

These protocols should be read in conjunction with the following documents:

[Papamoa College Campus Protocols](#) How Alert Level 2 conditions will impact school life on campus

[Reception Student Services Sick Bay Protocols](#) Specific detail for these areas

[Property Protocols](#) Specific detail for the area of property

The following protocols outline how Papamoa College will operate under Alert Level 2 conditions.

Play it safe! Take a cautious and sensible approach.

Good hygiene practices include:

- Staying at home if sick. If you get sick during the day then you will need to go home.
- Washing hands with soap and water for at least 20 seconds.
- Avoiding touching your face.
- Sneezing/coughing into your elbow, or a tissue that is immediately disposed of in a rubbish bin.
- Sharing of drink bottles by students is not a hygienic practice

Scan the COVID QR Code and turn Bluetooth on.

Sign registers wherever you go.

Physical distancing is observed when practical on campus

- Maintaining a suitable distance from other people, especially people you don't know.
- 1 metre inside, 2 metres outside where practicable.
- If you can breathe on someone or feel someone else's breath, then move away if possible
- Respecting other people's personal space

## Attendance

Attendance on campus for students and staff will be recorded accurately and in a timely manner.

The normal absence notification processes will be used.

Students and staff leaving campus during the day need to sign out at Reception.

Students late to school or signing in during the day need to do so at Student Services.

## Bikes

Students are able to bike to school as normal.

When using bike racks at the beginning and end of the day, students should be mindful of physical distancing guidance.

## Break times

All areas on campus will be available at break times as per normal, with students and staff complying with physical distancing and hygiene protocols, where possible.

Sports equipment can be used, but need to be cleaned after use and good hygiene practices must be applied.

Year 13 students will still be able to leave at lunchtimes following the normal sign out procedures.

When off campus at lunchtime, students must comply with physical distancing and hygiene requirements.

When returning to school, students must wash their hands/use hand sanitiser.

## Bus Transport

School bus services will operate as per the bus companies instructions.

Students will receive specific instructions on how to maintain safety when on the bus.

At school, queues will be managed in order to maintain physical distancing requirements.

Students should wash their hands once they arrive at school.

## Calendar

If you have changes to ETOC, activities or events please ensure you update the calendar ASAP and any changes to teacher relief required.

## Campus Cafe

The Campus Cafe and caravan will endeavour to operate as normal.

Duty staff will help to maintain physical distancing in the student queues.

### Cleaning

The campus will be cleaned daily. High touch surfaces (including door handles and handrails) will be cleaned regularly throughout the school day.

The cleaning process will use approved disinfectant and cleaning methods.

All bathrooms on campus will be cleaned daily with regular checks made to maintain a high standard of cleanliness and to restock supplies etc.

Hand sanitisers will be available in all staff office spaces and kitchenettes.

Hand sanitisers will be available at entry points to buildings.

Learning communities and specialist areas of the school will be provided with disinfectant, wipes and gloves.

### Contact Tracing Register

A Contact Tracing Register will be maintained at Reception, that will require all visitors to campus to complete.

### Couriers & Contractors

Meeting room POD1 is set up as a drop-off and sign in area for Couriers and Contractors.

### Drinking fountains

Drinking fountains will be available.

Students must have clean hands and should not touch surfaces with their mouth.

Students are encouraged to bring a water bottle to school as an alternative to using the drinking fountains.

### Education Outside the Classroom

Normal EOTC application processes will apply.

The restrictions of Alert Level 2 will be taken into account when approving EOTC events.

Not all events will be able to comply with these restrictions.

### Emergencies, Accidents & First Aid

Emergency procedures will be followed as normal.

First Aid emergencies will be responded to as normal, but with the use of PPE where necessary.

### External users of campus facilities

All external users of the campus facilities will abide by all hygiene practices, physical distancing and limits on maximum numbers for gatherings.

Cleaning of surfaces and bathrooms will be required upon the conclusion of facility use.

A contact tracing register must be maintained for specific events.

If public health requirements and school expectations are not followed then permission to use campus facilities will be revoked.

### Guidance Counselling

The guidance counselling service will be available for students and staff.

Booking instructions at Student Services must be followed.

### Health Centre: School Based Health Nurse

The Nurse will be available for health advice and guidance as normal.

The Nurse will follow good hygiene practices at all times with students and staff and may on some occasions use PPE.

Visitors to the Health Centre will wash their hands before entering, and surfaces will be cleaned between visitors.

### Library

The library is open, but is unavailable as a space for sitting and reading.

Limits on the number of students in the library will apply.

The book returns box will be located outside the library.

Returned books will be cleaned following recommended cleaning protocols.

Library users must follow all instructions on display at the library.

### Movement around campus

When moving around the campus, keep left where possible on paths/stairs etc.

Use good manners, be patient and respect other peoples' space.

Use the nearest entry and exit point to your inside destination.

Doors will be latched back where possible.

### Performing Arts Activities

Physical distancing should be applied where practical.

Singers should be at least 1 metre from another person.

Musical instruments that need to be shared should be wiped down between users.

Wind and brass instruments should not be shared.

Students should wash their hands before and after they play a musical instrument.

### Physical Distancing

Wherever possible, a distance of 1 metre inside and 2 metres outside should be maintained.

### Physical Education

Contact activity during Physical Education will be allowed as long as good hygiene practices are followed before and after activity.

Sports equipment will be wiped down after use.

### Physiotherapy

The Physiotherapy service will be available for students and staff as normal.

The Physiotherapist will follow good hygiene practices at all times with students and staff.

### Reception

Reception will be open from 8am-4pm weekdays.

Visitors will need to follow the instructions regarding hygiene and distancing (especially when queuing) on display.

Waiting chairs will be plastic in order to be easy to clean and be spaced out.

### Sickbay

Any student who needs sickbay services will be initially treated but then required to go home.

Parents/Caregivers will be contacted.

Staff will use PPE when working with sick students.

### Sport & Recreation

Sport & Recreation activities will resume once information regarding good hygiene and good practice is communicated to and understood by all involved.

The specific requirements from individual sporting code organisations will be followed.

Spectator crowds must not exceed 100 people and spectators will be required to sign a contact trace register.

Relevant sporting equipment will be wiped down regularly.

### Staff Lounge

The Staff Lounge is available, but only for staff.

Very high levels of hygiene must be practiced and physical distancing must be maintained.

There will be no shared kai.

Staff are encouraged to reduce the amount of food preparation for eating on campus.

Surfaces and equipment will be regularly cleaned throughout the school day.

Meetings should not occur in the Staff Lounge.

### Staff Meetings

Meetings with staff will observe physical distancing requirements. Online meetings may also occur.

### Student Meetings & Assemblies

Meetings of large numbers of students will observe physical distancing requirements when possible.

### Student Services

Student Services will be open from 8am-3.45pm weekdays.

All visitors, staff and students will need to follow the instructions regarding hygiene and distancing (especially when queuing) on display.

Visitors will be required to sign in if they visit Student Services.

Waiting chairs will be plastic in order to be easy to clean and be spaced out.

### Visitors

All general visitors to campus will be required to sign in at Reception, and follow the instructions provided.