



AQUINAS COLLEGE

COVID-19 Alert Level 3 Induction Information

PURPOSE

- Keep students, staff and the wider community healthy and safe by preventing the spread of COVID-19
- Encourage a safe and respectful work environment and good communication between all stakeholders

BEFORE ENTERING THE COLLEGE CAMPUS

- Complete induction agreement section below and provide this to the school. The authorisation will then be given to each individual to enter the school site as agreed.
- Read, understand and agree to the Aquinas College Alert Level 3 Operational Protocols (section below).
- Any person arriving in New Zealand from overseas will isolate for a minimum of 14 days as per the Ministry of Health (MOH) guidelines. They must not attend any part of the school site — please note this is a national directive enforced by the government.
- Anyone who develops symptoms is to contact Healthline 0800 358 5453. Do not attend school. Do not visit a doctor or hospital before calling Healthline. This is to reduce the spread of the virus. Symptoms are cough, a high temperature (at least 38°C) and shortness of breath.
- Contact for Aquinas College can be made in the first instance through admin@aquinas.school.nz or (07) 543 2400.

Aquinas College Alert Level 3 Operational Protocols

All stakeholders of Aquinas College must adhere to the 'Three-Step Guide for Returning to School - Alert Level 3'.

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, the IT manager 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.

INDUCTION AGREEMENT

I confirm that I have read and understood the health and safety practice guidelines as outlined in the operational protocols and I will abide by these while on the Aquinas College site. This includes confirming that I have followed Ministry of Health isolation guidelines in terms of any overseas travel or exposure to those who have recently returned from overseas.

Signed: _____

Name: _____

Date: _____