

# COVID-19 Announcement

## Protocols at Level 2

Updated 19/5/2020

## St Matthew's Collegiate



**Be kind. Check-in on the elderly or vulnerable.**  
Make a difference by:  
- checking-in on any elderly or vulnerable people you know  
- dropping supplies to those at home sick.  
Find out more at [Covid19.govt.nz](https://www.covid19.govt.nz)  
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**Cough or sneeze into your elbow**  
It keeps the virus off your hands, so you won't spread it to other people and make them sick too.  
Unite against COVID-19  
Find out more at [Covid19.govt.nz](https://www.covid19.govt.nz)  
© NZ Government

**Washing and drying your hands kills the virus**  
Wash often. Use soap. 20 seconds. Then dry. This kills the virus by bursting its protective bubble.  
Unite against COVID-19  
Find out more at [Covid19.govt.nz](https://www.covid19.govt.nz)  
© NZ Government

**Stay home if you are sick**  
Call your GP before visiting them. Or call Healthline on 0800 358 5453.  
Unite against COVID-19  
Find out more at [Covid19.govt.nz](https://www.covid19.govt.nz)  
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# Protocols Update at Level 2

Updated 19/5/2020

## Arriving at school

### Yr7-11

On arrival at school go to your locker if needed then go straight to your year level zone

Remain in your zone until morning assembly/meeting/chapel if taking place OR until period 1

Remember to stay 1m apart from all other people and don't share phones, water bottles etc

- Years 7/8 : outside area and field at the back of lower classroom block, if wet, use room 10 and 11
- Year 9: playing field by gym, if wet, use gym
- Year 10: back deck (between upper and lower classroom blocks, and the lawn area. If wet rooms 2, 3 and 4
- Year 11: front deck area and sculpture lawn, if wet rooms 6, 7 and art room for art students only.

### Yr12 and 13

#### **Monday and Thursday**

- Don't arrive at school until just before your bus is due (8.10)
- Day girls: If you need to arrive earlier go to the seminar room and lawn in front of seminar room. This is the yr12/13 zone. Or wait in your car.
- Boarders – stay in boarding house till just before 8.10
- When bus arrives get straight on your allocated bus and don't gather with others

#### **Tuesday, Wednesday and Friday**

- If you have been advised via the app that there is a meeting (chapel or assembly) on these mornings go straight to the venue and sit 1m apart as indicated. Do not gather in groups. You will be dismissed from the meeting by bus number.
- If there is no meeting for you then arrive just before your bus is due (8.40am) Day girls: If you need to arrive earlier go to the seminar room and lawn in front of seminar room. This is the yr12/13 zone. Or wait in your car. Boarders – stay in boarding house till just before 8.40. When bus arrives get straight on your allocated bus and don't gather with others

#### **Leaving School – all girls**

- Do not gather in groups/huddles
- If you walk/cycle home leave school straight away. Do not wait and chat with others at the gate.
- If waiting for a bus, if it has arrived get on straight away otherwise please wait 1m apart down the school driveway at the red marker points.
- If waiting for a lift, do so in a safe position standing 1m apart from anyone else.

- Senior girls- when arriving back at St Matthew's exit the bus and leave immediately, do not linger and gather. If driving home after exiting bus, take care.

### **Personal**

- Physical distancing – where possible we are encouraging everyone to maintain a 1m physical space, your own personal bubble.
- Avoid touching your face
- No physical contact with other people
- No sharing phones
- No sharing drink bottles, lip balms, etc
- Wash your hands thoroughly, 20 seconds, at least once during the school day
- Sanitise your hands every time you enter a room
- Eat outside unless told otherwise by teacher
- Bring own hand sanitiser, (sanitizer also will be provided in classrooms)
- Don't share scarves, PE gear or any other uniform items

### **School wide**

- Leave heat pump controls alone, we need to maintain buildings at a set temperature
- Don't use water fountains, please bring own water bottle. This can be refilled in common room and PE foyer at interval or lunchtime. Sanitise hands before use.
- If using photocopiers follow instructions provided next to machine
- Upper classroom block please enter by external doors as this is where sanitiser will be found

### **Emergency evacuation**

- In an emergency the first priority is to follow the evacuation procedure quickly to vacate the buildings.
- On arrival at the log cabin we will then line up in whanau groups as normal where we will observe physical distancing.

### **Lockers**

- Use only your own locker
- Don't congregate around lockers
- If its crowded near your locker stand back and wait
- Outside of lockers will be sanitised by cleaners at end of every day

### **Overflow room**

- Will not be open during week 6, only bring PE gear as NO sport in week 6

### Common room

- Use only as a locker bay or to fill water bottle – go to your locker then leave, no sitting and gathering

### Toilets

- To minimise queueing at toilet blocks each year level is allocated a toilet area.
- Use toilets during interval and lunchtime, don't ask to be excused during lessons unless an emergency!
- Sanitise hands before entering toilet block
- Wash and dry hands after using toilet
- Queueing, 1m distances

Yr7/8 - gym, visitor's toilets

Yr 9 - gym home toilets

Yr 10 and 12 - day-girl toilets

Year 11 and 13 - little dorm toilets, entry via side door near chapel

### Lessons

- Sanitise hands as you enter the room
- Use only your own computer
- Classrooms have been set up with spacing. Please leave desks and chairs where they have been placed.
- Desks and chairs to be sanitised at the end of each lesson – **instruction will finish 5 mins before end of lesson** for this to happen.
- The last class in a room for the day will sanitise desks and put chairs up.
- Sanitising cloths to be dropped into laundry basket next to lost property in common room at the end of the day

### Interval and lunch time

- You will be in set areas for these times. Remain outside for these times. You will be told if it is OK to use the inside space. This is to minimise cleaning of rooms. Please remember your physical distancing and hygiene.
- Years 7/8 : outside area and field at the back of lower classroom block, if wet use room 10 and 11
- Year 9: playing field by gym, if wet use gym
- Year 10: back deck (between upper and lower classroom blocks, and the lawn area. If wet rooms 2, 3 and 4
- Year 11: front deck area and sculpture lawn, if wet rooms 6, 7 and art room for art students only.
- Year 12 and 13: grass area outside seminar room, if wet, seminar room

### Dining room

- Lunch times will be split as they were before lock-down began, see daily notices for your lunchtime slot
- Queueing for lunch, stay 1m apart, you will be directed by staff
- Seating in dining room will be 1m apart, zigzag across the tables
- Sanitise hands
- Collect a tray.
- Food will be served to you, don't help yourself
- Water will not be available, **please bring your drink bottle**
- Return dirty dishes etc to trolley as normal
- Tables will be sanitised between lunch sittings – SMOSLs will do this.

### Chapel and Assemblies

- Sanitise hands before entering
- Sit as indicated with 1m spacing
- Leave as directed to avoid overcrowding exits
- Smile and sanitise on your way out rather than shaking hands etc.

### Medical

- If you are feeling ill before school, be safe, stay at home.
- If you feel unwell during school time, go to the office **on your own** and see Mrs Traill.
- You will sign out and go to Main House to the sick bay.
- If you are coughing, you will be given a mask
- **Don't** phone your parents, this is Matron's job and helps us with track and trace.
- Matron will decide if you go back to class, remain in sick bay, or be collected by parents.
- If returning to class, you must sign back in with Mrs Traill.

### Library

- This will be open, but numbers will be limited
- Bean bags will not be available for use and seating will be spaced apart.
- Remember to queue 1m apart to take books out
- Computers will be available to borrow through the library as normal. They will be sanitised before and after use.