



Aquinas College Alert Level 2 Operational Protocols

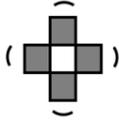
The goals of this document are to:

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 Ministry of Education [Managing Health and Safety in Schools at Alert Level 2 document](#) has guided the Aquinas College COVID-19 Alert Level 2 Operational Protocols.

It is deemed safe for all students and staff to return to school at Alert Level 2. This includes students and staff who are classified as being [at higher risk to COVID-19](#) because of underlying medical conditions or those who have a household member who is considered to be at higher risk. Schools are considered safe because hygiene habits will be strong, and schools will put into place safe and sensible practice. 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 to return to school. The person's GP or other healthcare professional may advise they should wear a facemask when at school. The Ministry of Health's advice is that a facemask is not required otherwise.

The expectation is that with the exception of 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 19 of the Education Act.</p> <p>College staff will observe students on arrival into the classroom, checking for symptoms and ask those presenting as unwell to go 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>For students and staff who are sick, and are displaying COVID-19 symptoms, they 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 record of relieving teachers used during Alert Level 2 will be maintained and kept for a minimum of two months. This will include a class by class breakdown of their daily work.</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 along with a health declaration. All parents, whānau, contractors, volunteers and visitors must use the sign-in register to sign out.</p> <p>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>

Cleaning and Hygiene	Classrooms	Education Outside the Classroom (EOTC)
<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>There are no additional requirements relating to cleaning of student uniforms as was the case under Alert Level 3.</p> <p>During Alert Level 2, students are not permitted to share their food with others.</p> <p>Food created during food technology classes will also not be allowed to be shared.</p>	<p>Hand sanitiser will be provided in every classroom. Students and Staff will 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 are discouraged from sharing their stationery, supplies and devices.</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><i>See also: Physical Distancing.</i></p>	<p>Field trips, school camps will be permitted to go ahead but will need careful planning. 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. • 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.
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 resume 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>The College sports programme will re-engage with national and community sports competitions assuming they meet the Sport NZ Alert Level 2 Guidelines.</p> <p>College sports teams will be permitted to train, ensuring hygiene measures, particularly washing and drying of hands, and regular sanitising of equipment and surfaces, are in place. Further guidance will be issued by the Director of Sport.</p>	<p>Students are permitted to participate in sport, and physical activity during physical education classes, break times and break time activities, and this includes the use of shared sports equipment. Hygiene practice is to be observed before and after playing with equipment. There will also be regular cleaning of shared equipment such as balls, sticks etc.</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>The College playgrounds will be re-opened under Alert Level 2, but hygiene practice should be observed before and after playing with equipment.</p>	<p>Practices and rehearsals will be able to go ahead (note the physical distancing recommendation of one-metre distance where practicable, for singing and wind/brass instruments).</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>
Gatherings and Events	Staff Meetings and Shared Spaces	Other
<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 where people from outside the student and staff body may be attending. In these examples, the mass gathering rules will apply.</p> <p>In line with this advice, assemblies may be held maintaining sufficient distance between students, so they aren't touching or breathing directly on each other. The College will exercise caution if we choose to organise an assembly. Alternative gatherings for assemblies may be considered.</p> <p>College Liturgies will resume while maintaining sufficient distance between students, so they aren't touching or breathing directly on each other.</p> <p>Our Parishes has advised that College Masses will not resume at 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>Staff are expected to maintain a minimum of 1m physical distance at all times, including in the staffroom and work areas.</p> <p>Morning staff briefings will not take place during Alert Level 2 as it is impracticable to achieve appropriate physical distancing.</p> <p>Staff meetings and PLD will continue to take place but broken into smaller groups so that physical distancing can be achieved.</p> <p>Faculty meetings will continue as normal, ensuring physical distancing is observed.</p> <p>Cups, spoons etc. to be personally handled into the dishwasher.</p> <p>Soap and sanitiser will be provided in the staffroom. Disinfectant/wipes will be available to be used on shared keypads (e.g. photocopier and alarm).</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.</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>Food Truck – The food truck will be in operation. Students will be required to exercise physical distancing when queuing.</p> <p>Drinking Fountains – will not be operational at Alert Level 2. Students will need to bring water bottles to school which will be able to be refilled.</p>