

# Traffic Light Operating Procedures

Unite  
against  
COVID-19

Version 1.2 | 04/02/2021

GREEN

ORANGE

RED

Sacred Heart Girls' College  
Manawa Tapu

## Manawa Tapu at Covid-19 Protection Framework Orange

### Unwell?

1. If you're sick, stay at home.
2. If you become sick at school, we'll arrange for you to be isolated, and then to go home.
3. If you develop flu-like symptoms, caregivers are to contact GP or Healthline 0800 358 5453.
4. If you're unable to come to school, access your learning materials on Microsoft TEAMS.



### Safety and Hygiene

1. Face masks are no longer mandatory, but are strongly encouraged to be worn at school when indoors.
2. Face mask wearing **is mandatory** on school and public bus services.
3. Sensibly social distance; no touch; no shared breath.
4. Maintain basic hygiene; includes good hand hygiene, cough, and sneeze etiquette, avoid touching your face, and regularly clean and disinfect surfaces.
5. Use hand sanitiser provided when entering and leaving classrooms and shared spaces.



### Routines

1. School finishes at **3.20pm on Mondays** and finishes at **3.00pm Tuesday-Friday** while in Orange.
2. School and Deans Assemblies will be held at 2pm on Mondays and will follow health and safety guidelines.
3. Manaaki time 8.40 – 9.00am continues on Monday, Wednesday and Friday.
4. School Sport and EOTC activities will follow health and safety guidelines.
5. Music, instruments, singing: practices and rehearsals can go ahead, physical distancing of one metre is recommended.



### Especially for Caregivers

1. Visitors are strongly encouraged to wear face masks when indoors.
2. Visitors sign in and out at school office.
3. If your child is sick, please keep them at home.
4. If your child is sick, please contact the school office.
5. If your child is sick, please contact your GP or phone Healthline 0800 358 5453.
6. The first point of contact for all other matters is your child's Manaaki Teacher.
7. Essential information will be emailed to caregivers, with an APP Alert.
8. Please keep Pukaka Street traffic-free.

