

Finlayson Park School Covid19 – Alert Level 3, Step 2 Safety Plan.

As part of our plan to re-open the school for ALERT LEVEL 3 STEP 2, we have used the Ministry of Health and Ministry of Education guidelines to create a list of safety practices for when students and staff return to school. We want to keep our community, our school and our staff as safe as possible.

School will be open for all children, except if they are sick and must stay at home.

The following will be in place at Alert Level 3, Step 2. Intensive safety plan for all at Finlayson Park School.

To avoid the spread of Covid 19	
Risks	Measures in place
School Bubbles	<ul style="list-style-type: none">• Bubble will be limited to 20 (each class with class teacher)• There will be one bubble per classroom• Staggered break times as per chart• Attendance will be taken on e-tap twice daily.• Junior class students (Y1 &2), will be brought to the front of school for pick up at 2.45pm• No Play in grounds before or after school• When students arrive in morning, they must go straight to classrooms
Teachers / Staff	<ul style="list-style-type: none">• All Staff QR Code in daily• All staff will be vaccinated• All staff who are working on the school site will wear masks indoors at least. Personal hand sanitiser will be available• School is deemed to be OPEN so staff need to be ready to receive students from 8am.• If staff require any support for well-being, this will be provided
Hygiene	<ul style="list-style-type: none">• Everyone on site must wash and dry hands regularly.• Everyone must cough/sneeze into their elbow• Everyone must keep their hands away from their faces if possible• Everyone must maintain physical distancing -2m outside and 1 metre inside.• If anyone is sick they must stay away from school
Classroom	<ul style="list-style-type: none">• Hand sanitiser must be used before entering & exiting the classroom at all times• Students must not breathe on one another• Students Year 4 – 8 must wear masks indoors (Free masks available)• Students will sit in the same place every day

	<ul style="list-style-type: none"> • Any equipment such as LEGO or Sports Gear etc that is used in the classroom must be sanitised at the end of each day • Classroom temperatures must be kept between 18 -20 degrees • Keep doors and all windows open for cross breeze/ventilation • Cleaning supplies will be available in all classrooms for high touch surfaces
Break Times	<ul style="list-style-type: none"> • Break times will be staggered throughout the day • No tackle games
Playground	<ul style="list-style-type: none"> • All playgrounds are open but there will not be any drinking fountains. Students must have own water bottles in class.
Staffroom	<ul style="list-style-type: none"> • Staff can use the staffroom but physical distancing requirements must be met • The staffroom will be cleaned at regular intervals throughout the day
Photocopiers	<ul style="list-style-type: none"> • Hand sanitiser and cleaning equipment will be at each photocopier • Hand sanitiser must be used before photocopying • Photocopiers must be cleaned after you use it
Sick Bay	<ul style="list-style-type: none"> • Any child or staff member showing signs of illness will be isolated. • Parents will be called and asked to come to the school gate immediately. • Any adult dealing with the sick person must wear gloves, masks and face shield. • The sick bay will be fully cleaned as soon as the person goes home.
Admin Area	<ul style="list-style-type: none"> • Perspex Screen will be put up at counter in the admin area • Dividers will ensure one entry at a time, QR code or sign in and sanitising • 2m distance will be required between any staff and visitors / parents to the school • If by chance a queue is formed, 2m distancing will be required of all those in the queue. Signs will be displayed, informing parents of this requirement
Entry / Exit of building	<ul style="list-style-type: none"> • There will be only one entry and one exit point into the Admin Office. • On entry and exit of the classrooms, hand sanitiser must be used
Parents / Visitors	<ul style="list-style-type: none"> • Visitors will not be able to access the school. Only access to Admin area. • Any essential visitor must phone ahead and get permission from the Principal to come on site. They will need to sign in (includes visitor's phone number, workplace and time on site) on Visitor register at front counter and present their vaccination evidence.

	<ul style="list-style-type: none"> • Parents are required to drop off and pick up from the school gate. New entrant parents cannot access the grounds past the office area. • Parents must call the school office to set up a meeting with the person they wish to meet with. This meeting will take place either online or by phone
Toilets	<ul style="list-style-type: none"> • Toilets will be cleaned regularly throughout the day • Staff toilets will have cleaning supplies available and it is expected that staff clean after themselves
School Cleaning	<ul style="list-style-type: none"> • The school will be cleaned at the end of each day • All surfaces will be disinfected and cleaned daily • Increased focus on cleaning of door handles, table tops and bathrooms-twice per day and at end of day. • Teachers will be provided with bottles of disinfectant to wipe hard surfaces used during the day (at least twice –before food eating). • No shoes removed inside at this time, bags are beside seat of child—no use of bag-bays
Food /Water/ Programmes /	<ul style="list-style-type: none"> • No breakfast club • No fruit in schools • No drinking fountains • Students will have FREE lunch. Students must bring their own morning tea and bottles of water • No sharing of food or drinks is allowed • No Out of School Care programme unless permission given by Principal (parents to book in) • No Study Centre
Fire Alarms / Lockdowns	<ul style="list-style-type: none"> • In the event of a fire alarm normal process is followed with physical distancing measures incorporated • In the event of a lockdown normal process is followed with physical distancing measures incorporated
Contact Tracing	<ul style="list-style-type: none"> • Each Teacher will keep a hard copy of a contact register. This will identify which students are in each teaching space, record when and who they have contact with during the day including any staff. • Teacher Aide & Senior Leader visits to classrooms must be signed on register