



Te Kura O Ritimana

# Richmond Road School

Growing Together As One

## Working on Site During RED (COVID-19 Protection Framework) Procedures

**Guiding Principles:**

- Link to Overview of [RRS Traffic Light protocols](#)
- Link to COVID-19 Protection Framework - <https://www.education.govt.nz/covid-19/advice-for-schoolskura/covid-19-protection-framework-advice-for-schools-and-kura/red/>

Location	Area	Action	Who
Entering Site	Douglas Street	<p><b>STAFF</b></p> <ul style="list-style-type: none"> <li>• School teachers arrive between 8.00 - 8.30 to start the school day at 8.30 and help with gate pick-ups if needed.</li> <li>• All gates unlocked at 8.30 Village (G1) - Trish/Sam, Higher Brown Street (G2) Uala/Oliver , Lower Brown Street (G3) - Moana/Troy, Field (G4) - Florence (the gates will be locked at 9.00am - teacher or gate monitor from teacher's class allocated to lock gates)</li> <li>• Staff members open and lock gates only - no need to stand there for the duration. All teachers to monitor that the right children are coming through the right gates - redirect if necessary. Year 4-6 students must have masks on when entering so that teachers know they have a mask (there will be masks provided to teachers - if they do not have one on when entering your class you must provide one for them and tell them to wear them)</li> <li>• Bells will ring at 8.30 and 9.00 and 3.00pm</li> <li>• Road Duty for JED/Duke at 8.35 - Road Patrol students can be timetabled - same rōpū</li> <li>• All staff onsite must scan QR code for COVID-19 when they are onsite. Also sign on the tablet in your area when arriving and whenever you leave the school site.</li> <li>• Ventilation of learning areas are opened 30 minutes before children arrive and after to ensure airflow - teachers please open rōpū/class windows and doors on arrival in the morning - teachers will close 15-30 minutes after all chn have left the site after school.</li> <li>• Stationary and Health packs will be provided by the school office.</li> <li>• Masks - Masks are now mandatory for Year 4-8 students and staff indoors. Please ensure you and your students wear your masks at all times while you are indoors. All other staff should still wear their masks indoors with their children and if there are other adults in the same room with them. (Y0-2 teachers have the option of the face shield during phonics time or with their new new students so their face can be seen - otherwise can do phonics outdoors if wanting to always wear a proper mask indoors)</li> <li>• Beginning of each day - once children are in the class between 8.30 and 9.00 they must put their things away and can stay indoors or play outdoors</li> <li>• Health and Safety protocols should be shared regularly with students at the beginning of the day and</li> </ul>	School Staff
	Brown Street		JED
	(refer to Whānau and Parent guidelines for gates)		Students
			DJ Staff
			A'oga



Onsite		<ul style="list-style-type: none"> <li>Roll - teachers mark 'P' present and use other codes as per the Staff Handbook</li> </ul>	
	Breaks and Eating	<ul style="list-style-type: none"> <li>Children to be supervised at all times</li> <li>Playgrounds and climbing trees are allowed - stay in allocated area only at allocated time - sanitise or wash hands before and after play times</li> <li>Breaks will be organised according to groupings of KC/TWW and L'Archipel/Mua I Malae. Rōpū leaders will share the Playground supervision roster with you. Please ensure you are supervising the children during the break time</li> <li>Students year 4 - 6 may take off masks during play times. Teachers must have a safe routine for this to happen so that students and taking off and putting on masks safely and always wearing when indoors</li> <li>Staff on playground supervision do not have to wear masks when outdoors (physical distancing still applies)</li> <li>Hands washed / sanitised as per health and safety guidelines i.e Happy birthday song twice etc for eating</li> <li>All food / litter / waste that comes into school must be taken home from school by learners</li> <li>Lunches can be ordered from Kindo for students. Students will be called to collect - send one masked student to collect from the foyer of the office for their classroom for their room/rōpū</li> <li>Water - water taps are available and children are advised not to touch the metal part with mouth - water bottles for students should still be encouraged</li> </ul>	School rōpū
	Admin Office	<ul style="list-style-type: none"> <li>Staff may enter the office although we want to keep this area as clear as possible</li> <li>If you do have to come in please be aware of physical distancing</li> <li>One in, one out if possible</li> <li>Children can be sent to the office - there will be an isolation area to isolate children if they are showing symptoms of sickness, the sick bay will be used for any injuries (plasters will be in T boxes so please use these if you are on duty rather than sending children to the office)</li> <li>If children are being picked up earlier than the end of the day they can be sent to the office and picked up from there.</li> </ul>	Office  Staff
	Sick or injured children		
Onsite	Staffroom	<ul style="list-style-type: none"> <li>The staffroom should be used by minimal people. Teachers should use heating facilities close to their own spaces if possible but can access the staffroom during break times as these are separate to other rōpū. If you do enter the staffroom please refer to hygiene practices.</li> </ul>	ALL
	Hall	<ul style="list-style-type: none"> <li>May be used for play time on wet days or class/rōpū sessions (can be booked through School Calendar)</li> <li>Exercising and Singing should be outdoors only</li> </ul>	ALL
	Library	<ul style="list-style-type: none"> <li>Library will be open for all classes - Timetable will be shared by Jo</li> </ul>	ALL
	Bathrooms	<ul style="list-style-type: none"> <li>Rōpū have allocated bathrooms to use throughout the day - please ensure your children know to use ONLY these bathrooms throughout the day even when playing (Village students/L'Archipel students - village toilets, Hub students - Hall toilets only, MiM students - Moana's toilets for her children, Filo and Elaine/Laepa's students in Filo's student bathrooms. Florence's classroom - toilets next to class, TWW own toilets)</li> <li>Staff from each rōpū should have their own bathrooms each day - can talk more with rōpu leaders (Staff toilets by library - womens - left toilet for Village, right toilet for L'Archipel, Mens toilet - KC//David/Duke. Staff toilet on field - field staff, Lisa/Tish/Emma/Jacqui will use accessible toilet right next to Library)</li> </ul>	School rōpū

Onsite		<ul style="list-style-type: none"> <li>Students who need to use the bathroom know which ones to use</li> </ul>	
	Outside areas	<ul style="list-style-type: none"> <li>Allocated areas for children to play and have their break times.</li> <li>School rōpū/classes communicate so they know who is where and times are adhered to. No crossover where children are sharing spaces. Break times for rōpū have priority i.e no other classes out during this time.</li> <li>Courtyards are free of any debris or hazards that may cause accidents.</li> </ul>	Staff Students  Duke
	Playgrounds /Trees	<ul style="list-style-type: none"> <li>Playgrounds are open</li> <li>Trees are allowed to be climbed</li> <li>Children are orientated in their rōpū/classes on where they are allowed during break times</li> </ul>	School property
	Equipment	<ul style="list-style-type: none"> <li>Play equipment organised for breaks or in the classrooms</li> <li>Equipment cleaned regularly and stored for next day use in an appropriate place.</li> </ul>	School staff
Exiting Site	Douglas Street  Brown Street	<p><b>STAFF</b></p> <ul style="list-style-type: none"> <li>Unlock gates - Teachers/staff members to send students out through gates in an orderly fashion between 2.50-3.00 (Year 0/1 students will need to be sent out to waiting parents as we did in Level 3)</li> <li>Staff are able to leave school from 3.30 if no hui scheduled. Teachers please close windows and doors before leaving school.</li> <li>Spray tables and equipment at end of day</li> <li>Road Duty for JED/Duke at 2.55 - Road Patrol students can be timetabled - same class/rōpū</li> </ul> <p><b>LEARNERS / FAMILIES</b></p> <ul style="list-style-type: none"> <li>Departing students from RRS leave through allocated gates/exits (2.50-3.00)</li> <li>Refer to 'Specific Guidelines for whānau and students'. Learners exit in a staggered way so congestion is minimised. Children not picked up by 3.10 to be sent to the office.</li> </ul>	STAFF