



Aparima College Covid19 – Alert L2 Plan

As per the Government's Alert Level 2 announcement last night (Sat 27th Feb), we are going back into Level 2 at 6am today, Feb 28th 2021. This alert level will remain in place for 7 days at this stage.

The overriding principles of Level 2 are:

- To minimise the risk of someone being infected in the first place.
- To ensure we can accurately identify and contact anyone who has been in contact with a person if anyone in our school was to become infected.
- To understand that Level 2 is NOT business as usual – stricter measures will be in place.

The key controls for our school to maintain a low level of risk are:

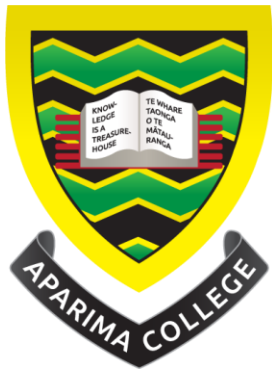
- Ensure people feeling unwell (both staff and students) stay away from school
- Students and staff maintain a physical distance to ensure we are not breathing on or touching other people – where practicable use 1m as a guide.
- Continuation of good hygiene practices.
- Regular cleaning of frequently touched surfaces.
- Keep an accurate record of people entering our school.

- **School is open as normal Monday March 1st**

- I have communicated this to the school community this morning (Sunday Feb 28th)
- Distance learning is not available to students choosing to stay at home at this point – we will review this at the end of the 7 day period if necessary. All students are expected to be at school unless they are unwell.

- **Staffing Responsibilities**

- All staff are expected at work on Monday 1st March.
- Any staff with concerns about a return to work to discuss with Cameron before the end of this week.
- Please confirm any planned trips/excursions with Cameron on Monday 1st March – need to ensure risks are minimised.
- It is really important that we look after ourselves – if you are sick, then please stay home - use KAMAR at home to set relief and provide a class list that can be printed – for those Senior classes where they have devices you can set work on Google Classroom but we should not rely on relievers to collect Chromebooks etc – please ensure any relief set is simple for relievers to carry out.

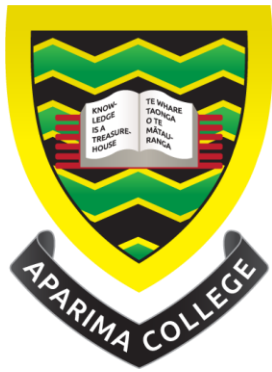


- **Physical Distancing**
 - We will adhere to approx. 1m distancing for students in classes where possible as good practice while in Level 2. We will separate desks in classes to achieve this.
 - There is no requirement to adhere to distancing when outside in the school grounds – we will focus on maintaining it during class time.
 - Staff to maintain approx. 1m distance from students and other staff.
 - All necessary visitors to the school will be required to follow distancing rules – recommended 2m for any visitors – courier deliveries will be contactless as at under Level 3.

- **Canteen**
 - The canteen will not be open for the next 72 hours – we will review this at the end of that period after discussions with Lee's Catering.
 - Students will not be allowed to go down the street at lunchtimes.
 - Any students who have to leave the school for appointments may not return until the following day.

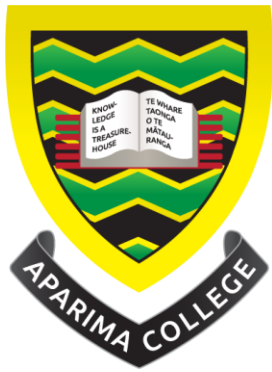
- **Library**
 - The library will be open during interval and lunchtime – but we will be limiting the number of students allowed into the library – MAX 20.
 - Chromebooks will be issued for the whole day rather than period by period – to limit the number of people using them during the day.
 - Senior students are reminded that they are expected to have their own devices for use at school. We have provided several students with a device over last few weeks so there should not be any senior students without a device.

- **Staff Meetings / Use of Staffroom**
 - Morning briefing on Monday will be in the staffroom as usual – we will space out seats and LT will stand at the back to allow for more room sitting down.
 - Staffroom will be set out to allow for distancing at interval and lunchtime – where possible staff are encouraged to use non-contact time either before or after breaks to get a cup of tea etc in order to minimise impact on the kitchen space. If weather is good, we can utilise the outdoor area aswell which allow for more spacing.
 - Sliding door into kitchen closed – please use other door so we can avoid congestion in the kitchen.
 - Staff are asked to personally put their own cups etc into the dishwasher after use – not leave them in the sink for those on kitchen duty.
 - Please use sanitiser in office space before using any shared equipment such as photocopier or laminator etc.



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- **Normal timetabled classes**
 - There is no requirement for 'bubbles' at Level 2 so we will run our normal timetable and all classes will be running, including options.
 - Staff Meeting on Monday afternoon with presentation from Inside Out will be held in the library as planned.
 - Electives can run on Wednesday but we will need to discuss movement of students outside of school grounds – will be confirmed on Monday.
 - Seating plans in your classes would be a good idea to monitor the use of desks etc but they are not compulsory.
 - Form teachers will be asked to observe any possible symptoms first thing in the morning – any students of concern will be asked to report to the office for the Leadership Team to have a conversation with them.
 - Possible respiratory symptoms to be aware of are:
 - OBVIOUS COLD / HEAD COLD
 - BLOCKED EARS
 - CHILLS and/or FEVER
 - It is important to note that we are calm and measured in how we deal with this – we are not looking to create more anxiety.
 - Under no circumstances is an individual teacher to tell a student they need to leave school – this process will be taken care of by Leadership Team where necessary.
 - We will not be having assemblies under Level 2.
 - WET DAYS – students will be allowed into Form classes for interval and lunchtimes. Duty teachers will make rounds of classrooms as per normal.
- **Behaviour Management**
 - We will be following our normal behaviour management policies but I would expect us all to show a high degree of patience with our students - we must be the Calm, Consistent and Kind presence for our students.
 - Practice Relaxed Vigilance - we need to address things but we need to be calm in doing so – e.g. a kid talking out of turn in class should not be sent to the office – they should be spoken with quietly – outside the class if necessary and given an opportunity to get back on with their work.
- **Contact Tracing and Monitoring Attendance**
 - KAMAR will record both staff and students onsite – we will record any relief teachers separately and visitors will sign in as per normal using the iPad in reception area.
 - We will record student attendance on KAMAR as normal.
 - You will need to let us know if for any reason you switch classrooms for a period of teaching as we will be using KAMAR record for all tracing to determine where people are during the day.
 - Staff MUST use iPad in reception to sign out if you leave the premises during the day – then sign back in when you get back.
 - If a student is not in your class, just select Absent – Unknown reason as per normal. We will keep a particularly close eye on attendance this week.



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- Parents will be asked to ring the office rather than visit the school site where possible. If they do visit we will record their details and observe physical distancing.
- Other visitors / contractors will be recorded in KAAMR reception register for tracing purposes and they will be reminded about distancing requirements if they need to move around the school.
- **Cleaning**
 - Crest will attend onsite each day as per normal and clean all surfaces **that are left clear to be cleaned**. They will be following Ministry of Health Guidelines for cleaning.
 - We will need to stack chairs at the side of the room to allow for this to happen.
 - Teachers desks will need to be cleared of equipment to allow for the clean to happen.
 - Hand sanitiser will be made available at the entry to all classes (as available) and shared spaces – this is to be managed by the classroom teacher – please keep your bottle and return to office if it needs refilling.
 - If sanitiser is not available at any point during Level 2 then we revert to emphasising good hygiene practices at beginning of each class e.g washing hands.
 - Extra cleaning materials will be provided in the staffroom if you wish to clean classroom surfaces or equipment used in class more than once per day.
 - Students will be reminded of proper hygiene requirements during the day by all staff.
 - Sports equipment used in PE will need to be cleaned after each lesson.
 - **Water fountains will not be in use during Level 2.** Bottle filling is allowed.
- **Before and After School**
 - In the morning, upon arrival at school, students are NOT allowed inside the classes unless invited in by the teacher. Obviously this is weather dependent.
 - Bus services are expected to be running as per normal. Apart from the seats directly behind the driver there won't be any distancing on the buses.

Remember – our most important job is to provide a calm, safe environment for our students and each other.

We can only do that if WE are calm – please talk to the Leadership Team if you have concerns/worries and we will work together to alleviate them as best we can to ensure you are in the best position to do your job.

We need to model that key trait of Resilience to our students as we navigate this strange time.

He toka tū moana – “As durable as a rock pounded by the surf”