



Level 2 definition: The disease is contained, but the risk of community transmission remains.

Risk assessment: Household transmission could be occurring. Single or isolated cluster outbreaks.

Factor	Management Procedure	Responsibility
Students returning to/arriving at school	<ul style="list-style-type: none">• All students to be present at school unless they have been advised by a health practitioner to stay home.• At the end of the day bus students must adhere to physical distancing rules whilst waiting for buses on the grass area between Dixon block and Canteen building.• See appendix 7 for further Bus information.• Gates will be locked at 9.30am and opened at 2.30pm. Only gate open during the day is Gate Two by the Main office.• All students arriving or leaving during the day must sign in and out of the office. This includes students with lunch passes to go home and year 13 students who have self-management time.	Bus Controller Bus Duty Staff SLT
Mass gatherings	<ul style="list-style-type: none">• No assemblies.• Kapa Haka and band practice can continue but must physically distance and be limited to 50 people. Roll must be done.• Sports practices can continue following Appendix 1 guidelines.	SLT Teachers in Charge
Classroom Management	<ul style="list-style-type: none">• Physical distancing to be encouraged. Desks to be spaced to reflect this (exam like conditions). Lab chairs to be spaced appropriately.• Extended Form time on Thursday 9th through to Friday 10th September (8.45 – 9.15am) to give teachers an opportunity to go over Level 2 procedures, PB4L activities for Year 9 and 10, Goal setting check for seniors as PSP's are cancelled.• All classroom doors to remain open for immediate entry. No lining up in corridors.• Sanitisation stations set up in every class and hygiene signage visible. Teachers sanitise desks after each class. Students must use sanitiser upon entering, and wipe their own desk with paper towel before being seated.	Classroom Teachers

	<ul style="list-style-type: none"> • Hand washing and use of sanitiser to be encouraged/role modelled by staff. • 'Breath Zone' to be considered in classes. Teachers to use own judgement. • Teachers who have been advised by their Health Practitioner to physically distance due to their health situation should advise their class that they are using the 1m physical distancing rule. • BYOD is expected students should continue to use borrowed school devices. No devices that have been brought from home should be shared • Students should have their own stationery. If this is supplied by the teacher, it is then kept by the student. • Temperature maintained at 18 – 21 degrees in classrooms. 	
Hygiene practices / PPE	<ul style="list-style-type: none"> • All classroom doors to remain open • Staff and students are recommended to wear masks indoors at school. • Sanitisation stations set up in every class including sanitiser, spray disinfectant, paper towels and tissues. Teachers spray desks after each class. Students must use sanitiser upon entering. and wipe desk with paper towel before being seated • Hand washing to be encouraged in classes and via posters in every bathroom • If students are unwell, they are to follow Appendix 4 procedures. Unwell students will be sent home 	All staff
Healthy School Lunch Programme	<ul style="list-style-type: none"> • This will run at Level 2 • Students and staff need to sanitise hand before they eat • Lunches will be placed on each students desk by the teacher 	
Movement around school	<ul style="list-style-type: none"> • Duty staff to monitor physical distancing at break times 	SLT / Classroom Teacher
Computer Rooms	<ul style="list-style-type: none"> • BYOD is expected, students to use their own devices • If school computers are being used, machine, keyboard and mouse to be cleaned with antiviral spray on paper towel after each use 	Classroom Teacher
Toilets	<ul style="list-style-type: none"> • Only one student from your class to go the toilet at any one time • Handwashing posters in every toilet area • Hand soap and dryers in all toilets. • Soap dispensers refilled daily and dryer function tested • Toilets on regular once a day cleaning 	Classroom Teacher Maintenance and Cleaners

PE Changing rooms / Gym use / Sports practices *See Appendices 1 and 8 attached	<ul style="list-style-type: none"> • Non-contact sports only during PE classes – see Appendix 8 for more information on PE classes • Physical distancing rules apply in changing rooms and lining up requirements • Hand sanitiser to be used at the start of each lesson • Jubilee gym can be used but equipment must be sanitised before and after use. • Sports practices can continue following Appendix 1 guidelines. 	Classroom Teachers
Staffroom	<ul style="list-style-type: none"> • Physical distancing in Staff room • Maximum of 4 staff in kitchen at a time. Staff not to congregate/meet in the kitchen area - do this in the staff room where they can spread out • Sanitiser used upon entry and exit of staffroom • Sanitiser used before using the photocopier • Washing and drying own dishes • Staff to use own laptops – DO NOT USE communal computers 	All staff
Technology Workshops	<ul style="list-style-type: none"> • Strict hygiene management before and after use of tools and machinery • Strong emphasis on personal hygiene due to inability to sanitise porous surfaces in Hard Materials workshop • Food room surfaces to be cleaned before and after every class • Hand sanitiser and gloves to be used in kitchen/food room as appropriate. 	Classroom Teacher / technology technicians
School Uniform	<ul style="list-style-type: none"> • Any uniform items loaned to students must be washed immediately after use. • Uniform shop will be open. Any visitors must wash their hands before entering the uniform shop. 	Student Support / Deans / Uniform Shop manager
Deans Centre / Student Support *See Appendix 5	<ul style="list-style-type: none"> • Open as usual. Parent appointments booked as usual but must be held in the administration building meeting rooms. 	/ Student Support
Canteen *See Appendix 2 attached	<ul style="list-style-type: none"> • Strict hygiene practices in place. • Eftpos machine to be cleaned regularly. • 1 metre distancing when waiting in line. • 1 in and 1 out procedure in place. • Staff on duty monitoring student line. • Water fountains - will not be in use. 	Canteen staff Duty staff SLT

Performing Arts	<ul style="list-style-type: none"> • All practical music and drama classes need to adhere to the 1m distance rule. This is particularly important when students are singing, playing brass or woodwind instruments or drama performances. 	Classroom Teacher
Resource Centre *See Appendix 3 attached	<ul style="list-style-type: none"> • Resource Centre/Library to be open for use with sign in sheet at front counter. Student / visitor name and entry time to be recorded. 	Resource Centre staff
Main Office *See Appendix 4 attached	<ul style="list-style-type: none"> • Parents must sign in at the main office when arriving on site. • Sick bay students to be managed using Appendix 4 procedure. • Student runner – when asked to take a message to a class, student will wait in the doorway of the classroom. They will not enter the classroom, when teacher is available the student will read message to the teacher. 	Administration Staff
Kimihia	<ul style="list-style-type: none"> • Maximum of 2 individuals in kitchen at a time. • Sanitiser used upon entry and exit of kitchen. • Washing and drying own dishes. 	Classroom Teacher
Endeavour Centre *See Appendix 6 attached	<ul style="list-style-type: none"> • Appendix 6 	HoD Special Needs / Learning Assistants
Fire alarm / Lockdown	<ul style="list-style-type: none"> • Evacuation and lockdown procedures remain unchanged. 	SLT / All staff
Student / Staff wellness monitoring	<ul style="list-style-type: none"> • Staff must take reasonable care of their own health and safety and ensure that their actions don't cause harm to themselves or others. <u>At risk individuals</u> must comply with any reasonable instructions, policies or procedures on how to work in a safe and healthy way. Staff should follow all COVID-19 government advice in their personal life to reduce the risk to your co-workers or others at work. (Worksafe). • Staff and students are recommended to wear masks indoors at school. • Students and staff advised to stay home if unwell. • Register of staff unable to come to work due to compromised immunity /underlying medical conditions. Medical certificates required for these staff. • Health and Safety committee rep(s) appointed to check up daily on any students who leave school unwell. Blue sick bay forms used for recording contact. • Staff showing flu like symptoms need to check with their health professional to see if they need to be tested for COVID19. If they do need to be tested, they should remain off school site until their test 	All Staff / Students

	<p>results are available. They need to let the relief coordinator (SHE) know if they are experiencing flu like symptoms.</p> <ul style="list-style-type: none"> • Staff briefings held Monday, Wednesday and Friday until further notice. • Outlook to be the only system (for staff) used to send COVID-19 updates to reduce any confusion on where to find messages. • Staff Inquiry to be based around school PLD programme, part of this will focus on a formal reflection of Distance Learning teaching practices. • RbL will be reduced to one observation and one impact coaching session unless staff choose to do more. • Form teachers and subject teachers to refer student wellbeing concerns to the appropriate dean. • Health and Safety committee to meet fortnightly to monitor staff wellbeing and COVID-19 procedures. 	
Review of procedures	<ul style="list-style-type: none"> • Daily checks of supplies in classroom spaces. • Health and Safety committee to meet fortnightly to monitor staff wellbeing and COVID-19 procedures. • SLT to meet on a regular basis to monitor the COVID-19 procedures. 	SLT / Health and Safety Committee
Contact tracing	<ul style="list-style-type: none"> • All students - attendance marked on Kamar. • Staff - Timetabled and sign out if leaving grounds. • All visitors - sign in at office with time/contact details. • Sport - Training timetable showing who is on school grounds before school/ after school hours. • Buses - register of who is on bus each morning afternoon. 	SLT / All staff

Schedule of Appendices

[Appendix 1](#) – Sport Practices

[Appendix 2](#) – Canteen Procedures

[Appendix 3](#) – Resource Centre Procedures

[Appendix 4](#) – Main Office Procedures

[Appendix 5](#) – Deans’ Office Procedures

[Appendix 6](#) – Endeavour Centre Procedures

[Appendix 7](#) – Bus Protocols

[Appendix 8](#) – PE Procedures



Hāwera High School

Hawera High School

COVID-19 Level 2 Procedures: Appendix 1 – Sports Practices

- Students must bring own drink bottles
- Coach will take a photo of team for the register
- Parents picking their child up to stay in their vehicle
- Students not attending school are not permitted to attend sports practices
- No spitting permitted during practices



Hāwera High School

Hawera High School

COVID-19 Level 2 Procedures: Appendix 2 – Canteen Procedure

- Record kept of all supplier visits including dates and times.
- Food range to be offered will be as per usual supply as everything is pre-packaged.
- Measures will be taken to ensure hygiene practices are maintained to the required standard (gloves, cleaning of surfaces etc).
- Gloves are to be worn by staff during service. Food items are packaged so no transfer between food and money.
- Cash and Eftpos will be accepted.
- Seated area will not be used. All furniture to be stacked and area cordoned off.
- Two student lines for service will operate. Floor markings at one metre distancing to be followed and arrows to indicate separate exit routes for each student line.
- Two staff to be on duty to monitor line up / exit procedures.
- Hand sanitiser located on leaner table between student lines. Students must sanitise and decide on items required before getting to the counter. Signage will be put on table leaner advising this.
- Staff are not to enter via the back of the Canteen. Must line up with students.



COVID-19 Level 2 Procedures: Appendix 3 – Resource Centre Procedure

- Students to sanitise hands on entry.
- The Resource Centre will be open to students at interval and lunchtimes.
- The Resource Centre Office will be out of bounds for students.
- Restriction of 30 students at any one time – once max number of 30 students enters there will be a 'one in, one out' policy.
- All students should wear a mask if possible.
- As usual, students will need to be doing something purposeful in the space, i.e. board games cards etc.
- No more than four students to a table.
- Library monitors may come and return books to the shelves – but this is entirely voluntary, if they don't feel safe doing this they don't have to.
- Book issuing will only be done by Library Staff – students to follow distancing rules when lining up at counter for book issues.



COVID-19 Level 2 Procedures: Appendix 4 – Main Office Procedure

- Practice will be to stay 1m away from students when talking to them. Cough into a tissue or your elbow and use good hand washing practice. The virus is spread via droplets moving from one person to another. Additional tissues (use as opposed to hankies), sanitizers, cleaning products, wipes, masks and gloves are on site. Touching your face should be minimised.
- Signs have been put up around the school including in classrooms and bathrooms explaining the precautions and good practices.
- If anyone presents to the front office with flu like symptoms, don't go near them but instruct them to go into the sick bay. The Health Clinic and Megan's back office can be used as overflow.
- If students have flu-like symptoms in class, we will use a 'phone ahead' process for students or staff coming to sickbay. We will then phone parents to make arrangements for students to be collected (families to make decision on how this is done). If staff are unwell and unable to drive themselves home, SLT will review the situation. Negative COVID-19 test results must be provided for staff or students to return to school after flu-like symptoms.
- If students use sickbay with flu symptoms, the area will need to be thoroughly cleaned immediately after use, including handles and switches. Masks and gloves must be used and cleaning products will be kept in storeroom near office. Stock take will be done on bedding supplies.
- Trevor / Paul checking bathroom soap levels, and dryer function daily to ensure adequate supply / operation.
- Influenza notification signs are up around the school.
- If needed, wear masks yourself which stops your droplets spreading.
- Student and visitor ipads, eftpos machine and phones etc to also be cleaned after use.
- If we get phone queries, advise it is business as usual and we have put preventative measures in place. Students showing flu symptoms should stay home. We are following MoE and MoH guidelines and receive weekly updates from them.



COVID-19 Level 2 Procedures: Appendix 5 – Deans' Centre Procedure

- Door to remain open
- Sanitiser at door, must be used on entry
- No more than 3 students in Dean Centre at any one time. Deans will send for one student at a time if working from Dean Centre.
- Spray and handy towels available so Deans can clean their individual workspaces when they leave.
- Tracey will wipe down desks when student leaves.
- All parent meetings will take place in the Admin block.
- All uniform issues to be dealt with by Form Teachers. Passes issued through KAMAR or log under Uniform and give student a green Uniform pass.
- No student to be sent to Dean Centre for a Uniform Pass.

Pastoral Care:

Minor Intervention sheet:

- a. Students need to have this re-explained at form time as the process they **must** follow if they are continually stopping others from learning and/or continually ignoring teacher's instructions.
- b. They **MUST** go to classroom assigned with work to complete and student response sheet, which will now be on the reverse side of the sheet.
- c. They will **NOT** be sent to the Deans Centre as a first resort. This option is needed for Major Behaviour issues.
- d. Should they refuse, have them remain in corridor and send sheet with a trustworthy student to Deans Centre for assistance.
- e. Classrooms being used as rooms to send student to during each period need to be discussed and set by staff in each specified area.
- f. Technology will have to set student aside empty classrooms when practicals are on.
- g. PE will have to keep students in HUB gyms.



Hāwera High School

Hawera High School

COVID-19 Level 2 Procedures: Appendix 6 – Endeavour Centre Protocols

- Endeavour Centre students return Thursday 9th September.
- Hygiene procedure observed as per wider school.
- Physical Education procedure to be consulted for physical activity.
- Parents to drop students off at the gate into the centre. Staff will record who has dropped student off for contact tracing purposes. Taxi keeps own records of staffing.
- Any visiting agencies or specialists to sign in and out at the main office.
- Kitchen: only two people allowed in the kitchen at any one time. Hand washing procedures prior to kitchen use.
- Toileting: usual procedure with heightened hygiene practices.
- No EOTC until further notice. (except being Ashton who is allowed to go on walks as needed)
- Masks to be worn by any student with a runny nose or flu-like symptoms. Parents to be contacted immediately if students are unwell.



School transport in Alert Level 2

School transport returns to normal operations under Alert Level 2. This includes SESTA.

Face coverings

- Face coverings **are not** required on school transport – this includes charter buses hired by the school to transport students and staff. Face coverings are recommended for children aged 12+, as they are for attending school.
 - Anyone who chooses to wear a face covering in any setting should be supported to do so. Face coverings are not required on school buses because schools know who is on school transport and have good systems in place to identify potential close contacts.
 - Any student who is unwell should not travel on a school or public bus.
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COVID-19 ALERT LEVEL 2

SCHOOL TRANSPORT REQUIREMENTS - Q&As

Are you putting on extra buses to manage physical distancing?

No. Physical distancing around people you don't know is still important but it isn't practicable on school transport. It is not possible to source extra buses and drivers to maintain distancing on school buses. School buses are a controlled environment with known passenger lists where immediate contact tracing can take place if required.

Will SESTA services resume?

Yes, SESTA services will run to normal timetables. Transport operators will liaise with families receiving SESTA about their transport needs.

What options are there if families are uncomfortable with their children travelling on Ministry school buses?

We understand some families may not be comfortable with this and may prefer to make other arrangements, and we respect that choice.

HEALTH AND SAFETY

You say you're keeping the seats behind the driver free, that's going to squash up the kids and they'll be touching.

We will only enter Level 2 when it's safe to do so. Our services can only operate where we have drivers, and many of our drivers are in the high risk category for COVID-19. Their employers will be taking extra measures to make them feel safe in their workplace, such as leaving seats in close proximity to the driver free. Physical distancing isn't practicable on school buses, however, it's a controlled environment where contact tracing can take place if required.

Why is it necessary to protect the driver but not the students?

Our services can only operate where we have drivers, and many of our drivers are in a high risk category for COVID-19. As such, we are taking additional measures to make them feel safe in their workplace. If we didn't do this, we might be unable to operate the buses.

Ministry of Health guidance shows that "COVID-19 does not infect or affect children and teens in the same way it does adults. So children and teens have low infection rates, they don't become that unwell if they do get infected, and they don't tend to pass the virus on to adults". Source: Dr Caroline McElnay, Director, Public Health, Ministry of Health.

What steps are you taking to keep kids safe?

A school bus is a controlled environment, meaning we know who's on the bus and can contact trace if required. The Ministry is supplying hand sanitiser for students and drivers to use on every run, and increased cleaning and sanitisation practices are in place.

Will drivers be required to wear PPE?

No. If a driver wants to wear PPE, this is a matter between them and their employer. The Ministry will not fund PPE for school bus drivers, in line with Ministry of Health recommendations. However, in recognition of some of the specialised aspects of SESTA services, PPE may be funded for some SESTA drivers on a case by case basis.

What happens if a student is visibly sick while on the bus?

Students who are unwell should not be going to school, however, it is not the driver's role to restrict entry to the bus if they think a child may be unwell. If a student appears sick, the TSP should contact the school bus controller immediately



Hāwera High School

Hawera High School

COVID-19 Level 2 Procedures: Appendix 8 – PE procedures



PHYSICAL EDUCATION NEW ZEALAND

TE AO KORI AOTEAROA

COVID-19 Alert Level 2 Guidelines

Prepared for
Physical educators in Primary, Intermediate and
Secondary school environments

11 May 2020

Please note there may be ongoing updates to this document given the evolving Alert Levels
and guidelines from the Government

Physical Education New Zealand

For more information and support visit

www.penz.org.nz

And follow our campaign #EinPE

Physical Education New Zealand | Te Ao Kori o Aotearoa



How to use this document:

1. This document has been prepared for a New Zealand context, based on public health guidelines and our NZ Government Alert Levels. If using this for a different country, please adapt accordingly, and follow your own guidelines.
2. Senior leaders, HODs, HPE leaders and teachers can engage with these guidelines and ideas.
3. Please note, there are different Ministry of Health Guidelines for Early Childhood Centres (ECC). The nature of an Early Childhood Centre is very different, and therefore all 'toys', 'equipment', and spacing rules need to be considered and adhered to. As children in ECCs are moving most of the time, we believe there is no need to treat the 'physical activity context' any differently to the guidelines on general play or handling of toys] etc. Therefore, the suggestions in this document are not designed for ECC specifically. Some suggestions could be used/modified if they meet the public health measures and Centre guidelines. These can be found here: <http://www.education.govt.nz/covid-19/alert-level-2-faqs-for-schools-and-early-learning-centres/>
4. This document provides ideas for physical education or physical activity contexts to support physical distancing when equipment or sports gear cannot be shared between children, and they must be 2m apart.
5. These suggestions have been based upon the most up to date information released by NZ Government.

More on public health guidelines and Sport New Zealand's advice for play, physical activity and sport can be found here:

<https://sportnz.org.nz/assets/Uploads/Play-Active-Recreation-Sport-Alert-Level-3.pdf>

More on the role of the school, and guidelines from the Ministry of Education for schools can be found here: <https://www.education.govt.nz/covid-19/>

More on the general guidelines of Levels and what this means can be found here:

<https://covid19.govt.nz/>

6. We have based our comments on the types of movement we may typically see on school grounds. Physical Education classes, breaks and lunchtimes, play, fitness, sport and incidental movement (between classes, on and off school grounds).
7. We are informed by the Ministry of Education that *"at Alert Level 2, almost all children and young people can attend early learning services, schools and kura onsite, including students in years 11 to 13. This includes students of Residential Special Schools, Day Special Schools and satellite units. The only exceptions are children or young people who are sick, have any COVID-19 symptoms, are in isolation, or are awaiting the result of a test."* (education.govt.nz. 2020)
8. Our guidelines should not supersede your school policy, and you will need to consider your own context, centre, kura or educational site. If your school leadership need advice on this, please get in touch.

What the guideline says.	What we can do about it as a school.
<p>Equipment can now be shared with caution.</p> <p>This means sports gear or equipment can travel, or be passed from one student to another (ropes, balls, rakau sticks, rackets etc).</p> <p>Playground equipment can be used.</p> <p>Outdoor fields, parks, courts, or artificial surfaces/turfs are ok to use.</p> <p>Shared gym equipment can now be used.</p> <p>Sandpits can be used.</p>	<ul style="list-style-type: none"> ☐ We recommend you use equipment that can be cleaned. Try to avoid tricky equipment, or gear with delicate surfaces that requires extensive cleaning. ☐ At Level 2, you should avoid sharing: <ul style="list-style-type: none"> a. Clothing, helmets, mouth guards, blindfolds, whistles, hats, any guards or protective covers over the face or nose. ☐ Any shared equipment should be cleaned often. This cleaning may occur at lunchtime and after school, or in between classes. <ul style="list-style-type: none"> a. In some cases this may not be achievable, so think about limiting items of gear that are simply too much work. b. It could be that you get students to help clean their own gear before returning it to the box etc. c. It has to be manageable for you as a teacher or as a department/team. ☐ If you can, continue to take measures to minimise the sharing of equipment where possible. ☐ You should wash and dry your hands or use hand sanitiser before and after using playground equipment or equipment/gear (see hygiene guideline for more on this below). ☐ Any weights rooms or shared gym spaces will need to be cleaned. Nb: If you open your gym to outside users, then operations must meet the public health guidelines. ☐ Exercise caution with common touch points (e.g. gates or doors) and wash or sanitise your hands after touching these surfaces. ☐ Changing rooms can be used, but encourage spacing in them. Sanitise and wash hands on entry and exit. <ul style="list-style-type: none"> a. Stick an image on the walls indicating a 'change spot' and have these 1m apart. These pictures could be famous athletes, or a 'guess the athlete' competition.
<p>High risk activities or new skills beyond the children's capabilities should still be avoided. I.e. gymnastics where you cannot spot or support children that are inverted.</p>	<ul style="list-style-type: none"> ☐ It is still a good idea to take it easy. Don't push dramatic new contexts that will extend children's abilities greatly. Think about safety and whether the context could wait until later in the year.

<p>The sporting sector is opening up again. This means some social sport clubs, and even contact sports will start to resume.</p>	<ul style="list-style-type: none"> ☐ We would suggest avoiding contact sport in schools, but this is at the discretion of the school, based on the public health guidelines and Sport NZ L2 guidelines. ☐ Gatherings must be limited to a maximum of 50 people (either indoors or outdoors). Do not hold sports events/tournaments/competitions or physical activity fun days where there are large numbers in the same space.
<p>People are encouraged to remain 2 metres apart from people they don't know or where there is no contact tracing in place.</p> <p>There does not need to be a specific measurement but where practicable 1 metre can be used as a guide, particularly between adults.</p> <p>Offsite activities are ok but remember the 2m rule when off school grounds.</p>	<ul style="list-style-type: none"> ☐ Children in their school bubble can be contact traced, and therefore do not need to maintain this 2m bubble in Alert Level 2. However, if there are opportunities to physically distance, then use these contexts. The general guidance is in a school environment, children, young people, and staff maintain a physical distance so that they are not breathing on, or touching each other. ☐ See our Alert Level 3 PENZ guidelines for examples of physically distanced physical activity contexts that are still relevant, and may be useful to you. ☐ Longer walks and overnight tramping is permitted, although these should still be easy trips within your ability and to places you've been before. The Department of Conservation have further advice on specific public health measures to take and the availability of their facilities. ☐ Playgrounds, gyms, pools and public courts will be able to reopen, subject to meeting the above public health measures. Public conservation land is open to the public for walking, biking, and hunting but there are guidelines on the use of DOC huts and campgrounds. Check that where you want to go is open before setting off – you may need to book in advance. You might decide to postpone school camps or EOTC that requires extensive planning. ☐ All recreational boating and water-based activities are permitted. Be responsible and follow Maritime NZ guidance (https://www.maritimenz.govt.nz/recreational/). ☐ Try to maintain 2 metre physical distancing e.g. <ul style="list-style-type: none"> b. When running on roads, outside of school, make sure to run single file when approaching others and give them a wide berth when passing. c. If sharing a lane when swimming in the local pool, avoid resting at the same time at the same end. d. While mountain biking, avoid gathering at trail heads or sections of trail where physical distancing will be difficult.

<p>Use hand sanitiser and ensure proper hand washing should occur before and after physical education classes or movement / physical activity breaks.</p> <p>Disinfect and clean all surfaces daily</p> <p>Have signs up in physical spaces reminding students to wash their hands.</p> <p>PPE is not required or recommended as necessary in any educational facility by the Public Health Service.</p>	<p>As physical distancing limits in schools are not as vital, this becomes very important. Please prioritise hygiene with your PE classes and when entering and exiting classrooms, gyms, halls or weights rooms.</p> <ul style="list-style-type: none"> ☐ Use this to connect to the HPE curriculum body care and physical safety. Children can learn about movement and hygiene, keeping themselves safe and how their individual actions can affect people around them. Students could: <ol style="list-style-type: none"> a. Help with making signage, and putting this up around the school. b. Create notices for toilets and bathrooms with age appropriate songs to sing to wash their hands to, or things to read whilst washing their hands that correspond to the length of time they need to do this. c. Stocktake the school to see if there is enough hand sanitiser and soap/washing places. d. Have a personal water bottle for school that is well labelled. ☐ Whistles are still not needed. Don't use them, the exception being 'squistles' which are a hand held alternative. Make up some new clapping routines for gaining attention. ☐ You should wash and dry your hands or use hand sanitiser before and after using play equipment and sports equipment. ☐ Your school could spray or clean playground equipment, as they would with indoor commonly used surfaces. ☐ Bibs and bands don't really need to be used. Best to try to avoid sharing clothing or items that go over heads, or worn on bodies at this stage. Try to get your students to come in coloured socks, play jerseys vs. non jerseys etc. ☐ You should also try not to touch your face, encourage children to cough and sneeze into their elbow, and if anyone has cold or flu symptoms they should stay off all equipment. ☐ You may have a child that requires a lot of physical support, and therefore it is not possible to explain or maintain a physical distance between yourself and them. This is ok, but just means your hygiene practices are even more important.
<p>If unwell If you or members of your household are unwell, you should stay home. You must not participate in physical activity (or leave home) if you are displaying symptoms of COVID-19, awaiting a test result, or required to self-isolate.</p>	<ul style="list-style-type: none"> ☐ If you notice anyone in your physical education classes displaying symptoms of COVID-19 it is vital that they are sent home immediately and you follow school/public health protocol for hygiene and sanitising.

Some final tips from us:

1 You know your context, we don't.

- ☐ These things can all be factored into HPE programmes and environments, but you have to choose and adapt what works for your school and your students.

2 Go easy on yourself.

- ☐ You may very quickly get over cleaning. Especially as our learning area requires equipment, and different spaces/environments. Ask yourselves these questions:
 - ☐ Can students help take responsibility?
 - ☐ Can we get some feedback and advice from our students?
 - ☐ Can we restructure lessons and times of lessons to factor in cleaning time?
 - ☐ Can we restructure how students enter and exit gyms through doorways?
 - ☐ Can we reduce the number of children using the spaces or engaging in physical activity?
Could half the group be doing an online task and half be doing the practical?
 - ☐ Can we colour code or systematically code gear into categories of 'needs cleaning' etc.
 - ☐ Can we make this easy on ourselves?
 - ☐ Can we think about PE differently, given our learning from online learning?
 - ☐ Can we take our time and prioritise rebuilding these important relationships that our learning area does so well?
 - ☐ Can we work with others who understand our context to share ideas and knowledge?

3 Take a breath.

- ☐ If you are able to, join in. Any time your children are moving, try to move too. This will help build those relationships that children will be craving right now, and it will allow you to have a bit of fun together. We know this isn't easy, but we can achieve it together.
- ☐ Think about slowing down and contemplating the bits of 'PE normal' that your team or department wants to leave behind in lock down.
- ☐ If you teach the senior levels, try not to role-model NCEA panic, or be in assessment-driven catch up mode. Your students will be worried enough.