



Hāwera High School

## Hawera High School

### COVID-19 Level 1 Procedures – June 2020

| Factor  | Management Procedure  | Responsibility                    |
|---|---|-----------------------------------|
| <b>Students returning to/arriving at school</b> | <p>There are no restrictions on personal movement at Alert Level 1 so all students, children and staff continue to be safe to go to school, and all students must attend school.</p> <p>HHS will encourage contact tracing efforts by displaying QR Code posters for the NZ COVID Tracer App in the front office.</p> <p>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.</p> <p>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.</p>  | <b>SLT<br/>Office Staff</b>       |
| <b>Mass gatherings</b>                          | <p>These can all resume</p>   | <b>SLT<br/>Teachers in Charge</b> |
| <b>Classroom Management</b>                     | <ul style="list-style-type: none"><li>• Physical distancing to be encouraged.</li><li>• Sanitisation stations set up in every class and hygiene signage visible.</li><li>• Teachers sanitise desks after each class. Students must use sanitiser upon entering, and wipe their own desk with paper towel before being seated.</li><li>• Hand washing and use of sanitiser to be encouraged/role modelled by staff.</li><li>• 'Breath Zone' to be considered in classes. Teachers to use own judgement.</li><li>• BYOD to be encouraged, including students continued use of borrowed school devices and MoE supplied devices. No devices that have been brought from home should be shared.</li><li>• Temperature maintained at 18 – 21 degrees in classrooms.</li><li>• Communal computers in classrooms can be used but must be sprayed before and after use.</li></ul> | <b>Classroom Teachers</b>         |

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| <b>Hygiene practices / PPE</b>                        | <ul style="list-style-type: none"> <li>• 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</li> <li>• Hand washing to be encouraged in classes and via posters in every bathroom</li> <li>• If students are unwell, they are to follow the procedures in Appendix Three. Unwell students will be sent home</li> </ul> | <b>All staff</b>                                      |
| <b>Computer Rooms</b>                                 | <ul style="list-style-type: none"> <li>• BYOD to be encouraged so students use their own devices</li> <li>• If school computers are being used, machine, keyboard and mouse to be cleaned with antiviral spray on paper towel after each use</li> </ul>   | <b>Classroom Teacher</b>                              |
| <b>Toilets</b>  | <ul style="list-style-type: none"> <li>• Only one student from your class to go the toilet at any one time</li> <li>• Handwashing posters in every toilet area</li> <li>• Hand soap and dryers in all toilets.</li> <li>• Soap dispensers refilled daily and dryer function tested</li> <li>• Toilets on regular once a day cleaning</li> </ul>   | <b>Classroom Teacher<br/>Maintenance and Cleaners</b> |
| <b>PE Changing rooms / Gym use / Sports practices</b> | <ul style="list-style-type: none"> <li>• PE classes to resume to pre COVID-19 guidelines with sanitization and hand washing encouraged at the start and end of the lesson.</li> </ul>   | <b>Classroom Teachers</b>                             |
| <b>Staffroom</b>                                      | <ul style="list-style-type: none"> <li>• Physical distancing in Staff room</li> <li>• Sanitizer used upon entry and exit of staffroom</li> <li>• Sanitizer used before using the photocopier</li> <li>• Rinse own dishes and load into dishwasher. Support staff roster to be drawn up to unload dishwasher.</li> </ul>   | <b>All staff</b>                                      |
| <b>Technology Workshops</b>                           | <ul style="list-style-type: none"> <li>• Food room surfaces to be cleaned before and after every class</li> <li>• Hand sanitiser and gloves to be used in kitchen/food room as appropriate.</li> </ul>  | <b>Classroom Teacher / technology technicians</b>     |
| <b>School Uniform</b>                                 | <ul style="list-style-type: none"> <li>• Any uniform items loaned to students must be washed immediately after use</li> <li>• Uniform shop will be open.</li> </ul>   | <b>Student Support / Deans / Uniform Shop manager</b> |
| <b>Deans Centre / Student Support</b>                 | <ul style="list-style-type: none"> <li>• Open</li> </ul>  | <b>Deans / Student Support</b>                        |

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| <b>Canteen</b><br>*See appendix 2 attached          | <ul style="list-style-type: none"> <li>• Strict hygiene practices in place</li> <li>• Eftpos machine to be cleaned regularly</li> <li>• 1 meter distancing when waiting in line</li> <li>• 1 in and 1 out procedure in place</li> <li>• Staff on duty monitoring student line</li> </ul>  | <b>Canteen staff</b><br><b>Duty staff</b><br><b>SLT</b> |
| <b>Main Office</b><br>*See Appendix 3 attached      | <ul style="list-style-type: none"> <li>• Parents must sign in at the main office when arriving on site</li> <li>• Sick bay students to be managed with March Level 2 procedure</li> </ul>   | <b>Administration Staff</b>                             |
| <b>Endeavour Centre</b><br>*See Appendix 4 attached | <ul style="list-style-type: none"> <li>• See attached appendix 4</li> </ul>   | <b>HoD Special Needs / Learning Assistants</b>          |
| <b>Fire alarm / Lockdown</b>                        | <ul style="list-style-type: none"> <li>• Evacuation and lockdown procedures remain unchanged</li> </ul>   | <b>SLT / All staff</b>                                  |
| <b>Student / Staff wellness monitoring</b>          | <ul style="list-style-type: none"> <li>• 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. (Work Safe)</li> <li>• Students and staff advised to stay home if unwell</li> <li>• 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 results are available. They need to let the relief coordinator (HUR) know if they are experiencing flu like symptoms.</li> <li>• Staff Inquiry to be based around school PLD programme, part of this will focus on a formal reflection of Distance Learning teaching practices.</li> <li>• RbL will be reduced to one observation and one impact coaching session unless staff choose to do more.</li> <li>• Form teachers and subject teachers to refer student wellbeing concerns to the appropriate dean.</li> </ul> | <b>All Staff / Students</b>                             |
| <b>Review of procedures</b>                         | <ul style="list-style-type: none"> <li>• Daily checks of supplies in classroom spaces.</li> </ul>   | <b>SLT / Health and Safety Committee</b>                |
| <b>Contact tracing</b>                              | <ul style="list-style-type: none"> <li>• <b>All students</b> - attendance marked on Kamar</li> <li>• <b>Staff</b> - Timetabled and sign out if leaving grounds</li> <li>• <b>All visitors</b> - sign in at office with time/contact details.</li> <li>• <b>Sport</b> - Training timetable showing who is on school grounds before school/ after school hours.</li> <li>• <b>Buses</b> - register of who is on bus each morning afternoon</li> </ul>   | <b>SLT / All staff</b>                                  |



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

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- Students must bring own drink bottles
- Coach will take a register
- Students not attending school are not permitted to attend sports practices
- No spitting permitted during practices



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### COVID-19 Level 1 Procedures: Appendix 2 – Canteen Procedures

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- 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
- Two student lines for service will operate. Floor markings at one-meter 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 sanitizer located on leaner table between student lines. Students must sanitize and decide on items required before getting to the counter. Signage will be put on table leaner advising this.



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### COVID-19 Level 1 Procedures: Appendix 3 – Main Office procedures

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- Practice will be to stay 1 meter 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 minimized.
- 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.
- Maintenance staff 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 its business as usual and we have put preventative measures in place. Students showing symptoms should stay home. We are following MoE and MoH guidelines and receive weekly updates from them.



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### COVID-19 Level 1 Procedures: Appendix 4 – Endeavour Centre

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- Hygiene procedure observed as per wider school
- Parents can drop students off directly to the EC. 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
- Students integrating into mainstream school to be monitored when in EC.
- Toileting: usual procedure with heightened hygiene practices
- Masks to be worn by any student with a runny nose or flu-like symptoms. Parents to be contacted immediately if students are unwell