



Te Kura O Ritimana

# Richmond Road School

Growing Together As One

## Design for Transition - Alert level 3 to Alert level 2

### Guiding Principles:

- Link to [Schooling and Early Learning Education detail for Alert Levels 2, 3 and 4](#)
- Link to [New Zealand COVID-19 Alert Levels Summary](#)
- Link to [COVID-19 Alert System in New Zealand](#)
- Alert Level 2 approach in a school environment is designed to limit the number of people that children have contact with based on these principles
- Health and safety is at the forefront of our planning and of decisions that are being taken to respond to COVID-19

Guidelines and Public Health Requirements	Design considerations	RRS Desired Outcome	Who?
It is safe for all students and staff to return to school in Alert level 2. Schools are safe because hygiene habits will be strong and schools will put into place safe and sensible practice.	Track which students have returned to school at the start of Level 2 and make contact with parents to check on wellbeing first and support needed if any for tamariki to come back to school (review after first week)	<p>Most students return to school</p> <p>Tracking shows numbers of students in each class/rōpū. Data is collated</p> <p>Continuation of distance learning with children who are self-isolating</p> <p>Regular updates for ALL students/whānau through newsletters, notices, ongoing</p>	<p>JED</p> <p>Teachers/staff</p> <p>Office/staff</p>

		<p>communication with teachers and DPs and Principal</p> <p>Phone calls or Online hui with staff if needed</p> <p>Limited onsite visitors/hui</p>	Staff
<p>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. On-site with distance learning provided for those requiring to self-isolate, waiting for a test result or choosing to remain at home because they are vulnerable to illness.</p>	<p>Find out which students are self-isolating, waiting for a test result or are at home because they are vulnerable to illness</p>	<p>Work with whānau and tamariki to support home learning where appropriate</p>	Office/JED
<p>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</p>	<p>Local director of Education has contact details of Principal</p> <p>Immediate communication</p>	<p>Quick communication with the community with a template/letter ready to be sent if this occurs</p> <p>Contact register ready for immediate contract tracing</p>	Board Principal
<p>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.</p>	<p>Plan between staff member and Principal</p>	<p>Staff can work in a safe way at school or in an agreed way from home.</p>	Staff Principal
<p>For staff and students who have a household member who is at-risk of serious illness, there is no reason for them not to return to school. The public health measures will minimise risk, including ensuring anyone who is sick remains at home.</p>	<p>Discussion between staff and/or families of students</p>	<p>Staff and/or students are at school and understand the hygiene practices</p>	Staff JED
<p>Stringent self-isolation of those who display</p>	<p>Staff notification process</p>	<p>Staff are identified and stay off the school</p>	Principal

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		site due to recent travel or close contact with someone who tested positive for COVID-19	
<b>Specific Public Health Measures to be taken in schools</b>			
<b>Guidelines</b>	<b>Design considerations</b>	<b>RRS Desired Outcome</b>	<b>Who?</b>
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.	Office holds main register  Teachers have notebooks to tracing if random people are in their areas (should be at a minimum)	Contact tracing registers are up to date and can be used at any time if needed to identify children and adults in teachers spaces and on site	Office  Teachers  JED
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	Consider breaks for students  Finish times unchanged but exiting of students is considered  Hall bookings considered and minimal	Students can play at the same times and practice physical distancing  Students can leave school safely	Staff  Parents  Students
Disinfect and clean all surfaces daily	Regular and thorough clean of all surfaces, door handles, bathrooms and toilets etc  Meet with cleaners to go through process and provide updated list of what is required	Spaces will be clean for staff and children to work in every day and a very low risk of contaminated surfaces  Groundsperson and JED to support for this undertaking	Cleaners Principal Emma

<p>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.</p>	<p>Sending students to the bathroom or play - track where children are at all times</p> <p>Supervision at all times</p>	<p>Desks or tables organised to address numbers in a room - not breathing or touching each other - think one metre where possible</p> <p>Students understand the physical distancing rules</p> <p>Office has tape and signs to organise areas for physical distancing and minimal foot traffic</p>	<p>JED/Ngā Pou/Teachers</p> <p>Office</p>
<p>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.</p> <p>(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 <a href="#">Guide to Legal Powers.</a>)</p>	<p>JED/Staff meeting for arrival of children</p>	<p>Children come to school and are well</p> <p>Minimal children presenting unwell are isolated and picked up by parents immediately</p>	<p>Staff</p> <p>Parents</p>
<p>Parents are asked to keep any sick children at home. If a sick child comes to school, send them home immediately</p> <p>If a child is injured, parents to be called as soon as possible</p>	<p>Teachers know process if a child presents to be sick</p> <p>Office area and JED area is set up to provide children a safe place to wait and to be isolated if unwell</p>	<p>Teachers follow process for sending sick or injured children home</p> <p>Parents are easily contacted to pick up children if needed</p> <p>Communication to parents is clear and parents understand these guidelines</p>	<p>Office Teachers</p>
<p>Parents adhere to guidelines for level 2 if</p>	<p>Students follow ALL health and</p>	<p>Communicate to parents the guidelines</p>	<p>Principal</p>

children are on site	<p>safety guidelines while at school</p> <p>Parents talk to students before coming on site</p> <p>Offer time for questions from parents</p>	<p>for level 2</p> <p>Question time available before starting at level 2</p>	<p>Parents</p> <p>Students</p>
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.	Enough hand sanitisers for staff and children	<p>Staff and students have enough sanitiser and other products</p> <p>Bathrooms are accessible and plentiful for practicing regular hygiene practices</p>	<p>Emma Ngā Pou Grounds Person</p>
Hygiene practices are a high priority	<p>Toilets and classes are cleaned at least once daily</p> <p>All community use of the school and visitors will be limited until further notice</p>	<p>There is an unlikely risk of the virus being contracted at school or passed on between others.</p> <p>Clean toilets for all staff and students</p> <p>All meetings and community use has been limited until further notice</p>	<p>Office</p> <p>Cleaners</p> <p>Lisa</p>
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	<p>Playgrounds cleaned</p> <p>Sports gear available</p> <p>Cleaning products available for staff to clean after use</p>	<p>Children are able to take part in Physical activities</p> <p>Children and adults follow hygiene practices</p>	<p>Uala</p> <p>Florence</p> <p>Staff</p> <p>Students</p>

cleansing with hand sanitiser) before and after activities and regular cleaning of equipment is very important			
Play equipment for children onsite can be shared but cleaned regularly and students follow hygiene practices before and after use	Boxes of equipment for each class Sanitisers and soap available  Equipment like hula hoops, single skipping ropes, a ball (isolated play equipment)	Break time sports equipment and or other equipment is available and cleaned regularly	Florence Uala  Teachers
Entrances to school/exit from school - allocate gates and areas	Consider the A'oga and their plans for parents/aiga coming on to the school grounds  Gates/Times given to classes/rōpū  Older students walking to and from school  Younger children may have parents come outside classes/gates	Updates from Aoga about their aiga who will be attending their Samoan Pre-school  Clear instructions for what times and which gates for whānau  Communicate with parents, student and teachers who may come to gates/outside classes dropped off and who needs more assistance	Aoga Principal  JED  JED Parents
Duty of children during break times	Encourage no touching and not breathing on each other	Children are able to play at break times whilst keeping physical distancing	Staff Students
<b>Well-being and Equity for Staff and Students</b>			
<b>Practice</b>	<b>Considerations</b>	<b>RRS Desired Outcome</b>	
Teachers/support staff are on-site to teach	Support for new routines  JED and Rōpū Leaders available to	Teachers are feeling supported and comfortable being at school  Support staff are feeling supported and	Teachers Ngā Pou JED

	support where needed	comfortable being at school	Support staff
Staff at school take time to welcome students and settle them back into school	Welcoming spaces at school for children to come back to at level 2	Students feel supported and comfortable being at school	Teachers Ngā Pou JED
Whānau have access to school support/external services whether children are on site or off site	Services are continued to be offered to parents from the school	Communication to parents is clear about what is offered and they know how to access services that are offered	Office JED
Communication to the school community is consistent	Consistency of messages for parents with students at school  Consistency of messages for parents with students at home  Signage around the school about what is expected	All messages to parents with children at school are consistent and clear  All messages to parents with children at home are consistent and clear  Signs and areas are clear to see	Principal Staff  Office  David

During this time our School Values and tautoko of each other is of the utmost importance and we must continue to action the mantra of 'Growing together as One' throughout this pandemic journey as change will continue.

Aim High

Compassion and Empathy

Bravery and Resilience

Educational Achievement

Togetherness and Inclusiveness

Respect for Others, Self and the Environment