

# COVID-19 Management Plan



PINEHURST  
SCHOOL

*Our place*



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## Introduction

This plan is intended to bring together the School's planning and procedures in response to all matters connected with COVID-19. It cannot, however, answer every question about the School's management of the virus, and should be seen alongside the communications available on the Pinehurst School website, <https://www.pinehurst.school.nz/life-at-pinehurst/covid-19-qa/>.

For ease of use, the plan is divided into sections:

- Section 1: Before Alert Levels were established
- Section 2: Alert Level 4
- Section 3: Alert Level 3
- Section 4: Alert Level 2
- Section 5: Alert Level 1
- Section 6: After Alert Levels have been removed

The COVID-19 Management Plan is overseen by a Pandemic Response Team, who also operate as a Plan Ahead Team.

The team comprises:

Alex Reed, Executive Principal, Chair	Strategy, communications
Jon Horne, Business Manager	Operations, finance
Sian Coxon, Principal of Primary	Primary programmes, students, staff
Kieran Verryt, Principal of College	College programmes, students, staff
Catherine Jones-Hill, Asst Principal of Primary	Primary programmes, students, staff
Chris Wiggin, Dep Principal of College	College programmes, students, staff
Joe Johansen, Dep Principal of College	College programmes, students, staff
Grant Saul, CIO	IT infrastructure, IT T&L & strategy
Nicki Williams, Comms and Marketing	Communications, marketing
Nicole Chen, Admissions	Admissions, parents
Lisa Jones, EP's PA	Communications, support
Michelle Thomson, HR	Staffing, wellbeing
Sylvia Lum, Community Engagement	Community, parents

The team works collectively as well as having individual areas of responsibility and leadership.

## Section One: Before Alert Levels Were Established

This section covers the period between mid-January and mid-March. It pulls together information from a variety of communication and summarises the actions the school took.

### 1.0 Key Policies Adopted

Prior to there being any cases in New Zealand, Pinehurst School adopted some key policies:

1. All students who have had close contact with someone from mainland China (later Korea, Italy and Iran) should self-isolate for 14 days.
2. Additional cleaning is required.
3. Handwashing routines – at least 3 times a day – must be adhered to.
4. Regular communication with the whole community is essential.
5. Additional work for students should be provided as and when required.
6. Preparation for a possible wider outbreak should continue.
7. Detailed planning has been completed for closure at short notice.

### 1.1 High Visibility

The School also adopted a “high visibility” approach to communication, ensuring that all questions or concerns could be addressed. A page on the website was created as a ‘one stop shop’ for parents and staff; and staff received updates that increased in frequency as the threat grew.

### 1.2 Stage 1 Communication & Action Plan

We also adopted a ‘Stage 1’ communication and action plan in the event that we should have to close at short notice:

#### 1. How will we communicate with the community?

Our primary method of communication will be email, supported by WeChat (translated where possible), our website and the School App. Our School WhatsApp account will also be activated as a secondary form of contact.

We will not use Facebook or Instagram as communication tools, as these are used as promotional forums by Pinehurst.

Responsibilities:

Email – AR/NW  
WeChat – AR/SL  
WhatsApp - AR  
Website – NW  
App - JH

## **2. How will we communicate with staff?**

Email will be the primary form of communication, but urgent communications will also be sent by phone/text using our Appraisal trees.

Email to all staff – AR

Phone to SLT - AR

Phone through Appraisal Tree (teachers) – SC/KV

Phone (non teachers) – AR/JH/NC/AK/CJH/KV

## **3. Is all of our contact information up to date – staff and parents? Phone numbers and emails?**

Parent contact information is continuously checked and is as up-to-date as possible at the moment. Staff emails are all current and accurate. Staff phone numbers and emergency contacts were being checked on February 28<sup>th</sup>.

GS has ensured that we have access to a database of staff and parent contact details should Synergetic not be available.

## **4. Do all staff have adequate internet access and computer access to maintain contact?**

Not all staff have school computers, and some staff (including teachers) do not have unlimited access to the internet.

GS will ensure that we have up to 6 available 'old' laptops should they be required.

KV/SC will confirm teaching staff access in College/Primary

JH will confirm property/finance staff access

NW/NC will check Admissions, Communications team access

## **5. Is Seesaw fully functioning?**

Yes. Video is already used within the app, and there should be no issues with capacity.

## **6. Is Schoolbox fully functioning?**

Yes. Teachers will be encouraged to use One Drive as usual for storing large files.

## **7. Is Office 365 fully functioning?**

Yes.

## **8. What do we need to do to make video conferencing active and working?**

We already have the capacity to do this through Teams. It is straightforward for staff to set up conversations with multiple people, and all we need to do is show them how.

GS has prepared a set of simple instructions for distribution. In the event that we have the time to train staff in the lead-in to a likely school closure, we will run special training for all staff. We will, in all cases, ensure that we have technical support available.

The link: <https://sway.office.com/JE5eRk37McFoDlrg?ref=Link>

## 9. How do we ensure that all staff are available for contact?

All staff have an up-to-date phone number, and will be required to be available by phone during working hours (8.30 am to 3.30 pm).

All staff will be required to check emails by 8.30 am each day, and at 3.30 each day. Twice a day will be the minimum expectation.

## 10. Do we have an emergency contact tree for all staff?

Yes. We updated this on February 28<sup>th</sup>.

## 11. In the event of possible school closure, who do we need to contact? Who does it?

If we are contacted by the Ministry of Health and told to close, AR will immediately contact Peter Davies, then the Pandemic Response Team, at which point we will begin communicating as per our plan.

If we are in a situation which may require us to decide to close ourselves, AR will consult with the Pandemic Response Team before consulting with Peter Davies, who will contact other members of the Board. There may well be a sense of urgency at this stage, and so decisions we make may well be time-limited.

If the decision is taken to close, the following contacts will be made, but the **first** communication will be an email to all parents and staff, supported by a concurrent set of information made available on the school website.

Pandemic Response Team - AR  
Peter Davies – AR  
Board – Peter Davies  
Parents (school) – AR/NW/SL  
Parents (classes) – KV/SC & SLs/HoDs & Teachers  
Students (school) – AR/SC/KV  
Students (classes) - KV/SC & SLs/HoDs & Teachers  
Media – AR/NW/Peter Davies  
MoE – AR  
MoH – AR  
Local schools – LJ  
ISNZ – AR  
Outside providers (school) – JH  
Calendared meetings (outside providers) – SLT  
International student parents – NC/PR  
Homestays – VK/JH  
Itinerant staff – MN  
Local sporting bodies – CA/KL

## 12. What will go onto our website?

A message for parents that will be updated according to need  
Instructions for accessing work – including Seesaw/Schoolbox and video conferencing should that be required  
Information about school opening and closing  
Where to go to for additional information  
Contact details for all staff



### **13. What use will we make of social media?**

We will maintain our clear demarcation of uses for social media. Facebook and Instagram will not be used as means of communication. Instead, email, the School website and the School App will be official means of communicating up-to-date messages.

These will be supported by WeChat and WhatsApp, which will also be used as forums for questions and answers.

### **14. What do parents and students need to know?**

We know that this list is just a starting point, and we expect the range of questions to grow as the situation develops. These, though, are essential pieces of information that must be clearly visible to all students and parents:

- When school will close and reopen
- Whether anyone has any access to the school grounds
- How students and parents will be able to access physical resources or belongings
- How students and parents will receive updates
- What students and parents should do to stay safe (public health information)
- Where to go to for more information
- How to access online work
- What expectations students and parents should have of teachers and set work
- How will students and parents get work assessed
- Where to go to with technical questions
- What safety arrangements have been made by the School while it is closed and prior to reopening
- What arrangements we are making with regard to fees

### **15. Who will be required to attend work? How will we manage this?**

We recognize that this is perhaps the most complicated question of all. Our policy here is based on two principles: fairness to staff, and capacity to offer as full a service to our community as we can.

Some staff will be required to be on-site either full-time or part-time; other staff will have the option to attend; a small number of staff will be told to remain off-site.

All on-site staff will be expected to maintain social distancing and hygiene routines.

In the event of a short-term closure, all staff with fixed hours or salaries will continue to be paid by the school at the previous level. We will discuss the individual arrangements with staff who have flexible hours.

Senior staff – full time

Key\* front-of-house staff – full-time (\*this is negotiable according to individual circumstances)

Middle leaders / Teachers – ‘managed’\* optional physical attendance; monitored min. hours availability. (\* ‘managed’ means by permission of member of SLT)

Property – maintenance only, by arrangement with JH

Finance team – maintenance and payroll only, by arrangement with JH

Teacher Aides – not physically present

**16. How do we maintain health and safety for those staff in school?**

Formal social distancing rules  
Use of masks where preferred or necessary  
Formal rules for hygiene to be adhered to, with specific focus on handwashing

**17. What do we need to do to clean the school?**

JH has confirmed that our cleaners have the capacity to do a "deep clean". This will occur within 48 hours of the school closing.

**18. What will we expect teachers to do (minimum expectations)?**

Although we have stipulated minimum contact hours, it is perhaps better to think of these expectations in terms of student experience. We expect our students to be able to continue their studies in a manner that is comparable to the way they would have done so had they been physically present in school.

Teachers will be expected to set work on Seesaw and Schoolbox that should require the same amount of work from students that would have been required of them normally (classwork and homework combined).

Teachers will also be expected to mark and return work at the same levels of frequency as they would have if the students had been in school.

Teachers will also be expected to spend additional time answering questions of students, either on video, through audio conversations or in writing than would normally be the case.

We would expect some teachers to make use of video-conferencing, but this is dependent on the requirements of the course and (in College) the individual subject areas. If a department, or the Principal of College, requires a certain amount of video-conferencing, a teacher will be expected to follow these requirements.

Teachers can, of course, use the phone and/or email to communicate with students they teach.

The minimum hours of contact/availability for all teachers is 6 hours each day.

**19. What will we expect students to do (minimum expectations)?**

We expect all students to complete all work set, and for this to be at the same levels as it would be if the school were open as usual.

**20. What will we do when we reopen and how do we communicate it?**

We will return to 'business as normal' as quickly as possible, and will communicate this clearly through the channels described above.

**21. Security arrangements when closed?**

The School's security company will be engaged for additional time as appropriate.

### 1.3 Hygiene

We established a clear approach to hygiene:

We are cleaning all surfaces and door handles with approved disinfectant daily; toilets are being cleaned more frequently; and we have sanitizer in every classroom. Students are required to clean their hands at least three times daily, and usually more often. Students who wish to use face masks may do so if they wish.

Please note that these are simple precautions against infections, and that we are following WHO and Ministry of Health recommendations that these are the best actions to take at the moment. We review these regularly.

### 1.4 Contact Tracing

In January, we established a simple 'contact-tracing' register for all of our students who had come back from China. This was later extended to include those students who had been in a number of other countries and overseas.

We also ensured that all contact details for staff were in place.

### 1.5 Policies & Procedures

On March 16<sup>th</sup>, as New Zealand moved to the next stage of readiness, we reiterated our policies and strengthened them:

1. In order to support simple social distancing measures, we will not be shaking hands or greeting with any kind of physical contact in school. We will be working with students on these.
2. Students and staff will be expected to wash or sanitise hands on entry to all rooms (classrooms, offices or public areas such as Reception, the Library or College 4 Study Area). This is to reduce the chance of infection.
3. We will be "deep cleaning" certain public areas of the school according to a set schedule. We started this last week, and will be stepping this up. Other enhanced cleaning will be continued.
4. All students who have been overseas will be required to self-isolate for 14 days. This includes anyone who has come from overseas since March 3rd.
5. All students who have been in close contact with anyone who has been overseas are required to self-isolate until 14 days after the overseas contact has passed. This includes anyone who has come from overseas since March 3rd.
6. All parents of students who are on self-isolation should contact Alex Reed to confirm that they are self-isolating and when they will be able to return.
7. The School is withdrawing from all indoor sports competitions with other schools until the end of Term 1, although in- school practices will be able to continue.
8. The School has already cancelled visits to Polyfest and the Museum. We will not have any school visits to public places where there are likely to be significant numbers of people from other places.
9. The School is withdrawing students from all indoor inter-school competitions and zone days for the rest of term. This includes the North Harbour swimming competition.
10. No students who are not Pinehurst students will be able to take part in activities on the school site.
11. We are postponing Open Days and Experience Days until next term.

12. We will postpone or cancel any School Assemblies or events involving more than fifty students in any indoor space.
13. We are asking all of our community to think twice before attending any large event outside school, especially if these are unticketed.
14. We are also repeating what we said last week: my strong advice is that you do not travel overseas at this time. Our staff have been told the same thing.
15. There should be nobody in school who is unwell in any way. Please keep students at home if they have any symptoms.

## 1.6 Staff Wellbeing

Staff wellbeing was prioritised throughout, partly through enhanced communication and partly through responding to concerns as they arose. The School's enhanced hygiene and cleaning measures were an important part of our staff wellbeing strategy, as was the increased prominence of our HR support through EAP.

## Section Two: Alert Level 4

New Zealand moved into Alert Level 4 at midnight on Wednesday 25<sup>th</sup> March.

### 2.0 Communication to the Pinehurst Community

On Monday 23<sup>rd</sup> March, the School wrote to all parents:

You will have heard by now that New Zealand is moving to 'Alert Level 4' within the next 48 hours. We are currently at Level 3.

Level 4 means:

- People instructed to stay at home
- Educational facilities closed
- Businesses closed except for essential services (e.g. supermarkets, pharmacies, clinics) and lifeline utilities
- Rationing of supplies and requisitioning of facilities
- Travel severely limited
- Major reprioritisation of healthcare services

This is a sad moment for our country, but I agree with the Prime Minister that it is a necessary step to safeguard all of us, and to save thousands of lives.

This means that:

1. Tomorrow, Tuesday 24<sup>th</sup> March, Pinehurst School will be closed to students except for the children of essential workers. If you work in healthcare or another essential service, please contact Lisa Jones at [lisa.jones@pinehurst.school.nz](mailto:lisa.jones@pinehurst.school.nz). She will be able to make arrangements to look after your children in school tomorrow. Staff will be in school to prepare to be fully online from Wednesday. **There will be no online lessons tomorrow.**
2. Tomorrow, Tuesday 24<sup>th</sup> March, students will be able to collect work, resources and belongings from the school. They are able to come in at any time to do this, but they must do so quickly, and only to pick up belongings. Most children will already have these at home.
3. From Wednesday, 25<sup>th</sup> March, Pinehurst School will be closed to everyone. This means that there will be nobody on the school site. We will have a full online curriculum for all students, and your teachers will give you more information about that tomorrow.

These arrangements are to last for four weeks initially. We hope that they will be successful, and that we will be able to resume our lives after that time.

We will write home with more information tomorrow, and we will be able to answer all of your questions in more detail as the days go by. Right now, we need to prioritise our children. This is an immensely unsettling time for all of us, but our job is to look up, be hopeful, be positive with our young people and to show them that we are ready for this, and that there are blue skies around the corner.

And remember: stay connected! We are all part of the same Pinehurst community, we are all still here, in our homes, talking to each other, asking and answering questions, sharing recipes, sending photos and connecting. All of us are still available to help, and we are lucky to be

able to stay connected in this way. So keep talking! We don't actually think of it as closing: it's more that the school has temporarily moved online.

## 2.1 Services Available

On Tuesday 24<sup>th</sup> March, we established that the school site was closed and published a range of documents. These are located on the School website as indicated below. They explain the support available for students during their lockdown. This includes pastoral support, counselling and other services to support students' learning and wellbeing.

We have uploaded three key documents to our COVID-19 page on the website. These are:

Pinehurst School Online: a guide for students and parents

<https://www.pinehurst.school.nz/media/2143/pinehurst-school-online-guide-for-students-and-parents.pdf>

Pinehurst School Online – Primary! <https://www.pinehurst.school.nz/media/2144/pinehurst-school-online-primary.pdf>

Pinehurst School Online – Years 7-9! <https://www.pinehurst.school.nz/media/2145/pinehurst-school-online-years-7-9.pdf>

Pinehurst School Online – Years 10 & 11!

<https://www.pinehurst.school.nz/media/2146/pinehurst-school-online-years-10-and-11.pdf>

Pinehurst School Online – Years 12 & 13!

<https://www.pinehurst.school.nz/media/2147/pinehurst-school-online-years-12-and-13.pdf>

These documents do pretty much exactly what they say they do, and we think they have enough information for us to get started. The 'guide' tries to answer any questions you may have; the separate pages for different sections of the school set some shared expectations for how the online learning is going to work.

## 2.2 Grounds

During Level 4, Pinehurst School grounds are out-of-bounds to all staff, students and visitors. Nobody is allowed onsite. This includes for maintenance of the School grounds. Jon Horne will make an application for access should we need to do so.

Prior to the start of Level 4, Jon Horne will ensure that the site is safe and secure.

Playgrounds and other areas may be taped off or rendered otherwise inaccessible.

Security services will be engaged for additional patrols.

## 2.3 Staff: Pay

All staff are paid in full during Level 4. This includes those staff who are paid by timesheet. The School will follow all Ministry of Education guidance to ensure that they are paid according to their "usual" hours.

We will continue to pay all staff paid directly by parents during the initial period of Level 4, including but not limited to Parent-funded Teacher Aides. We expect the initial period to last as long as May 4<sup>th</sup>, and we are committed to maintaining these payments until that time.

If we move into an extended period of Level 4, beyond May 4th, we may reassess arrangements for pay.

If we experience a significant loss of income during Level 4, we may reassess arrangements for pay.

## 2.4 Staff: Expectations of Work

Teaching staff are expected to deliver a full online programme while the School is at Level 4, with the exception of those times when the School decides that teachers need time to prepare for change. The nature of the online programme is detailed on the website at <https://www.pinehurst.school.nz/life-at-pinehurst/covid-19-qa/> and is subject to change and adaptation at the direction of School leaders.

Administration, property and other support staff are expected to continue in their current roles as far as is reasonably possible. The nature of these roles will vary according to the exact situation we find ourselves in, and staff are expected to adopt a flexible approach.

If staff are unable to perform their roles – if, for example, they work on the School grounds, or are in a public-facing role – they may be asked to perform other roles. If they are not asked to perform other roles or complete other tasks, this will be because there is no role they can perform during Level 4.

## 2.5 Staff: Equipment and Practical Support

All staff who require a computing device to perform their role will take this home and be able to use it from home. Full IT support will remain in place throughout Level 4, accessible in the usual way.

If staff require additional equipment during Level 4, including but not limited to tables, chairs, printers and other office equipment, they can take this home and use them on condition that they return it when the School site reopens.

Level 4 severely limits the capacity of the School to offer practical face to face support, but we will ensure that we are available online and in other ways to offer any support we are able to.

If a staff member requires essential equipment while on Level 4, and is able to order it and have it delivered, they should ask permission from their line manager, who will be able to give expedited permission to make the order. The School will repay all reasonable expenditure.

## 2.6 Staff: Workplace Safety at Home

The rapid nature of the move to Level 4 means that the School has been unable to conduct workplace health and safety audits of the home environments in which staff are working. It is the responsibility of staff leaders and managers to check on the physical wellbeing of staff at this time, and this may include checking that they have a suitable place to work.

That said, we do not think that many people will be working in a place that we would normally describe as a suitable place of work. Most staff will be improvising spaces, and many will be in crowded environments. We are grateful that staff have been so flexible and accommodating, and recognise that we have all adopted a “make do” approach for the initial period of lockdown.

If a member of staff raises an issue with a manager or leader, we will do everything we can to improve the situation.

At the end of Level 4, we will survey staff for their experiences, and this will be one part of that survey. We will use the results to make arrangements for any future move to Level 4.

## 2.7 Staff: Wellbeing

We recognise that Level 4 is a very difficult time for the whole community, and we are committed to supporting staff emotionally at this time.

We use Microsoft Teams to ensure a continuing sense of community, and to ensure that our staff are in touch with their in-school teams, and with larger groups of staff. Live meetings are held regularly within each team, and our support staff who do not automatically belong to a specific team are contacted by HR and the EP's PA.

Although we have not been able to check the suitability of home working environments, we intend to survey all staff after 4 weeks, and 2 'school' weeks of the lockdown. We will use the information to offer advice as and how required.

We have also created a 'Staff Wellbeing' space on Teams, to which all staff have been added as members. This includes advice about looking after yourself and about where to go for help. It is administered by Michelle Thomson, our HR Manager.

## 2.8 Students: Academic Expectations

The expectations we have for our students are detailed on the School's website page <https://www.pinehurst.school.nz/life-at-pinehurst/covid-19-qa/>.

In brief: we are providing a full programme for all students, although the exact nature of the programme does vary according to the age of the student. All students are expected to have devices they can use to access Teams, Seesaw and/or Schoolbox. In College, students follow the school timetable (broadly). In Primary, students follow an adapted timetable.

Our expectations are age-dependent too. In Primary, we are providing a programme, but we do not mind if parents choose for their children either to partially engage or not to engage at all. In College, we are expecting students to engage most of the time. We are not taking rolls, but we are following up in the usual way if students fail to complete work.

## 2.9 Students: Wellbeing and Support

We recognise that some of our student will need additional support at this time. Our Senior Leaders, Deans, Syndicate Leaders and Counsellor are continuing to perform their essential pastoral roles. This includes directly contacting students and parents at home where there are known concerns, or where new concerns emerge.

We are also using Teacher Aides to support some of our students emotionally.

All teachers have been asked to be kind and gentle with students – even more so than usual! – where there are issues with work completion and other classroom matters. Our watchword is "kindness". In our conversations with parents, we have also stressed that we need not to expect too much at this time.



We know there is a delicate balance here, and, as always, we rely on our very strong relationships to ensure that we have the right balance between structure and flexibility.

## 2.10 Students: Learning Support

Our SENCOs in College and Primary are continuing to work with the parents and the teachers of students in need of learning support. The needs of these students at this time are varied and complex; we do not expect to be able to meet all of their needs. But our teachers and TAs are committed to maintaining their care and support.

Teacher Aides have been asked to work one-on-one where appropriate and possible with students in need of their support.

All IEPs remain in place. If we continue at Level 4 significantly beyond the initial period, we will review all IEPs to take into account our current context.

## 2.11 Communications and Availability

At Level 4, all staff are available by email at their usual addresses. The Executive Principal is also available by phone and through WeChat. All staff are available at the same times they would be available were we running our 'normal' programme.

The School's landlines have been redirected: the Executive Principal, the Business Manager and the Admissions Registrar are all available through the School's main landline number. Direct extensions will only work if they have previously been re-routed to mobile numbers.

Staff may wish to call parents or students from their own phones. If this incurs a cost, the School will reimburse staff.

The Executive Principal will communicate regularly with parents – sometimes as often as daily when there is a new context to explain. His emails will always be sent to the whole school community through the Communications and Marketing Co-ordinator. WeChat will act as a secondary channel for all messages.

Key messages will be translated into Mandarin Chinese, either by the school, or by members of the community through WeChat. Where possible, translated information will also be published on the School's website.

The COVID-19 page on the website will be the 'go-to' place for all relevant information: <https://www.pinehurst.school.nz/life-at-pinehurst/covid-19-qa/>.

## 2.12 Technology: Students and Staff

All staff who need to work from home have a school-owned device on which they can work. The device has the relevant software loaded onto it, and is supported by our ICT team, who have the ability to access it remotely (with the permission of the user). If a member of staff needs to improve their online capacity at home during this period in order to perform their role, the School will reimburse the member of staff any reasonable costs on a "good faith" basis.

All students are expected to have a device capable of accessing the internet and running all online learning programmes effectively on it. They can access support from our ICT in the usual way as well. Parents also have access to our ICT support team.

All staff and students are expected to adhere strictly to the terms of the School's Cybersafety Agreement. We recognise that, while we are at Level 4, there is an increased risk that there may be unsafe uses of technology. The best way for all users to avoid this is to remember the principles of the Cybersafety agreement, and act in a cautious manner at all times. Cybersafety agreements are found on the School website's COVID-19 page.

The best source of advice and support for online safety is Netsafe: <https://www.netsafe.org.nz>

### 2.13 The Board of Governors

The Board of Governors make the decision to open or close the School (on advice from the School Leadership, through the Executive Principal). This means that, on activation of Level 4, the Board of Governors closed the School in accordance with the requirements of the newly-acquired powers of the Government.

Should we move to Level 3, the Board of Governors will meet to make the decision to open the School in accordance with the Government's requirements. It may be that such a move is recommended rather than mandated. In this circumstance, the Board of Governors is the body that makes the decision.

The Executive Principal will inform the Board of Governors through the Chairman of any relevant or significant matter.

The Board will meet online as and when necessary during Level 4.

### 2.14 Admissions

The Admissions team will continue to operate online during Level 4. All operations can be performed remotely, and the School will continue to take applications and run interviews if necessary.

## Section Three: Alert Level 3

When the School opens in Level 3, there are some very clear procedures that we will have to follow. This is in many ways the most complicated stage of the COVID-19 planning, and the measures we take will, inevitably evolve as the strategies we adopt as a country shift and change.

**Please note that many provisions in place at Level 4 are also in place at Level 3. For the purposes of this document, it is assumed that, where there has not been a change, the Level 4 provisions still apply.**

### 3.0 Property and Grounds: Access

Access to the School grounds beyond the car park is limited to staff and students of the school. All visitors must report to Reception, where they will be temperature tested, signed in and asked to complete a brief 'tracking and tracing' questionnaire.

With the exception of a very limited number of contractors, there will be nobody in the School grounds other than staff and students.

The back gate is not to be used by visitors.

### 3.1 Property and Grounds: Maintenance

During Level 3, the property and facility teams will work as normal. All maintenance carried out must, though, be in keeping with all Level 3 physical distancing and hygiene rules.

Priority will be given to maintenance that has an impact on the health, safety and wellbeing of staff and students. At times, this may mean that the Property team are asked to perform duties other than those they would normally carry out.

### 3.2 Property: Shared Spaces

Shared spaces are considered to be the places where there is the greatest risk of infection. For the purposes of this definition, shared spaces do NOT include classrooms, where a different set of approaches are necessary.

Shared spaces in use in Level 3 include but are not limited to:

- Staffroom (s)
- Reception
- Offices that are usually occupied by more than one person
- Meeting rooms

In each of these spaces, physical distancing rules must be applied. If there is not sufficient room to ensure at least 1 metre between people, alternative arrangements must be applied. Maximum occupancies must allow for this degree of physical distancing.

The Staffroom's maximum occupancy is defined by the number and position of chairs available.

All occupants of shared spaces are asked to be especially vigilant about their hygiene and health and safety. There will be easily available hand sanitizer or handwashing facilities in all shared spaces.

The School Reception is divided into two zones. The area close to the doors is prior to "check-in". All staff and visitors are required to sanitise hands on entry, to complete entry formalities, and either to proceed into school or to exit as appropriate. The School door handles will be disinfected as often as possible and at least hourly. Owing to the requirement to maintain all rooms at above 18 degrees Celsius, the doors will not be left open.

### 3.3 Property: Cleaning

Sanitise touch surfaces and equipment before and after use and frequently during the day. Support staff will assist in helping teachers do this during the school day.

Minimise sharing of equipment and protect equipment during storage.

Implement a documented sanitation procedure for all 'high-touch' common area surfaces.

Clean common areas frequently using approved disinfectants, including common rooms and break rooms, especially high touch areas.

**Facilities staff are not to enter any room which has students present. They must observe hygiene procedures at all times.**

### 3.4 Property: Toilets, Water Fountains and Access to Running Water

Student toilets will be cleaned hourly, after each interval or lunch break, and checked for soap and water. Staff toilets will be cleaned hourly.

Student toilets will be allocated to different bubbles or pairs of bubbles for their exclusive use.

All water fountains are taped "out of use".

### 3.5 Staff: Entry to the School Grounds and Check-in

Develop our staff check-in procedure to include consideration of whether staff have travelled to and from work in separate vehicles (unless they are in the same home bubble). During Level 3, staff are asked not to travel to School on public transport. If a member of staff is asked to be at school and needs therefore to take a taxi or a rideshare, the school will reimburse costs accrued on presentation of proof.

All staff will sign in on arrival and out on departure at Reception every day they are on site as well as whenever they leave and return to the property. If staff are leaving and returning to the property, they will need to provide information on where they have been and who they have been in contact with.

At sign in point check:

- check staff temperature

- check that staff are well and free of Covid-19 symptoms
- whether staff have been in close contact with people who are infected with Covid-19
- check whether staff have been undertaking self-isolation

All staff taking temperatures will be in their own “bubble teams”, but there is an understanding that they will have contact with students from multiple bubbles. For this reason, they will wear masks and gloves, and will take additional precautions to ensure that they are not at risk.

### 3.6 Staff: Health Requirements Connected with COVID-19

Staff are required to wash their hands properly and will be reminded regularly of the need to do this.

Staff are also reminded about respiratory hygiene and hand hygiene and avoidance of touching their faces.

Posters will be printed and placed in appropriate places around school.

[https://covid19.govt.nz/assets/resources/posters/COVID19\\_poster\\_protect\\_english\\_A3.pdf](https://covid19.govt.nz/assets/resources/posters/COVID19_poster_protect_english_A3.pdf)

[https://covid19.govt.nz/assets/resources/posters/COVID19\\_poster\\_wash-hands\\_A4.pdf](https://covid19.govt.nz/assets/resources/posters/COVID19_poster_wash-hands_A4.pdf)

[https://covid19.govt.nz/assets/resources/posters/COVID19\\_poster\\_cough-sneeze\\_A4.pdf](https://covid19.govt.nz/assets/resources/posters/COVID19_poster_cough-sneeze_A4.pdf)

[https://covid19.govt.nz/assets/resources/posters/COVID19\\_poster\\_stay-home\\_A4.pdf](https://covid19.govt.nz/assets/resources/posters/COVID19_poster_stay-home_A4.pdf)

All staff will be working in smaller fixed teams (wherever possible) and in the same zones where possible. This is to ensure that mixing of staff is minimal.

### 3.7 Staff: Physical Distancing Measures on the School Site

All staff will always maintain a 2 metre physical distancing measure in outside areas and a 1 metre physical distancing measure in inside areas where possible. Where 1 metre physical distancing is not possible staff are required to minimize these situations as much as possible e.g. in toilets and smaller school spaces.

An additional staff room has been put in place for Primary under the library. This will be used in the event that we are likely to have more than 40 staff in school in total. In this event, College staff will use the current staff room.

Staff will have staggered morning and lunch breaks where this is possible. Staff will always maintain the 1m physical distancing measures within the staff rooms. In the staff rooms and work areas ‘walkways’ will be created where possible to assist with separating staff.

Staff are requested to maximize forward facing distance as much as possible in all situations.

### 3.8 Staff: Managing Physical Distancing in the Classroom

In the **Primary School**, we will do our best to manage consistent physical distancing in the classroom. This will involve:

- Tables and chairs set at least 1 metre apart (and 2 metres where possible) in classrooms.
- Students will stay at their own desks more than would usually be the case.
- When students are moving around, we will advise them where possible to keep apart from each other

- We will not, though, compromise their wellbeing or alarm them by over-controlling this part of our approach. It is not possible (and rather inhumane) to ask small children to change everything about their behavior. They will not mix with people outside their bubbles, but it should be assumed that we will not manage complete physical distancing within the bubbles.
- Teachers will do their best to maintain a physical distance, especially teachers who are offering relief to 'main' teachers, but it will be impossible for teachers in the Primary School to manage this completely. They, too, are considered to be part of the "bubble".
- There will be 3 or 4 teachers working with each bubble. They will be exclusive to either one or two bubbles, which means they will have contact with fewer than 20 students at all times.

In **College**, we will apply the same principles:

- Tables and chairs set at least 1 metre apart (and 2 metres where possible) in classrooms.
- Students will stay at their own desks more than would usually be the case.
- When students are moving around, we will advise them where possible to keep apart from each other
- We will not, though, compromise their wellbeing or alarm them by over-controlling this part of our approach. It is not possible to ensure that distance is maintained at all times. They will not mix with people outside their bubbles, but it should be assumed that we will not manage complete physical distancing within the bubbles.
- Teachers will do their best to maintain a physical distance, applying a 2 metre distance where possible. Again, though, this cannot be guaranteed.
- There will be 5-6 teachers working with each bubble. They will be exclusive to either one or two bubbles, which means they will have contact with fewer than 10 students most of the time and fewer than 20 at all times.

### 3.9 Staff: Wellbeing and Support

Staff wellbeing and support remains a high priority for us, especially during these ever-changing times. Employee Assistance Programme (EAP) has been available to all staff well before Covid-19 and remains available to all staff. Staff are regularly reminded about this valuable service and how to contact EAP.

A specified channel has been created for Staff wellbeing on Microsoft Teams and resources are uploaded here for all staff to access.

### 3.10 Staff: Sick Leave During Level 3

As with our existing sick leave policy, if a staff member is sick, they should stay at home.

During Level 3 we will apply this policy with less room for debate. All staff who are sick or show flu-like symptoms will be required to stay at home.

Sick leave will be used in these instances. We will have discussions with staff on an individual basis should sick leave balances run out.

### 3.11 Staff: Immunocompromised and other Vulnerable Staff

The Government has published the following guidelines regarding Immunocompromised and vulnerable staff:

*People at higher-risk of severe illness from COVID-19 (e.g. those with underlying medical conditions, especially if not well-controlled, and the elderly) are encouraged to take additional precautions when leaving home. They may work, if they agree with their employer that they can do so safely.*

The Government has also said they consider schools will be a safe place for children and as this will be the case, we believe the same is true for our staff.

We will therefore use this as our guidelines and work with individual staff on a case by case basis.

### **3.12 Staff: Contact with Parents and Visitors**

Where possible, all staff contact with parents and visitors should be managed remotely, as it has been at Level 4. On no account should parents or visitors be onsite in any area other than Reception or the Executive Principal's Office.

If staff feel that a conversation with a parent or visitor needs to be conducted in person, they should check with a senior leader before making the appointment.

All parents and visitors must, in all circumstances, check-in at Reception, where they will undergo the same check-in procedures as all adults on the school site.

In all meetings, Level 3 physical distancing and personal hygiene routines must be maintained.

In the front car park, which for practical purposes at Level 3 is not considered to be the "school site", there may be casual contact with parents and other members of the public. In these instances, a 2 metre distance should be maintained at all times. Staff are entitled to ask a parent or visitor to halt the conversation and ask the parent or visitor to arrange a time for an online meeting.

### **3.13 Staff: Working from Home**

With the move to Level 3, which requires schools to be open for Year one to ten students, we expect that many of our staff will be back on site.

For those still required to work from home, we will work with them to ensure their home environment is safe and suitable for ongoing working from home.

Teaching staff working from home are expected to deliver a full online programme while the School is at Level 3, with the exception of those times when the School decides that teachers need time to prepare for change. The nature of the online programme is detailed on the website at <https://www.pinehurst.school.nz/life-at-pinehurst/covid-19-qa/> and is subject to change and adaptation at the direction of School leaders.

Administration, property and other support staff are expected to continue in their current roles as far as is reasonably possible. The nature of these roles will vary according to the exact situation we find ourselves in, and staff are expected to adopt a flexible approach.

### **3.14 Staff: Food**

No shared utensils will be available in the staff room. Staff will need to bring in their own cutlery, cups, plates and any other items they may need for their morning tea and lunch breaks.

### **3.15 Staff: Tracking and Tracing**

Staff are required to report to reception to sign in/sign out using their ID card at the Reception Kiosk. The Kiosk captures mobile phone numbers for contact tracing, and tracking information includes; how staff travel to work, if there has been any contact with people infected with Covid-19 and if they have been adhering to rules in accordance with Alert Level 3.

Reporting is available for current and historical information.

There will be "log books" in every room that is being used for students. All those who enter a classroom must have their name and the times of entry and departure noted in the log book.

There will be no log book system in the Staff Rooms or in Reception. The assumption is that these areas will be "shared" by all staff, and that all staff will observe physical distancing and hygiene measures. The Executive Principal's Office will also be considered a "shared" area, as it is large enough to enable physical distancing at all times.

Offices should not generally be visited by other members of staff. If an office is visited by another member of staff, their presence should be noted, and physical distancing and hygiene procedures should be followed as much as possible.

### **3.16 Students: Attendance**

The School should be made aware of all students who will be at school. This will be through direct email contact with the Executive Principal so that he can ensure that we have the physical and human resources that we need in place.

A roll will be taken in all classrooms, and we will contact parents if a student we are expecting in school is absent.

Students at home are assumed to be present for instruction, but we will not be taking rolls of students in the online programme.

If a student attends school and the school was not made aware of this, they will be permitted to attend the appropriate bubble and the school will make immediate contact with parents.

### **3.17 Students: Health Requirements Connected with COVID-19**

Students are expected to be fit and healthy. If a student is unwell in any way, he or she must remain at home.

Temperature checks are conducted on entry to school. A student who has a raised temperature will be asked to go home directly.

If a student becomes unwell at school, the Health Centre Administrator will be called, and he or she will immediately be isolated in our Health Centre. The child's parents will be called and will be asked to collect him or her directly.

### **3.18 Students: Entry to the School Grounds and Check-in**

All Primary children should be taken to the gate next to the Uniform Shop, where a member of staff will check his or her temperature. If there is a queue, families must observe physical distancing while they wait. If a child's temperature is normal, he or she will go straight to the



classroom that he or she has been allocated. Parents will not be allowed into the Primary School grounds at any time during Level 3.

All College children should go to the corner of the Green next to the Drama room, where his or her temperature will be taken. This will be the “entrance” to College during Level 3. If their temperature is normal, he or she will go straight to his or her allocated room. Parents will not be allowed into any part of the school grounds except for the car park or Reception at any time during Level 3.

All staff taking temperatures will be in their own “bubble teams”, but there is an understanding that they will have contact with students from multiple bubbles. For this reason, they will wear masks and gloves, and will take additional precautions to ensure that they are not at risk.

### 3.19 Students: Physical Distancing on the School Site

Students will be “zoned” in specific places. This means that students will only mix with other students in the same year. They will be in Year Group bubbles.

Lunchtimes and intervals will take place in zones to make sure that children do not have too much contact with other children. There will also be extra supervision of children at these times.

In the **Primary School**, we will do our best to manage consistent physical distancing in the classroom. This will involve:

- Tables and chairs set at least 1 metre apart (and 2 metres where possible) in classrooms.
- Students will stay at their own desks more than would usually be the case.
- When students are moving around, we will advise them where possible to keep apart from each other
- We will not, though, compromise their wellbeing or alarm them by over-controlling this part of our approach. It is not possible (and rather inhumane) to ask small children to change everything about their behavior. They will not mix with people outside their bubbles, but it should be assumed that we will not manage complete physical distancing within the bubbles.
- Teachers will do their best to maintain a physical distance, especially teachers who are offering relief to ‘main’ teachers, but it will be impossible for teachers in the Primary School to manage this completely. They, too, are considered to be part of the “bubble”.
- There will be 3 or 4 teachers working with each bubble. They will be exclusive to either one or two bubbles, which means they will have contact with fewer than 20 students at all times.

In **College**, we will apply the same principles:

- Tables and chairs set at least 1 metre apart (and 2 metres where possible) in classrooms.
- Students will stay at their own desks more than would usually be the case.
- When students are moving around, we will advise them where possible to keep apart from each other
- We will not, though, compromise their wellbeing or alarm them by over-controlling this part of our approach. It is not possible to ensure that distance is maintained at all times. They will not mix with people outside their bubbles, but it should be assumed that we will not manage complete physical distancing within the bubbles.
- Teachers will do their best to maintain a physical distance, applying a 2 metre distance where possible. Again, though, this cannot be guaranteed.
- There will be 5-6 teachers working with each bubble. They will be exclusive to either one or two bubbles, which means they will have contact with fewer than 10 students most of the time and fewer than 20 at all times.

### 3.20 Students: Academic Programmes

The expectations we have for our students who are working at home are detailed on the School's website page dedicated to COVID-19.

In brief: we are providing a full programme for all students, although the exact nature of the programme does vary according to the age of the student. All students are expected to have devices they can use to access Teams, Seesaw and/or Schoolbox. In College, students follow the school timetable (broadly). In Primary, students follow an adapted timetable.

Our expectations are age-dependent too. In Primary, we are providing a programme, but we do not mind if parents choose for their children either to partially engage or not to engage at all. In College, we are expecting students to engage most of the time. We are not taking rolls, but we are following up in the usual way if students fail to complete work.

Students at school will be following a programme as detailed in the "Pinehurst at Alert Level 3" document on the COVID-19 page on the school website. This explains that Primary students will be taught a programme as close as possible to the one they would normally enjoy, and that College students will be studying most subjects online, though there will be some additional activities organised in school.

### 3.21 Students: Pastoral Care and Wellbeing

We recognise that some of our students will need additional support at this time. Our Senior Leaders, Deans, Syndicate Leaders and Counsellor are continuing to perform their essential pastoral roles. This includes directly contacting students and parents at home where there are known concerns, or where new concerns emerge.

We are also using Teacher Aides to support some of our students emotionally.

All teachers have been asked to be kind and gentle with students – even more so than usual! – where there are issues with work completion and other classroom matters. Our watchword is "kindness". In our conversations with parents, we have also stressed that we need not to expect too much at this time.

We know there is a delicate balance here, and, as always, we rely on our very strong relationships to ensure that we have the right balance between structure and flexibility.

Students at school will have access to pastoral staff in person where possible, and will be able to access all staff online as at Level 4.

### 3.22 Students: Learning Support

Our SENCOs in College and Primary are continuing to work with the parents and the teachers of students in need of learning support. The needs of these students at this time are varied and complex; we do not expect to be able to meet all of their needs. But our teachers and TAs are committed to maintaining their care and support.

Teacher Aides have been asked to work one-on-one where appropriate and possible with students in need of their support.

All IEPs remain in place. If we continue at Level 3 significantly beyond the initial period, we will review all IEPs to take into account our current context.

### **3.23 Students: Food**

Ezlunch will be operating, and will be delivering to the school. They also will be operating in a way consistent with Level 3 requirements. The School will arrange for food ordered by Ezlunch to be delivered directly to students' bubbles.

There will be no onsite food available.

### **3.24 Students: Tracking and Tracing**

Rolls will be taken in the morning and afternoon in all classes. Bubbles will be maintained. The school has full, up to date contact details of all students, and these will be used if necessary.

All members of staff who enter an individual bubble will be noted for tracing should it be necessary.

### **3.25 Parents and Visitors: Access to the School Site**

The School Office will be open between 7.45 and 4.30 every day. If a parent has an appointment at the school, or wishes to see someone at school, they will need to sign in before they enter Reception. We will be asking parents and other visitors to sign in remotely from outside the doors of Reception. This will avoid unnecessary contact and reduce the amount of time required in the check-in area of Reception.

Parents will not be allowed into the School grounds at any time during Level 3.

In the Primary School, teachers will bring their classes at 3.15 to the gates by the netball courts by the Year 3, 4 and 5 playground in turn, where they can be collected by parents.

College students will be dismissed at the end of the day and will immediately leave the school grounds in the usual way.

### **3.26 Parents and Visitors: Appointments and Meetings**

Where possible, meetings should be online at Level 3, as it has been at Level 4. On no account should parents or visitors be onsite in any area other than Reception or the Executive Principal's Office.

All parents and visitors must, in all circumstances, check-in at Reception, where they will undergo the same check-in procedures as all adults on the school site. We will be asking parents and other visitors to sign in remotely from outside the doors of Reception. This will avoid unnecessary contact and reduce the amount of time required in the check-in area of Reception.

In all meetings, Level 3 physical distancing and personal hygiene routines must be maintained.

In the front car park, which for practical purposes at Level 3 is not considered to be the “school site”, there may be casual contact with parents and other members of the public. In these instances, a 2 metre distance should be maintained at all times.

### 3.27 Parents: Communications and Information

The Executive Principal will communicate regularly with parents – sometimes as often as daily when there is a new context to explain. His emails will always be sent to the whole school community through the Communications and Marketing Co-ordinator. WeChat will act as a secondary channel for all messages.

Key messages will be translated into Mandarin Chinese, either by the school, or by members of the community through WeChat. Where possible, translated information will also be published on the School's website.

The COVID-19 page on the website will be the ‘go-to’ place for all relevant information: <https://www.pinehurst.school.nz/life-at-pinehurst/covid-19-qa/>.

### 3.28 Communications and Availability: Staff

Staff are available by email at their usual addresses. The Executive Principal is also available by phone and through WeChat. All staff are available at the same times they would be available were we running our ‘normal’ programme.

### 3.29 Technology: Students and Staff

All staff who need to work from home have a school-owned device on which they can work. The device has the relevant software loaded onto it, and is supported by our ICT team, who have the ability to access it remotely (with the permission of the user). If a member of staff needs to improve their online capacity at home during this period in order to perform their role, the School will reimburse the member of staff any reasonable costs on a “good faith” basis.

All students are expected to have a device capable of accessing the internet and running all online learning programmes effectively on it. They can access support from our ICT in the usual way as well. Parents also have access to our ICT support team.

All staff and students are expected to adhere strictly to the terms of the School's Cybersafety Agreement. We recognise that, while we are at Levels 3 and 4, there is an increased risk that there may be unsafe uses of technology. The best way for all users to avoid this is to remember the principles of the Cybersafety agreement, and act in a cautious manner at all times. Cybersafety agreements are found on the School website's COVID-19 page.

The best source of advice and support for online safety is Netsafe: <https://www.netsafe.org.nz>

Onsite students and staff will have access to our onsite support team.

### 3.30 Buses

The School buses are available to run as usual if there is sufficient demand.

The bus companies have detailed their physical distancing and disinfectant procedures, and these are consistent with the requirements at Level 3.

### 3.32 Health Clinic

The Health Clinic will operate with an increased area, and with a set of enhanced procedures in place during Level 3. There will be extended opening hours too.

We will have gowns as well as gloves and masks available.

- Students who are unwell will be reported to the Health Centre, at which point they will be collected and taken to the Health Centre.
- Hands will be sanitised, details will be recorded (name/class/reason for visit/treatment/outcome) temperature will be taken if student feeling unwell.
- One student treated per per HC room.
- Assess and treat student in HC Rm 1 if minor accident/incident, HC Rm 2 if unwell.
- Regular handwashing and sanitiser maintained in between assessing students.
- Students will be asked to wear mask if unwell and displaying respiratory symptoms and parents/caregiver will be contacted to collect student.
- Health Clinic Assistant to wear gloves and facemask if within a metre of a student displaying respiratory symptoms.

#### **Ministry of Health NZ COVID-19 PPE information:**

Workplaces where people can maintain more than 1 metre contact distance from people with potential COVID-19 symptoms – facemasks and gloves are not recommended.

Examples of these workplaces include, but not limited to education facilities, pharmacies, retail outlets

1. People who, due to the nature of their job, may be unable to maintain more than 1 metre contact distance from people with potential COVID-19 symptoms – facemasks and gloves are recommended when this contact is likely to occur. Examples of these workplaces include but not limited to police, prison staff, customs staff

Hand hygiene and cough / sneeze etiquette (maintain distance, cover coughs and sneezes with disposable tissues and wash hands) will have a bigger impact.

### 3.33 Admissions

There will be a member of the Admissions Office onsite at all times during Level 3, though we will maintain as small an onsite team as possible during this time. We will take applications throughout the time, and will conduct interviews remotely if necessary.

### 3.34 Board of Governors

The Board of Governors make the decision to open or close the School (on advice from the School Leadership, through the Executive Principal). This means that, on activation of Level 4, the Board of Governors closed the School in accordance with the requirements of the newly-acquired powers of the Government.

As we moved to Level 3, the Board of Governors met to make the decision to open the School in accordance with the Government's requirements.

The Executive Principal will inform the Board of Governors through the Chairman of any relevant or significant matter.

The Board will meet online as and when necessary during Level 3.

## Section Four: Alert Level 2

When the School moves to Level 2, there are some very clear procedures that we will have to follow. We should see this as the level at which we move “out of” lockdown, but having all the students and staff back in school doesn’t mean that we will be back to a pre-COVID-19 “normal”.

### 4.0 Property and Grounds: Access

Access to the School grounds beyond the car park is limited to staff and students of the school. All visitors must report to Reception, where they will be temperature tested, signed in and asked to complete a brief ‘tracking and tracing’ questionnaire.

With the exception of a very limited number of contractors, there will be nobody in the School grounds other than staff and students.

The back gate is not to be used by visitors.

Students will access the school grounds through one of the designated entries. All of these will be supervised by staff at the start and the close of the school day. Students will have their temperatures taken once inside the school grounds: they will not be required to have temperatures taken on entry.

### 4.1 Property and Grounds: Maintenance

During Level 2, the property and facility teams will work as normal. All maintenance carried out must, though, be in keeping with all Level 2 physical distancing and hygiene rules.

Priority will be given to maintenance that has an impact on the health, safety and wellbeing of staff and students. At times, this may mean that the Property team are asked to perform duties other than those they would normally carry out.

### 4.2 Property: Shared Spaces

Shared spaces are considered to be the places where there is the greatest risk of infection. For the purposes of this definition, shared spaces do NOT include classrooms, where a different set of approaches are necessary.

Shared spaces in use in Level 2 include but are not limited to:

- Staffroom (s)
- Reception
- Offices that are usually occupied by more than one person
- Meeting rooms
- Gym
- Arena
- Common Room
- College 4 Study Area

In each of these spaces, staff must observe physical distancing rules. If there is not sufficient room to ensure at least 1 metre between people, alternative arrangements must be applied. Maximum occupancies must allow for this degree of physical distancing.

Students will only occupy shared spaces within their designated bubbles. Within those bubbles, physical distancing will be recommended, but we are not requiring that rules should be applied rigorously between students because we do not think this is possible in less structured environments.

Shared spaces occupied by student bubbles will have surfaces cleaned between uses by different bubbles. This includes the Gym, the Library and the Arena. Other shared spaces are expected to be used exclusively by individual bubbles.

The Staffroom's maximum occupancy is defined by the number and position of chairs available. All occupants will need to observe a 1 metre distance.

All occupants of shared spaces are asked to be especially vigilant about their hygiene and health and safety. There will be easily available hand sanitizer or handwashing facilities in all shared spaces.

The School Reception is divided into two zones. The area close to the doors is prior to "check-in". All staff and visitors are required to sanitise hands on entry, to complete entry formalities, and either to proceed into school or to exit as appropriate. The School door handles will be disinfected as often as possible and at least hourly. Owing to the requirement to maintain all rooms at above 18 degrees Celsius, the doors will not be left open if the temperature outside is below this.

### 4.3 Property: Cleaning

The school will continue to be cleaned and disinfected daily by the school cleaners, adhering to the advanced levels of cleaning set in place in February.

Surfaces and equipment will be cleaned before and after use and frequently during the day. Support staff will assist in helping teachers do this during the school day. Shared equipment will be sanitized daily.

Hygienic wipes or disinfectant will be used on high frequency surfaces whenever the users of a room changes. In College, students may be asked to disinfect tables. In Primary, teachers and other staff may do so.

**Facilities staff are not to enter any room which has students present. They must observe hygiene procedures at all times.**

### 4.4 Property: Toilets, Water Fountains and Access to Running Water

Student toilets will be cleaned hourly, after each interval or lunch break, and checked for soap and water. Staff toilets will be cleaned hourly.

Student toilets will be allocated to different bubbles or pairs of bubbles for their exclusive use.

All water fountains are taped "out of use".



## 4.5 Staff: Entry to the School Grounds and Check-in

During Level 2, staff are asked not to travel to School on public transport. If a member of staff is asked to be at school and needs therefore to take a taxi or a rideshare, the school will reimburse costs accrued on presentation of proof.

All staff will sign in on arrival and out on departure at Reception every day they are on site as well as whenever they leave and return to the property. If staff are leaving and returning to the property, they will need to provide information on where they have been and who they have been in contact with.

At sign in point check:

- check staff temperature
- check that staff are well and free of Covid-19 symptoms
- whether staff have been in close contact with people who are infected with Covid-19
- check whether staff have been undertaking self-isolation

All staff taking temperatures will have contact with students from multiple bubbles. For this reason, they will wear masks and gloves, and will take additional precautions to ensure that they are not at risk.

## 4.6 Staff: Health Requirements Connected with COVID-19

Staff are required to wash their hands properly and will be reminded regularly of the need to do this.

Staff are also reminded about respiratory hygiene and hand hygiene and avoidance of touching their faces.

Posters will be printed and placed in appropriate places around school.

[https://covid19.govt.nz/assets/resources/posters/COVID19\\_poster\\_protect\\_english\\_A3.pdf](https://covid19.govt.nz/assets/resources/posters/COVID19_poster_protect_english_A3.pdf)

[https://covid19.govt.nz/assets/resources/posters/COVID19\\_poster\\_wash-hands\\_A4.pdf](https://covid19.govt.nz/assets/resources/posters/COVID19_poster_wash-hands_A4.pdf)

[https://covid19.govt.nz/assets/resources/posters/COVID19\\_poster\\_cough-sneeze\\_A4.pdf](https://covid19.govt.nz/assets/resources/posters/COVID19_poster_cough-sneeze_A4.pdf)

[https://covid19.govt.nz/assets/resources/posters/COVID19\\_poster\\_stay-home\\_A4.pdf](https://covid19.govt.nz/assets/resources/posters/COVID19_poster_stay-home_A4.pdf)

Staff must maintain a 1 metre distance from other adults inside buildings, and a 2 metre distance outside buildings. They are expected to attempt to do this where possible with students, though we recognize that this will not always be possible, especially with younger children.

Staff must stay at home if they are unwell in any way at all.

## 4.7 Staff: Physical Distancing Measures on the School Site

All staff will try to maintain a 2 metre physical distancing measure in outside areas and a 1 metre physical distancing measure in inside areas where possible. Where 1 metre physical distancing is not possible staff are required to minimize these situations as much as possible e.g. in toilets and smaller school spaces.

An additional staff room has been put in place for Primary under the library. College staff will use the current staff room.

Staff are requested to maximize forward-facing distance as much as possible in all situations.

#### 4.8 Staff: Managing Physical Distancing in the Classroom

In the **Primary School**, we will do our best to manage consistent physical distancing in the classroom. This will involve:

- Tables and chairs set so that students can be at least 1 metre apart in classrooms.
- Students will stay at their own desks more than would usually be the case.
- When students are moving around, we will advise them where possible to keep apart from each other
- We will not, though, compromise their wellbeing or alarm them by over-controlling this part of our approach. It is not possible (and rather inhumane) to ask small children to change everything about their behavior. They will not mix with people outside their bubbles, but it should be assumed that we will not manage complete physical distancing within the bubbles.
- Teachers will do their best to maintain a physical distance, especially teachers who are offering relief to 'main' teachers, but it will be impossible for teachers in the Primary School to manage this completely. They, too, are considered to be part of the "bubble".

In **College**, we will apply the same principles:

- Tables and chairs set so that students can be at least 1 metre apart in classrooms.
- Students will stay at their own desks more than would usually be the case.
- When students are moving around, we will advise them where possible to keep apart from each other
- We will not, though, compromise their wellbeing or alarm them by over-controlling this part of our approach. It is not possible to ensure that distance is maintained at all times. They will not mix with people outside their bubbles, but it should be assumed that we will not manage complete physical distancing within the bubbles.
- Teachers will do their best to maintain a physical distance, applying a 2 metre distance where possible. Again, though, this cannot be guaranteed.

#### 4.9 Staff: Wellbeing and Support

Staff wellbeing and support remains a high priority for us. Employee Assistance Programme (EAP) has been available to all staff well before Covid-19 and remains available to all staff. Staff are regularly reminded about this valuable service and how to contact EAP.

A specified channel has been created for Staff wellbeing on Microsoft Teams and resources are uploaded here for all staff to access.

We recognize that the shift to Level 2 will be difficult for some staff, and we want to support them. School leaders, Syndicate Leaders and Heads of Department are asked to be especially vigilant, and to act to support teachers at this difficult time.

#### 4.10 Staff: Sick Leave During Level 2

As with our existing sick leave policy, if a staff member is sick, they should stay at home.

During Level 2 we will apply this policy with less room for debate. All staff who are sick or show flu-like symptoms will be required to stay at home.

Sick leave will be used in these instances. We will have discussions with staff on an individual basis should sick leave balances run out.

#### 4.11 Staff: Immunocompromised and other Vulnerable Staff

The Government has published the following guidelines regarding Immunocompromised and vulnerable staff:

***“People at higher-risk of severe illness from COVID-19 (eg those with underlying medical conditions, especially if not well-controlled) can return back to work. You should talk to each employee in this situation and agree the safety provisions that will apply on-site.”***

The Government has also said they consider schools will be a safe place for children and as this will be the case, we believe the same is true for our staff.

#### 4.12 Staff: Contact with Parents and Visitors

Where possible, staff should try to manage conversations with parents and visitors on the phone or online. On no account should parents or visitors be onsite in any area other than Reception or the Executive Principal's Office.

If staff feel that a conversation with a parent or visitor needs to be conducted in person, they should check with a senior leader before making the appointment.

All parents and visitors must, in all circumstances, check-in at Reception, where they will undergo the same check-in procedures as all adults on the school site.

In all meetings, Level 2 physical distancing and personal hygiene routines must be maintained.

In the front car park, which for practical purposes at Level 2 is not considered to be the “school site”, there may be casual contact with parents and other members of the public. In these instances, a 2 metre distance should be maintained at all times. Staff are entitled to ask a parent or visitor to halt the conversation and ask the parent or visitor to arrange a time for an online meeting.

#### 4.13 Staff: Working from Home

With the move to Level 2, which requires schools to be open for all students, we expect that all of our staff will be back on site.

Administration, property and other support staff are expected to continue in their current roles as far as is reasonably possible. The nature of these roles will vary according to the exact situation we find ourselves in, and staff are expected to adopt a flexible approach.

#### 4.14 Staff: Food

No shared utensils will be available in the staff room. Staff will need to bring in their own cutlery, cups, plates and any other items they may need for their morning tea and lunch breaks.

#### 4.15 Staff: Tracking and Tracing

Staff are required to report to reception to sign in/sign out using their ID card at the Reception Kiosk. The Kiosk captures mobile phone numbers for contact tracing, and tracking information includes; how staff travel to work, if there has been any contact with people infected with Covid-19 and if they have been adhering to rules in accordance with Alert Level 2.

Reporting is available for current and historical information.

There will be "log books" in every room that is being used for students. All those who enter a classroom (who have not been timetabled in that room) must have their name and the times of entry and departure noted in the log book.

There will be no log book system in the Staff Rooms or in Reception. The assumption is that these areas will be "shared" by all staff, and that all staff will observe physical distancing and hygiene measures. The Executive Principal's Office will also be considered a "shared" area, as it is large enough to enable physical distancing at all times.

If an office is visited by another member of staff, their presence should be noted, and physical distancing and hygiene procedures should be followed as much as possible.

#### 4.16 Students: Attendance

Attendance procedures will operate in the way that they usually operate, and rolls must be taken promptly at the start of the morning and afternoon sessions.

#### 4.17 Students: Health Requirements Connected with COVID-19

Students are expected to be fit and healthy. If a student is unwell in any way, he or she must remain at home.

Temperature checks are conducted within half an hour of the start of the school day. A student who has a raised temperature will be asked to go home directly.

If a student becomes unwell at school, the Health Centre Administrator will be called, and he or she will immediately be isolated in our Health Centre. The child's parents will be called and will be asked to collect him or her directly.

#### 4.18 Students: Entry to the School Grounds, Check-in and Check-out

Primary: At the start of the school day:

- The school day will start at 8.15 am for children in Years 1-3, and at 8.45 am in Years 4-6. Your child will need to be in school by these times.
- If you have children who are starting at both 8.15 and 8.45 am, the students who start at 8.45 am can arrive at their classroom early. The classroom teacher will be there to support them.
- **Parents are not permitted anywhere in school other than the car park.** We ask that parents drop off their children quickly, stay by their cars, and let our staff supervise

children as they go into the school. We will have lots of staff to help children to get to their classrooms.

- We will take students' temperatures in the first half an hour of the school day. If he or she has a high temperature, we will contact parents and ask them to pick up their child and take them home.
- There is no Before School Care at Level 2.

#### At the end of the school day:

- The school day will end at 2.45 pm for children in Years 1-3, and at 3.15 pm in Years 4-6.
- If you have children who are finishing school at both 2.45 pm and 3.15 pm, the students who finish at 3.15 pm can stay in their classroom until late. The classroom teacher will be there to support them.
- If your child is in Years 1-3, you may enter the school and pick up your child at 2.45 pm from outside his or her classroom. Please keep 1 metre from other parents. Please also leave the playground as soon as you have picked up your child.
- If your child is in Years 4-6, you may enter the school and pick up your child at 3.15 pm from outside his or her classroom. Please keep 1 metre from other parents. Please also leave the school as soon as you have picked up your child.
- If you have children in Years 1-3 and in 4-6, please pick up both children from their classrooms at 3.15 pm.
- Please do not ask your children to wait for you in front of school. This is not permitted.
- There is no After School Care at Level 2. If you need your child to be supervised later than 3.15 pm, please contact Alex Reed directly.

#### College: At the start of the school day:

- The school day will start at 8.30 am. Your child will need to be in school by this time.
- If you have children who are starting earlier, your child can arrive at their classroom from 8.15 am. The classroom teacher will be there to support them.
- **Parents are not permitted anywhere in school other than the car park.** We ask that College parents drop off their children quickly on Bush Road outside the school, and let our staff supervise children as they go into the school. We will have lots of staff to help children to get into the school and to their classrooms.
- We will take students' temperatures in the first half an hour of the school day. If he or she has a high temperature, we will contact parents and ask them to pick up their child and take them home.
- There is no Before School Care at Level 2.

#### At the end of the school day:

- The school day will end at 3.15 pm.
- At the end of the school day, please ask your child to go directly to the buses or to the front car park.
- There is no After School Care at Level 2. If you need your child to be supervised later than 3.15 pm, please contact Alex Reed directly.

#### 4.19 Students: Physical Distancing on the School Site

Students will be “zoned” in specific places. This means that students will only mix with other students in the same year. They will be in Year Group bubbles.

Lunchtimes and intervals will take place in zones to make sure that children do not have contact with children in other years. There will also be extra supervision of children at these times.

In the **Primary School**, we will do our best to manage consistent physical distancing in the classroom. This will involve:

- Tables and chairs set so that students can be at least 1 metre apart in classrooms.
- Students will stay at their own desks more than would usually be the case.
- When students are moving around, we will advise them where possible to keep apart from each other
- We will not, though, compromise their wellbeing or alarm them by over-controlling this part of our approach. It is not possible (and rather inhumane) to ask small children to change everything about their behavior. They will not mix with people outside their bubbles, but it should be assumed that we will not manage complete physical distancing within the bubbles.
- Teachers will do their best to maintain a physical distance, especially teachers who are offering relief to ‘main’ teachers, but it will be impossible for teachers in the Primary School to manage this completely. They, too, are considered to be part of the “bubble”.

In **College**, we will apply the same principles:

- Tables and chairs set so that students can be at least 1 metre apart in classrooms.
- Students will stay at their own desks more than would usually be the case.
- When students are moving around, we will advise them where possible to keep apart from each other
- We will not, though, compromise their wellbeing or alarm them by over-controlling this part of our approach. It is not possible to ensure that distance is maintained at all times. They will not mix with people outside their bubbles, but it should be assumed that we will not manage complete physical distancing within the bubbles.
- Teachers will do their best to maintain a physical distance, applying a 2 metre distance where possible. Again, though, this cannot be guaranteed.

#### 4.20 Students: Academic Programmes

The school will be offering a full academic programme to all students. This will be as close as possible to the programme students began at the start of the school year.

#### 4.21 Students: Pastoral Care and Wellbeing

We recognise that some of our students will need additional support at this time. Our Senior Leaders, Deans, Syndicate Leaders and Counsellor are continuing to perform their essential pastoral roles. This includes directly contacting students and parents at home where there are known concerns, or where new concerns emerge.

We are also using Teacher Aides to support some of our students emotionally.

All teachers have been asked to be kind and gentle with students – even more so than usual! – where there are issues with work completion and other classroom matters. Our watchword is “kindness”. In our conversations with parents, we have also stressed that we need not to expect too much at this time.

We know there is a delicate balance here, and, as always, we rely on our very strong relationships to ensure that we have the right balance between structure and flexibility.

#### 4.22 Students: Learning Support

Our SENCOs in College and Primary are continuing to work with the parents and the teachers of students in need of learning support. The needs of these students at this time are varied and complex; we do not expect to be able to meet all of their needs. But our teachers and TAs are committed to maintaining their care and support.

Teacher Aides have been asked to work one-on-one where appropriate and possible with students in need of their support.

All IEPs remain in place. As we settle into Level 2, we will return to them and reinforce their significance with staff.

#### 4.23 Students: Food

Ezlunch will be operating, and will be delivering to the school. They also will be operating in a way consistent with Level 2 requirements. The School will arrange for food ordered by Ezlunch to be delivered directly to students' bubbles.

The School Tuck Shop will be operating in accordance with Level 2 requirements.

#### 4.24 Students: Tracking and Tracing

Rolls will be taken in the morning and afternoon in all classes. Bubbles will be maintained. The school has full, up to date contact details of all students, and these will be used if necessary.

All members of staff who enter an individual bubble will be noted for tracing should it be necessary.

#### 4.25 Parents and Visitors: Access to the School Site

The School Office will be open between 7.45 and 4.30 every day. If a parent has an appointment at the school, or wishes to see someone at school, they will need to sign in before they enter Reception. We will be asking parents and other visitors to sign in remotely from outside the doors of Reception. This will avoid unnecessary contact and reduce the amount of time required in the check-in area of Reception.

Parents will not be allowed into the School grounds at any time during Level 2.

## 4.26 Parents and Visitors: Appointments and Meetings

Where possible, meetings should be by phone or online at Level 2, as they have been at Levels 3 and 4. On no account should parents or visitors be onsite in any area other than Reception or the Executive Principal's Office.

All parents and visitors must, in all circumstances, check-in at Reception, where they will undergo the same check-in procedures as all adults on the school site. We will be asking parents and other visitors to sign in remotely from outside the doors of Reception. This will avoid unnecessary contact and reduce the amount of time required in the check-in area of Reception.

In all meetings, Level 2 physical distancing and personal hygiene routines must be maintained.

In the front car park, which for practical purposes at Level 2 is not considered to be the "school site", there may be casual contact with parents and other members of the public. In these instances, a 2 metre distance should be maintained at all times.

## 4.27 Parents: Communications and Information

The Executive Principal will communicate regularly with parents – sometimes as often as daily when there is a new context to explain. His emails will always be sent to the whole school community through the Communications and Marketing Co-ordinator. WeChat will act as a secondary channel for all messages.

Key messages will be translated into Mandarin Chinese, either by the school, or by members of the community through WeChat. Where possible, translated information will also be published on the School's website.

The COVID-19 page on the website will be the 'go-to' place for all relevant information: <https://www.pinehurst.school.nz/life-at-pinehurst/covid-19-qa/>.

## 4.28 Communications and Availability: Staff

Staff are available by email at their usual addresses. The Executive Principal is also available by phone and through WeChat. All staff are available at the same times they would be available at any other times.

## 4.29 Technology: Students and Staff

All staff have a school-owned device on which they can work. The device has the relevant software loaded onto it, and is supported by our ICT team, who have the ability to access it remotely (with the permission of the user).

All College students are expected to have a device capable of accessing the internet and running all online learning programmes effectively on it. They can access support from our ICT in the usual way as well. Parents also have access to our ICT support team.

All staff and students are expected to adhere strictly to the terms of the School's Cybersafety Agreement. We recognise that, while we are at Levels 2, 3 and 4, there is an increased risk that there may be unsafe uses of technology. The best way for all users to avoid this is to remember



the principles of the Cybersafety agreement, and act in a cautious manner at all times. Cybersafety agreements are found on the School website's COVID-19 page.

The best source of advice and support for online safety is Netsafe: <https://www.netsafe.org.nz>

### 4.30 Buses

We will have buses running as usual. Parents will need to indicate if they are going to use them in advance by writing to Jon Horne at [jon.horne@pinehurst.school.nz](mailto:jon.horne@pinehurst.school.nz). This is so we can ensure that we have appropriate physical distancing on buses. Please note: priority will be given to older students. **All buses will leave from the back of the school.**

### 4.31 Health Clinic

The Health Clinic will operate with an increased area, and with a set of enhanced procedures in place during Level 2. There will be extended opening hours too.

We will have gowns as well as gloves and masks available.

- Primary students who are unwell will be reported to the Health Centre, at which point they will be collected and taken to the Health Centre.
- College students should go directly to the Health Centre, after informing a teacher, if they feel unwell.
- Hands will be sanitised, details will be recorded (name/class/reason for visit/treatment/outcome) temperature will be taken if student feeling unwell.
- One student treated per per HC room.
- Assess and treat student in HC Rm 1 if minor accident/incident, HC Rm 2 if unwell.
- Regular handwashing and sanitiser maintained in between assessing students.
- Students will be asked to wear mask if unwell and displaying respiratory symptoms and parents/caregiver will be contacted to collect student.
- Health Clinic Assistant to wear gloves and facemask if within a metre of a student displaying respiratory symptoms.

#### **Ministry of Health NZ COVID-19 PPE information:**

Workplaces where people can maintain more than 1 metre contact distance from people with potential COVID-19 symptoms – facemasks and gloves are not recommended.

Examples of these workplaces include, but not limited to education facilities, pharmacies, retail outlets.

People who, due to the nature of their job, may be unable to maintain more than 1 metre contact distance from people with potential COVID-19 symptoms – facemasks and gloves are recommended when this contact is likely to occur. Examples of these workplaces include but not limited to police, prison staff, customs staff

Hand hygiene and cough / sneeze etiquette (maintain distance, cover coughs and sneezes with disposable tissues and wash hands) will have a bigger impact.

### 4.32 Admissions

There will be a member of the Admissions Office onsite at all times during office hours at Level 2. We will take applications throughout the time, and will conduct interviews remotely if necessary. We expect to run operations as closely as possible to “normal” and individual tours will be possible. Visitors will need to be supervised at all times, and to follow hygiene and physical distancing guidelines.

### 4.33 Board of Governors

The Board of Governors make the decision to open or close the School (on advice from the School Leadership, through the Executive Principal). This means that, on activation of Level 4, the Board of Governors closed the School in accordance with the requirements of the newly-acquired powers of the Government.

As we moved to Level 3, the Board of Governors met to make the decision to open the School in accordance with the Government’s requirements.

As we move to Level 2, the Board of Governors will approve the nature of the School’s provisions for students.

The Executive Principal will inform the Board of Governors through the Chairman of any relevant or significant matter.

The Board will meet online or in person as and when necessary during Level 2.