



The overriding principles for Alert Level 2 are:

- to minimise the risk that someone gets infected in the first place
- to ensure we can identify and contact anyone who has been in close contact with a person,
if someone in a school is infected
- understand that Level 2 is not business as usual

Helpful Links

- [Handwashing](#)
- [Cough and sneeze etiquette](#)
- [Cleaning surfaces](#)

Our key actions are:

- reinforce good hygiene practices.
- insist people with COVID-19 symptoms or who are unwell in any way stay away from school.
- maintain physical distancing where practicable.
- keep track of people that enter our school .

General Principles

- Schools are not considered mass gatherings. As such, the restrictions around indoor numbers do not apply.
- Insist people with Covid-19 symptoms or who are unwell in any way stay away from school.
- Botany Downs Secondary College will maintain a daily register of who is on site (staff, students, parents/caregivers, contractors, and visitors).
- Staff and students must stay home if they are self-isolating due to contact with someone with Covid-19.
- All students are to be on-site as per their timetables.
- Physical distancing is good practice. This means that staff and students maintain physical distancing 'so that they are not breathing or touching each other at all times'.
- Personal hygiene practices must be followed:
 - Hand washing and drying
 - Cough and Sneeze etiquette
- Hand Sanitiser is available for each classroom for occasions when handwashing with soap is not practical.
- Staff and students are not to share equipment, keep equipment separate. Clean equipment after use.

Good Hygiene Practices

- Good hygiene practices need to be reinforced regularly – regular washing and drying of hands and good cough and sneeze etiquette remain fundamental to preventing spread of illness such as colds, flu and Covid-19.
- Staff and students are encouraged to bring their own sanitiser.
- Toilets - students and staff to wash hands thoroughly (regular hygiene practice) after toilet breaks. Posters promoting good practice in handwashing areas.
- Interval/Lunchtime: Before eating students need to wash or sanitise their hands.

Contact Tracing

- We will keep track of people that enter our school through our attendance system (KAMAR), contact trace registers.
- All visitors / contractors will be required to sign in using contact trace registers at designated service desks.
- Seating Plans: Students should sit in the same seat/desk each lesson. Teachers to record a seating plan for each of their classes.
- Students will be encouraged to keep their own record of who in addition to their classmates they are in close contact with each day and outside of school.

Physical Distancing

- Young people and staff should be far enough away from each other, so they are not breathing on or touching each other. There is no set distance but where practicable 1 metre can be used as a guide.
- There are situations where physical distancing is not possible, such as some sporting activities. In these situations, extra emphasis on handwashing and drying (or cleansing with hand sanitiser) before and after activities and regular cleaning of equipment is very important.

Cleaning

- Disinfectant and paper towels/ chux clothes will be provided for each classroom for occasions when handwashing is not practical.
- Daily routine: Each time a teaching space is used for first time that day, desks and chairs will be sanitised.
- Sit down lunch protocols will be the same as prior to lockdown, use of classrooms, commons and back of the whanau. Tutor classes allocated to specific classroom or spaces.
- Whanau Commons and classrooms: all tabletops and chairs will be sanitised at the end of sit-down lunch.
- Good hand hygiene must be followed prior to and after use of photo copiers.
- Contracted cleaning company to disinfect high use touch points eg door handles, switches, handles

Note: these actions are in addition to the school wide cleaning schedule by commercial cleaners

Communication

- Ensure Covid-19 signage and information is displayed and available for all students, staff and visitors onsite.
- Conduct regular updates with staff and ensure most up to date information and version of plan is being communicated.
- Encourage staff to raise any Covid-19 related concerns or breaches with Management as they arise.

Student Services and Health Centre

- The Student Services waiting area is dedicated to health centre patients only.
- If a student is unwell with respiratory symptoms (cough, sore throat, shortness of breath, blocked nose, with or without fever like) send student to the Student Services with a note and their bag
- If required, the Nurse will arrange for the parents to collect
- Health Centre will have a dedicated isolation room

Visitors

- Visitors (including parents/caregivers) are allowed on site, but their details must be recorded on a register for contact tracing as set out by Ministry of Health.
- Register to record contact details will be available at the following locations:
 - Main reception
 - Student Services
 - Finance Centre
 - International Department
 - Uniform Shop
- Visitors need only record their details at one of the above locations