

Health & Safety Policy: Covid-19



Due to the ongoing threat of Covid-19 we will follow the guidelines of the Ministry of Health to keep our staff, students and community safe.

This policy will be reviewed to comply with Government guidelines at all times.

CPF - COVID Protection Framework

General Health Measures

- **Basic hygiene:** staff and students will follow basic hygiene measures (frequent hand washing, use of hand sanitiser on arrival, cough and sneeze etiquette). High touch surfaces like desks and door handles will be cleaned at the end of the class. Shared devices like iPads and Chromebooks will be wiped down at the end of the Head Office day. Students must bring their own water bottle to class.
- **Contact tracing:** QR codes will be displayed at the bottom of the stairs, outside the classroom and at reception. Parents or caregivers visiting the classroom are required to scan the QR code on arrival. Parents are not required to scan in when dropping off their children as they don't enter the premises. Our sign in sheets can be used as attendance records for contact tracing purposes.
- **Vaccination:** The TGC Trust Board is operating in accordance with the Ministry of Education Vaccination Mandate and Health Order. From Nov 15 2021 all staff must have received the first dose of the Covid19 vaccination and need to be fully vaccinated by Jan 1 2022 to be employed. All volunteers who work with students in the classroom also require double vaccination. Staff and volunteers need to provide proof of vaccination, this information will be held confidentially. All Head Office staff need to provide proof of booster vaccination within 6 months of their second vaccination.
- **If you are sick - stay home and get tested:** If staff or students display cold-or flu like symptoms they are required to stay home. Staff are to observe children on arrival, checking for symptoms. Those students presenting as unwell will need to be picked up by parents or caregivers.
- **Ventilation and break times:** The classrooms will be well ventilated at all times. On Head Office days with two classes on site we will stagger break times to avoid mixing of students.

Case management across all CPF settings: Should a Head Office student test positive for COVID-19, staff will work with the Ministry of Health and Education, following public health guidance, to identify who else may need to self-isolate and get tested. Our contact tracing systems will support this process.

Operating in GREEN

- Face coverings are encouraged but not required.
- Parents can enter the classrooms and will need to scan the QR code on arrival.

Operating in **ORANGE**

- Face coverings are encouraged but not required while attending the Head Office classes.
- Drop off & pick up at the New Plymouth classroom: Parents will be asked to drop children off without entering the classroom itself.
A staff member will be at the bottom of the stairs with the sign in sheet and hand sanitiser to welcome students, we will sign the student in and ask children to sanitise their hands. Parents will not be entering the premises.
If parents need to speak to the teacher or enter the classroom to settle their child in, we ask that face masks will be worn when in the premises, the QR code scanned and social distancing observed.
At pick up students will remain in the classroom, a staff member will be at the entrance at the bottom of the stairs, call students down if the parent / caregiver is outside, ask the student to sanitise hands before leaving and sign them out.
Senior students who leave the premises with the parents permission to walk to a different location or catch the bus will be able to leave after sign-out and sanitising hands.
- Drop off & pick up at Wharehuia classroom: We ask parents and caregivers to drop off and pick up in the courtyard outside the classrooms. A staff member will be there to sign your child in and out and offer hand sanitiser.
If parents need to speak to the teacher or enter the classroom to settle their child in, we ask that face masks will be worn when in the premises, the QR code scanned and social distancing observed.

Operating in **RED**

- Face coverings are required for staff and all students Years 4+ when indoors or in close contact with others. Face masks will not be provided by the Head Office.
- Drop off & Pick up in New Plymouth location: Parents will be asked to drop children off without entering the classroom itself.
A staff member will be at the bottom of the stairs with the sign in sheet and hand sanitiser to welcome students, we will sign the student in and ask children to sanitise their hands. Parents will not be entering the premises.
If parents need to speak to the teacher or enter the classroom to settle their child in, we ask that face masks will be worn when in the premises, the QR code scanned and social distancing observed.
At pick up time students will remain in the classroom, a staff member will be at the entrance at the bottom of the stairs, call students down if the parent / caregiver is outside, ask the student to sanitise hands before leaving and sign them out.
Senior students who leave the premises with the parents permission to walk to a different location or catch the bus will be able to leave after sign-out and sanitising hands.
- Drop off & pick up at Wharehuia classroom: We ask parents and caregivers to drop off and pick up in the courtyard outside the classrooms. A staff member will be there to sign your child in and out and offer hand sanitiser.
If parents need to speak to the teacher or enter the classroom to settle their child in, we ask that face masks will be worn when in the premises, the QR code scanned and social distancing observed.
- No non-essential visitors are allowed in the classroom.
- In case of a staff member having to self isolate and the class can not be run with a reliever, we will attempt to offer an online class. If we are not able to run a class in any form a credit may be given.
- If a student has been identified as a close contact and needs to self isolate we ask

parents to inform the Head Office staff in case our students and staff might be affected so we can follow Ministry guidelines accordingly.

QR codes:

It is mandatory for everyone to use the displayed contact tracer app to check in - including staff. QR codes will be displayed at the bottom of the stairs, outside the classroom and at reception.

Parents don't need to scan in when dropping off their children as they don't enter the premises. Head Office sign in sheets for the individual classes can be used as attendance records for contact tracing purposes.

Walking trips:

Can go ahead in all CPF settings. Students and staff need to be respectful and mindful of other members of the public to enable social distancing when outside the classroom.

Sickness:

Children with cold or flu-like symptoms are asked to stay at home and inform the Head Office teacher and their school of the absence.

Should a student develop symptoms while attending a Head Office class, staff will isolate the student and contact the family to arrange an early pick up.

Should staff develop cold or flu-like symptoms they are asked to stay at home, to inform the Lead Teacher or CEO so a reliever teacher or TA can be arranged.

At all times will Covid Tracer App QR codes and Ministry of Health Posters be displayed in the classroom to keep our staff, students and community safe.

This policy will be responsive if situations change.

Implemented: June 2020

Reviewed Jan 2021

Reworked Sep 2021

Reworked Nov 2021

Reworked Feb 2022