



AQUINAS COLLEGE

COVID-19 Operational Protocols

The goals of this document are to:

1. Keep students, staff and the wider community healthy and safe by preventing the spread of COVID-19.
2. Apply relevant guidance from the Ministry of Health and other Government agencies to the education sector to provide clear operational protocols for the College.
3. Encourage a safe and respectful work environment and good communication between all stakeholders.
4. Sit alongside our established health and safety controls to ensure all students and staff are safe at school.

The [MOE Schooling and Early Learning Education detail for Alert Levels 2, 3 and 4](#) and the [New Zealand COVID-19 Alert Levels Summary](#) document guide the Aquinas College COVID-19 Operational Protocols.

ALERT LEVEL 4

Alert Level 4 Overarching Principles

1. At Alert Level 4, all staff and students are to remain at home. All education institutions are closed.

Alert Level 4 Operational Protocols

- Remote learning and pastoral care protocols are administered. Refer to remote learning [guidelines for teachers](#), [guidelines for students](#) and [guidelines for parents](#).
- There is no staff access to the College except through prior approval from the Principal.

ALERT LEVEL 3

Alert Level 3 Overarching Principles

1. The opening of the College to students during Alert Level 3 will depend on the Board of Trustees confidence in managing the public health requirements and the availability of the teaching and support staff workforce.
2. At Alert Level 3, all children and young people who can stay at home, should stay at home. This will support physical distancing and reduce the number of people in close proximity in schools.
3. Schools will be open for children and young people in years 1-10, who are not able to stay at home. All children and young people will still have access to distance learning from home.
4. All students in years 11-13 will continue their learning at home, and will not be able to attend school.

5. At Alert Level 3, all staff who can stay at home, should stay at home. This will support physical distancing and reduce the number of people in close proximity in schools.

Alert Level 3 Operational Protocols

Students, staff and visitors of Aquinas College must complete the induction agreement and provide this to the school before arriving on site. All stakeholders must read, understand and agree to the Aquinas College Alert Level 3 Operational Protocols.

Three-Step Guide for Returning to School - Alert Level 3

1. Entering the College
2. College Protocols
3. Leaving the College

1. Entering the College

- A daily sign-in register of ALL students, staff and visitors entering and leaving the College must be completed along with a health declaration.
- Only Alert Level 3 registered staff and students are to access the campus.
- All access to the College is to be through the main office. All other entry doors will be locked.
- Signage reminding all stakeholders of the COVID-19 physical distancing and hygiene protocols will be utilised as appropriate.

2. Day-to-day Protocols

Alert Level 3 College Access for Students, Staff and Visitors

- Aquinas College will establish, in consultation with whānau, an Alert Level 3 student attendance register.
- Students are not to attend the College if they are not on the Alert Level 3 student attendance register.
- Students will be marked off on the COVID-19 roll as they enter through the office. Parents will be asked NOT to enter the school site unless in an emergency.
- The only staff working onsite during Alert Level 3 will be the Principal, the 'at school learning bubble' supervisors (two per bubble), an office administrator, a member of the IT team and the property team (as required). First Aid will be available from within this staffing group. No other ancillary functions of the College will be in operation at this alert level.
- Other staff who are not listed above but need to work from the College must seek approval from the Principal. To gain approval, staff must have valid reasons why working from home is not practical or achievable.
- Other staff who require short term access to the College must gain prior approval from the Principal to do so.
- All students and staff who have a higher risk of severe illness from COVID-19 will be asked to continue to work from home.
- Non-essential visitors on site will be kept to an absolute minimum.

Teaching and Learning Programmes

- All students will continue with remote learning protocols, irrespective of whether they are learning from home or on the College campus.
- Year 7 - 10 students who need to come to school will be supervised by staff to continue following their remote learning programmes set by their classroom teachers.
- Students attending the College must bring their own devices, workbooks and equipment. Students are to wear their summer or winter uniform.

- A small number of school devices will be available for students who are unable to bring a device.

At School Learning Bubbles

- 'At school learning bubbles' will be in mixed year groups and will not be larger than ten students (initially).
- Students' workstations will be clearly marked out. Students will sit in the same place each day, with one-metre physical distance between all students and staff. Students must maintain two-metre physical distance outside and one metre inside during breaks.
- Entry and exit times onto the school grounds and into the classroom will be timetabled for student bubbles and bubble staff. This is to minimise gatherings of students or parents. We will confirm the bubble timetable prior to Alert Level 3 students starting back at school.
- Bubble breaks will be staggered, and bubbles will not mix during breaks. Physical distancing rules will apply at all times.
- Only bring in items essential for the day and do not share equipment.

Transport

- Parents must drop off / collect students in the normal parking bay in front of the College Cross.
- The continuation of bus transport is at the discretion of the BOP Regional Council and the Ministry of Education. We are advised that there may be some changes to routes.

COVID-19 Health Advice

- Parents are asked to keep any sick children at home. The same applies to staff. Parents are expected to call the absence line if their child will be away for the day. Staff are to contact the Principal if they are unwell.
- If a sick child or staff member comes to school, they will be sent home.
- PPE not required or recommended as necessary in any educational facility by the Public Health Service.
- No hand or other intimate greetings are to be used.
- Hand sanitiser will be provided at the entry to classrooms, in shared staff spaces and in bathrooms along with soap and paper towels.
- Students, staff and visitors to the College are to follow public health requirements including physical distancing, regular hand washing and good cough and sneeze etiquette. The Ministry of Health [COVID-19 Health Advice](#) will be rigorously adhered to.
- The College playground equipment areas will remain closed.
- All hard surfaces will be cleaned and disinfected daily as recommended by the Ministry of Health and to help minimise the spread of COVID-19. Cleaners will clean teaching areas each day as instructed concentrating on high volume areas such as door handles, light switches, benches, chairs and table surfaces.
- Any communal areas such as main entrance will be cleaned each day concentrating on surfaces such as bench, taps and door handles.
- Other areas accessed by College staff throughout the day will be cleaned and disinfected by the cleaners as required.
- Contact tracing registers will be set up for each bubble to enable us to keep a clear record of contact during a day.
- Tool wash stations to be available—bucket, soap, water, cloths, antibacterial wipes.

Use of College Spaces

- Staff are to limit the use of shared objects and spaces where practical. Clean tools after use using antibacterial wipes or soapy water and dry.
- No sharing of dishes, drinking vessels or cutlery, all must be cleaned by the user and then sterilised in the staffroom steriliser.
- Communal drinking fountains will not be in operation.

- College staff must record the areas of the school they work in each day. This information is to be reported to the office administrator at the end of the day for cleaning purposes.

3. Leaving the College

- All students, staff and visitors must use the sign-in register to sign out.
- When returning home, students, staff and visitors are expected to follow necessary hygiene measures. Once home, try not to touch anything until you have had a shower and put clothes in the wash. Remove shoes at door, leave them outside the main home where possible. Wipe down/disinfect devices.

NB: Protocols for Alert Level 2 and Alert Level 1 will be fully developed once further guidance is received.

ALERT LEVEL 2

Alert Level 2 Overarching Principles

- All schools are open on-site for all year levels but may not be able to accommodate all students on-site fully and may still require some distance learning.
- Schools will be able to accommodate more students than in Alert Level 3 but face some physical limitations with public health measures.
- School transport is able to increase as the number of students increases.
- An increased number of school redevelopment and construction projects may be able to resume if the requirements of Alert Level 2 can be met.
- PPE not required or recommended as necessary in any educational facility by the Public Health Service.

Alert Level 2 Current Guidelines

- Physical distancing of one metre outside the home (including on public transport).
- Gatherings of up to 100 people indoors and 500 outdoors allowed while maintaining physical distancing and contact tracing requirements.
- Sport and recreation activities are allowed if conditions on gatherings are met, physical distancing is followed, and travel is local.
- Schools are open, with distance learning available for those unable to attend school (e.g. self-isolating).
- People advised to avoid non-essential inter-regional travel.
- People at high risk of severe illness (older people and those with existing medical conditions) are encouraged to stay at home where possible, and take additional precautions when leaving home. They may choose to work.

ALERT LEVEL 1

Alert Level 1 Current Guidelines

- Schools are open and must operate safely.
- Physical distancing is encouraged.
- No restrictions on gatherings.
- Stay home if you're sick, report flu-like symptoms.
- Wash and dry hands, cough into the elbow, don't touch your face.
- No restrictions on domestic transport – avoid public transport or travel if sick.

M R Dalton
Principal

Dated 27th April 2020