

# Te Kauwhata Primary School



## COVID Safety Plan

Revised January 2022

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# Introduction

## To our Te Kauwhata Primary School community,

In both 2020 and 2021 we have had Covid-19 related disruption to the school year. Upon reflection, one of the positives that has come out of multiple lockdowns is that we are always ready for Distance Learning and to communicate with you about how we can best support our tamariki. As parents/caregivers you have played such an important role in supporting your children and our school during lockdowns - thank you so much for your efforts and please know we understand how truly challenging it has been.

Back in August of 2021, when a positive case of Covid-19 was discovered in the Auckland community, New Zealand went back into a nationwide lockdown. A colossal collective effort went into setting up our learners for this abrupt absence from school as we started to understand the impact of the Delta variant and what it might mean for us personally and educationally.

Even though it has been tough we should also remember to celebrate the fact children never stop learning - in partnership, we have achieved a lot. There have been many joyous moments to celebrate together.

As we look to another school year and a new variant within New Zealand we will continue to update this plan as guided by the Ministry of Health [MoH] and Ministry of Education [MoE].

Now, we are equipped with a greater knowledge of how to run the school safely and we are committed to doing our part to protect our most vulnerable. With this in mind we would like to share this safety plan with you, as we follow public health recommendations.

A summary of what school will look like under the CPF levels is included at the end of this document so you have a sense of the bigger picture. As the situation evolves we will be adaptive and update this document. In keeping our children, families and selves safe it will require conscientious effort and this safety plan sets the expectations for how we will move forward together.

# Vaccination

At this point the best way to protect ourselves and each other from severe infection is to get vaccinated. From January 2nd, 2022 only fully vaccinated staff and support people can be employed by the school to work with children. It is a requirement under the COVID-19 Public Health Response (Vaccinations) Amendment Order 2022 that all staff receive booster shots and provide this information to the BoT of TKP.

## Health and Safety Strategies

TKP follows the health guidelines [MoH] with clear procedures to enable us to operate safely and reduce the spread of Covid-19. These include, staying home if unwell, wearing masks (if at Red level), good ventilation, regular hand washing and physical distancing.

## Vaccination

As of January 23rd 2022, Te Kauwhata Community has a 87.3% double vaccination rate [MoH] out of the eligible population. Getting vaccinated is a key step to gain more protection against the virus.

Only a small number (less than 100 people in New Zealand) qualify for a vaccine exemption.

We strongly encourage students who are aged 5 years and up to get vaccinated. The school keeps a vaccination register for staff under strict privacy conditions.

Should we have an exposure in the school, we will act quickly in determining the next steps in protecting and managing others' health and safety. You will find more information in our plan below. The student specific information will not be shared beyond a very small number of school leadership and/or administration teams and only as needed. We respect your rights to privacy and confidentiality.

# Health & Safety

Scientists, public health officials and school leaders have learned a lot about what risk mitigation strategies have been most effective in reducing the spread of Covid-19. We are guided by the MoH and MoE and acknowledge that as conditions change so can the guidelines. The TKP Leadership Team will continue to update the community as we act in response.

## Protecting Our Vulnerable

Children with complex medical needs

These parents, children and our school leadership team will need to work together to develop plans to support on-site learning for when it is appropriate within the settings of the CPF. Key Liaison staff: Learning Support Coordinator [nicola@tkp.school.nz](mailto:nicola@tkp.school.nz) or DP - Pastoral Care [carolyn@tkp.school.nz](mailto:carolyn@tkp.school.nz).

## Face coverings / Masks

Traffic Light system - Currently at Red

At Red in the traffic light system the MOH guidelines state that all children from Year 4 - 8 need to wear masks at school. Staff and children in Rooms 7, 8, 14, 15, 16 and 17 will be required to wear masks when they are working with students in the classroom or are learning outdoors. Parents will need to supply masks for their children.

Here is the guidelines that our staff are following:

Teachers in Year 4-6 and any member of staff or visitors entering those classrooms will need to wear a mask. Composite classes of Year 3-4 will also need to wear a mask including members of staff and visitors. When entering the public office space staff members will need to wear a mask. Once past the public space though masks can be removed. If a staff member is meeting with or having an interaction with a member of the public or a visitor to the school then they will be required to wear a mask.

## Stay Home If You Are Sick

Play it safe. Stay home if you're feeling unwell. Don't come to school and keep unwell children home from school or early childhood education.

If you have symptoms of COVID-19, call Healthline on 0800 358 5453 24 hours a day for advice. Someone will talk with you about your symptoms and arrange for you to be assessed.

Healthline or your general practice team will tell you what you need to do if you need to be tested.

Staff are to observe children on arrival, checking for symptoms. Those who present as unwell will have it arranged to be picked up. Teachers will notify the office.

If a student becomes unwell at school, they will be sent to the office area. The person who receives the child will wear gloves and a mask and place the child in the sick bay. The windows in the sick bay will be open and the school will notify the parents/caregivers to come and pick the child up.

If a teacher becomes unwell at school they will be asked to go home and cover for their class will be organised.

If a child or staff member has been unwell with Covid like symptoms (as per the MOH website

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-health-advice-public/about-covid-19> ), stay home and get tested. We require them to stay home until they return a negative test result.

If a staff member is unwell, follow the advice of your GP or Healthline and notify principal @tkp.school.nz of the result of a Covid-19 assessment/test.

See below for the Covid-19 exposure response plan.

## Use Basic Hygiene

### Wash Hands

Washing hands has been a good strategy in maintaining a healthy environment. To promote good practice we will: Teach good hand washing technique.

- **Wash your hands** with soap and water often (for at least 20 seconds) and dry thoroughly. Use an alcohol-based sanitiser and rub hands together if soap and water is unavailable. Encourage hand washing before and after eating, and after going to the bathroom - Encourage hand washing before and after outdoor play
- Each classroom will have hand washing supplies and hand sanitiser will be available throughout the school
- **Coughing or sneezing into your elbow** or cover your mouth and nose with tissues. Put them in a bin immediately.

- Avoid touching your face, including your eyes, nose or mouth if your hands are not clean. Surfaces may have infectious droplets.

## Cleaning and Disinfection

SARS-CoV-2, the virus that causes COVID-19 has a fragile outer membrane so it only survives on surfaces for a limited amount of time, and it is easy to kill through effective cleaning and disinfection using regular cleaning and disinfecting products.

Daily routine cleaning is managed by our cleaning team to keep the classrooms clean and healthy. However if we are at RED - additional cleaning will take place throughout the day in particular for surfaces touched more during the day and managed by staff. This will be completed by classroom teachers.

We will thoroughly clean items frequently touched like door handles, phones & devices.

Classrooms will have access to detergents and disinfectants.

Surfaces are kept clean and children will be taught to understand and follow good basic hygiene practices.

Should there be a high risk situation (suspected or confirmed case of Covid-19) we would follow MoH guidelines and wait as long as possible before engaging our cleaners to conduct a thorough clean and disinfection process of all concerned surfaces.

## Improve Ventilation

During elevated times of Covid transmission we are aware that being outdoors is better. We are recommending that teachers plan to use school outdoor spaces and our environment. We will continue to evaluate risk around the community and balance this as we shift into the CPF.

An additional measure we might take to increase the circulation of air flow:

In prefab buildings - open windows to increase fresh air flow. Prop doors open to promote cross air breeze

New building - outdoor access doors may be propped open to increase airflow

## Transportation

With most people living within such a close proximity to school, we expect that in good weather the vast majority of people would come to school by foot, scooter or cycle.

## School Buses

Under the CPF Face coverings on school transport will align to public transport requirements. All children from Year 4 and above will need to wear a face mask while travelling on the bus.

## Field Trips

- At Orange and Green levels these can take place and we will follow MoH and MoE guidelines.

# Physical Distancing

The virus that causes COVID-19 is mostly spread in particles that escape from an infected person's mouth or nose when they breathe, speak, cough, sneeze or sing.

The risk of becoming infected with COVID-19 increases the closer you are to a person and the longer you are close to that person.

The risk is highest in crowded and poorly ventilated indoor spaces, and is lower outside, where there are fewer people, and when you are further away from others.

To **avoid infection**, follow physical social distancing guidelines – by keeping your distance when outside your home:

## CPF Settings

- There is not a physical distancing requirement at any of the settings however at RED, keeping 1 metre is recommended between different groups when inside and where practicable
- At RED support for off-site learning will be provided for those advised to remain at home
- At RED protocols to reduce mingling and limit interactions between LC bubbles are in place Please see the summary for key things schools and kura need to know under the CPF below
  - When playing outside we will share the turf time. Years 1-3 at morning tea. Year 4-6 at lunchtime



# Contact Tracing Plan

Record your movements. If cases of COVID-19 are confirmed, we need to stop the spread. Keeping a record of your movements helps the Ministry of Health to do contact tracing quickly and efficiently. Contact tracing and case management will continue to be very important with contacts being identified, self-isolating and getting tested.

The NZ COVID Tracer is a Ministry of Health app that supports fast and efficient contact tracing by creating a digital diary of the places you visit. HPP has our QR codes displayed prominently on our main entrances/exits and all staff and essential people on-site need to sign in.

In addition to scanning into the school:

Staff need to keep an accurate attendance register of students in attendance at school (through our SMS system)

Staff, when personal contact details change, ensure administration is updated.

Parents and caregivers, when your contact details change, please email [office@TKP.school.nz](mailto:office@TKP.school.nz) or phone 07 826 3564 to update your details.

Where hand hygiene, physical distancing, student and staff vaccination and good ventilation has been in place the risk of COVID-19 transmission in school settings is considered low. We will focus on our protocols and maintain vigilance as part of keeping everyone safe. From international evidence we know the greatest risk is adult - adult, and adult - child transmission but this is significantly reduced in settings where vaccination is

high and our other safety measures are in place.

## Infectious Case

The school will receive guidance and resources on how to manage an infectious case. It is unlikely we would need to close the whole school, should there be a positive case, however it may be considered if there was a high volume of cases.

The school will liaise with a designated person from the MoE and/or the MoH to risk assess and identify close, casual plus and casual contacts. Emails & letters will be sent to those contacts by the Senior Leadership Team.

The timeliness of our ability to work through the steps below will be determined by a conscientious effort to follow protocol. Contact details, especially emails and phone numbers, need to be up to date within our school system.

### Contact Tracing Process

Step 1	2	3	4	5	6
A covid case is identified in school <ul style="list-style-type: none"><li>- either from our MoE Point of Contact</li><li>- The individual or their family</li><li>- A GP or other Health Professional</li></ul>	The school will liaise with our MoE liaison person	A risk assessment will take place and we will identify close, casual plus and casual contacts	The contacts lists will be shared by the school with the official MoH investigations/ contact tracing departments	Emails will be sent from the school to close, casual plus and casual contacts	Contacts will get called directly by the MoH investigation/ contacts department

Specific information will be shared in the emails to all our community however in summary [MoE & MoH]:

- Close and casual plus contacts will receive specific information related to self- isolation and testing dates
- Casual contacts would only need to watch for symptoms and if unwell get tested and stay home

## High Risk Situation

**Cleaning** - thorough clean and disinfection process will take place managed by the TKP BoT.

See more information above.

# Resources

Ministry of Health Latest Updates and Advice on Covid-19

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus>

Ministry of Health Vaccinations

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-vaccines>

Ministry of Health Vaccination data by Suburb

<https://covid19.govt.nz/alert-levels-and-updates/covid-19-data-and-statistics/covid-19-vaccination-rates-around-new-zealand/>

Ministry of Health Alert Levels

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-health-advice-public/health-and-disability-services-different-alert-levels>

Ministry of Health Mental Health and Wellbeing

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-health-advice-public/covid-19-mental-health-and-wellbeing-resources>

Ministry of Health Covid-19 Advice for Higher Risk People

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-information-specific-audiences/covid-19-advice-higher-risk-people>

Ministry of Health Advice for Parents

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-health-advice-public/health-and-disability-services-different-alert-levels>

conditions/covid-19-novel-coronavirus/covid-19-information-specific-audiences/covid-19- information-parents

Ministry of Health Data and Statistics

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-data-and-statistics>

Kids Health Supporting Children

<https://www.kidshealth.org.nz/resources-help-explain-covid-19- children>

Ministry of Education Supporting Children During Lockdown









<https://parents.education.govt.nz/essential-information/covid-19-information-for-parents-and-whanau/lockdown-tips-with-dr- hinemoa-elder-and-nathan-wallis/>


















Ministry of Education Information for Parents

<https://parents.education.govt.nz/essential-information/covid-19-information-for-parents-and-whanau/>



## CPF Key things that schools and kura need to know

Public Health Measures are applied across all CPF settings				
Basic hygiene	Contact tracing	Vaccination	If you are sick - stay home and get tested	Ventilation
 <p>Basic hygiene measures include good hand hygiene, cough, and sneeze etiquette, avoid touching your face, and regularly clean and disinfect surfaces.</p>	 <p>Schools are required to display QR Code posters for the NZ COVID Tracer App. They must also have other contact tracing systems in place, including an attendance register and visitor register.</p>	 <p>Getting vaccinated is a key step to gain more protection against the virus. From 2 January 2022, only fully vaccinated staff and support people can have contact with children and students.</p>	 <p>If you have cold, flu or COVID-19 symptoms, stay home. Call your doctor or Healthline on <b>0800 355 5453</b> for advice about getting tested. Staff are to observe children on arrival, checking for symptoms. Those presenting as unwell will be asked to go home or arrange for parents or caregivers to come and pick up.</p>	 <p>Indoor spaces should be well ventilated, for example by opening windows, doors, and vents. If mechanical ventilation is used, make sure the ventilation system is regularly maintained.</p>
Case management across all CPF settings				
 <p>Cases of COVID-19 in a school will continue to be managed across the framework. Schools will work with the Ministry of Education, following public health guidance, to identify who else may need to self-isolate and get tested. Contact tracing systems will support this process. Letter templates and other supports will be provided, to assist with communications to the community.</p>	 <p>Closing schools on site is an unlikely option at all colours of the framework. However, it may be considered where there is a high volume of cases in a school.</p>	 <p>Cases in school hostels will be managed directly by public health, as there is a greater risk of spread in a hostel, than there is in a school setting.</p>		

Additional mitigations at each CPF setting		
GREEN	ORANGE	RED
<p><b>Schools and kura are OPEN for on site learning for all students.</b></p> <p> <b>Face coverings</b> are encouraged but not required.</p> <p> <b>Children with complex medical needs</b> are encouraged to take additional precautions when leaving home. Parents, caregivers and students will need to work with the school to develop a plan to support attendance on site.</p> <p> <b>Staff are able to work across more than one group/class</b> of students within the school.</p> <p> Staff such as <b>itinerant music teachers and relief teachers</b> will be able to work across different schools.</p> <p> <b>Curriculum related activities</b> - Large activities with students, if they are to go ahead, should take place in well-ventilated areas or outdoors.</p> <p> <b>Non-curriculum related events</b> may only go ahead if a vaccination certificate is required. If bringing others on site, including parents and caregivers, any general rules for events applicable at the time will apply.</p>	<p><b>Schools and kura are OPEN for on site learning for all students.</b></p> <p> <b>Face coverings are required on school transport</b> for ākonga aged 12 and up.</p> <p> <b>Face coverings are encouraged</b> but not required indoors at school.</p> <p> <b>Children with complex medical needs</b> are encouraged to take additional precautions when leaving home. Parents, caregivers and students will need to work with the school to develop a plan to support attendance on site.</p> <p> <b>Staff are able to work across more than one group/class</b> of students within the school.</p> <p> Staff such as <b>itinerant music teachers and relief teachers</b> will be able to work across different schools.</p> <p> <b>Curriculum related activities</b> - Large activities with students, if they are to go ahead, should take place in well-ventilated areas or outdoors.</p> <p> <b>Non-curriculum related events</b> may only go ahead if a vaccination certificate is required. If bringing others on site, including parents and caregivers, any general rules for events applicable at the time will apply.</p>	<p><b>Schools and kura are OPEN for on site learning for all students.</b></p> <p> <b>Face coverings are required:</b></p> <ul style="list-style-type: none"> <li><b>for all ākonga Years 4 and up</b> when indoors or in close contact with others</li> <li><b>for staff</b> working to provide or support the provisions of education for Years 4 and up</li> <li><b>on school transport</b> for all ākonga aged 12 and up.</li> </ul> <p> <b>Curriculum related activities</b> - Large activities with students should not go ahead unless held outdoors.</p> <p> <b>Non-curriculum related events</b> should be limited and may only go ahead if a vaccination certificate is required.</p> <p> <b>No external students on site</b> for non-curriculum related inter-school activities.</p>

## COVID-19 Protection Framework (CPF) – Guidance for schools and kura

Overarching description	Green	Orange	Red
	<p>There are some COVID-19 cases in the community, and sporadic imported cases. Community transmission will be limited, and COVID-19 hospitalisations will be at a manageable level. The health system will be ready to respond, including primary care, public health, and hospitals.</p> <p><b>Schools and kura are <u>open</u> for on site learning for all students.</b></p> <p>Schools are prohibited from requiring students to be vaccinated to access education. This includes parents, caregiver and whānau supporting students and their learning.</p>	<p>There will be increasing community transmission that is putting pressure on our health system. The whole of health system will focus its resources, but can continue to manage primary care, public health, and hospitals. There may also be an increasing risk for at-risk people.</p> <p><b>Schools and kura are <u>open</u> for on site learning for all students.</b></p> <p>Schools are prohibited from requiring students to be vaccinated to access education. This includes parents, caregiver and whānau supporting students and their learning.</p>	<p>Action will need to be taken to protect both at-risk people and protect our health system from an unsustainable number of hospitalisations.</p> <p><b>Schools and kura are <u>open</u> for on site learning for all students.</b></p> <p>Schools are prohibited from requiring students to be vaccinated to access education. This includes parents, caregiver and whānau supporting students and their learning.</p>

### Public health measures at all CPF settings

**Basic Hygiene** - includes good hand hygiene, cough, and sneeze etiquette, avoid touching your face, and regularly clean and disinfect surfaces.

Use hand sanitiser at entrances to indoor spaces at Orange and Red.

[Maintain good hygiene | Unite against COVID-19 \(covid19.govt.nz\)](#)

**Contact tracing** - schools are required to display QR Code posters for the NZ COVID Tracer App. They must also have other contact tracing systems in place, including an attendance register and visitor register.

[COVID-19 Health and safety guidance – Contact Tracing](#)

**Vaccination** - getting vaccinated is a key step to gain more protection against the virus. From 1 January 2022, only fully vaccinated staff and support people can have contact with children and students.

[COVID-19 Health and safety guidance – Vaccination](#)

**If you are sick** – stay home and get tested. If you have cold, flu or COVID-19 symptoms, stay home. Call your doctor or Healthline on **0800 358 5453** for advice about getting tested.

Staff are to observe children on arrival, checking for symptoms. Those presenting as unwell will be asked to go home or arrange for parents or caregivers to come and pick up.

Principals at state and state-integrated schools have authority to preclude a student from attending if they believe on reasonable grounds, they may have a communicable disease under section 77 of the Education and Training Act 2020. See [Guide to Legal Powers](#)

Private schools are able to ask someone presenting as ill to not attend

[COVID-19 symptoms | Unite against COVID-19](#) (including links to information on symptoms in other languages other than English)

**Ventilation** - Indoor spaces should be well ventilated, for example by opening windows, doors, and any vents. If mechanical ventilation is used, make sure the ventilation system is regularly maintained.

[Ventilating schools – Education in New Zealand](#)



## Case management across all CPF settings

Cases of COVID-19 in a school will continue to be managed across the framework. Schools will work with the Ministry of Education, following public health guidance, to identify who else may need to self-isolate and get tested. Contact tracing systems will support this process. Letter templates and other supports will be provided, to assist with communications to the community.

Closing schools onsite is an unlikely option at all levels of the framework. However, it may be considered where there is a high volume of cases in a school.

Where confirmed cases occur within a school or kura, it may be necessary to group **Year 0 – 8** students by classrooms to limit the risk of transmission. These groups should not intermingle where practicable. There is no fixed limit on the maximum size of classroom groups (for example, one room in a modern learning environment can be considered one group).

All **Year 9 to 13** students operate as normal unless public health advice requires stable groupings to be implemented.

Cases in school hostels will be managed directly by public health, as there is a greater risk of spread in a hostel, than there is in a school setting.

[Schools connected to a confirmed case – Education in New Zealand](#)

### Detailed information

Measure / risk	Green	Orange	Red
<b>Children with complex medical needs, particularly if not fully vaccinated</b>	Encouraged to take additional precautions when leaving home.  Parents, caregivers and students will need to work with the school to develop a plan to support attendance onsite.	Encouraged to take additional precautions when leaving home.  Parents, caregivers and students will need to work with the school to develop a plan to support attendance onsite.	Children with complex medical needs, can seek advice from their health professional about whether it is appropriate to come to school.  Support off site learning will be provided for those who are advised to remain at home.
<b>Crossing boundaries and movement between schools and kura</b>	No restrictions for children, students, and staff that prevents them from crossing between different traffic-light zones to access their education provider. Parents/caregivers will be permitted to accompany children/students to attend school.  Targeted local lockdowns, if initiated, may restrict movement across boundaries.		
<b>Staff must be fully vaccinated by 1 January 2022</b> (and had one dose by 15 November 2021)	Only vaccinated workers (paid and unpaid) can have contact with children and students.  This includes home-based educators, and all those support people in schools such as teacher-aides, administration and maintenance staff and contractors. An onsite register is to be maintained.  <a href="#">COVID-19 Required Vaccinations Order – Education in New Zealand</a>  In rare medical situations, some people may be able to apply for a temporary medical exemption from being vaccinated against COVID-19.  There are very few people that are unable to get a vaccine due to medical grounds and exemptions should be limited to situations where a suitable alternative COVID-19 vaccine is not readily available for the individual. <a href="#">Ministry of Health - Temporary medical exemption process</a> ,		
<b>Face coverings</b>	Face coverings are encouraged but not required, when inside at school.	Face coverings are encouraged but not required, when inside at school.	Face coverings must be worn when indoors by ākonga receiving



Measure / risk	Green	Orange	Red
	Nurses in schools and other health professionals will need to follow their own industry guidance for using PPE.	<p>For all ākonga aged 12 and upwards face coverings are mandatory on school transport, and when accessing public venues, student health and campus retailers – such as food providers / canteens.</p> <p>Nurses in schools and other health professionals will need to follow their own industry guidance for using PPE.</p>	<p>education in Years 4 and above and any staff member working to provide, or support the provision of, that education.</p> <p>Face coverings are not required to be worn in schools by staff or students, for Years 1 – 3.</p> <p>A pragmatic approach may be needed for any situation where there are a mixture of year levels where some students are not required to wear face coverings, and others are. For example, if students are predominantly Year 3 and below but with some Year 4 – 8 students also, face coverings could be optional.</p> <p>For all ākonga aged 12 and upwards face coverings are mandatory on school transport, and when accessing public venues, student health and campus retailers – such as food providers / canteens.</p> <p>Nurses in schools and other health professionals will need to follow their own industry guidance for using PPE.</p>
<b>Physical distancing</b>	Physical distancing is not a requirement.	Physical distancing is not a requirement.	<p>Beyond classroom groupings physical distancing of 1 metre when indoors should be observed wherever practicable.</p> <p>Large groups of students meeting indoors should be avoided</p>

Measure / risk	Green	Orange	Red
			including assemblies, prize giving's and performances.
<b>Distance Learning</b>	<p>Schools and kura will support off site learning for those required to self-isolate or waiting for a test result.</p> <p>Support will also be required for children with complex medical needs, especially if not fully vaccinated, and who are learning from home following advice from a health professional.</p>		
<b>Physical and cultural activities onsite / use of playgrounds</b>	<p>Playgrounds can be used (maintain good hand hygiene).</p> <p>Physical and cultural activities can go ahead on site (all other public health measures must be maintained including good hygiene practices).</p>	<p>Playgrounds can be used (maintain good hand hygiene).</p> <p>Physical and cultural activities can go ahead on site (all other public health measures must be maintained including good hygiene practices).</p>	<p>Playgrounds can be used (maintain good hand hygiene) but consider rostering use by different groups to minimise congestion.</p> <p><b>Exercising and singing must be held outdoors.</b></p> <p>Physical education classes and break time activities can include access to sports equipment, but hygiene practices should be observed before and after playing with equipment.</p> <p>Physical distancing is not possible in some sporting activities. In these situations, extra emphasis on handwashing and drying before and after activities.</p> <p>See further below for singing and musical instruments.</p>
<b>Curriculum related activities - including technology centres, examinations, assemblies and shared facilities across schools</b>	You cannot require proof of vaccination.	<p>You cannot require proof of vaccination.</p> <p>Large activities with students, if they are to go ahead, should take place in well-ventilated areas or outdoors.</p>	<p>You cannot require proof of vaccination.</p> <p>Large activities with students should not go ahead unless held outdoors.</p>

Measure / risk	Green	Orange	Red
		Similarly, consider whether any other activities where students might closely congregate indoors in large numbers should go ahead. If they do, they will need careful planning.	Where other students are coming onsite for learning, <b>1m</b> physical distancing should be applied where practicable.  Examinations will require <b>1.5m</b> physical distancing.
<b>Non-curriculum related events</b>	If bringing others onsite for events, including parents and caregivers, any general rules for events and activities applicable at the time, will apply.  These rules will also apply if you are hiring out your facilities.  You are able to require proof of vaccination in line with the general rules for events applicable at the time.  Further advice for sporting events will be developed.	Events may only go ahead if a vaccination certificate is required.  If bringing others onsite, including parents and caregivers, any general rules for events applicable at the time, will apply.  These rules will also apply if you are hiring out your facilities.  Further advice for sporting events will be developed.	Events should be limited and may only go ahead if a vaccination certificate is required.  If bringing others onsite, including parents and caregivers, any general rules for events applicable at the time, will apply.  Further advice for sporting events will be developed.
<b>External students onsite for inter-school activities</b>	Students from other schools are permitted to be on site and must follow all health measures.	Inter-school activities not related to the curriculum should be limited or not go ahead.  For curriculum related activities, if they do go ahead, physical distancing of 1 metre should be observed wherever practical.	No external students onsite for non-curriculum related inter-school activities.  For curriculum related activities, if they do go ahead, physical distancing of 1 metre should be observed wherever practical.
<b>Education outside the classroom (EOTC)</b>	Education outside the classroom (EOTC) activities can go ahead but will need careful planning. Targeted local lockdowns, if initiated, may restrict movement across boundaries.  Along with your usual risk management approach you will need to consider:		

Measure / risk	Green	Orange	Red
	<ul style="list-style-type: none"> <li>the importance of protecting those vulnerable to respiratory illness – do you know who on your staff, in your volunteers and in your student population may be at greater risk?</li> <li>if someone were to become ill with a serious illness, are you able to respond to that, including the ability to isolate that person while you seek advice from a medical professional?</li> <li>work closely with the venue to ensure that any requirements for COVID are understood and can be met. This could include capacity limits and whether a Vaccine Pass is required by the provider.</li> </ul>		
<b>Visitors</b>	There are no restrictions on numbers of visitors on site, but they need to be captured in a visitor register or other system, to support contact tracing.  They must also meet any other health requirements applicable at the time.	There are no restrictions on visitors on site, but they need to be captured in a visitor register or similar, to support contact tracing.  They must also meet any other health requirements applicable at the time.	No non-essential visitors on site.  All visitors, including parents and caregivers, if they do come onsite should wear face coverings when on school grounds.  Consider how you might monitor entrances to minimise non-essential visitors from coming on site. One entry point may be the most practical way to manage visitors, coupled with staggered starts.
<b>Support services and agencies on site</b>  <b>including Ministry of Education, Education Review Office, NZQA, Police, Fire, Mobile Dental units etc</b>	There are no restrictions, but staff must be captured in a visitor register or other system, to support contact tracing.  They must also meet any other health requirements applicable at the time.	There are no restrictions, but staff must be captured in a visitor register or other system, to support contact tracing.  They must also meet any other health requirements applicable at the time.	Learning support services continue.  Minimise attendance on site for non-essential services as much as possible.  Those on site must be captured in a visitor register or other system, to support contact tracing and must meet any other health requirements applicable at the time.

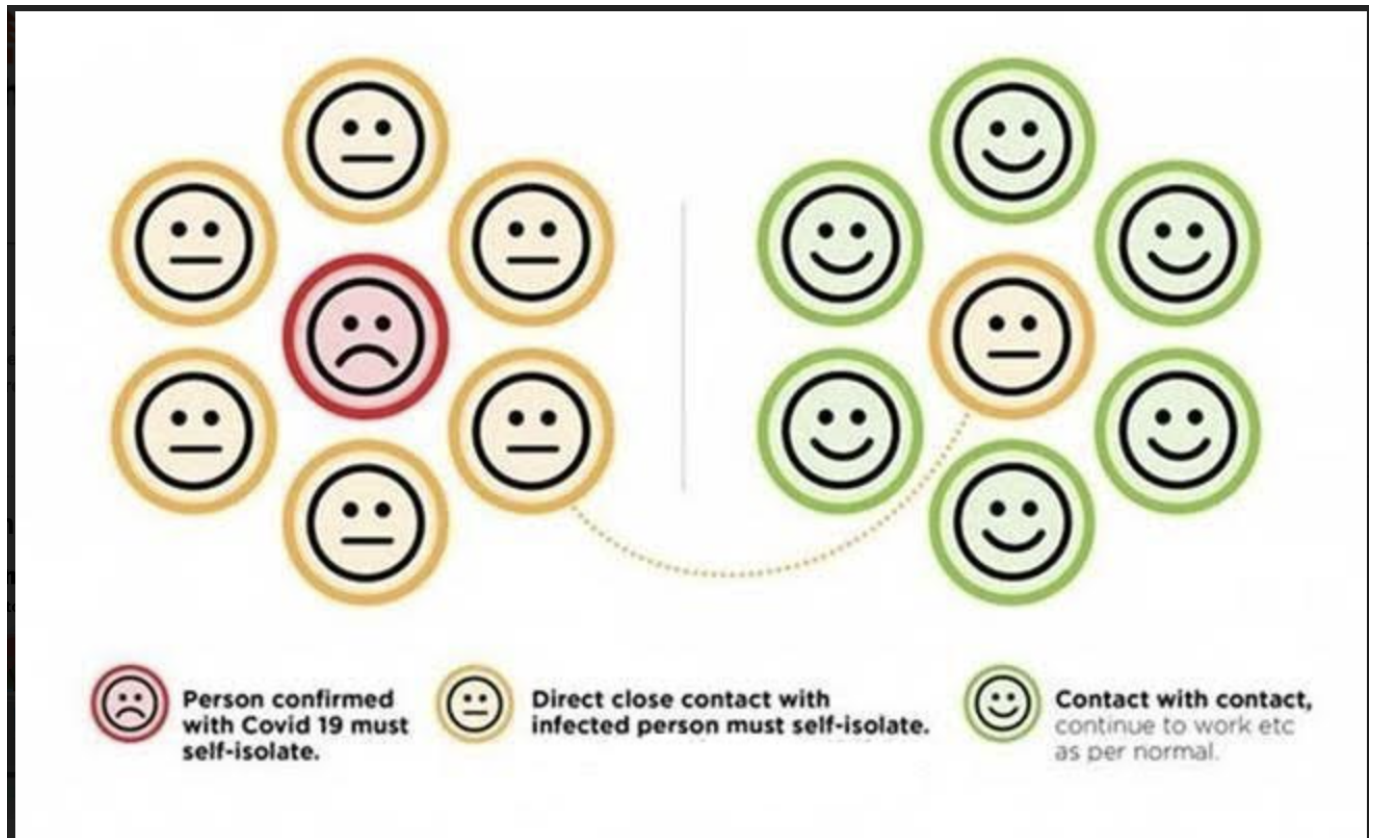
Measure / risk	Green	Orange	Red
<b>Teaching across schools and groups</b>	<p>Staff are able to work across more than one group/class of students within the school.</p> <p>Staff such as itinerant music teachers and relief teachers will be able to work across different schools.</p> <p>As with all staff, they should closely monitor for symptoms, stay home if unwell, get tested if symptomatic, use the COVID-19 tracer app.</p>	<p>Staff are able to work across more than one group/class of students within the school.</p> <p>Staff such as itinerant music teachers and relief teachers will be able to work across different schools.</p> <p>As with all staff, they should closely monitor for symptoms, stay home if unwell, get tested if symptomatic, use the COVID-19 tracer app.</p>	<p>Minimise as much as possible, staff working across groups/classes of students.</p> <p>Unless they are fully immunised (now defined as at least seven days after second dose) and wearing face coverings, staff such as itinerant music teachers and relief teachers will not be able to work across different schools.</p> <p>As with all staff, they should closely monitor for symptoms, stay home if unwell, get tested if symptomatic, use the COVID-19 tracer app.</p>
<b>Libraries</b>	Operate as normal.		
<b>Shared supplies</b>	Shared supplies and equipment are able to be used if students and staff are undertaking regular hand washing and staying away if sick.		
<b>Music, instruments, singing etc.</b>	<p>Practices and rehearsals can go ahead – physical distancing of one metre is recommended where practicable especially for higher risk activities such as singing and using wind instruments.</p>	<p>Practices and rehearsals can go ahead – physical distancing of one metre is recommended where practicable especially for higher risk activities such as singing and using wind instruments.</p>	<p>For singing, participants must be outside and two metres distant from each other. No singing should take place inside.</p> <p>Wind instruments not to be shared and limited to home use, or outside only.</p>
<b>Drinking fountains</b>	<p>OK to use at any CPF setting.</p> <p>Follow usual safety precautions (regular cleaning, don't touch mouth to metal, wash hands regularly).</p>		
<b>Food preparation</b>	<p>If you prepare food onsite you must check the MPI guidance on food safety and ensure your school and any suppliers meet all health and safety requirements.</p> <p>Food should be eaten outside wherever practicable at Red.</p>		

Measure / risk	Green	Orange	Red
	<a href="#">MPI guidance on food safety(external link)</a>		
Hostels	<p>Hostels/schools, as a 'person conducting a business or undertaking' (PCBU), have obligations under the Health and Safety at Work Act 2005 to ensure the health and safety of its staff, children and the public. You must also comply with the Education (Hostels) Regulations 2005.</p> <p><b>If students are sick</b>, they should stay home (stay in the hostel, isolate the boarder or staff member and seek medical advice through Healthline or your GP). They should get tested if recommended to do so.</p> <p><b>Face coverings</b> are not required to be worn by boarders when inside the hostel. Hostels must display <b>QR Code posters</b> for the NZ COVID Tracer App. Contact tracing registers, including your visitor register, must be in place and identify which boarders and staff were on site at the time a confirmed case was in the hostel.</p>		
Homestays	The regulatory provider must be vaccinated.		
Examinations	<p>Examinations can operate when a school or kura is open with public health measures in place. All exams including NCEA, Scholarship, Cambridge and International Baccalaureate exams are able to proceed at all CPF settings but must have a range of public health measures in place.</p> <p>NZQA has disseminated information including a detailed checklist about managing NCEA and Scholarship exams. Please contact them if you haven't received this information.</p> <p>Students from other schools are able to attend on site, in order to sit their exams.</p>		
Managing in an emergency	<p>Fire alarms and other emergencies may require you to either evacuate your buildings or move everyone inside. The priority in these situations is keeping students and staff safe from the threat arising through the emergency event – fire, flood, earthquake etc.</p> <p>You will also need to ensure your health and safety plan can respond to other accidents or issues that may be faced in regard to health and safety, particularly if there are smaller numbers of staff on site. This includes having sufficient staff with first aid experience.</p> <p>You should continue to operate practice drills as normal at green, orange and red.</p>		
Managing staff under the COVID-19 Protection Framework			
School/kura closed due to COVID-19 outbreak	Staff paid as usual and move to online learning delivery.		

Measure / risk	Green	Orange	Red
<b>Managing staff leave</b>	<p>All staff would be subject to their usual sick leave entitlements</p> <p>In the event of a staff member being sick with COVID-19 or caring for a dependant who is sick with COVID-19, sick leave applies. Staff who contract COVID-19 are eligible for disregarded sick leave.</p> <p>A staff member who is self-isolating, or caring for a dependent who is self-isolating, should be provided discretionary paid leave.</p> <p>A staff member who has underlying health conditions and/or a medical exemption may need to work with the school to mitigate the risks associated with their conditions. Mitigation of these risks will need to consider the setting of COVID-19 exposure in the community.</p>		
<b>Health and Safety</b>	<p>Schools, as a 'person conducting a business or undertaking' (PCBU), have obligations under the Health and Safety at Work Act 2005 to ensure the health and safety of its staff, children and the public.</p> <p>In considering the obligation of the Act, schools and kura will need to conduct health and safety assessments as per guidance provided.</p> <p>The school will need to consider the possible range of mitigations. The mitigations applied will need to be in response to the level of risk in the community which will be broadly determined by the CPF setting.</p>		
<b>Workers who carry out work at or for a registered school or hostel</b>	<p>These staff must follow the mitigating requirements at each CPF setting for the registered school or hostel when carrying out their work and students/children are also present.</p> <p>Note that individual registered schools or hostels may have additional mitigations under their Health and Safety planning which must also be followed.</p> <p>This includes hostel workers, learning support staff, school bus drivers, volunteers, and external providers.</p>		



## Definition of Contacts and action needed



Please adhere to this diagram for the next course of action.



