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**GUIDELINES TO BE COVID-19 FREE.**

**PURPOSE**

Sutton Park School to be a Covid-19 free school environment for all students, staff and parents.

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| **KEY AREAS** | **PROCEDURE** | **WHO** |
| **School in Lockdown** | Only staff and students are allowed entry. Staff need to have both vaccinations to be at school.  Students twelve years and over to be fully vaccinated to be at school.  Expectations and practices for entry will be publicly displayed and made known to parents, visitors and service providers.  All photocopying will be emailed to the **admin staff only** and please use the admin window for contactless pickups and any other queries.  Agreed school gatherings and acknowledgement to be known and communicated to students, staff and any visitor.  All school assembly will be virtual/zoom until further notice.  Parents and visitors make appointments prior to visiting the school. Adults need to have two vaccinations and covid19 free to be allowed entry.  Deliveries to the school to be done before 7.30am and after 4.30pm. | **Principal and Office Manager.** |
| **Keeping Covid Out of School** | Monitor your household and test any symptomatic person in the house. A negative result is essential before sending children to school. | **Parents** |
| **Covid Case** | A case will need to isolate at home for 10 days, as will anyone else in the household.  Proof of a negative Covid test result is needed to return to school.  Anyone who tests positive with a RAT will need to self-report their positive result and then isolate for 10 days.  A follow up PCR test to confirm a RAT result is not needed. | **Parents and Teachers** |
| **Close Contact** | ***Only household contacts*** of confirmed cases are required to self-isolate. The isolation period is 10 days.  A close ***household contact*** to receive a **negative day eight test** prior to returning to school.  For a PCR test, stay at home until you get a negative result.  Those currently self-isolating as close contacts and **are not household contacts** can stop isolating and return to school, if they are asymptomatic.  Rapid antigen tests will become the primary testing method.  If you were symptomatic, a negative test result is needed for you to return to school. | **Parents and Principal** |
| **Casual Contacts** | Contacts of COVID-positive cases are not required to isolate. They will need to monitor for symptoms.  Teachers and Parents to identify students or staff as *Casual Contacts.* | **Parents, Close Contacts, Principal** |
| **Close Contact Exemption Scheme** | Close Contact Exemption scheme enables staff’ who are vaccinated and asymptomatic close contacts of a COVID-19 case to continue to be at school.  The Close Contact Exemption Scheme to be used to get the minimum number of staff required at school to safely supervise children who need to be there.  RAT tests to be available at school and at approved locations. Staff to access these through a signed letter from the principal. | **Staff and Principal** |
| **Classroom in lockdown** | Rooms will be well ventilated and learning outdoors to be maximised. Classroom to be vacated when the air meter is RED.  Each classroom agrees on lockdown/hygienic practices, and these are a part of the Classroom Treaty and publicly displayed.  Class agreement to align with school expectations of being Covid-19 free.  Children wash their hands with soap and/or sanitise when they enter the classroom.  Children are not to share food or drinks.  The Property Manager/Caretaker will get sanitisers, wipes and soap needed. These are made available at places agreed to with teachers.  Wipe all hard surfaces with disinfectant as before play, lunch and home time.  Office to stock PPE for students and staff. | **Classroom Teacher and Students.** |
| **Attendance** | Students and staff need to be free of any illness, respiratory ailments, fever or virus to be at school.  Any child with suspected ailment to be sent to the office. Students with high temperature and signs of being unwell to be transported/sent home.  Parents to keep their children home if they wish. On-line learning and/or learning packs will be prepared for students learning at home.  Staff and students to wear face masks while at school. | **Principal and staff.** |
| **Absences** | Normal procedures apply.  On-line learning and/or learning packs will be provided by the classroom teacher for students who are absent. | **Office and classroom teachers.** |
| **Maximise distancing and personal protection** | Students head straight to class when they arrive and sit at their desk while maintaining distance from one another.  All gatherings will be outdoors maintaining distance and wearing face masks, hats will be encouraged for outdoor learning for all students.  Assemblies will be in syndicates and/or in whanau at different but approved times. Physical distancing to be observed.  The admin area will be out of bounds for all staff. Entrance to staffroom and toilets will be through the side door of the staffroom. | **Deputy Principals & Team/Whanau leaders** |
| **Rolling start and finish time** | The school will be in two groups with different start, recess and finish times. Playtime and lunch time will be 30 minutes each with 10 minutes eating time.  **Junior school**  **Block 1 -** 9.00am - 10.20am  Eating time - 10.20am - 10.30am  Play time - 10.30am - 11.00am  **Block 2 -** 11.00am - 12.30pm  Eating time - 12.30pm - 12.40pm  Lunch time - 12.40pm - 1.10pm  **Block 3 -** 1.10pm - 3.00pm  **Senior school**  **Block 1 -** 9.00am - 10.50am  Eating time - 10.50am - 11.00am  Play time - 11.00am - 11.30am  **Block 2 -** 11.30am - 1.00pm  Eating time - 1.00pm - 1.10pm  Lunch time - 1.10pm - 1.40pm  **Block 3 -** 1.40pm - 3.00pm  All eating to be outdoors in the first 10 minutes supervised by the classroom teacher.  Teachers/Support staff to dismiss students for play.  Use the hand bell ONLY to let students know of the start and end of recess.  Play areas are designated weekly by Team/Whanau leaders to make sure students keep their distance.  There shall be no sports during recess. | **Deputy Principals and Teachers** |
| **Protective Gears** | Each teacher is responsible for his/her own protective gears. Facial masks, gloves are the minimum. Protective gears for hair and eyes are recommended. Classroom budgets to be used for purchasing these and claims to be filed with the Office Manager.  Support staff to liaise with Mrs Tuaopepe, office staff with Mrs Tautaiolefua about their protective gears.  Office to stock PPE to be issued when the need arises. | **Teachers and designated staff** |
| **Duty** | Refer to the Duty Roster and staff to dress accordingly with the minimum requirement to be a face mask and gloves. | **Mrs Tuaopepe** |