

Wednesday 12 August 2020



St Andrew's College

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ALERT LEVEL 2 MANAGEMENT PLAN – Play it Safe

A comprehensive Health and Safety plan has been completed by the senior management team and Heads of Departments for our staff and students under Alert Level 2.

The key controls we are required to put into place across the College include:

- enabling good hygiene practice;
- maintaining physical distancing;
- keeping track of people who enter the campus;
- keeping people with COVID-19 symptoms off campus.

A summary of these key controls has been applied to the following areas:

Hygiene, Cleaning and Movement around the Campus:

Health and Safety practices adhere to the guidelines from the Ministry of Education and will be followed for the duration of Alert Level 2 (*please note some sports are exempt from the no-touching guideline*).

These include:

- clear guidelines for students and staff for appropriate hygiene practices will be communicated and reinforced as appropriate;
- physical distancing is a key principle of Alert Level 2 and touching is not permitted. This includes and is not limited to handshakes and hugging;
- disinfectant will be made available in all areas of the College for cleaning desks, equipment and other surfaces throughout the day;
- students may bring and wear their own masks and gloves, should they wish;
- additional cleaning will focus on toilets, changing rooms, and high use surfaces throughout and at the end of each school day;
- new routines for entering classrooms have been established. Where possible, students will be able to enter their class without lining up and creating congestion in the corridors;
- hand sanitisers will be available and must be used on entry to and exit from each lesson, and in other areas of the College where people meet. While this will be provided by the College, students are welcome (encouraged) to bring their own supply of hand sanitiser if they wish;
- signage has been created and increased staff supervision will be visible in high traffic flow areas to monitor students as they move around the College, e.g. one-way system in the Spiro Science and Mathematics Centre and Arts Blocks. Students are required to keep left in busy corridors;
- students are encouraged to bring filled drink bottles from home. Water fountains will not be available for use at this stage. Students are not to share bottles or touch/share items which may come into contact with the hands/face/mouth/nose;
- students may not leave the school grounds at any time unless they are required to do so for an appointment, or they are being picked by a parent. This includes Year 13 lunch leave.



Managing the Well-being of Students and Staff:

- teachers check each class and pass on information to the year level Dean as appropriate;
- Pastoral Care team will operate as usual (Deans, counselling team, College Registered Nurse and chaplaincy team).

Managing Illness:

Staff and students must stay at home if they feel unwell or develop COVID-19 symptoms. They will be expected to seek medical advice.

Staff or students who become unwell during the school day:

- report to the Health Centre to be assessed by the College Registered Nurse;
- (Screening plans have been developed by the College Registered Nurse in accordance with the Alert Level 2 guidelines for anyone who is demonstrating flu-like symptoms) – https://stac.nz/DayStudent_L2_Assessment
- teaching staff will monitor students and refer any student who displays flu-like symptoms to the College Registered Nurse;
- students will remain in an isolation room while they wait to go home.

Managing a Suspected Case of COVID-19:

Should a staff member or student test positive, the College should be notified immediately. The College will then follow the procedures set out by the Ministry of Education. Please refer to the Infection Control Policy – <https://stac.nz/InfectionControlPolicy>

Classroom Distancing:

- teaching staff will ensure that their classroom seating plan and activities allow for maximum possible physical distancing between students;
- rooming changes have been made where required and affected students will be emailed a timetable change.

Specialist/Practical Subjects, including Physical Education:

- all Heads of Department have developed a COVID-19 Level 2 safety action plan for their subject area;
- students will be briefed on subject specific Health and Safety procedures, for specialist subjects requiring this.

Co-curricular Activities:

All in-house practices and games will follow the hygiene and physical distancing guidelines, as set out by the Ministry of Education.

- physical touching is discouraged. High contact sports will develop a suitable Health and Safety protocols which will become part of the College risk control plan;
- equipment and hands will be cleaned before and after each session;



- all in-house co-curricular activities will be planned for and timetabled with the Director of Sport and Co-curricular Activities;
- a schedule of practices and in-house games and events will be published by the Director of Sport and Co-curricular Activities, and by those staff in charge of the various activities;
- the Director of Sport and Co-curricular Activities will provide parents with general and code specific information of in-house events and practices/rehearsals/games occurring out of school hours.

Fitness Centre:

- the Fitness Centre will operate with procedures in place to ensure contact tracing and increased regular hygiene procedures are followed;
- students must sign in and sign out with the instructor;
- staff and students must bring their own towel and drink bottle and follow the new hygiene procedures.

Cafeteria:

The Cafeteria will be open only for the ordering and collecting of food.

The following changes have been made to address Health and Safety and physical distancing guidelines:

- the seated area for the Middle School cafeteria is closed;
- the number of aisles have been added to increase social distancing;
- payment is encouraged via our new EFTPOS terminals. Cash payments are discouraged but remains an option under strict handling controls;
- signage has been added to help with the traffic flow into and out of the Cafeteria;
- extra staff supervision will be implemented.

The Uniform and College Shop (Thistles) and Second-hand Uniform Shop:

- both shops remain open at advertised times;
- a limited number of people will be allowed inside the shop and customers will be required to sign the register on entry. This is to help with contact tracing should it be required;
- cashless payment is required via EFTPOS or using your College account.

Drop-off and Pick-up Zone:

Drop-off in the morning: Within the zone please drive at walking speed, let your child(ren) out and leave.

Afternoon pick-up: Do not enter this area unless your child is there – waiting is not possible.

Both morning drop-off and afternoon pick-up operate as per the Airport.



Bus Information:

It is likely that those students who travel to school by bus will experience delays as physical distancing will reduce the capacity of public and school buses. For the latest bus information click here: <http://www.metroinfo.co.nz>

Students are encouraged to walk or bike to school. Car-pooling is discouraged.

Site Access and Contact Tracing Registers:

- site access is restricted to staff and students during school hours. This enables contact tracing;
- should parents and visitors require to come onsite during school office hours of 8.00am–5.00pm, they will need to sign in and sign out at either the Preparatory or Secondary School receptions;
- it is critical that we know of your child's absence as soon as possible and before school begins at 8.25am. Please email attendance@stac.school.nz or phone +64 3 940 2031;
- staff who facilitate meetings, practices or gatherings outside of school hours will be required to create and keep registers of attendees to assist with potential contact tracing;
- parents and any visitors to St Andrew's College outside of school hours must register their attendance via the **New Zealand Government Covid Tracer App**.

Boarding

A revised safety action plan will be distributed later today to all boarding families by the Director of Boarding.

Pre-school

Under Alert Level 2, the Pre-school will operate as it did in May. If any parents have any concerns, please contact Head of Pre-school, Phillipa Stephens, on PSP@stac.school.nz.

Preparatory School

Under Alert Level 2, the Preparatory School will operate with these arrangements:

- before school and after school, drop-off and pick-up will be from outside the buildings with Years 1–3 via the blue court and Years 4–8 no closer than the barrier arm;
- Staccato Cafe will be open with access via the door and stairs at the cafe. Please sign-in on entering the building.

PLAY IT SAFE: Please direct any questions / comments to feedback@stac.school.nz

NOTE – This document is part of a whole school Health and Safety Plan which is under constant review in the evolving management of COVID-19.

