















# Health and Safety Plan -Blockhouse Bay School Covid Protection Framework (CPF)





Review: 10.4.22



The following mitigations are in place at all levels of the Covid Protection Framework







## Vaccination rates in NZ



	Green	Orange	Red	
 Sickness	<p><b>If you are sick with Covid symptoms stay at home and get a test. Remain isolated until you receive a negative test.</b>  <b>Observe children every day as they arrive at school.</b></p> <p>If a child arrives at school with Covid symptoms OR develops them during the day please send them to the Sick Bay immediately and tell Leanne. If in any doubt, send them. Leanne or office staff to discuss with Neil or Liz. Children are assessed on bench seats outside the office. These children will be kept comfortable but separate from others while they wait. Parents of children with ongoing allergy symptoms will be asked to consult with the doctor and provide written confirmation to the office.</p>			 Sickness
 Hygiene	<p>Basic hygiene measures will be followed including good hand hygiene, cough, and sneeze etiquette. Avoiding touching faces will be encouraged. All: Please wash your hands frequently, cough safely. Staff support students with hygiene needs. Children are to use hand sanitizer/wash their hands with soap and water. Please supervise this. They do this on entry to the classroom or any new spaces, before and after eating, before and after PE.</p>			 Hygiene
Cleaning	<p>We will disinfect and clean all surfaces, especially high contact points daily in addition to the regular cleaning done by the cleaners. To disinfect surfaces the requirement is to spray the disinfectant on the surface and leave for 30 seconds, then wipe. Contact points need a wipe with disinfectant on a cloth.</p>			Cleaning
 Vaccination	<p>No school staff, visitors and parents are required to be vaccinated. No one has to disclose their vaccination status. Our school may not require evidence of vaccination status of children. Blockhouse Bay School encourages staff to be vaccinated and will support access to vaccination if needed. Please note that under the previously required mandate all staff were fully vaccinated.</p>			 Vaccination
 Ventilation & CO <sub>2</sub> monitoring	<p>Open high windows, leave doors open and ensure a cross breeze and purge the room at breaks. Leave doors open and lower windows open a little on both sides. At both breaks where possible, windows are to be left widely open. Take every opportunity to go outside (when weather is ok). Use decks, covered areas, sun shelters - set up furniture outside and have children routinely using it when you can.</p> <p>Daniel will use CO<sub>2</sub> monitor as part of our ventilation self- assessment toolkit. This will help us identify which spaces get good levels of fresh air flow, those that don't and help improve our approaches to ventilation.</p> <p>On cold/windy days:</p> <ol style="list-style-type: none"> <li>1. Pre-heat rooms before the start of the school day. Having it warm inside while it's cold outside improves the draw of fresh air through partially opened windows and doors.</li> <li>2. Continue to heat the room during the day as required, even though it may be less efficient/effective with windows and doors partially opened.</li> <li>3. Where high level windows are fitted, open these first and wider than low level windows. This will reduce cold draughts in the room while promoting good airflow.</li> <li>4. It's preferable to open lots of windows a little, rather than a few windows a lot. Close the door before you begin closing the windows. This will reduce exposure to the weather conditions outside while still promoting good airflow.</li> <li>5. Some people will be more sensitive to colder air and draughts during these times. Children wear warm black thermals underneath and fleeces. School beanies may be worn</li> </ol>			 Ventilation & CO <sub>2</sub> monitoring

	6. Continue to use refresh breaks, where all windows and doors are fully opened and preferably everyone exits the room for a few minutes each hour, if the conditions outside allow it. This allows the air in the room to quickly refresh.	
 Contact Tracing	Contact tracing is currently not required. Normal visitor protocols are followed	 Contact Tracing
 Covid Case Management	Cases of COVID-19 at Blockhouse Bay Primary will continue to be managed across all levels of the framework. Our Covid Support Team will support families who have Covid or are Household contacts to understand the MOH guidelines. Our school will inform staff, parents and whānau when there has been a case in their child's class and they were infectious in school.	 Covid Case Management
 School Closure	Closing Blockhouse Bay Primary School on site is an unlikely option in all colours of the framework. However, it may be considered where there is a high volume of cases in a school or when there is a lack of staff available. At peak times Distance learning may be offered to manage staffing shortages and community concerns.	 School Closure

Additional mitigations at each CPF/Traffic Light setting: Blockhouse Bay Primary School				
	Green	Orange	Red	
 Learning	Blockhouse Bay Primary School is OPEN for <b>on site</b> learning for all students and it is expected all attend at school unless they are sick or self isolating under medical advice. Support for off site learning will be provided for those waiting for a test result, self isolating or for children with complex medical needs, who are learning from home, following advice from a health professional. The Classroom teacher supported by designated staff will coordinate Online Learning for these children.			 Learning
Online Learning	Planning format is prepared for 'at school' delivery. Two staff members have responsibility to adjust to Online format if needed for children isolating for the above reasons	Planning format is prepared in Online Learning for the whole school as per 2021		Online Learning
 Face Masks	Risk assessment to be undertaken before procedure set at Green level.	While inside masks are <b>encouraged but not required</b> for Year 4-6 students and staff. Safe mask routines will be covered (storage of masks in tote tray, wash your hands). Parents may email teachers if they do not wish their child to wear a mask. For staff we recommend wearing a face covering if you are around people you do not know, or do not see regularly (e.g. RTL). We recommend wearing a face covering during	Masks are <b>required</b> for children and staff for Years 4 and up when indoors or in close contact with others unless they have an exemption. Encouraged (not required) for Years 0-3 teachers and for all staff during gate duty. Staff are encouraged to wear masks when speaking with other adults. Safe mask routines will be covered (storage of masks in tote tray, wash your hands) It is required that masks be medical - grade masks (Type IIR/Level 2 masks or above)	 Face Masks

		school pick up and drop off. Parents are encouraged to wear masks when on the school site when speaking to you and teachers are asked to as well.		
Timetable and Organization	Normal timetable and organization in place	Staggered timetable (2 ) is in place to minimise congestion. Children are allowed to play anywhere. Playgrounds can be used (maintain good hand hygiene)	Staggered timetable (3) is in place to minimise congestion. Children are allowed to play anywhere. Playgrounds can be used (maintain good hand hygiene)	Timetable and Organization
Children with complex medical needs	Children with complex medical needs can attend school with a plan in place to mitigate risk. Parents and whānau will need to work with the school to develop a plan to support attendance on site.		Children with complex medical needs (particularly those who are not vaccinated) should seek advice from their health professional about whether it is appropriate to come to school. Parents and whānau will need to work with the school to develop a plan to support attendance on site.	Children with complex medical needs
 BHB School Staff	Staff (teachers and Learning Assistants) are able to work across more than one group/class of students within BHB School. Relief teachers are able to work across different schools.		BHB School (teachers and Learning Assistants) will minimize as much as possible staff working across groups and classes of students. When they do work across classes, they will wear a mask, work either outside, in well ventilated spaces and for short periods of time. When unavoidable, relief teachers may only work at BHB School as well as others if they wear face coverings and physically distance as much as possible. They should closely monitor for symptoms, stay home if unwell, get tested.	 BHB School Staff
Staff Absences	Normal relief protocols apply		At Red a large number of staff may be unable to be at school. Some staff may be able to work from home and this will be utilized where possible.	Staff Absences
Itinerant staff	Staff such as itinerant music teachers and relief teachers will be able to work across different schools. As with all staff, they should closely monitor for symptoms, stay home if unwell, get tested if symptomatic, use the COVID-19 tracer app		Itinerant staff should work remotely if they are able to. They should only come to onsite school if it is agreed by senior staff that this is necessary. In this instance itinerant staff working across schools must wear face masks. They must work in spaces with good ventilation or outside. They must monitor for symptoms and not attend school if unwell and get a test.	Itinerant staff
Staff Rooms and Work Spaces	School staff room will be open to all. (At Orange the Te Whau staffroom will still be available for those who do not wish to use the normal staffroom) Outdoor eating areas (outside the Staffroom and Hub) will be available. Office and shared areas may be accessed. Staff will work in normal spaces except G5 who will continue to work in separate offices. Consideration will be given to ventilation and proximity to others and indoor mask wearing.		Assigned staff rooms will be used to reduce density and proximity of adults. Staff are encouraged to physically distance and eat outdoors. Access to the office area or shared spaces is limited. The G5 will work in different spaces and while on CRT, teachers work in different spaces. Resource rooms may be accessed - wear a mask, physically distance etc (Windows should be open)	Staff Rooms and work spaces
Meetings	Meetings held on site in normal spaces with H&S mitigation e.g. Hygiene		All meetings are held via Zoom	Meetings

	and Ventilation consideration. It is recommended staff wear masks inside.			
Class Organisation and Flexible Learning Spaces	Classes may work utilise Flexible Learning Spaces and work collaboratively in them. All classes in single cell classrooms will have a partner class within their team for support with delivery of learning, playground supervision and relief. For contact tracing purposes these spaces would be treated as one Bubble as there is no limit on numbers. If Covid-19 cases were within the school, classes may need to work as Bubbles. In this case the Class Bubble Organisation and Timetable would be implemented.			Class Organisation and Flexible Learning Spaces
 Visitors on site	Visitors may come on site, sign in on the Visitor register and wear an authorised visitor badge. Entry is via the Yellow Gate or the Office. They must also meet any other health requirements applicable at the time.		No non-essential visitors on site. Any visitors must sign in at the office. Entry during the day is via the office only to sign in and then the White gate is used. Gate Plan is in place - children are dropped off and picked up at the gate. Parents of New Entrants may enter school by arrangement (G5). They should wear face masks, scan in and where possible remain in outside spaces	 Visitors on site
Drop off and Pick up	Parents and Caregivers can enter the school grounds to drop off and pick up. They are asked to wear face coverings and physically distance (2m). Encouraged to do this through signage and community messaging	Parents and Caregivers can enter the school grounds to drop off and pick up <b>but are asked not to enter classrooms</b> . They are asked to wear face coverings and physically distance (2m). Encouraged to do this through signage and community messaging. Children may only wait for parents and whānau after school at the Yellow, Library or Countdown gate. Year 1&2 teachers bring children to their gate if parents are not at the classroom at 3pm.	Parents and Caregivers drop off and pick up students at the school gates. The Blockhouse Bay School Gate Plan is followed. Parents are asked to wear a mask and physically distance	Drop off and Pick up
 Essential Support Services and Agencies	Essential support services and agencies may be on site. These include Learning Support Service staff, Ministry of Education, Education Review Office, Police, Fire, Mobile Dental units. They are to follow the current Health and Safety protocols in place at BHB School such as face coverings are mandatory. They are recommended but not required at Orange and Green. Meetings which are able to take place on inline should. Professionals should only come to onsite school if it is agreed by senior staff that this is necessary.			 Essential Support Services and Agencies
 Large Events - Curriculum related	<i>These usually occur during schooltime e.g. Assemblies, Meet the Whānau Conferences, Makerfair, Inter school events During Classtime: School performances, Cultural Events, Pōwhiri</i>  When planning any large events BHB School will consider how to mitigate possible spread of Covid. -Large events or activities may take place inside. Students from other schools are permitted to be on site and must follow all health measures.	When planning any large events outside BHB School will consider how to mitigate possible spread of Covid. Consideration will be giving to supporting Hygiene practices and avoiding congestion  Curriculum related events may take place in person <b>outside</b> with unrestricted numbers  Activities with large numbers of students, may take place <b>indoors</b> after discussion with the principal with the following limits: • Te Whau (Stage and Tiered seating)	No Curriculum related events take place indoors  Stage 180sq m Te Whau 160sq m	 Large Events - Curriculum related

		<p>200</p> <ul style="list-style-type: none"> <li>• Stage only: 180</li> <li>• Te Whau only: 160</li> <li>• Te Manawa: 100</li> </ul> <p>All areas must be well ventilated. Students from other schools are permitted to be onsite and must follow all health measures.</p>		
 <p>Non-Curriculum Events and Activities</p>	<p>Events and activities are not curriculum-related if they occur outside of class time – particularly where attendance is optional. Non-curriculum related activities need to meet the requirements for events and gatherings under the framework when onsite and offsite. Some examples of events and activities that are not curriculum-related include: prizegiving events involving the wider community (parents and whānau), weekend sports, community use of swimming pool, Te Whau and Te Manawa, out-of-hours music sporting and cultural activities held out of school hours, school fairs and fundraising events, FAB meeting religious instruction during school hours (state schools only).</p>			 <p>Large events Non-Curriculum related</p>
	<p>Non-curriculum related events may go ahead following the CPF Green Level <a href="#">Events Guidelines</a></p> <p>Hiring BHB Primary facilities: These rules apply for those hiring our facilities e.g. Te Whau, Te Manawa</p> <p>No specific requirements for events. Students from other schools are permitted to be onsite and must follow all health measures.</p>	<p>Non-curriculum related events may go ahead following the CPF Orange Level <a href="#">Events Guidelines</a></p> <p>Hiring BHB Primary facilities: These rules apply for those hiring our facilities e.g. Te Whau, Te Manawa</p> <p>Summary: Activities with large numbers of students, may take place <b>indoors</b> after discussion with the principal with the following limits:</p> <ul style="list-style-type: none"> <li>• Te Whau (Stage and Tiered seating): 200</li> <li>• Stage only: 180</li> <li>• Te Whau only: 160</li> <li>• Te Manawa: 100</li> </ul> <p>Workers at indoor events and gatherings are required to wear masks. Students from other schools are permitted to be onsite and must follow all health measures.</p>	<p>Non-curriculum related events will not go ahead at Blockhouse Bay School</p>	
<p>Curriculum based only Intra-school sport and recreation (in school grounds, indoor and outdoor,</p>	<p>In class time there are no restrictions: <a href="#">Sport NZ Website</a></p>			<p>Intra-school sport and recreation (in school grounds, indoor and outdoor, curriculum based only)</p>
<p>Shared supplies</p>	<p>Shared supplies and equipment can be used. Students and staff undertake regular hand washing and stay away if sick.</p>			<p>Shared supplies</p>



Physical Activity and playgrounds	Break time activities include access to sports equipment and children may access PE equipment from the PE shed. Children wash their hands before and after playing with equipment and on reentering the class after breaks. At Ora	Rostered (via the timetable) use of the play spaces is followed to minimise congestion through the timetable. Break time activities include access to sports equipment and children may access PE equipment from the PE shed. Children wash their hands before and after playing with equipment and on reentering the class after breaks. Hygiene is followed	Rostered (via the timetable) use of the play spaces is followed to minimise congestion through the timetable. Playgrounds can be used (maintain good hand hygiene) congestion. Sports equipment is available from classrooms. Outdoor play equipment is available in the Pōhutukawa courtyard and Kōwhai decks. Hand Hygiene is followed	Physical and cultural activities/ playgrounds
Kapa Haka, Pasifika Group and Bollywood	Kapa Haka, Pasifika and Bollywood may go ahead <b>indoors</b> following the usual Health and Safety guidance and limits on spaces e.g. <ul style="list-style-type: none"><li>Te Whau (Stage and Tiered seating): 200</li><li>Stage only: 180</li><li>Te Whau only: 160</li><li>Te Manawa: 100</li></ul>		Kapa Haka, Pasifika Group and Bollywood may go ahead <b>outdoors</b> with the following guidelines: <ol style="list-style-type: none"><li>Avoid sharing equipment. e.g., poi, rākau. If equipment does need to be shared or passed between participants, they must thoroughly wash and dry their hands before and after use.</li><li>Maintain physical distance. At least 1m where practicable, and at least 2m apart if performing karanga, pao, waiata, or haka or speaking loudly.</li><li>Keep groups small. Large numbers of students gathering together should be avoided.</li><li>Use masks. During kapa haka practice inside and outside, we encourage the use of masks whenever this allows (for example, before and after practice or performing, or when practice or performance is paused).</li></ol>	Kapa Haka, Pasifika Group and Bollywood
Music, instruments, singing	When singing, practices and rehearsals can go ahead. Physical distancing of one metre is recommended where practicable especially for higher risk activities such as singing and using wind instruments.		When singing participants must be outside and two metres distant from each other. No singing should take place inside.  Wind instruments not to be shared and limited to home use, or outside only.	Music, instruments, singing
Shared Spaces	Te Manawa, Technology Room, Te Whau - PAC operate as normal. Swimming Pool may be used with cross over in pool area.		Te Whau -PAC and Technology Room may be booked. Te Manawa is available to be booked in two spaces: Library and Maker space (1m to remain between classes)	Shared spaces
Lunch eating for Ākonga	Children are to eat outside whenever possible, utilise desks and covered areas. Hand hygiene is essential. If it is too wet to be outside and children eat inside, encourage physical distancing. Ensure windows and doors are open.			Lunch eating for Ākonga
Drinking fountains	Open	Drinking fountains are not available. Children are asked to bring drink bottles to school		Drinking fountains
EOTC	Education outside the classroom (EOTC) activities can go ahead but will need careful planning. Any planning must include how to manage and support individuals with symptoms of COVID-19 and also those confirmed as cases when away on overnight trips or			EOTC

	camps.  Risk management Along with your usual risk management approach you will need to consider: <ul style="list-style-type: none"> <li>the importance of protecting those vulnerable to COVID-19 – do you know who in your staff, volunteers and student population may be at greater risk?</li> <li>if someone were to become seriously ill, are you able to respond to that, including the ability to isolate that person while you seek advice from a medical professional?</li> <li>working closely with the venue to ensure that any requirements for COVID are understood and can be met. This could include capacity limits.</li> </ul> More information can be found at <a href="#">EOTC guidance at Red</a>		
Care for Kidz	May open at all levels. Access is via all gates	May open. Care for Kidz follow the same H&S protocols as B&B Staff Access for children and parents is via the white gate for drop off. Pick up: Before 4.15 staff escort children to the Yellow Gate. After 4.15 parents enter via the White gate	Care for Kidz
Community Groups hiring our facilities	Playball, Bay Lynn Music Festival, Kidz for Drama, Skateboarding  Whether groups may use our facilities is negotiated with the principal or designated person. Numbers are limited to: <ul style="list-style-type: none"> <li>Te Whau (Stage and Tiered seating) 200</li> <li>Stage only: 180</li> <li>Te Whau only: 160</li> <li>Te Manawa: 100</li> </ul> The organiser will also provide in writing a plan of how they will ensure that the Covid 19 Protection Framework adhered to. Particular consideration will be given to entry and exit to the facility, hygiene protocols, cleaning, ventilation and any other relevant issues.  The Covid Protection Framework- Red, Orange or Green for Sport or Events will be followed by all groups hiring our facilities		Community Groups hiring our facilities
Emergencies	Our normal systems are in place for Fire, Stay Inside (Lockdown) and Earthquakes. An emergency overrides all CPF protocols. Regular Drills will take place at all CPF levels.		Emergencies