

Koromatua School



Alert Level 2 - Planning and Procedures

The overriding principles for Alert Level 2 are:

- to minimise the risk that someone gets infected in the first place
- to ensure we can identify and contact anyone who has been in close contact with a person, if someone in a school or early learning centre is infected
- understand that Level 2 is not business as usual

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. Schools will be open to all students and year levels at Alert Level 2 from the beginning of the next school week after the announcement is made.

Alert Level 2 Outline ([Hyperlink here](#))

MOE- Education Specific details for alert levels 2, 3 & 4 ([Hyperlink here](#))

Public Health Measures- Details in *italics* are Public Health Measures that MUST be adhered to.

The Key Controls for Schools and All Workplaces

1. Ensure people with COVID-19 symptoms or who feel generally unwell stay away from school

Public Health Measure	School Procedures
<i>Parents are asked to keep any sick children at home. If a sick child comes to school, send them home.</i>	<ol style="list-style-type: none">1. Anyone with respiratory symptoms should not enter into the school.2. School staff are to observe students on arrival into the classroom, watching for symptoms. We will not be taking temperatures.3. Symptoms to monitor for are any respiratory symptoms such as a cold, a head cold, blocked ears, cough, sneezing, runny nose, chills and a fever. Anyone with those symptoms should stay home and contact Healthline for advice, which may include getting tested for COVID-19 as a precaution.4. If symptoms are observed the principal will be informed and students will then be sent to the office. The office staff will then arrange for parents and caregivers to come and pick up immediately. Any such students will wait in sickbay #2 (other space will be found if required to

	<p>avoid close contact).</p> <p>5. 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 Guide to Legal Powers. (Hyperlink here).</p>
Staff illness	<p>1. If staff are sick, they should stay home (phone Healthline or their GP and get tested if they have flu-like symptoms).</p>
Review processes to isolate a student or staff member should they start to show signs of illness, while medical advice is sought (or parents/caregivers asked to come and pick them up) – let your community know what that process is.	<p>1. Brief staff who monitor sick bay to reiterate the isolation process.</p> <p>2. Gloves/sanitiser is for staff treating students in the sick bay. This is in line with the school's safety procedure around managing bodily fluids.</p> <p>3. Hand hygiene is paramount, as is keeping hands clear of faces.</p> <p>4. Isolation room is Sickbay #2</p>

2. Maintain physical distancing (in schools this means children, young people, and staff maintaining a physical distance so that they are not breathing on or touching each other).

Public Health Measure	School Procedures
<p><i>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 should be used as a guide, particularly between adults.</i></p>	<p>1. Students will be dropped off and picked up at the school gate.</p> <p>2. Upon arrival on the first day of school students will go straight to their classrooms where teachers will be waiting to ensure distancing is maintained.</p> <p>3. No hugging, high-fives, kissing, shaking hands, hongi, etc.</p> <p>4. 'Strangers' (including parents) will be discouraged from coming on site. Communications with parents should be managed online and via a phone call. If 'strangers' enter the school a physical distance of 2 metres outside and 1 metre inside should be maintained as far as is practicable.</p> <p>5. However, parents may come on site for specific business, but will be required to apply hand sanitiser and complete the tracking register in the office foyer. They should then seek permission from the class teacher if they need to enter a class. They must then apply hand sanitiser and complete the class tracking register.</p> <p>6. Deliveries from parents (lunches, sports or musical instruments etc) must go to reception NOT the classroom.</p> <p>7. Visitors, including parents and caregivers, should maintain a 2m distance from those who are not part of either their household or workplace/school "bubble"</p> <p>8. In an Alert Level 2 school environment, this means children, young people, and staff</p>

	<p>maintaining 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 surfaces.</p> <ol style="list-style-type: none"> 9. So in a school setting, if you can smell the person’s breath or feel that you are in that “moist breath” zone, move a little further away. Avoid touching others and for adults, it is recommended that where practicable you keep a metre distance between you. 10. There are situations where physical distancing is not possible, such as using the bus service. In these situations extra emphasis on handwashing and drying (or cleansing with hand sanitiser) before and after is very important. (Bus procedures are yet to be clarified NF) 11. The students will not be involved in contact sports or any other sport/activity where contact is likely. Teachers need to assess the hygiene safety of running activities where students are playing games or sports. If in doubt- don’t do it. Play it safe. 12. Staff meetings can be held on site with appropriate public health measures in place, or we can continue with online meetings.. 13. Staff can share common space with another staff member (eg, staff room or office) but it is recommended that where practicable a 1 metre distance is maintained. 14. During breaks staff have the option of using the staffroom or school hall for their break.
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3. Enable good hygiene practices.

PPE is not required or recommended as necessary in any educational facility by the Public Health Service.

Public Health Measure	School Procedures
<p><i>Where practicable ensure that children and young people regularly wash and dry hands, cough and sneeze into their elbow, and try to avoid touching their face.</i></p>	<ol style="list-style-type: none"> 1. Students will wash their hands or use hand sanitiser every time they enter and leave classrooms. Teacher supervised- students line up before entering classrooms and teachers administer sanitizer. 2. No hugging, high-fives, kissing, shaking hands, hongis, etc.
<p><i>Hand sanitiser at entry to class rooms and in shared spaces. Soap, water and the ability to dry hands must be provided in bathrooms.</i></p>	<ol style="list-style-type: none"> 1. If hand sanitiser is in short supply, washing and drying hands with soap is still the most effective hygiene measure. Prepare ‘wet areas’ so they can be used for hand washing (benches clear) 2. Spray bottles of disinfectant and cloth in all classrooms/learning spaces. 3. The office administrator will monitor soap, sanitiser and paper towel supplies, and will place orders well in advance of running short. She must be assisted in this task by classroom teachers notifying her of pending class shortages.

<i>Disinfect and clean all surfaces daily.</i>	<ol style="list-style-type: none"> 1. All spaces will have sanitiser and spray disinfectant and disposable gloves available. 2. All staff will be required to use these to wipe down high use work surfaces, door handles, tap handles, etc. in the area(s) they work at least once per day. Wear gloves while doing this. 3. Paper towels (rather than fabric cloths) will be used to wipe surfaces etc. This is to eliminate the need to take used cloth wipes off-site for washing. Paper towels and gloves will be disposed of carefully into class bins. 4. There is no requirement to clean the adventure playground. Hygiene here will be managed through regular hand hygiene procedures.
<i>Masks are not required at schools and early learning services at Alert levels 2 and 3.</i>	<ol style="list-style-type: none"> 1. Although masks are not required by MOE, students and staff may wear masks if they wish, but they are not to be shared.

4. Keep track of people that enter your school

For contact tracing purposes, the [Ministry of Health](#) (Hyperlink here) describes close contacts at your school as anyone who had:

- face-to-face contact in any setting within two metres of a case for 15 minutes or more
- having been in a closed environment (eg, a classroom, hospital waiting room) within 2 metres of a case for 15 minutes or more

Public Health Measure	School Procedures
<p><i>Contact tracing registers must be set up and 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. This includes recording visitors to the site, including parents.</i></p>	<ol style="list-style-type: none"> 1. The information you capture will need to identify which children are in each teaching space, and record when and who they have close contact with during the day if that changes. This includes recording who the adults on-site are in close contact with as well as recording any visitors to the site, including parents and caregivers. Students will be discouraged from moving between classrooms. 2. ‘Strangers’ (including parents) will be discouraged from coming on site. Communications with parents should be managed online and via a phone call. If ‘strangers’ enter the school a physical distance of 2 metres outside and 1 metre inside should be maintained as far as is practicable. 3. ‘Strangers’ (including parents) may come on site for specific business, but will be required to apply hand sanitiser and complete the tracking register in the office foyer. They should then seek permission from the class teacher if they need to enter a class. They must then apply hand sanitiser and complete the class tracking register. 4. Teachers who manage groups e.g. Kapa Haka must take a roll of which students are in attendance. 5. School buses- A student roll will be kept of all students and others using a school bus service.

Guidelines for Classroom Teachers / General Classroom Organisation

Guidelines	School Procedures
<p><i>Parents are asked to keep any sick children at home. If a sick child comes to school, send them home.</i></p>	<ol style="list-style-type: none"> 1. School staff are to observe students on arrival into the classroom, watching for symptoms. We will not be taking temperatures. 2. Symptoms to monitor for are any respiratory symptoms such as a cold, a head cold, blocked ears, cough, sneezing, runny nose, chills and a fever. Anyone with those symptoms should stay home and contact Healthline for advice, which may include getting tested for COVID-19 as a precaution. 3. If symptoms are observed the principal will be informed and students will then be sent to the office. The office staff will then arrange for parents and caregivers to come and pick up immediately. Any such students will wait in sickbay #2 (other space will be found if required to avoid close contact). 4. 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 Guide to Legal Powers (Hyperlink here).
<p>Regular reminders of Hygiene practices</p>	<ol style="list-style-type: none"> 1. Support good cough/sneeze etiquette, regular hand washing, regular cleaning of surfaces and maintaining physical distancing throughout the day. 2. Wash and dry hands, cough into elbow, don't touch your face. 3. Continue to encourage students to not touch their hands to their face 4. Provide reminders about the importance of not sharing food, drinks or items of clothing e.g. hats. (Water fountains, water bottles? TBC) 5. Students will be asked to bring along water bottles. Care must be taken when refilling from classroom taps that the mouthpieces do not come into contact with the faucet nozzle. 6. Check to see which water fountains might be safe for students to use if they forget their water bottle. And provide instructions on safe water fountain use. Tape off other fountains. 7. Students may share school resources but must maintain good hand hygiene before and after use. 8. It might be a good idea for students to have their bags in the classroom. Beside their desks or on the back of their chairs. This will give them easy access to their lunchboxes and drink bottles therefore stopping them having to go to the clock bay and interact with others. 9. Some children and staff may choose to wear face masks. It could be part of their cultural practice to do so and to support their hygiene needs. Encourage respect- people are being proactive in keeping themselves and others safe.

	<p>10. No hugging, high-fives, kissing, shaking hands, hongis, etc.</p>
<p><i>Maintain Contact Tracing Registers for each classroom</i></p>	<ol style="list-style-type: none"> 1. Record any visitors to the school, including staff, parents, itinerant teachers etc. Record when and who these visitors are and check that they have also signed in at reception. 2. Deliveries from parents (lunches, sports or musical instruments etc) must go to reception NOT the classroom.(Need signage for this). 3. Volunteers can be used at Alert Level 2 in class as long as they are meeting all the public health requirements and are recorded in your timetable and/or visitor register (make sure you have up to date contact information for them – see contact register information below). Please think about how necessary using volunteers is.
<p>Managing the Physical Environment</p>	<ol style="list-style-type: none"> 1. Where it is safe to do so, latch or wedge doors open so they do not need to be touched. 2. Children do not need to sit in the same place every day at Alert Level 2. Contact tracing will still need to be in place though (through your timetable, attendance register and visitor register) 3. For singing, consider keeping at least a 1 metre distance as a precaution. 4. Playgrounds can be used at Alert Level 2 in schools (to align with reopening of public spaces) – wash hands/santise before and after use. 5. Shared supplies and equipment are able to be used if students and staff are undertaking regular hand washing and staying away if sick. 6. Keep classroom temperatures to 18 degrees. 18 – 20 degrees is a comfortable temperature, below that there is increased risk – from a cold household, workplace or school. 7. Ventilation- windows will be opened sufficiently to allow a good cross-flow and replacement with fresh air. 8. Students will use the toilets allocated to their classroom during intervals and lunchtimes and at any other time. Not just go and use the toilet closest to them at the time. 9. Visitors must use the staff toilets only. Contractors will be assigned to the hall toilets.
<p>PE</p>	<ol style="list-style-type: none"> 1. 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. 2. Activities must be such that students do not come into contact with each other, nor be such that students can breathe on each other e.g. puffing and wheezing close to each other, nor where equipment is likely to come into contact with a student's face. So basketball and dodgeball are out, but handball is permitted. Use your common sense when deciding. 3. PE equipment can still be issued, but students must wash their hands before and after use.

	There will also need to be regular cleaning of shared equipment such as balls, sticks etc.
Fire Alarms & Emergencies	Fire alarms and other emergencies may require you to either evacuate your buildings or move everyone inside. <u>The priority in these situations is keeping students and staff safe from the threat arising through the emergency event</u> – fire, flood, earthquake etc.

Other School Organisation

1. There is no bubble concept at Level 2 so there are no restrictions on groups of children and students mixing with others on site.
2. Staff are able to access the school site to prepare teaching spaces from the commencement of Level 2. All staff must register at reception on arrival and departure for contact tracing purposes.
3. Distance learning is available for those unable to attend school, for example who are self-isolating.
4. New Entrant Transition - one child/parent per visit, daily 9/10am-2/3pm, sign in office, sanitise at office and on entry to classroom
5. Teachers/staff are not restricted to one classroom or area of the school
6. Staff such as RTLB and relievers will be able to work across different schools.
7. School libraries are able to operate as normal if students and staff are undertaking regular hand washing and staying away if sick

MOE Guidelines	School Procedures
<p>Educational facilities and school transport are not considered mass gatherings. This means there are no restrictions on numbers of people indoors or outside at schools other than what other public health or health and safety measures require.</p> <p>The exception is where people from outside the school may be attending, e.g. for a school production or assembly where the mass gathering rules will apply. Any events or activities held off-site must meet all public health requirements, including staying away if sick.</p> <p>You should not be travelling inter-regionally to events which do not meet the requirements for gatherings.</p>	<ol style="list-style-type: none"> 1. Assemblies - can go ahead however we will maintain sufficient distance between students so they aren't touching or breathing directly on each other. There are no restrictions on the number of students attending assemblies. Make certain there is a good need to have an assembly. Parents can't attend due to 'Stranger Rule'. 2. Cultural activities - practices and rehearsals will be able to go ahead (note the physical distancing recommendation of >1 metre distance where practicable, for singing). Performances where visitors are attending, including parents and caregivers, will need to align with public health requirements for gatherings. 3. School buses/transport- This is a weak area in the distancing protocol, but it is unavoidable. Hygiene practices should continue as much as possible.
School Sport	<ol style="list-style-type: none"> 1. This relies on being able to contact trace who is on site during school hours and at school team training and competitions. Any inter school events that recommence will need to have a contact tracing register in place to record those playing for and against teams.

2. Koromatua School will not participate in any 'contact' sporting activity.

Workplace Safety for Staff

Guidelines

1. Within the staff room teachers and staff should aim to maintain a 1m distance from each other.
2. Staff are to follow public health requirements including physical distancing, regular hand washing and good cough and sneeze etiquette
3. Staff who are not well will stay home (or be asked to go home)
4. Regular cleaning, including at least daily cleaning of high-touch points will be in place to further support the health of staff
5. Place hand sanitiser in close proximity to equipment shared by staff (e.g., printer/copier) and at the entrance to the staffroom or shared staff spaces
6. There is a range of wellbeing information and support available for staff
7. Fire alarms and other emergencies may require you to either evacuate your buildings or move everyone inside. **The priority in these situations is keeping students and staff safe from the threat arising through the emergency event** – fire, flood, earthquake etc.

Supporting those vulnerable to COVID-19, to attend (Staff and Students)

1. By implementing the public health measures required in schools, it will minimise risk for someone who may be at-risk of serious illness from COVID. While it is safe for them to attend school, the public health measures are very important and you may need to discuss any additional measures that the child or their caregiver may need to provide confidence to return to school. You may need to have a similar discussion with staff in the same position.
2. The person's GP or other healthcare professional may advise they should wear a facemask when at school. A facemask should not be required otherwise.
3. Build in regular reviews of this plan with the staff member or student and their parents/caregivers (at least weekly).
4. Go to the [COVID19.govt.nz website](https://www.covid19.govt.nz) (Hyperlink here) for advice for people who are considered at risk.
5. **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.

Staff

MOE Guidelines	School Procedures
Connect with your staff to determine your staffing levels for on-site and offsite delivery, and for all other administrative and facilities-related work	<ol style="list-style-type: none"> 1. Staff in a compromised position will contact the Leadership Team asap to advise them of their position. 2. Options for working from home will be explored
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	Employees who cannot return to work for health reasons should work from home, or be provided with alternative duties where it is safe to do so. If neither option is available, the Board may

<p>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>choose to provide discretionary paid leave (at their cost) to teaching staff, or approved annual leave or other paid leave for non-teaching staff. Where no paid leave arrangement can be agreed, special unpaid leave can be provided.</p>
<p>Staff who are at-risk and are staying away from school on advice of their medical practitioner, might be prioritised to support learners from home. <u>MOH details about those who are at higher risk of severe illness from COVID-19</u> (Hyperlink here)</p>	<ol style="list-style-type: none"> 1. Where a person is not able to return to work as normal due to an underlying health concern they should provide you with appropriate medical evidence to support this request (such as a medical certificate obtained at the employee's cost). 2. Employees are expected to resume their usual childcare arrangements, if needed. Some flexibility may be required if all usual childcare options are not available. 3. Where there are genuine limitations to returning at work, employees may require flexible working arrangements to accommodate those limitations such as different start/finish times, working remotely, and/or rotating days both on-site and working from home.

Students with Special Needs

Guidelines	School Procedures
<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.</p>	<ol style="list-style-type: none"> 1. Parents, caregivers and students will need to work with the school to develop a plan to manage a safe return to school. Distance learning will continue to be available to those who choose to remain at home. e.g. designated areas allocated for high risk/needs students to work in. 2. The school's VHHN ORS students will be located in Rm11 with their teacher-aide team. This allows much more room per student and better health and safety protections. 3. As for ECEs there will be unavoidable physical contact between students and teacher aides. This is to be safely managed through maintaining distance where possible and by following the hygiene and etiquette procedures already mentioned. 4. Break times may be taken at different times than the rest of the school if the care team feels this will help to reduce physical contact with other students. If breaks are taken at regular times then the priority remains health and safety through following hygiene and distancing procedures. 5. For student toileting- gloves must be worn and safely disposed of and hygiene procedures followed.

Activities off Site

MOE Guidelines	School Procedures
<p>As you do with all your activities, you will need to take a risk assessment approach for key activities such as assemblies, school camps and travel for sporting and cultural reasons. Any events or activities held off-site must meet all public health requirements, including staying away if sick. You should not be travelling inter-regionally to events which do not meet the requirements for gatherings.</p>	<ol style="list-style-type: none"> 1. Minimise travel for all staff in relation to professional learning and school related activities - at the discretion of the Principal 2. Follow all Public Health requirements
<p>For offsite activities, consider using a controlled environment rather than an uncontrolled one where practicable, and work closely with the provider to agree your health and safety plan for that event, including individual plans for those vulnerable to serious illness with COVID-19.</p>	
<p>Inter-school events- these can go ahead although there will be limitations due to the public health measures required and will need specific contact tracing ability of those playing for and against teams. Where people from outside the school may be attending or if you are hiring out your hall or allowing community groups to use school facilities, the rules for gatherings will apply.</p>	
<p>Field trips, school camps- these could potentially go ahead but will need careful planning. Along with your usual risk management approach you will need to consider: symptoms of COVID-19 (which may be similar to other illnesses in the early stages) the importance of protecting those vulnerable to respiratory illness – do you know who on your staff, in your volunteers and in your student population may be at greater risk? if someone were to become ill with a serious illness, do you have facility to be able to respond to that, including the ability to isolate that person while you seek advice from a</p>	

<p>medical professional? do you have appropriate personal protective equipment and the ability to clean hard surfaces if someone were to become ill with flu, gastro bug, COVID-19 etc?</p>	
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Visitors to school (Including Parents)

Guidelines	School Procedures
Initial communication to parents	Use MOE letter, or school newsletter email group in the first instance, backed up through the school Facebook page as required.
<p>1. Second communication to parents with procedures for level 2:</p> <ul style="list-style-type: none"> ● Provide parent and caregiver education about the importance of monitoring for symptoms and staying home while ill. ● Remind parents and caregivers that spread of the virus is through coughing and sneezing and hands touching faces (after they have touched a surface that is contaminated with droplets containing the virus) ● Promote to staff, students, and their families to maintain distance from each other in the school grounds and buildings ● Information about buses <p>The expectation is that with the exception of some students who are sick, all students will be attending at Alert Level 2. Ask parents and caregivers to notify you by DATE and TIME, to advise you whether or not their child will be attending school in person when Alert Level 2 commences</p>	School newsletter email group, backed up through the school Facebook page as required.
Signage- At reception and entry points to school	Signage- At reception and entry points to school
Drop offs by parents and caregivers Visitors, including parents and caregivers, should maintain a	1. 'Strangers' (including parents) will be discouraged from coming on site. Communications with parents should be managed online and via a phone call. If 'strangers' enter the

<p>2m distance from those who are not part of either their household or workplace/school “bubble” - see ‘contact tracing’ requirements further below</p>	<p>school a physical distance of 2 metres outside and 1 metre inside should be maintained as far as is practicable.</p> <ol style="list-style-type: none"> 2. However, parents may come on site for specific business, but will be required to apply hand sanitiser and complete the tracking register in the office foyer. They should then seek permission from the class teacher if they need to enter a class. They must then apply hand sanitiser and complete the class tracking register. 3. Deliveries from parents (lunches, sports or musical instruments etc) must go to reception NOT the classroom. Office staff will advise visitors of this. 4. Visitors, including parents and caregivers, should maintain a 2m distance from those who are not part of either their household or workplace/school “bubble”
<p>Consider how to manage any possible queues at your school office – you will be familiar with the systems dairies and supermarkets have used (one in and one out, or marking 2 metre spacing on the ground)</p>	<ol style="list-style-type: none"> 1. Tape markers will be placed on the floor. 2. Sign above office will remind people to maintain distance and hygiene procedures.
<p>Set up a process to record names, date, time in and out, where they visited and phone and physical address information for people who come into the school. This information is important for the process of contact tracing, should it be required to track down and prevent the further spread of COVID-19.</p> <p>You should already have contact details for all your students, parents, caregivers and staff so 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).</p> <p>Please keep your visitor register for at least 2 months.</p>	<ol style="list-style-type: none"> 1. All visitors must sign in at reception. The admin staff member will enter contact details in the Visitor Register.. 2. The caretaker will keep a separate visitor register for contractors on site. 3. Registers will be filed by the principal in the “Health and Safety” filing cabinet.

Procedures for Cleaners and Property Staff

<u>Guidelines</u>	<u>School Procedures</u>
<p>Disinfect and clean all surfaces daily. Once staff and then students are on site regular (at least daily) cleaning of surfaces is recommended alongside your</p>	<ol style="list-style-type: none"> 1. Paper towels and other disposable cloths will be used as appropriate and will be disposed of properly i.e. paper properly in bins, wet wipes (say) placed in bins, not flushed, etc.

<p>usual cleaning schedule. Review your cleaning policies and practices and consider increased cleaning for high touch surfaces (door handles, table tops in common spaces etc.) and bathrooms. Make sure your cleaners have appropriate information, training and equipment. Make sure the specific instructions are followed for the disinfectant being used (eg spray and leave on surfaces for 30 seconds before wiping down). Ensure the availability of appropriate cleaning supplies (eg disinfectant and cloths) for cleaning of high-touch surfaces.</p> <p><u>Information about cleaning surfaces from the COVID-govt.nz website</u> (Hyperlink here)</p>	<p>2. Tea towels etc. washed at a designated home(s) and record of home/date/time kept.</p>
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Food Preparation in a School Environment

<u>Guidelines</u>	<u>School Procedures</u>
<p>We know many schools supply meals to students e.g breakfast, lunches or have canteens/tuckshops that students can purchase prepared takeaway food from. It has never been more important to make sure that hygiene is your number one consideration before you continue to provide any of these services to your students. If you prepare food on site you must check the MPI guidance on re-opening food businesses and ensure your school and any suppliers meet all health and safety requirements before you recommence the supply of food to your students. The MPI checklists Re-opening a Food Business Checklist and Safe work practices provide a summary of the most important food safety and hygiene practices to be followed</p>	<p>1. During any alert level 2 or higher, food will not be prepared for sale or distribution on the school site.</p>

before resuming food production and delivery under the different alert levels.	
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Outside Groups that Hire Facilities

<u>Guidelines</u>	<u>School Procedures</u>
Outside groups that hire facilities - If a school is hiring out their hall or allowing community groups to use school facilities, the mass gathering rules will apply.	<ol style="list-style-type: none"> 1. The principal will contact affected groups i.e. karate, sports teams.

Confirmed or Probable Cases of COVID-19

<u>Guidelines</u>	<u>School Procedures</u>
<p>Schools connected to a confirmed or probable case of COVID-19 (Hyperlink here) 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>Stringent self-isolation of those who display 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- MOH information for self-isolation (Hyperlink here)</p>	<ol style="list-style-type: none"> 1. The school will follow the advice of the Ministries of Health and Education. 2. The community will be informed.