



Aquinas College

Alert Level 2 Operational Protocols

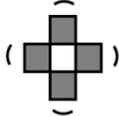
The goals of this document are to:

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 [public health measures and recommendations](#) have guided the Aquinas College COVID-19 Alert Level 2 Operational Protocols.

It is deemed safe for all students and staff to be at school at Alert Level 2. This includes students and staff classified as being [at higher risk to COVID-19](#) because of underlying medical conditions or those who have a household member who is considered at higher risk. Schools are considered safe because hygiene habits will be strong, and schools will put safe and sensible practices into place. The College is committed to implementing the public health measures required in schools, which minimise risk for someone is considered to be at higher risk to COVID-19. Parents and whānau of children or staff who are considered at higher risk may wish to discuss additional measures that they deem necessary to provide confidence in being at school.

The expectation is that except for some students who are sick, all students will be attending at Alert Level 2. The primary method of educational delivery will be face to face. Adapted distance learning is available for those who are unable to attend, for example, those who are required to self-isolate.

Managing Illness	Physical Distancing	Contact Tracing
<p>Parents are required to keep any unwell children at home. If a sick child comes to school, the College will require that they are collected. NB: Principals at state and state-integrated schools have authority to preclude a student from attending if they believe on reasonable grounds the student may have a communicable disease under Section 77 Education and Training Act 2020.</p> <p>College staff will observe students on arrival into the classroom, check for symptoms, and ask those who are unwell to go to the College Office.</p> <p>Staff who are unwell are required to stay home. If a sick staff member comes to school, the Senior Leadership Team will send them home.</p> <p>Students and staff who are sick and displaying COVID-19 symptoms should phone Healthline or their GP and get tested.</p> <p>Stringent self-isolation of those who display relevant symptoms of COVID-19, test positive for COVID-19, are awaiting COVID-19 test results, have been in close contact with someone who tests positive for COVID-19, or have been overseas in the last 14 days – Ministry of Health information for self-isolation.</p>	<p>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, one metre should be used as a guide, particularly between adults. <i>NB There is no minimum distance requirement for schools.</i></p> <p>In classrooms</p> <div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p>Classroom desks will be separated, but grouping is encouraged to encourage collaboration and co-construction of knowledge. Teachers will exercise professional judgement to ensure students are spaced in a fashion that means they are not in physical contact with each other or breathing on each other. See examples (left). Some classrooms have inflexible furniture, and it is impracticable to be rearranged.</p> </div> </div> <div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p>Teachers will exercise professional judgement in these spaces. In practical subjects, teachers will also exercise professional judgement to achieve practicable physical distancing.</p> </div> </div> <p>Around the campus</p> <p>Students will be encouraged to maintain physical distance around the campus during breaks and between classes.</p> <p><i>See also: Sport, Physical Education and Physical Activity, Gatherings and Events, Arts and Culture Events.</i></p>	<p>Contact tracing registers will be set up to 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 all visitors to the site, including parents.</p> <p>Contact tracing for students and staff is achieved through the College’s student management system, KAMAR.</p> <p>A daily sign-in register for parents, whānau, contractors, volunteers and visitors entering the physical College campus and leaving the College must be completed. All visitors to the College must sign in to the office.</p> <p>QR codes will be used for times where access to the College is outside office hours.</p>

Cleaning and Hygiene	Gatherings and Events	Face Coverings
<p>Cleaners will complete daily cleans in line with the Ministry of Health guidelines: Cleaning surfaces. A routine for cleaning high touch surfaces (door handles, tabletops in common spaces, etc.) and bathrooms will be ensured.</p> <p>Good hygiene practices will continue to be a priority at Alert Level 2 as the best way to minimise the potential spread of COVID-19. The COVID-19.govt.nz and Ministry of Health websites are a good source of information, including: Hand washing, Cough and sneeze etiquette</p> <p>Specialist and practical learning areas will implement specific protocols relating to cleaning and hygiene.</p>	<p>Schools are not considered to be gatherings under Alert Level 2. Therefore, there are no bubbles, and no changes are needed to breaks, start and finish times. The exception is when others are brought on-site, including parents and caregivers, any rules for gatherings must apply.</p> <p>Events where students might closely congregate indoors in large numbers, such as assemblies, watching sports or cultural events etc., will not occur in Alert Level 2.</p> <p>Other school events will be managed on a case by case basis, ensuring that public health guidelines and health and safety measures are met.</p>	<p>A face covering is strongly encouraged for all staff and students (over the age of 12) at the College to align with the requirements when out and about and indoor public places. However, this is not a requirement.</p> <p>It remains an option for individuals and a decision for the individuals and whānau. Whatever decisions students and teachers make, it is their own to make and will be respected by the College.</p> <p>Where an individual chooses to use a face-covering, they should supply and wear their own, and to do so safely. This option applies to younger children too.</p> <p>The College will not supply face coverings.</p>
Sport	Physical Education and Physical Activity	Arts and Culture Activities
<p>Subject to the range of public health measures outlined below, play, active recreation and sport can continue under Level 2. This includes contact team sports and physical activities only if good contact tracing is possible and hygiene measures, particularly washing and drying of hands and regular sanitising of equipment and surfaces, are in place.</p> <p>College sports teams will be permitted to continue training, ensuring hygiene measures, particularly washing and drying of hands, and regular sanitising of equipment and surfaces, are in place as outlined in the Sport Department's guidelines.</p> <p>Events, performances and matches where visitors are attending, including parents and caregivers, will need to align with public health requirements for gatherings.</p>	<p>Physical education classes and break time activities can include sports equipment, including playgrounds, but hygiene practice should be observed before and after playing with equipment. There will also need to be regular cleaning of shared equipment such as balls, sticks etc.</p> <p>Physical distance is not possible in 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 very important.</p> <p>Students can continue to bring their own sports equipment for use during break times, but hygiene practice should be observed before and after playing with equipment.</p>	<p>Activities such as singing, dancing and shouting are considered higher-risk and should be done in well-ventilated areas or outdoors.</p> <p>Performances where visitors are attending, including parents and caregivers, will need to align with public health requirements for gatherings.</p> <p>The College will re-engage with national and community arts and culture events provided they meet the public health measures required and have specific contact tracing established.</p>
Classrooms	Education Outside the Classroom (EOTC)	Other
<p>Hand sanitiser will be provided in every classroom. Students and Staff have the opportunity to use this as they enter each room.</p> <p>Additional disinfectant and paper towels will be available in classrooms for children and teachers to sanitise spaces throughout the school day as required.</p> <p>Students do not need to sit in the same place every day at Alert Level 2.</p> <p>School owned equipment and devices do not need to be sanitised after every use as hygiene habits will be strong.</p> <p>Classroom temperatures will be above 18 degrees as recommended.</p> <p>Classrooms and teaching spaces ventilation will be assisted using high and low windows and doors. Classroom ventilation will be achieved during break times and after school as well.</p> <p><i>See also: Physical Distancing.</i></p>	<p>Field trips, school camps will be permitted to go ahead but will need careful planning. Education Outdoors New Zealand is currently updating their very good guidance for Alert Level 2. This guidance will inform our planning.</p> <p>Along with the usual risk management approach organising staff will need to consider:</p> <ul style="list-style-type: none"> • Symptoms of COVID-19 (which may be similar to other illnesses in the early stages) • Establishing strategies to protect those vulnerable to respiratory illness. • Having the facility and ability to respond if someone were to become ill with a serious illness, including the ability to isolate that person while professional medical advice is sought. <p>having 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>	<p>Managing in an Emergency – Fire alarms and other emergencies may require students and staff to evacuate buildings and assemble at the emergency evacuation meeting point. The priority in these situations is keeping students and staff safe from the threat arising through the emergency event – fire, flood, earthquake etc.</p> <p>School Buses – Bus transport is exempt from gathering and physical distancing guidelines. Services will continue as normal, except the seats nearest the drivers are not to be used. Face coverings are strongly encouraged but not required.</p> <p>Year 13 Leave – No lunch leave will be permitted at Alert Level 2. Students possessing Green cards will still be allowed to leave the College for Period 6 SDL provided they are returning home.</p> <p>Drinking Fountains – the foot pump operated drinking fountains will be operational at Alert Level 2. Students will need to bring water bottles to school.</p> <p>Food Truck – The food truck will be in operation. Students will be required to exercise physical distancing when queuing.</p>