



Paraparaumu Beach School's Operations Plan under Alert Level 2

Sunday 14 February

Dear PBS Parents

Tonight the Government has announced that our region will move into Alert Level 2 at 11.59pm. Under Alert Level 2 schools can remain open but safe and sensible practices for hygiene and contact tracing will be part of normal practice. All students and staff will be able to attend, so long as they remain well.

This operations plan has been developed to give greater clarity into 'school life at Level 2'. **We urge you to read all of it.** This document sits under our overarching Pandemic Plan for Paraparaumu Beach School. Planning in greater detail enables everyone to have greater awareness of the issues at hand and helps to protect the health and wellbeing of everyone in our school community.

We are supplying parents with this full plan, however there are particular key points we wish to draw your attention to:

- Our school timetable will remain the same for all students. We will review this over the coming days.
- We ask all adults who are not staff to stay off site unless absolutely necessary. Your child can make their own way from the gate to their classroom. Exceptions are for parents of brand new 5 year olds who we will allow to visit with contract tracing requirements.
- Please ensure your child has a packed lunch and drink everyday.
- Swimming in our school pool will be postponed until we have checked with Public Health

We know this is a lot of information but we feel it's necessary to keep you as informed as possible at this time.

Kia kaha, be kind and stay well,

Jess Ward - Principal

Zoe Pearson - Board Chair

Key Points	Description
<p>Priorities on Reopening</p>	<p><u>Priority 1 - Safety and Wellbeing</u></p> <ul style="list-style-type: none"> ● Reassuring students and adults that they are safe at school. ● Focusing on the hygiene routines we need to take to ensure we stay well <ul style="list-style-type: none"> ○ Regular hand washing/hand sanitising ○ Coughing into arm ○ Using tissues when sneezing ○ No touching other people or their belongings ○ Stay out of other people’s moist breath zone ○ Stay home if you’re feeling unwell (Staff and students) <p><u>Priority 2 - Learning and Teaching</u></p> <ul style="list-style-type: none"> ● Will continue as normal.
<p>Alert Level 2 Timetable</p>	<ul style="list-style-type: none"> ● Under Alert Level 2 parents and caregivers will be strongly discouraged from coming on site unless absolutely necessary. Please be respectful of this as it is the ‘most likely’ chance of Covid-19 entering the school grounds. If you come onto the school site you will be required to use the QR code at the gate or complete the contact register in the school office ● Please make sure that your child has their morning tea and their lunch packed everyday as we are unsure if our lunch providers will be able to fulfill this service at this time. ● Drinking fountains will be CLOSED. Every child needs to have their own, named, drink bottle at this time. <p><u>DURING ALERT LEVEL TWO OUR DAILY TIMETABLE WILL REMAIN THE SAME</u></p> <p>Why? Because we believe that routines are good for our students and we want to keep things as normal as possible at this time.</p>
<p>Managing Attendance</p>	<ul style="list-style-type: none"> ● PBS will not be sending a survey out to parents to ascertain attendance under Alert Level 2. As the Ministry of Health has deemed schools safe to open, we will assume every student will be attending unless we are contacted otherwise. ● Normal attendance and punctuality procedures apply. Contact the office via email or text if your child will not be attending and give reason for this absence. ● If your child is going to be late to school, you must ring and let the office staff know. Late students will report to the office as usual (Office staff will write in the book instead of each child) ● Any children and staff will stay home if they are sick, or will be sent home immediately if they show any cold/flu-like symptoms ● In schools, contact tracing is a combination of timetable, attendance register, visitor register and QR code contact tracing register. These provide good information to health authorities if they need to contact people that might be considered a close contact of a confirmed case, and determine whether they will need to self-isolate.

<p>Contact Tracing of every adult</p>	<ul style="list-style-type: none"> ● Under the Alert Level rules we are required to keep a <u>contact tracing register</u> of every adult/visitor who comes on to the school site. ● For this reason we request that <u>parents do not come onto the school site unless absolutely necessary.</u> ● We will make allowances for parents of 5 year olds who have started at PBS this year. ● However if you need to come onto school grounds, because your child is upset, or for other necessary reasons then we will require you to complete the contract tracing register via QR code (this will be provided at both gateways). Download a QR code reader on your smart phone in anticipation.
<p>Physical Distancing</p>	<ul style="list-style-type: none"> ● Physical distancing is a good precaution to prevent the spread of disease. ● Students 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. Teachers will reorganise some tables in their classrooms where necessary. ● There does not need to be a specific measurement but where practicable 1 metre should be used as a guide, particularly between adults. ● There are situations where physical distancing is not possible, such as some sporting activities. In these situations extra emphasis on handwashing and drying (or cleansing with hand sanitiser) before and after activities and regular cleaning of equipment is recommended.
<p>School buildings and environment</p>	<p>CLASSROOMS</p> <ul style="list-style-type: none"> ● At PBS our <u>classrooms will be closed environments.</u> This means that during Alert Level 2 parents will be strongly dissuaded from entering classrooms when picking up or dropping off their child. Allowances will be made for the parents of new 5 year old who are starting or who recently started at school. ● Under Alert Level 2 hand sanitiser will be provided in every classroom. Hand sanitiser stations will be set up at the designated entry and exit points of each classroom. Students and Staff will use this hand sanitiser as they enter the buildings each time. Students will be asked to wash their hands or use hand sanitiser before going out to play, before eating and after using the bathroom. ● Additional disinfectant and cloths will be available in classrooms for children and teachers to sanitise spaces throughout the school day as required. John Trask has hospital grade disinfectant, so please do not throw out spray n wipe bottles in the classroom as these can be refilled. ● Many students have their own stationery, supplies and devices and will be encouraged not to share these items. ● Teachers may need to rearrange some furniture to enable students to stay out of each other's direct breathing area. Some spare desks are available, though sizing may not be perfect for your age of students. ● COVID 19 Posters will be displayed in classrooms. ● Paper hand towels will also be available for classroom use. Paper towels will be discarded in the general waste bins not in our paper recycling bins. <p>ADMIN AREA/OFFICE</p> <ul style="list-style-type: none"> ● Preferred parent contact with the school office will be via phone and email. If parents need to enter the office area (e.g. to collect an injured child) they will be asked to social distance by 1 metre. ● Office staff may wish to wear disposable gloves for handling payments, paperwork, lost property over the counter.

	<ul style="list-style-type: none"> ● Pupil Host - duties will be covered by other means under Alert Level 2. ● Use hand sanitiser when entering the office / prior to using the photocopier etc. <p>STAFFROOM</p> <ul style="list-style-type: none"> ● Staff are expected to maintain a minimum of 1m physical distance at all times including in the staffroom. ● If cooking (your own lunch) or using utensils in the staff room, you must clean up after you have finished. Please do not leave food lying around or dishes / cups in the sink or your classrooms. Cups, spoons etc. to be personally handled into the dishwasher. ● Hand sanitiser will be provided in the staffroom. ● Dry your hand on paper towels not tea towels. <p>LIBRARY</p> <ul style="list-style-type: none"> ● Our school library will remain closed to students under Alert Level 2. However staff can arrange to issue class sets of books. <p>HALL</p> <ul style="list-style-type: none"> ● The school hall can be used by one class at a time. However the hall kitchen and bathrooms are closed under Alert Level 2. <p>FIRST AID ROOM</p> <ul style="list-style-type: none"> ● Refer to pandemic procedures <p>SCOOTER COURT</p> <ul style="list-style-type: none"> ● Open for student use. No sharing of scooters at this time <p>PLAYGROUNDS</p> <ul style="list-style-type: none"> ● All adventure playgrounds will be open for student use. ● PE and break time activities can include access to sports equipment including playgrounds but hygiene practice should be observed before and after playing with equipment. <p>SANDPIT</p> <ul style="list-style-type: none"> ● Will remain closed. <p>BATHROOMS</p> <ul style="list-style-type: none"> ● Students can continue to use the bathrooms as normal. ● Cleaning of bathrooms will be done with hospital grade disinfectant and as per the Ministry of Health guidelines. <p>RESOURCE ROOMS</p> <ul style="list-style-type: none"> ● Can still be booked for use. Distancing rules apply to adults working in these rooms. ● Staff from outside agencies working with students in these rooms will be required to complete the Contact Tracing Register on arrival. <p>WATER FOUNTAINS</p> <ul style="list-style-type: none"> ● CLOSED. Children need to bring their own drink bottles.
<p>Behaviour Expectations</p>	<ul style="list-style-type: none"> ● CREST values and usual behaviour expectations apply at PBS ● Due to higher than normal anxiety levels, students who purposely cough, breathe or pretend to sneeze or constantly break touching rules will have their parents contacted

Staff Interaction	<ul style="list-style-type: none"> Teachers/staff are not restricted to one group. This means teachers/ adults from other classes/relievers/specialists etc are able to work in rooms. Any external providers e.g. RTLb, RTLit, KYS visiting need to sign the contact tracing register at the Office Staff and syndicate meetings may need rearranging or to be held via ZOOM
Learning Through Play	<ul style="list-style-type: none"> Learning through play can continue with a <u>high level of good hygiene</u>. For our younger students it is not possible to explain or maintain a physical distance between young children, given the age of the children and set up of junior classes that have a play focus. There does not need to be a measurable physical distance between children or children and staff. Teachers should try where possible to keep students apart to some degree, but also realise that despite your best efforts that this may not be possible. However adults should where practicable use 1m as a guide between themselves and other adults. Teachers are encouraged to put out equipment that can be wiped down easily.
Learning from home	<ul style="list-style-type: none"> Under Alert Level two the primary focus for our classroom teachers and Teacher Aides will be their in-school programmes There maybe a small number of exceptional cases where students have to learn from home, however teachers <u>cannot offer</u> both a comprehensive in-school classroom programme and a home learning programme In exceptional cases, where children have medical reasons keeping them at home/ in isolation, staff will discuss how we can cater for their learning needs If a child is away sick then they will be marked as sick (not learning from home)
School Cleaning	<p>Cleanliness is going to be a significant focus over the coming weeks/months. John Trask and his cleaning team will continue to follow the Ministry of Health guidelines.</p> <ul style="list-style-type: none"> Our cleaners will focus on toilets and hard surfaces such as tables/desks, door handles, lino floors, tapware, benches etc Cleaners will only vacuum if it looks necessary. However there is a vacuum cleaner in every block so staff can vacuum if urgent. Or we can bring more cleaners in to do this if daily action is deemed necessary. Teachers need to have a regular focus on students washing hands and personal hygiene. Encourage kids to keep their belongings and space as tidy and clean as possible. This will enable cleaners to focus on hard surfaces. Do not put classroom chairs up at the end of the day to allow for the cleaning of table tops.
Assemblies	<ul style="list-style-type: none"> There will be no full school assemblies at PBS during Alert Level 2
Buddy Classes	<ul style="list-style-type: none"> There will be no Buddy Class meetings during Level 2
Kapa Haka	<ul style="list-style-type: none"> There will be no Kapa Haka under Level Two (as our group is over 100 students).
Tech Centre	<ul style="list-style-type: none"> We will wait to hear from the Tech Centre

Interschool Sports Events	<ul style="list-style-type: none">• The Otaki - Kapiti Principals group will need to discuss whether upcoming events take place or not.
After School Care Providers	<ul style="list-style-type: none">• If your child uses an after school care provider you will need to contact them about arrangements for collection from school/change in times etc. These care providers will still be allowed to drive their vans on site and will wait by the vehicles as usual.