

Covid-19 level two policies and procedures for schools *(additional to our standard SMS and SOP's)*

Contact tracing

- The school group will have available a list of all the people attending camp so contact tracing can be implemented if required. This list will contain names of participants, home address, contact details and the cabin they slept in.

Clarifying participant health information

- All adults and students need to be declared clear of Covid-19 signs and symptoms for the two weeks prior to attending. The school group needs to be confident that participants and / or their guardians are sufficiently reliable to provide this information. If this is not the case then additional clarification will be required.
- Any underlying medical issues that participants have that could affect their safe participation e.g. asthma which was easily managed prior to Covid-19 are disclosed.

Coach transport (Wadsworth Motors)

- Buses will be cleaned and sanitized between trips.
- All passengers getting on the bus will be required to hand sanitize.
- The use of public toilets during the trip will be minimized and those using facilities will be required to hand sanitize before getting back on the bus.
- As far as possible social distancing between the driver and passengers will be maintained.

Additional people on site

- There will only be a single group on site at any given time.
- Any contractors and suppliers will sign in and remain isolated from other people on site. If they are on site for extended periods of time they will be allocated separate toilets.
- Areas where any contractors are working will be fenced off from other people on site

Public transport

- As this is out of our control it is presumed that schools will maintain their normal in-school protocols and follow policies and procedures set by the providers of these services.

Camp staff

- All staff are monitored continuously and will be clear of Covid-19 signs and symptoms. If any staff show signs or symptoms they will be isolated and tested. Groups will be advised of any positive cases during the two weeks prior to them attending.
- Staff will maintain one meter separation from other people on site. If this is not possible then a face mask will be worn. e.g. putting on harnesses

Cleaning between groups

- All hard surfaces in accommodation areas will be sprayed and wiped with an approved sanitizer. This will include walls, bunks, light switches, door handles etc.
- Mattress covers will be sprayed with disinfectant and left to dry.
- Sinks, toilets and showers will be sprayed and wiped with an approved sanitizer.
- Any accommodation area that has had someone in it with suspected Covid-19 will be locked up for 72 hours then cleaned as per above

Toilets and showers

- Only the people staying in a given cabin are to use that cabins ensuite. There is to be no sharing of cabin showers and toilets.
- For people staying in cabins without ensuites a shower and toilet will be allocated to that cabin. No one else is permitted to use these facilities.

Accommodation

- Where possible people will be spread throughout all our cabins to limit the number of people staying in each cabin.
- Where people are sleeping in close proximity to each other they will sleep head to feet or feet to feet to minimize close head to head contact.
- People will be encouraged to keep all personal gear tidy and confined to their own bag / pack as much as possible.
- Any wet gear should be hung out to dry on the lines in front of the cabins.
- All bathrooms and showers will be cleaned twice each day. Direct supervision by an adult from the school will be required.

Catering

- All catering and serving will be done by camp staff. Meals will be served from the servery only.
- There is to be no sharing of cutlery, crockery or cups. People should only touch the items they are eating or drinking from. There is to be no sharing of food from other people's plates
- Condiments etc will only be available from the servery and will be handled by a single person.
- Tables will be sprayed and wiped with an approved sanitizing product before and after each meal.
- Dining room table layout will be designed to allow as much spacing as possible between people.
- Social distancing will be maintained when entering the dining room and waiting at the servery
- Everyone is to wash hands or use sanitizer before entering the dining room

Activities

- Social distancing will be maintained at all activities between camp staff and students / adults. Where this is not possible camp staff and other adults will wear masks.
- All equipment will be sprayed and wiped down between groups.
- Programs will be adapted to allow time between rotations for cleaning of equipment.

Person showing symptoms of Covid-19 while on site

- The person will be separated from other people in the first aid room or another isolated area.
- The Ministry of Health will be contacted (0800 358 5453) and we will follow their advice regarding isolation, contact tracing and protecting others on site.
- Where possible two meters separation will be maintained between the person and anyone else on site.
- PPE will be worn if two meter separation can't be maintained.
- Communication of outcomes etc to the group, their communities, and any other person who may have been involved will be done in consultation with the camp director, head teacher / school principal and Ministry of Health.

Managing an emergency

- Emergencies will be managed as per our normal SOP's.
- The priority in an emergency is ensuring everyone is safe from the threat arising through the emergency event –fire, flood, earthquake etc. Once this has been established social distancing and sanitizing etc will be maintained at assembly points until the all clear has been given by emergency services.