

COVID-19 Alert Level 2 - Returning Safely back to Tauranga Girls' College

Operational Guidelines for TGC whānau, colleagues and students

The overarching aim of Alert Level 2 is to have you safely back at school with a few 'new normal' requirements. We will do this by ensuring that TGC;

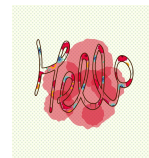
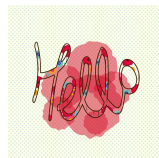
- Reduces the risk of someone getting infected in the first place
- Is confident in its ability to identify and contact anyone who becomes infected by following its pandemic plan and MoH guidelines
- Be safe and sensible in our approach as Level 2 is not business as usual
- Meet the Government's expectation of having everyone return back to school
- *Parents/whānau/staff/students who feel vulnerable have the opportunity to discuss additional measures that they feel may be necessary in order to have the confidence to return (parents talk to the Year Level Dean, Support Colleagues to the Business Manager, Teaching Colleagues to the Principal).*

Our reference points and guiding philosophy

- [Worksafe website: Alert notifications during COVID-19](#)
- [Education website: What Education will look like at Alert Level 2](#)
- [Ministry of Health website: Information about COVID-19 relevant to New Zealand](#)
- To encourage a safe and respectful work environment with clear processes and good communication as we transition from Alert Level 3 into 2.
- To be kind, empathetic and flexible as we restart school under a new normal

Well-being focus

- Stay home if unwell, eat well, keep hydrated, sleep well, seek help when required.
- If unwell, students will be sent to the Health Centre where contact will be made home to collect the student. Colleagues who present unwell will be required to go home.
- Anyone who presents with COVID [symptoms](#) should seek advice from the Health line 0800 358 5453 and be tested. Remain home self isolating until test results have been received.



Feeling Unsure about returning?

- At Alert Level 2 schools are safe to reopen and we are looking forward to your safe return. We take ALL alert levels seriously.
- We encourage you to talk to someone at home about the transition from remote learning to onsite learning as this has been new for all of us. Talking helps to process what has been happening and makes it easier to move from one space into another again.
- An additional well being room will be set up for students - details to follow on the location/staffing.
- Several staff and students of essential workers have been attending school during Alert Level 3, all are well and have taken seriously their role in supporting Alert Level 3 measures.
- Only bring items that are essential for your learning. It allows you to take control of what you use. Sharing is not recommended.
- Wearing of any mask is not necessary at school, nor is it recommended.
- See opening bullet points should you require further information about your safe return.
- Talk to a member of the Guidance or Pastoral or Learning Hub ([staff contact list](#)) if you require further information to support your daughters return.

Physical Distancing

- Physical distancing is a good precaution. In school no one should be rubbing shoulders or breathing on each other
- Classroom furniture where practicable will be moved to meet distancing recommendations. This could be in a variety of configurations.
- All classes/shared spaces will have access to **hand** sanitizers and cleaning products
- Hygiene practices emphasised to support physical distancing

Contact Tracing requirements

- Contact tracing systems have been set up and have been in operation since Alert Level 3 - this applies to ALL students and colleagues (including relievers)
- Contact tracing reminders will be in Periods 3 and 5, students AND teachers spend the first 2 minutes logging their break time movements on the Google contact tracing sheet. Kamar will record attendance for all 5 periods.
- The school office/reception will be applying contact tracing requirements for all visitors.
- Contract workers have provided a Health and Safety Plan for their employees.
- We recommend that everyone keep a diary of their movements before and after school hours.
- Contact tracing documents will be provided to assist the MoH should this be required.

CONTACT TRACING:
A KEY TOOL AGAINST
THE SPREAD OF COVID-19

Cleaning and Hygiene

- Cleaning staff have been cleaning the College and will continue to focus on deep cleaning ahead of opening
- Focus on touch points such as doors, shared spaces
- All classes will require hands to be sanitized upon entering the room
- Desks/chairs will be cleaned between one class and the next
- Bathrooms have additional soap and paper towels
- Attention to good hygiene practices is key at all Alert Levels, including Level 2 so there are posters reminding everyone of this
- Bathrooms will be cleaned regularly with special attention to touch points
- Wearing of masks is not required at school nor it is recommended by the MoH.



Classrooms, Teacher workrooms and shared spaces

- Hand Sanitizers are in all classrooms
- Class sizes need to meet school distancing requirements
- Desks may be re-arranged to meet distancing requirements but also to suit learning / opportunities to collaborate
- Disinfectant sprays and disposable paper towels to be used on desks between class use
- Limit sharing and where necessary, apply disinfectant or wipes as appropriate
- Sitting in the same seat each lesson does not apply in Alert Level 2 but students should limit their movement during the lesson where appropriate
- The library is safe to utilise, as is visiting the guidance rooms, deans, IT Office and other shared spaces provided you are well and follow hand hygiene expectations
- The canteen will abide by food preparation guidelines and will operate safe distancing protocols
- There is no requirement to stick to one bubble, thus allowing 'option' subjects to be enjoyed
- Drinking fountains should only be used for filling water bottles

Only designated staff to use the staff kitchen. Colleagues are encouraged to access their learning area kitchens and be mindful of touch points. Any colleague working on campus must be self-sufficient and bring their own food (note canteen will be operating) and refreshments, equipment and a cup and thermos. Any colleague using the staffroom must maintain physical distancing.

Devices and other tools for learning

- Students who were loaned laptops/chromebooks during the lockdown will return these on their last day of school in Term 4. They must bring them to school each day.
- Students who were loaned text books and other materials during the lockdown should return these items on Monday 18 May when school reopens.
- If a student forgets to bring their chromebook, they will be issued one from the IT office following hygiene guidelines. This must be returned at the end of the school day at 3.20pm
- Workshop tools, sewing materials, hospitality equipment etc can all be used with good hand hygiene practices
- Hygiene practices apply when using shared touch points such as photocopying machines



EOTC/Field Trips

- Field trips could potentially go ahead but will need careful planning. Along with usual risk management approach consideration needs to be given to:
 - Symptoms of COVID-19
 - Protecting the vulnerable especially those with respiratory illness
 - Protecting if someone were to become ill with a serious illness, including isolating them until medical attention can be given
 - Appropriate PPE and the ability to clean hard surfaces if someone were to become ill with flu, gastro bug, COVID-19 etc

Gatherings and events

- Assemblies are permitted provided physical distancing can be maintained. There are no restrictions on numbers in attendance, educational facilities like school are not defined as 'mass gatherings' as these places are 'managed'
- Where out of school visitors also gather, Alert Level 2 gathering restrictions apply - **10 people** This applies to school balls, productions, celebrations etc
- Inter-school activities can go ahead although there will be limitations due to contact tracing needs and gathering size limitations

Sport

- Physical activities (on school grounds) including shared equipment can go ahead. Physical distancing is not possible in some sporting activities. In these situations extra emphasis on hand washing and drying or using hand sanitizer before and after activities is important as is cleaning of equipment
- The Colleges extracurricular sporting programmes could re-engage under the guidelines of [Sport NZ](#) and other appropriate advisory groups
- College sports teams will be able to begin training programs provided they meet contact tracing and hygiene guidelines

Physical Education and Recreational Sport

- Students are permitted to participate in sport, during PE class and at break times
- Shared equipment should be cleaned regularly
- All 'playground' equipment can be used in line with public parks and recreational spaces
- Students can bring their own equipment to use but should maintain hygiene practices



Cultural Activities/Arts

- Practices and rehearsals will be able to go ahead (note physical distancing recommendations of 1m where practicable for singing and wind instruments)
- Itinerant music lessons - are all good to go provided physical distancing and contact tracing documentation is met
- Drama/Dance can continue, physical distancing may not be possible. Hand washing and hand sanitizer before and after activities is important as is the regular cleaning of equipment
- Performances where visitors are attending, including parents/caregivers, will need to align with public health requirements for gatherings

- Connecting with community arts and cultural organisations can begin provided they meet public health requirements and contact tracing guidelines



Departure from the school campus

- The school day concludes at 3.20pm at which time students will leave the classroom for home. Bus Duty colleagues, please be prompt.
- When returning home, colleagues/students should follow the recommended hygiene measures. On returning home wash your hands first.

Meetings - Planning and Preparation

- Learning Area, Pastoral and other hui/ meetings will continue with safe physical distancing otherwise via Google Meet
- A combination of Face to Face and Google Meets should be considered where appropriate, especially where little discussion is required.
- Colleague briefings will be held in the hall Monday and Friday at 8.20am to ensure physical distancing guidelines

Will Remote Learning continue?

- Adapted remote learning will continue for those e.g self isolating/quarantine
- Face to Face learning is the main modom of learning back at the College. It allows for discussion, interaction, collaboration and different perspectives WITH others during real time although using devices are tools we also use to support learning



Year 13 privileges

- If in Period 1 and 5 you don't have a class, you may start late or leave early provided you meet contact tracing requirements
- You should not go to the shops during school hours, including break times or study periods, bring what you need with you.
- Head Students, Prefects and those leading committees can begin these again provided they meet physical distancing, contact tracing and hygiene requirements
- The common room is open to Yr 13's provided physical distancing, hygiene and contract tracing are met. Students should not use the kitchen unless bringing their own utensils etc

Managing Emergency Evacuation

- Fire alarms and other emergencies may require the evacuation of buildings or contain a lockdown situation. The priority in these situations is to keep students and staff safe from the threat arising in the emergency event.
- All normal emergency procedures will be followed [Tauranga Girls' College Emergency Management Plan 2020](#)
- The evacuation zones are indicated in your classroom/office
- Reporting an incident. Staff will continue to use the link to the google form set up by the Health and Safety Committee to report incidence or near misses.

Catching the Bus?

- School bus transport is exempt from physical distancing and gathering guidelines
- Seats nearest to the driver are **not** to be used
- Buses will resume normal operations when school returns

SCHOOL BUS

Some changes since you were last at school

- G block is being painted
- C Block has a full disability bathroom being added to it so be aware of the Health and Safety barriers and keep away from construction.
- Your hair isn't the only thing that you may want to cut, our lawns and gardens have also been under lockdown so give the team a chance to sort them out for us

The Good news about returning to 'The School of Choice for Girls' on Monday 18 May

- YOU CAN do this! Your/our safe return is important to all of us and it begins with your return
- As a TGC family/whānau, we can support one another through Alert Level 2 as we did in Alert Levels 3 and 4
- On the first day back, **Monday 18th May**, go directly to your whānau class, we want to say kia ora, how have you been and welcome you back! **Be at your whānau room by 9.00am and dont forget its time to be in school uniform.**
- **Period 1 will then begin at 9.15am (and end at 9.40am)**
- Teachers/colleagues, SLT look forward to welcoming you all back with a korero in the **hall at 9.15am on Friday 15th May**. This day is a Remote Learning Day for all students as teachers plan and prepare for a safe return so please no google meets at this time.
- Support Colleagues, will be returning on Thursday 14th May
- The first week back will be a chance for all of us to check on 'our' progress since we last met face to face. Timetable or assessment changes may need to be made. Teachers too will use this time to re-think their learning and teaching plans. It's a week to sort things out and get back into school mode!
- Make sure you ask for help, ask questions and get the support you need. WE are all in this together and WE all count. Kia Kaha TCG!!

This document will be reviewed on 28 May in line with the Governments review plan .