



**One Tree Point School**  
**“Empowering Learners Who CARE”**

**Health and Safety Information for ‘Red’ Covid-19 Protection Framework**

**Key Principles of ‘Red’**

- to minimise the risk that someone gets infected in the first place
- to ensure we can identify and contact anyone who has been in close contact with a person, if someone in a school or early learning centre is infected
- Understand that a community outbreak is likely and to plan for and mitigate the impact

**Health and Safety Measures**

- Masks - required for year 4 students and teachers and any staff member who works across the school, encouraged for all staff when indoors especially when speaking with parents ie. before school.
- Maintain 2 metre physical distancing where practicable - especially for staff
- Create 2 teams within the school (Years 0-3) and (Years 4-6) minimise opportunities for ‘close contact’ between these two groups including staff. Stagger break times to enable shared spaces to be used by each team separately - playgrounds, staffroom etc.
- Provide well ventilated spaces indoors - keep doors and windows open at all times
- enable good hygiene practices
- keep track of people who enter the premises
- Maintain a covid track and trace register
- Anyone showing signs of sickness needs to stay at home or will be sent home

**High Proportion of Staff/Student Absence (self-isolating/Confirmed cases)**

**If a teacher or student contracts Covid-19, advice from the Ministry of Health will be followed.**

- If only one or two teachers are considered a ‘close contact’ or are infected, their class(es) will be shared between other classes in their team during their isolation period. Other classes will be supported with a learning assistant.
- Plan to support both onsite and off site learning.
- If school is closed limit staff onsite to only those necessary to safely support students who are attending
- Prioritise attendance onsite for most vulnerable and those who don’t have an appropriate care option at home

**Communication**

- The school office will be open with physical distancing measures in place; 2 metres apart whilst waiting at the office. Lines will be marked on the floor and through to the front gate.

- Noone to enter the internal offices
- All visitors will be kept to a minimum and required to scan Covid-19 QR code and wear masks whilst on site.
- A contact tracing register will also be kept - all visitors to the school will be asked to sign the register every time they visit.
- Regular updates regarding health and safety will be communicated to the community.

### Before and After School

- Parents and caregivers will be asked to drop children off outside the school where possible.
- The field will be used for pick-up at home time and can be accessed through the vehicle gate by the tennis court and by the pedestrian gate.
- All adults who enter school grounds beyond this zone will be asked to sign the tracing register in the school office.
- School buses will be running as usual, masks must be worn by year 4 students and above.

### Hygiene

- If any child displays any signs of sickness, they will be isolated and parents asked to collect them from school immediately.
- All staff members will be asked to stay home if sick.
- Hands washed/sanitised on arrival at school, after using the bathroom and upon entering the classroom throughout the day.
- Children will be explicitly taught and reminded how to cough and sneeze into their elbow, avoid touching their face and wash and dry their hands for 20 seconds and thoroughly dry them.
- Year 4 children will be explicitly taught how to wear a mask correctly
- Drinking fountains are closed; all children must bring their own, named drink bottle.
- Food must not be shared and children must bring their own lunch to school.

### In The Classroom

- Hands must be sanitised before entering the classroom
- Sanitise hands before using shared equipment/toys
- Doors and windows need to be open as much as possible.
- Shared surfaces - i.e. door handles will be disinfected frequently throughout the day.
- Classroom surfaces will be disinfected daily
- Physical distancing between adults will be maintained where possible. It is recognised that physical distancing between children and staff within a team is impractical in a classroom environment.

### In The Staffroom/Admin Block

- Hands must be sanitised/washed when entering the administration block and the staffroom. Sanitise/wash before using any shared resources - cutlery, crockery, milk etc.

- Maintain physical distancing of 1.5 metres where practicable
- Please avoid going into Naomi or Val's office.
- No shared food

#### Outside the Classroom

- Sports equipment will be allocated to each team for their own use.
- PMP equipment to be cleaned daily after use.
- All outside playgrounds and sandpits will be open.