



Greetings to all members of the College Community.

I hope that your families are all well and looking forward to the move to on-site teaching at Alert Level 3 ?

Following the Government's announcement, De La Salle College will open on-site teaching for Years 11, 12 & 13 on **Wednesday 27th October.**

Here is a brief outline of the operational changes we will need to make to meet the Public Health guidelines for school plus our own Health and Safety rules.

I ask that you read the Health and Safety Guidelines so that we are all very clear of these expectations on us for keeping ourselves and all others safe.

De La Salle Health and Safety Plan Covid Level 3

In line with directives from the Ministry of Education and Ministry of Health:

The key principles for Alert Level 3 at De La Salle are to:

- Reduce the risk of someone getting infected in the first place
- Ensure we can identify and contact anyone who becomes infected
- Understand that Level 3 is not business as usual and that we all must enforce the Health and Safety guidelines.

Practices: The key controls for De La Salle College are:

- Reinforcing good hygiene practices – 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

- Insisting people with COVID-19 symptoms or who are unwell in any way stay away from school
- Maintaining physical distancing where practicable - in schools at Alert Level 3 this means young people and staff maintaining a physical distance so that they are not breathing on or touching each other.
- At break times our teachers will be on Duty promptly.
- Keeping track of people that enter school – through our Attendance register, timetable and visitor register QR Code
- Parents are asked to keep any sick children home from school. Procedures will be in place for students who are unwell to be sent home, our College Nurses will make direct contact with Parents if they believe that a student needs to be taken home.
- Good hygiene practices will be reinforced by regular messages from staff and by posters around the school.
- Hand sanitiser will be available in all rooms throughout the school.
 - In addition to our regular cleaning schedule, high touch surfaces will be cleaned at least once daily. High touch surfaces are door handles, taps and table tops.
- Cleaning products will be available in every Teaching room so more frequent cleaning can take place.
- Face Masks are **COMPULSORY**, staff will be provided with Face masks, a pack of gloves and sanitizer on their return to school. Students must have their own Face Masks.
- Contact details of all visitors to the school will be recorded to enable contact tracing, as per the normal sign-in system in the front office. These details will be kept for at least two months.
- The Tuckshop will have a health and safety plan in place for the safe distribution of Lunches.
- Student Attendance records will be rigorously maintained

Guidelines for staff:

- All Staff will be given a Personal Safety pack containing gloves, masks and Hand sanitiser.
- Unless required to self-isolate on public health advice all employees are able to return to work on site, but are asked to do so in a safe and conscientious way.
- People at higher-risk of severe illness from COVID 19 (eg those with underlying medical conditions, especially if not well-controlled) can return back to work. Any employees in this

situation should speak with the Principal to ascertain the safety provisions on site are sufficient for them to return to work.

- Employees who cannot return to work for any reason must arrange to have a personal discussion with the College Principal.
- Where a person is not able to return to work as normal due to an underlying health concern they should provide the school with appropriate medical evidence to support this request (such as a medical certificate obtained from a Health Specialist).
- At break times teachers must be on their assigned Duty on time. . For the period of Level 3 they may be asked to do more duties than is the norm. It is their responsibility to enforce the social distancing protocols.
- Staff may be asked to shift their workspace to enable physical distancing. Alternative spaces will be provided.
- Staff such as RTLB, itinerant music teachers and relievers will be able to work across different schools.
- Employees are expected to resume their usual childcare arrangements, if needed. Some flexibility may be required if all usual childcare options are not available.
- Contact tracing registers will be in place for any visitors to the school.
- Our timetable structure enables us to identify and record which spaces students are in during the day and who their teachers/support staff are. Attendance records will be rigorously maintained.

Other guidelines:

- Teaching spaces can be used by different student groups/classes.
- The Library will not lend books under level 3.
- Equipment in specialist rooms will be regularly cleaned.
- There will be a distancing procedure for visitors and students waiting at reception.
- There will be no Levels assemblies or full school assemblies at DLS under Level 3. Year levels will focus on communication through Homeroom classes.
- There will be no inter-school events or events requiring the attendance of people from outside the school under Level 3.
- There will be no field trips, visits to or from other schools under Level 3
- Sports practices are on hold at Level 3
- The school bus Company has not replied to our contact, so we must assume that they will not be operating. Our preference is for our students to be dropped at school in their family vehicle.



Guidelines for Students

1. ***Washing hands*** – Soap, hot water and paper towels are provided in all College Bathrooms. As boys enter and exit classes, hand sanitizer will be provided. Surfaces will be wiped by Staff after each class. Students are welcome to bring their own personal hand sanitiser.
2. ***Social Distancing***- While in school students will be distanced 1.5 metre apart. During Morning Interval and Lunch students will be actively encouraged to stay 2 metres apart. At this time, they are not allowed to play any sports that involve the use of balls and must not have any physical contact. Students will line up 1.5 metre apart prior to entering each classroom and they will be released at spaced 1.5 metre intervals at the end of each class to reduce contact with one another. We ask Parents to remind their son that he must not gather in groups at the Rosella Rd shops or any local shops before or after school.
3. ***Health and Well-being*** - If a student is showing any signs of sickness, he must stay at home. The School Health Nurses will be on site to check students. The two College Guidance Counsellors will also be available to any student who wishes to see them.
4. ***Entering the school*** – We expect all students to enter the College grounds between 8.00am and 8.30am. We do not want students to be on site before this time as we cannot manage safety. Parents may drop their son off at the bottom of the school driveway but must not leave their vehicle.
5. ***Transport*** – Buses and trains will operate as usual, students will be expected to keep safe social distancing of 1.5 metre. This must be managed by our students themselves as there will not be College Staff on any Buses or Trains to manage this. Students travelling on Buses or Trains **MUST** be wearing face masks.
6. ***College Hours*** - Students are not permitted to be on the College grounds before 8.00am as we cannot provide supervision for them before this time. Students must not be on the College grounds after 3.30pm.

7. **Lunches / Food** – The tuck shop will be open and will be providing the Healthy Lunch programme.

We encourage you to provide your son with a drink from home and remind him that he must not share food or drink. It is important for him to stay away from local shops as we can't monitor social distancing outside the College. No student will be allowed to leave the College grounds during school times to go to any local shops.

8. **PPE** – Your son needs to have a **FACE MASK** at Alert Level 3, the Ministry of Health has said that this is COMPULSORY.

9. **Learning Resources** – Students will be given their own individual resources and there will be no need to share. Please check that your son has his own correct stationery for his return to school. If your family was provided with a Computer from the College or the Ministry of Education, your son must return the device the day that he returns to school so that we can check this off, he may be given the computer back to use.

10. **Uniform Purchases** – The College Uniform Shop will not be open at Level 3 and Senior students will be allowed to wear the Winter Uniform for the remainder of the year.

- If a COVID-19 case is identified at school during Alert Level 3, the school will be closed for cleaning and close contact tracing. Instruction would revert back to the distance learning model until the school is cleared to open.