and drop-offs</p>	<p>Parents / caregivers to use school app contact trace / the NZ COVID Tracer App. Or have their names recorded</p> <p>Registered list of all staff and students attending school will be kept each day.</p> <p>Siblings kept in the same bubble.</p> <p>Movements will be carefully monitored.</p> <p>No cross bubble interaction.</p> <p>Only 3 staff assigned to 1 bubble.</p>	<p>Daily registration list to be organised. Time /location.</p> <p>Siblings organised into the same bubbles.</p> <p>Timetable ensures controlled movements within bubbles.</p>	<p>Senior Leadership Team All Staff onsite at Alert Level 3.</p>
<p>Before and After School Care OSCAR programmes are closed (to reduce the risk of mixing between different groups of children).</p>	<p>Ellerslie Before and After School care Programme remains closed under Alert Level 3.</p>	<p>Ellerslie Before and After School care Programme remains closed under Alert Level 3.</p>	<p>Jillian to contact Lorraine.</p>
<p>Onsite Construction / Services At Alert Levels 3 all school construction projects can continue as long as health and safety protocols are adhered to. We expect everyone managing construction sites on behalf of the Ministry or schools to apply the guidance provided in the document New Zealand COVID-19 Construction Protocols. You can view the protocols on the CHASNZ website. We have asked project managers to contact school property advisors to confirm that they have the protocols in place and are</p>	<p>Astley Construction to continue with Library conversion project.</p> <p>School has sighted their Covid19 Health and Safety plan</p>	<p>Contractors have ministry construction protocols to adhere to. Ministry protocols</p> <p>Regular contact between contractors and Mark/Nick.</p> <p>Separate area (fenced off) for construction staff. Contactless sign in.</p>	<p>Mark/Nick</p> <p>Mark/Nick</p> <p>Nick/ Frequency / Astleys</p>

<p>adhering to the COVID-19 response plans they should already have in place.</p>			
<p>School Transport No school bus operating</p>	<p>No students are scheduled to be coming by bus during level 3.</p> <p>During covid 19 level 3 some of the spaces for parking on Kalmia St will be coned off for wider walkways.</p>	<p>List of bus riding students have been cross referenced with level 3 on site students.</p>	<p>Jillian contacted Auckland Transport.</p> <p>Auckland Council</p>
<p>Emergency Evacuation Procedure</p>	<p>Fire alarms and other emergencies may require those at school to evacuate our buildings or move everyone inside due to a lock down.</p> <p>School to follow normal procedures.</p> <p>Long continuous bell - Evacuation</p> <p>Intermittent bell - Lock down</p>	<p>Evacuation We will move to the normal pointy up on the field by the trends building. Bubbles will stay together ensuring reasonable distance from bubbles.</p> <p>Teachers will report numbers to a member of the Senior Leadership Team.</p> <p>A member of the Senior Leadership Team will give the 'all clear.'</p> <p>At all times effective cough/sneeze etiquette and no touching of hands to faces or touching others can be reinforced.</p> <p>Lock down Follow normal procedures - only move once you have been given a visual 'all clear' by a member of the Senior</p>	<p>All Staff onsite at Alert Level 3.</p>

		Leadership Team.	
Communications	<p>School will continue to communication regularly with:</p> <ul style="list-style-type: none"> ● All Staff ● Senior Leadership Team ● Team Leaders ● Staff working at School ● All the Community ● Parents and caregivers of those students attending school during Alert Level 3 	<p>Communication to all the community Tuesday 11th August Wednesday 12th August Thursday 13th August Friday 14th August</p> <p>Communication will be sent will required.</p>	Senior Leadership Team

School Contact Information

For general enquiries:

1. Email the school office (office@ellerslie.school.nz).
2. Ring the school mobile phone: 021474899 (to speak to a member of the office staff) / School Office 09 579 5477
This phone number will only be available during normal school hours from 8:50am to 2:45pm.
3. Updates are also available on the Ellerslie School website - www.ellerslie.school.nz.

For enquiries regarding online learning:

- Email your child/ren's Guardian Group teacher. Contacts are available on our website.

For any emergency or urgent concerns:

- Ring Ellerslie School Principal - Nick Butler: 021888262.

The school will continue to communicate with the community using our usual methods

- Email, school app, website and our Facebook page.