

COVID Readiness Document – (Red Traffic Light) School and Boarding

This document sets out the key principles and minimum public health requirements that define responsible, health and safety operations for schools working under the COVID-19 Protection Framework

The decision to open schools at all traffic light settings is based on two key public health principles:

1. Reduce the risk of someone getting infected in the first place
2. Ensure we can identify and contact anyone who becomes infected.

The strong public health control measures implemented for schools include:

- Vaccinations
- Masks
- Case management and contact tracing
- Learners and staff staying home if they are sick
- Safe hygiene requirements
- Physical distancing - This will remain important in schools where possible. A safe, sensible approach
- Ventilation

The priority remains to have children and young people onsite to best support their engagement in learning.

Only if the Ministry of Health or the Ministry of Education advises to do so, would we consider closing our school site and moving to distance learning for part or all of the school. At Red we will keep everyone learning onsite for as long as we can.

Vaccinations

- Under advice from the Ministry of Health, vaccination is the key step to gain more protection against the virus. We also encourage our community to get the booster
- All workers in schools, paid and unpaid, have had two vaccine doses by 1 January 2022 and many staff will now be due for their booster
- All learners have the right to access education. Schools are prohibited from restricting access to education based on vaccination status
- Vaccination status should also not restrict parents and caregivers from supporting their children in their learning. Proof of vaccination is not required when coming onto site for curriculum related activities and events
- Outside providers and event organisers (such as camps, trips, and sports events) not employed by the Ministry of Education can require that any young person who is 12 years, 3 months and over to be double vaccinated so that they can access their events or services. Therefore, students who wish to participate in EOTC activities and sport in most cases will need to be double vaccinated
- Students/parents will be asked to update medical records to enable students to participate in co-curricular activities

Booster mandate

- Staff are eligible for a booster four months after their second vaccination. We are advising that staff get a booster as soon as they are eligible for one.
Staff are required to have their booster either by 1 March 2022 or 183 days after their second vaccination - whichever is the latest.

Face coverings

- The expectation is that students will supply their own masks
- Face coverings must be worn when in doors
- It is also now **recommended** that masks be medical grade (for example a Type IIR/Level2 masks or above). These include the widely available 'blue' medical-grade masks that many New Zealanders are already wearing
- Students and parents can apply for an exemption to wearing a face covering through the Ministry of Health. [Ministry of Health – request for exemption](#)
- Masks are required on public transport which include school buses
- All visitors, including parents and caregivers, if they do come onsite will wear face coverings when on school grounds
- **Note** – this does not apply to Boarding Hostels, however we are going to ask students where possible to wear masks in common areas.

Contact Tracing

- An essential part of keeping our school community safe is contact tracing. To do this the school is required to keep an accurate registry of those who enter and leave the school site. Our contact tracing systems (attendance register, visitor register and timetable) will continue to support our response should there be a case in our school
- Parents are advised not to come on-site unless urgent. If parents do need to come to school, they will be required to sign in to enable contact tracing
- Parents will be asked to pay online and not come into accounts to pay if possible
- Part-time staff will sign in and out using the [VisTab mobile app](#) or through the front office registry
- School staff must sign out and in, each time they leave the site (same requirement as usual). Sign out can be done either through the front office or via the VisTab mobile app (contactless). Staff do not need to Sign in and out at the beginning and end of each day as workplace attendance is recorded automatically
- Contractors will register when arriving on-site using the contactless VisTab mobile app

- Students leaving will sign in and out at the student office as per usual

Learners and staff staying home if they are sick

- The clear directive here is to stay home if you are feeling unwell
- There will be ZERO TOLERANCE for students being sent to school unwell. This will include students with a cough, a runny nose, tickly throat or shortness of breath. Students displaying any of these symptoms will be sent to the office wearing a facemask and put in an isolation area. Parents will be contacted to collect and take students home
- If students or staff members present with [COVID-19 symptoms](#) get a COVID-19 test and remain at home until a negative result is received and they are symptom free for 24 hours.
- **Isolation** a key part of our response to Covid is having adequate plans in place to isolate students and staff should they show signs and symptoms. This without doubt is one of our biggest challenges given some are a long way from home and the nature in which students live, go to school and interact in the wider community. We are converting a number of areas into isolation zones so we can be as flexible as possible in our response. We are also well aware that in some circumstance's students may need to isolate overnight due to geographical issues, or other unforeseen events that may come up.
- If Covid is detected at school the likely scenario is that all close contacts will be required to return home and isolate until negative tests are received. This will be guided directly by the local public health team.

Safe hygiene requirements

- Toilet facilities will be checked and cleaned throughout the day.
- All students will be expected to use high standards of hand hygiene - That is washing hands regularly with soap and water, especially after toileting and hand sanitising. Sanitiser dispensers have been strategically placed at the entrance/exit to each block
- Coughing or sneezing into a tissue or elbow and then performing hand hygiene
- No sharing of food, including shared lunches
- Classrooms/subjects that have shared equipment are to clean equipment if used, at the end of each lesson (computer labs, woodwork, music etc). Sanitisers will be provided in each of these rooms

- Open doors and window

Events and activities

- Events or activities that involve large numbers of students, such as school assemblies, will be restricted
- No non-essential visitors onsite at Red. Non-curriculum related events can only go ahead if we use the My Vaccine Pass (this applies to all attendees, including students)
- We will endeavour to hold school time events outdoors to minimise risk
- The school will follow the Ministries guidelines for [Events and Gatherings](#)

Distancing and groupings

- Maintaining a physical distance from others, particularly people you don't know, continues to be an effective measure to reduce risk of infection
- Beyond classroom groupings physical distancing of 1 metre when indoors will be observed where practicable
- Large groups of students meeting indoors will be avoided including assemblies, prize giving's and performances
- To minimise congestion, parents and caregivers are encouraged to do drop offs and pick-ups from outside the school grounds. If you need to come onsite, you must wear face coverings in these instances and we ask that you remain physically distant from others, especially when indoors.

Distance Learning

- Distance learning will still be available for those who need to remain at home due to COVID related illness or isolation. The Ministry will continue to support students with learning support needs where they are required to remain at home. Students and parents with any queries about distance learning will need to contact the school
- Teachers will not be required to provide a distance learning programme to students/parents who choose to stay home because they feel unsafe. However, the continued practice of using TEAMS as our LMS will enable students who have stayed away to remain engaged with course material and assessment

Boarding School

Due to the residential nature of the Boarding School, additional public health and operational guidelines are in place. We consider this a place of higher risk, currently the Ministry of Health

and the Ministry of Education are revising all guidelines for school hostels given the nature in which they operate.

We ask during term one, that the dining room and kitchen is only visited by those who have clearance.

General

- We will ask non-essential visitors not to come onsite
- We cannot hold events and activities, including those that bring parents and caregivers onsite (that is, more than 100)
- All visitors must wear a face covering
- Staff to wear a face covering when meeting with visitors, including parents and caregivers
- We will look to holding meetings with outside providers via Zoom, Teams or similar
- if it is necessary to meet onsite, we will ensure the room being used is spacious and well ventilated and hand sanitiser is available indoors. Where practical engagement with parents and caregivers may be held outside rather than inside
- Anyone who is not feeling well should not come onto the school site and we encourage you to seek advice about getting tested
- Devices can be loaned if distance learning is required
- It is advisable that all students have access to a device. We encourage all students to have a device as we move into a whole school BYOD curriculum model
- The Canteen will be open. The service provider has supplied a comprehensive safety and hygiene plan
- All school transport services will resume. These services are required to follow their own safety procedures including contact tracing

<https://www.education.govt.nz/covid-19/advice-for-schoolskura/covid-19-protection-framework-advice-for-schools-and-kura/red/>

https://assets.education.govt.nz/public/Documents/COVID19-files/Schools/CPF_SchoolsKura_A3_ENG_FINAL.pdf

[COVID-19 Protection Framework \(the framework\)](#)

Preparing for COVID-19

You can also prepare for COVID-19, making sure you and your household have a plan and know what to do. This will mean your whānau and community can help each other if needed. Find out more here:

- [Be prepared for COVID-19](#)
- [Download the COVID-19 Readiness Checklist \[PDF, 121 KB\]](#)
- [What to expect when self-isolating at home](#)

Self-isolating at home because of COVID-19

Many people will be able to manage self-isolation with help from friends and whānau, but there is help available if you need it – both with health support and access to food and other essentials.

- [What to expect when self-isolating at home | Unite against COVID-19 \(covid19.govt.nz\)](#)

- [Getting extra support if you have COVID-19 or are self-isolating | Unite against COVID-19 \(covid19.govt.nz\)](#)
- [COVID-19 positive – managing your symptoms | Health Navigator NZ](#)

If you know anyone in your community affected by COVID-19 and who may need help, such as food and other financial assistance, Work and Income has a range of [supports available for individuals, families, employers and self-employed people affected by COVID-19](#).

Work and Income support

The beginning of the year can be a tough time for parents who are faced with many costs and it is important you are aware of what assistance you may be able to get from Work and Income. These are available to people on a low income as well as those on a benefit.

Check what you might get here

- [School costs](#)
- [Out of School Care and Recreation \(OSCAR\) Subsidy](#)
- [Other Childcare Assistance](#)
- [School and Year Start-up Payment \(for people getting Orphan's Benefit or Unsupported Child's Benefit\)](#)
- [Help with living costs \(including food and rent/mortgage\)](#)

Use the links above or call 0800 559 009 to find out more, or to apply.

MoneyTalks can assist with [free budgeting and debt help](#)

You can also contact your local community provider. [Please find more information here](#).

Getting ready to return to school

The Ministry of Education has some helpful information on their [Parents and Whānau website](#) to support your tamariki to get back to school. There is also a very important reminder about how you can [take care of yourself](#).

While this might all feel a little overwhelming at times, we know that all these measures will help our students return to school, reconnect with whānau and friends and do what they enjoy.

Please remember we are here to help, therefore, reach out to us if your son(s) needs any support during this time. Our skilled school counsellors, Rob Silver and Tracy Courtney can be contacted via phone 021 1094820 or by email wellbeing@nbhs.school.nz. Also, a reminder that the 1737 call-line is open to everyone if you need to talk to a trained counsellor.