

COVID19 Safety Plan for Saint Kentigern College Hostel

Bruce House at Alert Level 2

At Alert Level 2 Bruce House will be fully operational. While there is no bubble concept at Level 2, social distancing will consistently be encouraged. Students and staff are to maintain a physical distance so that they are not breathing on or touching each other.

On arrival

- There will be a contact register at the front door of Bruce House to record all visitors (this includes parents and caregivers). This will enable contact tracing should it be required. The register records will be kept for a minimum of two months.
NB – All parents/ caregivers will need to sign this contact register every time they visit Bruce House.
- Male boarders must sign in on the iPad in the Bruce House Foyer. It has been treated with 30-day surface protector and will be cleaned regularly.
- Female boarders must sign in on the iPad in the Lower Villa Lounge. It has been treated with 30-day surface protector and will be cleaned regularly.
- Boys room allocations will be displayed in the Bruce House Foyer and girls rooming allocation will be on the notice board in the Lower Villa Lounge. Once boarders know where they will be staying, they can pack into their room. **(Parents/ Caregivers are not permitted to enter the boarders bedrooms and living areas).**
- Arrival Cards must be printed, signed and ready to hand in to duty staff on arrival.

Accommodation

- This will remain status quo. We are able to maintain single, twin, quad and 6-bedroom dorms due to the size of these facilities.
- Hand sanitiser will be placed in the entrance way of each area.
- Boarders will always be encouraged to maintain social distancing.
- Boarders will be discouraged from sharing property (clothes, headphones, devices etc)

Daily Routines

- General daily routines will remain status quo – e.g. wake up times, prep times and bedtimes.
- In order to reduce gathering sizes, there will be two Bruce House morning meetings:
 - MS 8.10am - 8.20am
 - SS 8.20am – 8.30am

Dining Room

- Evening Mealtimes will be staggered to reduce gathering sizes, and dining queues:
 - MS entry time – 5.45pm
 - SS entry time – 6pm
- Social Distancing will be encouraged.
- Hand sanitiser (wall mounted and provided) must be used before getting food.
- There will be no Formal Dinner on Wednesday nights.

- Supper will continue to be available on Thursday and Sunday nights from 8.30pm. Social distancing will be required.
- Food preparation and presentation will be managed in line with best practice procedures, in line with Food Standards Australia New Zealand and is the responsibility of the Catering providers.

Leave

- First week back - no Plaza Leave permitted.
- Plaza Leave & Weekend Leave will resume from the Saturday of the first week back following standard Boardingware procedures.
- Visits to the Night Markets will not be permitted for the duration of Term Two.
- Queen's Birthday Leave - Bruce House will remain open on Queen's Birthday weekend, but boarders will be able to exit with approved leave on Boardingware.

General Hygiene Practices

- Boarders and staff should be far enough away from each other so that they are not breathing on or touching each other, coupled with good hygiene practices and regular cleaning of commonly touched surfaces.
- Boarders must take responsibility for their personal hygiene.
- Boarders will be reminded regularly regarding good hygiene practices e.g. to wash their hands and use hand sanitiser.
- Boarders will be advised to cough and sneeze into their elbows and to try and avoid touching their face.
- Boarders will be advised to immediately discard used tissues into bins.
- Boarders will be frequently reminded at House meetings, meal times about social distancing e.g. as a guide 2 metres outside and 1m inside.
- Boarders must not share food or drinks
- Boarders will be told they MUST advise duty staff immediately if they are feeling unwell.

Colds, Coughs or Flu symptoms

- Any boarder or Boarding staff member who is unwell should not return to the College or Bruce House.
- At the first sign of cold, cough, sore throat or flu symptoms, or a temperature etc, boarders will be isolated in the Bruce House sick bay and parents/caregivers will be instructed to collect their child from Bruce House immediately.
- Any student with COVID19 symptoms will be immediately isolated in the sickbay, Healthline will be contacted and parents/ caregivers will be instructed to pick up their child immediately from Bruce House.
- Should there be a confirmed or probable case of COVID19 Bruce House will close for 72 hours to allow contact tracing and cleaning. Bruce House could be closed for a further 14 days should this be required by the Ministry of Health. Should this be necessary it may require boarders to either stay in the Hostel (ie. NOT attend school) or return home for isolation for the duration of the closure.

Cleaning

- Professional 'deep cleaning' Fogging and thorough cleaning of Bruce House has taken place.
- In addition to regular cleaning services, cleaning staff will also provide a cleaning service on a Saturday and Sunday.

Laundry

- On-site professional laundering continues to be undertaken at Bruce House.

Contractors

- All contractors to Bruce House will follow College wide practices and procedures.

Emergency Evacuation

- Fire alarms and other emergencies may require evacuation of buildings or the moving of everyone inside. The priority in these situations is keeping boarders and staff safe from the threat arising from the emergency event.
- Encouraging good cough/sneeze etiquette and no touching of faces will be reinforced once safely evacuated or safely inside.

Discipline

- Breaches of leave procedures or new social distancing rules around COVID19 will be taken extremely seriously depending on the severity of the offence.
- There is provision for students to be temporarily or permanently withdrawn from the House for serious breaches of discipline under College discipline processes and with the approval of the Principal. Bruce House is, at all times, under the domain of Trust Board and College policies, procedures and processes.

Community Wellbeing

- We will stress the need for personal hygiene, property cleanliness, and social distancing to our boarding community. We would like to think that the less contact boarders have outside of Bruce House and the 100 acres of Saint Kentigern College property, the less likely they are to come into contact with COVID19 and potentially bring the virus into Bruce House. We very much appreciate our community support of the Bruce House policies and practices.

Review and Publication

- This plan will be reviewed 2 weeks after the re-opening of Bruce House.
- These Bruce House policies and procedures have been created using and in line with the MOE 'Guidance for School Hostels at Alert Level 2', 7 May 2020.
- The Bruce House COVID19 Safety Plan will be shared with all Boarders, their families, Boarding Staff (and families) and onsite Caterers, Cleaning and Laundry providers.
- A copy of the Safety Plan will be posted on the Bruce House OLE home page.

Further Information Sources

- Website: [COVID19.govt.nz](https://www.covid19.govt.nz)
- Heathline COVID19 dedicated line: 0800 358 5453