

Kei te whakatakataka a matou akonga mo nga ahei a tona wa
Preparing our students for the possibilities of tomorrow.

Lake Rerewhakaaitu School Pandemic Action Plan

COVID 19



The following actions are a summary of our Pandemic Action Planning specifically altered and amended for the Novel Coronavirus COVID-19

Actions and Key Points

1. The Ministry of Health is the lead organisation. Lake Rerewhakaaitu School will follow **all** Health advice and directives. (Ongoing)
2. The Ministry of Education is the second lead agency. Lake Rerewhakaaitu School will follow **all** MoE advice and directives. (Ongoing)
3. Establish (Term 1) and maintain (Ongoing) regular communications with parent and whanau community
 1. Personal emails,
 2. Website notices,
 3. Skoolloop,
 4. Other media.
4. Provide high-quality accurate information for staff/parents whanau via communications links (Ongoing)
5. Update school Emergency Contact database. (Term 1 each year)
6. Ensure cleanliness in all school facilities is of a high standard as possible. (Ongoing)
7. Foster improved personal hygiene habits in staff and pupils. (Ongoing)
8. Ensure all sick/ill students and staff stay at home as per MoH/MoE requirements/advice. (Ongoing)
9. Plan for home learning/distance learning should the school be required to close.
10. Implement home learning/distance learning in the event of school closure.
11. Plan for reopening of the school.

CPF

Key things that schools and kura need to know

  **Public Health Measures are applied across all CPF settings**



Basic hygiene

Basic hygiene measures include good hand hygiene, cough, and sneeze etiquette, avoid touching your face, and regularly clean and disinfect surfaces.



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.



Vaccination

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.



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.



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.



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 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.



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.

Additional mitigations at each CPF setting

GREEN

Schools and kura are OPEN for on site learning for all students.



Face coverings are encouraged but not required.



Children with complex medical needs 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.

ORANGE

Schools and kura are OPEN for on site learning for all students.



Face coverings are required on school transport for ākonga aged 12 and up.



Face coverings are encouraged but not required indoors at school. **Children with complex medical needs** 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.



Staff are able to work across more than one group/class of students within the school. Staff such as **itinerant music teachers and relief teachers** will be able to work across different schools.



Curriculum related activities - Large activities with students, if they are to go ahead, should take place in well-ventilated areas or outdoors.



Non-curriculum related events 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.

RED

Schools and kura are OPEN for on site learning for all students.



Face coverings are required:

- for all ākonga Years 4 and up when indoors or in close contact with others
- for staff working to provide or support the provisions of education for Years 4 and up
- on school transport for all ākonga aged 12 and up.



Curriculum related activities - Large activities with students should not go ahead unless held outdoors.



Non-curriculum related events should be limited and may only go ahead if a vaccination certificate is required.



No external students on site for non-curriculum related inter-school activities.



Essential support services and agencies such as **learning support service may be on site**. Minimise attendance on site for non-essential services as much as possible.



No non-essential visitors on site.

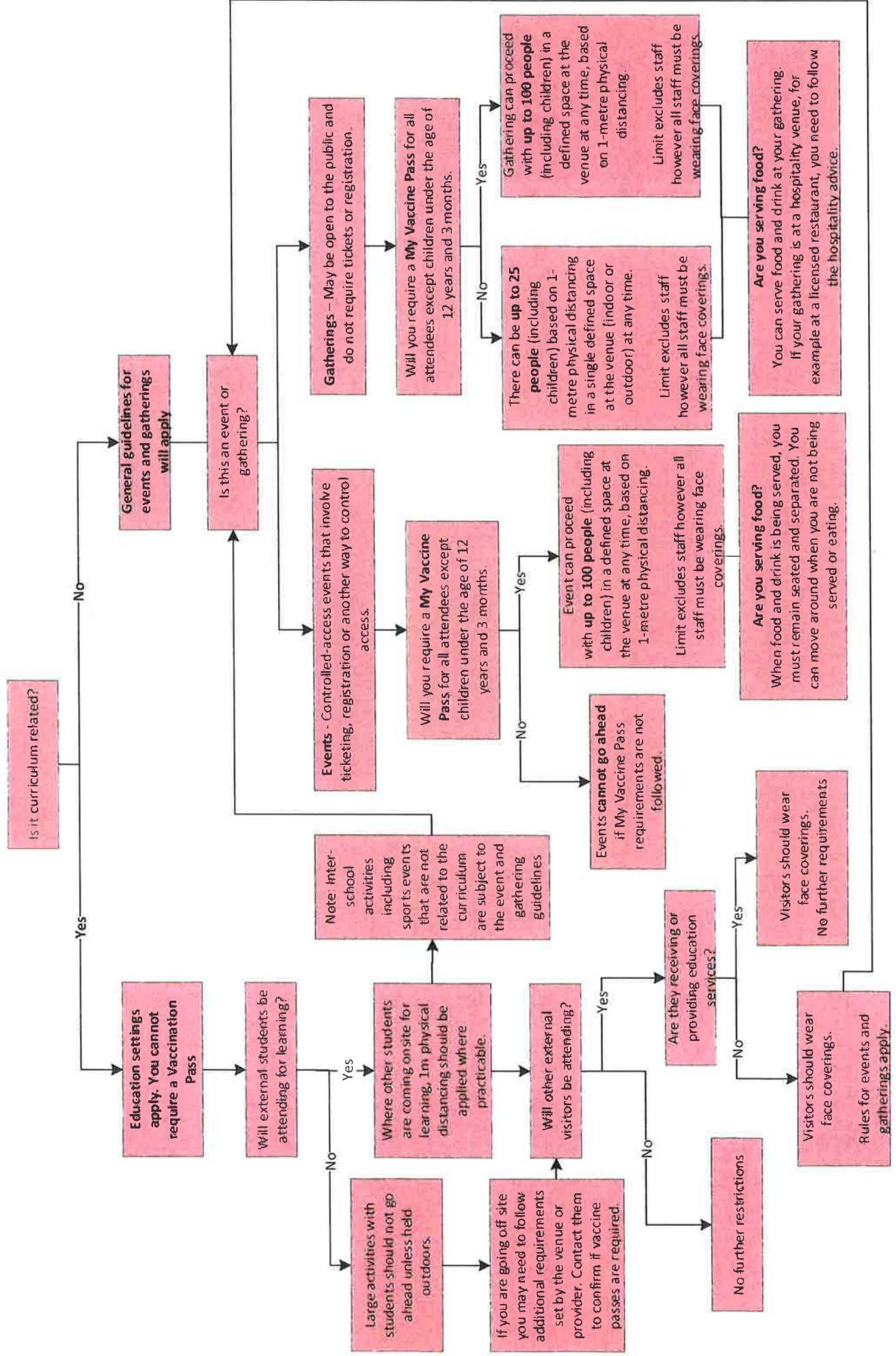


Children with complex medical needs, can seek advice from their health professional about whether it is appropriate to come to school. Parents, caregivers and students will need to work with the school to develop a plan to support attendance on site.



Support for off site learning will be provided for those who are advised to remain at home.

Guidelines for events and activities during December 2021 – Schools and kura at Red



Guidelines for events and activities during December 2021 – Schools and kura

Schools and kura may operate events and activities for the remainder of 2021. The guidelines that will apply will be determined by whether the activity is curriculum related or not. Alert Level settings apply for all curriculum related activities on site up until the end of the year. Non curriculum related activities and EOTC providers are covered by the traffic light framework.

All activities will be covered by the traffic light framework in 2022.

Please note:

- at Alert Level 3, there should not be any events, activities or gatherings held onsite beyond those related to curriculum requirements. Numbers involved in any curriculum-related activity should be kept to a minimum. Physical activities, including singing and dancing, should only be held outside
- there should be no non-essential visitors onsite at Alert Level 3
- while there is discretion in what you may do at **Alert Level 2** (subject to meeting public health requirements), we encourage you to take a precautionary approach when deciding whether to host a gathering or large event. Careful planning will need to be undertaken.

The following table sets out the mitigations that need to be applied in relation to specific activities between now and the end of the 2021 year.

Activity	Curriculum or not?	Alert Level Framework			Traffic Light Framework		
		Alert Level 2	Alert Level 3	Orange	Red		
Assemblies	Yes	Very large gatherings of students if they are to go ahead, should take place in well-ventilated areas or outdoors. Similarly any other events where students might closely congregate indoors in large numbers such as watching sports or cultural events etc, should be avoided.	There is no specific physical distancing requirement inside or outside when at school, but a 1 metre distance is recommended wherever practicable, particularly between adults. Groups should maintain at least a 2-metre distance from other groups inside and outside A 2-metre distance from people you don't know remains a strong recommendation.				
Community use of swimming pools or other facilities	No			May be operating. If a Vaccine Pass is required - no limit of how many people can attend. All must be vaccinated. If no pass is required a maximum of 50 people including children based on 1m physical distancing. Limit excludes staff. Face coverings indoor are encouraged.	May be operating. If a Vaccine Pass is required - maximum of 100 people can attend. All must be vaccinated. If no pass is required a maximum of 25 people including children based on 1m physical distancing. Limits exclude staff. Face coverings are required.		
Cultural activities during school hours	Yes	Practices and rehearsals will be able to go ahead (note: the physical distancing recommendation of one-metre distance where practicable, for singing and wind instruments).	Practices and rehearsals will be able to go ahead (note: the physical distancing recommendation of one-metre distance where practicable, for singing and wind instruments).				

Activity	Curriculum or not?	Alert Level Framework		Traffic Light Framework	
		Alert Level 2	Alert Level 3	Orange	Red
Music during school hours	Yes	Music classes, singing and using woodwind instruments can take place at Alert Level 2. Practices, rehearsals and performances can go ahead – physical distancing of one metre is recommended where practicable including singing and using wind instruments.	Wind instruments not to be shared and limited to home use, or outside only.		
Out of Hours Music & Art, and cultural or sporting activities outside of school hours.	No	When singing or when wind instruments are used, ensure good ventilation or a large space.			
Parent teacher meetings	Yes	Face coverings are encouraged for visitors. Good hygiene standards and appropriate physical distancing is recommended along with recording attendees to ensure contact tracing can be conducted if necessary.	No non-essential visitors onsite. All visitors, including parents and caregivers, should wear face coverings when on school grounds. You must adhere to the rules for gatherings when others come onsite, including parents and caregivers. There should be no volunteers for classroom activities at Alert Level 3. Consider how you might monitor entrances to minimise non-essential visitors from coming on site. If staffing onsite is limited, one entry point may be the most practical way to manage visitors, coupled with staggered starts.	May occur. If a Vaccine Pass is required - no limit of how many people can attend. All must be vaccinated. If no pass is required a maximum of 50 people including children based on 1m physical distancing. Limit excludes staff.	May occur. If a Vaccine Pass is required - maximum of 100 people can attend. All must be vaccinated. If no pass is required a maximum of 25 people including children based on 1m physical distancing. Limits exclude staff. Face coverings are required.
				Face coverings indoor are encouraged.	

Activity	Curriculum or not?	Alert Level Framework		Traffic Light Framework	
		Alert Level 2	Alert Level 3	Orange	Red
Physical Education classes including swimming	Yes	Physical activities including using shared equipment can go ahead. Physical distancing is not possible in some sporting activities. In these situations extra emphasis on handwashing and drying (or cleansing with hand sanitiser) before and after activities and regular cleaning of equipment is very important.	Physical education classes and break time activities can include access to sports equipment including playgrounds, but hygiene practice should be observed before and after playing with equipment. Playgrounds can open (consider rostering use for different groups). Physical distance is not possible in some sporting activities. In these situations, extra emphasis on handwashing and drying (or cleansing with hand sanitiser) before and after activities.		
Prizegivings involving wider community (parents and whānau)	No			May occur with visitors attending. If a Vaccine Pass is required - no limit of how many people can attend. All must be vaccinated. If no pass is required a maximum of 50 people including children based on 1m physical distancing. Limit excludes staff.	May occur. If a Vaccine Pass is required - maximum of 100 people can attend. All must be vaccinated.
Prizegivings during an assembly with only students and staff attending	Yes	Very large gatherings of students if they are to go ahead, should take place in well-ventilated areas or outdoors. Similarly any other events where students might closely congregate indoors in large numbers such as watching sports or cultural events etc, should be avoided.	Public health advice is that large groups of students meeting indoors should be avoided including assemblies, prize givings and performances. Events should not go ahead at Alert Level 3.	Face coverings indoor are encouraged.	Limits exclude staff. Face coverings are required.
PTA or parent group meetings	No			May occur. If a Vaccine Pass is required - no limit of how many people can attend. All must be vaccinated. If no pass is required a maximum of 50 people including children based on 1m physical distancing. Limit excludes staff. Face coverings indoor are encouraged.	May occur. If a Vaccine Pass is required - maximum of 100 people can attend. All must be vaccinated. If no pass is required a maximum of 25 people including children based on 1m physical distancing. Limits exclude staff. Face coverings are required.

Activity	Curriculum or not?	Alert Level Framework		Traffic Light Framework	
		Alert Level 2	Alert Level 3	Orange	Red
Religious instruction during school hours (State schools only)	No			May occur. If a Vaccine Pass is required - no limit of how many people can attend. All must be vaccinated.	May occur. If a Vaccine Pass is required - maximum of 100 people can attend. All must be vaccinated.
School balls, leavers dinners	No			Face coverings indoor are encouraged. May occur. If a Vaccine Pass is required - no limit of how many people can attend. All must be vaccinated. Face coverings indoor are encouraged.	Limits exclude staff. Face coverings are required. May occur. If a Vaccine Pass is required - maximum of 100 people can attend. All must be vaccinated. Limits exclude staff. Face coverings are required.
School fairs and fundraising events	No			If no pass is required - the event may not proceed. May occur. If a Vaccine Pass is required - no limit of how many people can attend. All must be vaccinated. Face coverings indoor are encouraged.	If no pass is required - the event may not proceed. May occur. If a Vaccine Pass is required - maximum of 100 people can attend. All must be vaccinated. Limits exclude staff. Face coverings are required.
School plays or performances during school hours	Yes	Very large gatherings of students if they are to go ahead, should take place in well-ventilated areas or outdoors. Similarly any other events where students might closely congregate indoors in large numbers such as watching sports or cultural events etc, should be avoided.	Public health advice is that large groups of students meeting indoors should be avoided including assemblies, prizegivings and performances. Events should not go ahead at Alert Level 3.		
Science fairs	Yes	Very large gatherings of students if they are to go ahead, should take place in well-ventilated areas or outdoors. Similarly any other events where students might closely congregate indoors in large numbers such as watching sports or cultural events etc, should be avoided.	Public health advice is that large groups of students meeting indoors should be avoided including assemblies, prizegivings and performances. Events should not go ahead at Alert Level 3.		

Activity	Curriculum or not?	Alert Level Framework		Traffic Light Framework	
		Alert Level 2	Alert Level 3	Orange	Red
Staff farewells	No			<p>May occur.</p> <p>If a Vaccine Pass is required - no limit of how many people can attend. All must be vaccinated.</p> <p>Face coverings indoor are encouraged.</p> <p>If no pass is required - the event may not proceed.</p>	<p>May occur.</p> <p>If a Vaccine Pass is required - maximum of 100 people can attend. All must be vaccinated.</p> <p>Limits exclude staff.</p> <p>Face coverings are required.</p> <p>If no pass is required - the event may not proceed.</p>
Weekend sports	No			<p>May occur.</p> <p>If a Vaccine Pass is required - no limit of how many people can attend. All must be vaccinated.</p> <p>If no pass is required a maximum of 50 people including children based on 1m physical distancing.</p> <p>Limit excludes staff.</p> <p>Face coverings indoor are encouraged.</p>	<p>May occur.</p> <p>If a Vaccine Pass is required - maximum of 100 people can attend. All must be vaccinated.</p> <p>If no pass is required a maximum of 25 people including children based on 1m physical distancing.</p> <p>Limits exclude staff.</p> <p>Face coverings are required.</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>Schools and kura are open for on site learning for all students.</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>Schools and kura are open for on site learning for all students.</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>Schools and kura are open for on site learning for all students.</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 \(covid19.govt.nz\)](https://www.govt.nz/health/maintain-good-hygiene-unite-against-covid-19/)

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
Children with complex medical needs, particularly if not fully vaccinated	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.
Crossing boundaries and movement between schools and kura	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.		
Staff must be fully vaccinated by 1 January 2022 (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. COVID-19 Required Vaccinations Order – Education in New Zealand		
	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. Ministry of Health - Temporary medical exemption process.		
Face coverings	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
	<p>Nurses in schools and other health professionals will need to follow their own industry guidance for using PPE.</p>	<p>For all ākongga 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 ākongga 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>
Physical distancing	<p>Physical distancing is not a requirement.</p>	<p>Physical distancing is not a requirement.</p>	<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
Distance Learning	Schools and kura will support off site learning for those required to self-isolate or waiting for a test result.		including assemblies, prize giving's and performances.
Physical and cultural activities onsite / use of playgrounds	Playgrounds can be used (maintain good hand hygiene). Physical and cultural activities can go ahead on site (all other public health measures must be maintained including good hygiene practices).	Playgrounds can be used (maintain good hand hygiene). Physical and cultural activities can go ahead on site (all other public health measures must be maintained including good hygiene practices).	Playgrounds can be used (maintain good hand hygiene) but consider rostering use by different groups to minimise congestion. Exercising and singing must be held outdoors. 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. Physical distancing is not possible in some sporting activities. In these situations, extra emphasis on handwashing and drying before and after activities.
Curriculum related activities - including technology centres, examinations, assemblies and shared facilities across schools	You cannot require proof of vaccination.	You cannot require proof of vaccination. Large activities with students, if they are to go ahead, should take place in well-ventilated areas or outdoors.	You cannot require proof of vaccination. Large activities with students should not go ahead unless held outdoors.
			See further below for singing and musical instruments.

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, 1m physical distancing should be applied where practicable. Examinations will require 1.5m physical distancing.
Non-curriculum related events	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.
External students onsite for inter-school activities	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.
Education outside the classroom (EOTC)	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"> 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? 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? 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. 		
Visitors	<p>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.</p> <p>They must also meet any other health requirements applicable at the time.</p>	<p>There are no restrictions on visitors on site, but they need to be captured in a visitor register or similar, to support contact tracing.</p> <p>They must also meet any other health requirements applicable at the time.</p>	<p>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.</p> <p>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.</p>
<p>Support services and agencies on site</p> <p>including Ministry of Education, Education Review Office, NZQA, Police, Fire, Mobile Dental units etc</p>	<p>There are no restrictions, but staff must be captured in a visitor register or other system, to support contact tracing.</p> <p>They must also meet any other health requirements applicable at the time.</p>	<p>There are no restrictions, but staff must be captured in a visitor register or other system, to support contact tracing.</p> <p>They must also meet any other health requirements applicable at the time.</p>	<p>Learning support services continue.</p> <p>Minimise attendance on site for non-essential services as much as possible.</p> <p>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.</p>

Measure / risk	Green	Orange	Red
Teaching across schools and groups	Staff are able to work across more than one group/class of students within the school. Staff such as itinerant music teachers and relief teachers will be able to work across different schools.	Staff are able to work across more than one group/class of students within the school. Staff such as itinerant music teachers and relief teachers will be able to work across different schools.	Minimise as much as possible, staff working across groups/classes of students. 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.
Libraries	Operate as normal.		
Shared supplies	Shared supplies and equipment are able to be used if students and staff are undertaking regular hand washing and staying away if sick.		
Music, instruments, singing etc.	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.	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.	For singing, participants must be outside and two metres distant from each other. No singing should take place inside. Wind instruments not to be shared and limited to home use, or outside only.
Drinking fountains	OK to use at any CPF setting. Follow usual safety precautions (regular cleaning, don't touch mouth to metal, wash hands regularly).		
Food preparation	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. Food should be eaten outside wherever practicable at Red.		

Measure / risk	Green	Orange	Red
Hostels	<p>MPI guidance on food safety/external link</p> <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><i>If students are sick</i>, 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><i>Face coverings</i> are not required to be worn by boarders when inside the hostel. Hostels must display QR Code posters 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	<p>The regulatory provider must be vaccinated.</p>		
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>		
<p>Managing staff under the COVID-19 Protection Framework</p>			
School/kura closed due to COVID-19 outbreak	<p>Staff paid as usual and move to online learning delivery.</p>		

Measure / risk	Green	Orange	Red
Managing staff leave	<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>		
Health and Safety	<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>		
Workers who carry out work at or for a registered school or hostel	<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>		

COVID-19

Step-by-step guide for managing COVID-19 in primary and intermediate schools and kura

2 December 2021

Purpose of this step-by-step guide

This is a companion guide to *Managing COVID-19: A public health toolkit for primary and intermediate schools and kura*. It aims to provide clear steps for education officials to support the management of COVID-19 contacts within these education environments.

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General information

Scope

This document provides detailed steps to follow to be able to support the management COVID-19 contacts in school communities. See the Appendix for acronyms and key terms.

It does not include detailed steps that health officials will complete, apart from where education and health officials undertake actions together.

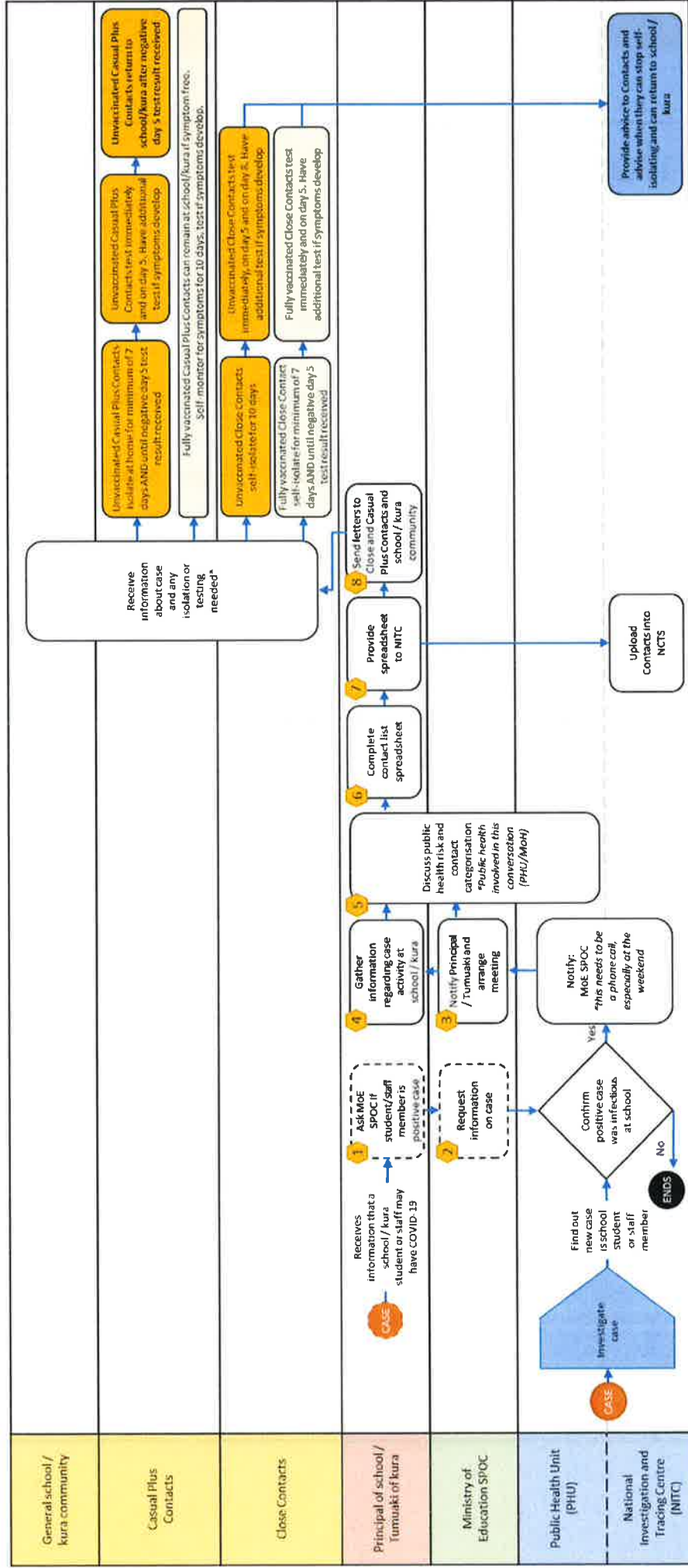
Each step is colour coded to the role responsible – either the Principal / Tumuaki or the MoE Single Point of Contact.

Roles and Responsibilities

Role	Responsibility
Principal / Tumuaki	<ul style="list-style-type: none"> ● Ask MoE Single Point of Contact if student/staff member is positive case ● Discuss public health risk and contact categorisation with MoE Single Point of Contact and public health ● Complete assessment of contacts ● Provide list of contacts to NITC ● Send letters to Close Contacts, Casual Plus Contacts and school community
Ministry of Education Single Point of Contact (SPOC)	<ul style="list-style-type: none"> ● Request information on a case from a public health unit ● Provide information about the education facility ● Notify school / kura and arrange meeting ● Discuss public health risk and contact categorisation with Principal / Tumuaki and public health ● Support Principal / Tumuaki to complete assessment of contacts
Public Health	<ul style="list-style-type: none"> ● Investigate case ● Confirm positive case was infectious at school ● Notify MoE Single Point of Contact of case at school ● Discuss public health risk and contact categorisation ● Provide the infectious period, self-isolation end date and testing dates
National Investigation and Tracing Centre (NITC)	<ul style="list-style-type: none"> ● Upload Close Contacts into NCTS ● Provide advice to Contacts

COVID-19

Process flow chart for roles and responsibilities



1 Corresponding step in Step-by-step guide

*Contacts that are required to self-isolate and get tested will also be contacted by public health

Step-by-step guide

1. Ask MoE Single Point of Contact if student/staff member is positive case

When to use

Follow these steps if the Principal / Tumuaki hears that there might be a student or staff member case, but they have not been officially notified by the MoE Single Point of Contact.

Who does this step

Principal / Tumuaki of school or kura

Before you begin

Ensure that you:

- have received information from a reliable source that a school student or staff member has tested positive for COVID-19.
- have identified the right MoE Single Point of Contact to contact

Steps

1	If during weekday hours, email and if outside of business hours, call MoE Single Point of Contact seeking confirmation of the positive case. If possible, include: <ul style="list-style-type: none">• Name of possible case• Date of birth• Name of school / kura that case attends	Within 1 hour, between 7am and 9pm
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2. Request information on a case from public health

When to use

Follow these steps if the MoE Single Point of Contact has been advised by a Principal / Tumuaiki that there is a positive case in their community.

Who does this step

MoE Single Point of Contact

Before you begin

Ensure that you:

- have received enough information to pass on to public health, and that the information has come from a reliable source
- have the contact details of the public health service

Steps

1	Call public health to advise of possible case, and confirm details of the case with the information they have received from the Principal / Tumuaiki (step 1). Note that public health is available to support education settings from 8am–6pm, 7 days per week.	Call within 1 hour (within public health operating hours).
2	Confirm any available information, including: <ul style="list-style-type: none">• Name of case• Name of school If public health has completed a case investigation, they may be able to also provide: <ul style="list-style-type: none">• Infectious period OR information that not infectious at school• Any known activities at the school during that infectious period• Isolation end date and testing advice for contacts (note that this may need to be reviewed if there are subsequent cases)• Case number (this is important to be able to link the contact list spreadsheet in the contact tracing system)	
3	Discuss appropriate time to meet with school / kura to complete risk assessment	

3. Notify school / kura and arrange meeting

When to use

Follow these steps if you have been notified of a positive case of COVID-19 within a school or kura community.

Who does this step

MoE Single Point of Contact

Before you begin

Ensure that you have:

- received all the information you need from public health

Steps

1	<p>Call the Principal / Tumuaki of the school or kura concerned to advise them of the positive case and the details:</p> <ul style="list-style-type: none">● Name of case● Name of school <p>If public health has completed a case investigation, they may be able to also provide:</p> <ul style="list-style-type: none">● Infectious period OR information that not infectious at school● Any known activities at your school during that infectious period● Isolation end date and testing advice for contacts (note that this may need to be reviewed if there are subsequent cases)● Case number (this is important to be able to link the contact list spreadsheet in the contact tracing system)	Within 1 hour (dependent on public health being available) and between 7am and 9pm
2	Arrange a time to virtually meet with the Principal / Tumuaki and public health to discuss public health risk and contact categorisation.	
3	Follow-up with an email to the Principal / Tumuaki, and public health with <ul style="list-style-type: none">● confirmation of meeting time and date● virtual meeting invite	

4. Gather information regarding case activity at school / kura

When to use

Follow these steps once you have been notified of a case at your school / kura.

Who does this step

Principal / Tumuaki

Before you begin

Ensure that you have:

- confirmation that there is a case in your school / kura
- clear information about the case that has been identified and the days they were infectious while at school

Steps

1	<p>Collate information about Contacts of the case and their interactions with the Case.</p> <p>For example</p> <ul style="list-style-type: none">• teachers• classes• close friends / staff members• extracurricular activities at school / kura• vaccination record <p>Think about if there are any equity considerations for any of the contacts. For example, will particular contacts require additional support to isolate or get tested?</p>	Within 8 working hours of notification
2	If time allows, prepare to share the information with public health, if requested prior to the discussion on risk assessment and contact categorisation	
3	Advise the MoE Single Point of Contact if the information has been shared.	

5. Discuss public health risk and contact categorisation

When to use

Follow these steps to determine the public health risk within the school / kura setting.

Who does this step

Principal / Tumuaki, MoE Single Point of Contact, public health

Before you begin

Ensure that you have:

- received information about contacts (Principal / Tumuaki)
- details about the case and any contacts identified through the case investigation (public health)
- any additional information about the activities of the case that might be relevant to contact categorisation, eg, who the case had class with, ate lunch with etc. (anyone)

Steps

1	Meet virtually to discuss the public health risk associated with this case attending school during infectious period	Within 8 working hours of notification
2	Seek clarification on <ul style="list-style-type: none"> ● challenges with finding information ● grey areas with categorising contacts, ie. ILE settings ● dates for isolation and testing based on exposure <ul style="list-style-type: none"> ○ Note that day 0 is the date of exposure ● assistance available for contacts who may require additional support to comply with public health advice ● the case number (if this hasn't already been provided) ● the approach for communicating with your school/kura community, and the correct information to include in the template letters ● other concerns Note: this meeting will consider whether a school may shift to online learning	
3	Establish next steps: <ul style="list-style-type: none"> ● timeframe for completing contact categorisation (to be expected within 8 hours on weekdays) ● when contact lists will be provided to NITC ● when letters will be sent to the school / kura community 	

6. Complete assessment of contacts

When to use

Follow these steps when completing assessment of contacts. This may be an iterative process, if contacts are identified over time.

Who does this step

Principal / Tumuaki

Before you begin

Ensure that you have:

- received information about the case and contacts from public health, including the case number and the infectious period of the case
- have access to the template contact list spreadsheet from the toolkit

Steps

1	Categorise the contacts using the template spreadsheet that includes drop-down fields. <ul style="list-style-type: none"> • Note: If a contact is listed more than once (this may occur if they were exposed on multiple occasions, for example in two different classes), always categorise the contact based on the higher risk. For example, if a contact is categorised as both a Casual Plus Contact and a Close Contact, they should be categorised as a Close Contact. • Ensure that you clearly identify which day the contact was at school or kura 	Within 8 working hours of notification
2	Finalise the contact categorisation, check for any data quality issues and save using standardised naming convention: [School name_case number_contact list_date]	
3	Further public health input may be sought in specific circumstances: <ul style="list-style-type: none"> • There has been further transmission within the school / kura • There have been significant staff exposures that put a school's ability to operate at risk • There are individuals at high risk of severe disease and/or where the risk mitigation strategies may be challenging to apply (eg, children with disabilities or complex behavioural needs) • Schools with hostel settings 	

7. Provide list of contacts to NITC

When to use

Follow these steps when the contact categorisation has been completed. Please only send a contact list if you have a **confirmed case** of COVID-19 at your school / kura.

Who does this step

Principals / Tumuaki

Before you begin

Ensure that you have:

- saved the spreadsheet using the naming convention [School name_case number_contact list_date]
- checked that the spreadsheet is completed correctly, and any data quality issues have been fixed. This will avoid time delay in the information being uploaded into the NCTS

Steps

1	Password protect the spreadsheet [use review tab > protect workbook > enter password]	Within 8 working hours
2	<p>Draft and send email to covid-19_contacttracing@health.govt.nz using the following text:</p> <p>Subject line: School name_case number_contact list_date</p> <p>Kia ora</p> <p>Following the case being identified at [school / kura name], attached is a list of individuals who have been identified as Contacts for upload into the NCTS.</p> <p>Noho ora mai [Principal/Tumuaki]</p>	
3	<p>Draft and send follow-up email to covid-19_contacttracing@health.govt.nz using the following text:</p> <p>Subject line: School name_case number_contact list_date</p> <p>Kia ora</p> <p>The password for the contact list just sent through for [school / kura name] is [include password].</p> <p>Noho ora mai [Principal/Tumuaki]</p>	

COVID-19

4	The NITC team will respond to your emails to inform you that your spreadsheet has been received.	
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8. Send letters to Contacts and school / kura community

When to use

Follow these steps to inform the Contacts of a case of the steps they need to take to isolate and get tested for COVID-19, and to the general school / kura community.

Who does this step

Principal / Tumuaki

Before you begin

Ensure that you have:

- agreed with public health on the approach to contacting your community, prior to sending the letters
- the template letters provided in **Managing COVID-19: A public health toolkit for primary and intermediate schools and kura**
- the information about school / kura name, when the case was at school / kura, the dates when testing is required and the dates when isolation of contacts ends
- contact details for contacts and their whānau

Steps

1	Populate the template letters from Managing COVID-19: A public health toolkit for primary and intermediate schools and kura with the information required	Within 8 working hours
2	Use the information from the contact categorisation spreadsheet to create lists of <ul style="list-style-type: none"> • who should receive the Close Contact letter • who should receive the Casual Plus Contact letter 	
3	Send the completed Close Contact and Casual Plus Contact letters to the relevant people	
4	Send the general letter to the rest of the school / kura community	
5	If there are any equity considerations for particular contacts, work with whānau to ensure they are able to easily comply with public health advice and are aware of support available.	
6	Ensure you are aware of the timing of when students will be able to return to school following their isolation period and negative test results	

Appendix: Acronyms and key terms

MoE SPOC	Ministry of Education Single Point of Contact. This is likely to be the Director of Education for one of the 11 regions.
MoH	Manatū Hauora / Ministry of Health
NCTS	National Contact Tracing Solution. This is the IT system that is used to capture case and contact information.
NITC	National Investigation and Tracing Centre. This is the Manatū Hauora / Ministry of Health contact tracing team.
PHU	Public Health Unit. There are 12 public health units across Aotearoa New Zealand.

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Managing COVID-19: A public health toolkit for primary and intermediate schools and kura

2 December 2021

Purpose of this toolkit

This toolkit is intended to support the Ministry of Education to work with primary and intermediate school and kura communities to prepare to support the management of COVID-19 contacts within their environments, when a case has been infectious while on-site.

It has been prepared by Manatū Hauora | the Ministry of Health and public health units, in consultation with Te Tāhuhu o te Mātauranga | the Ministry of Education.

The toolkit is intended to be used as a national tool for primary and intermediate schools and kura as we transition into the national COVID-19 Protection Framework.

As the COVID-19 situation develops, this toolkit may be amended or revised.

For any additional information, please visit www.health.govt.nz or www.covid19.govt.nz.

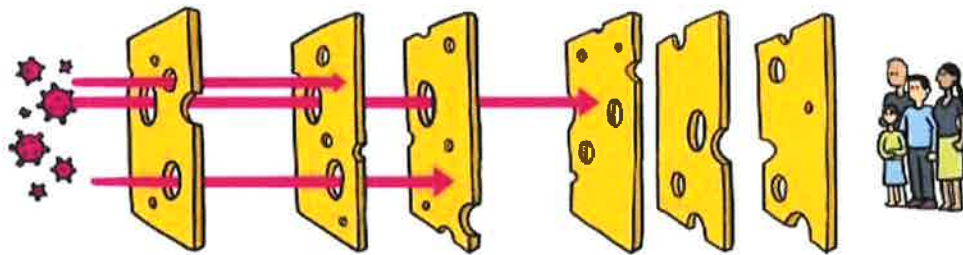
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Preparedness: How to reduce the risk of COVID-19

Based on international and local evidence and experience, managing the risk of COVID-19 transmission within primary and intermediate schools and kura is different than secondary school environments. Key factors for this are that children/tamariki under 12 cannot currently be vaccinated, and only in the Red setting are students years 4 and above mandated to wear masks. However, as primary and intermediate schools and kura have robust record-keeping and COVID-19 protocols in place, this allows contact identification to occur rapidly.

There are many things that primary and intermediate schools and kura can do to further reduce the risk and impact of a COVID-19 case in their environments. It is useful to conceptualise this as having layers of preventative measures in place to protect staff and students, as the cheese model below explains. The more layers of protection in place (eg, good hygiene practices, handwashing, ventilation, cleaning and disinfecting high touch areas regularly etc.), the harder it is for the virus to get through.



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To help reduce the risk of spreading COVID-19, you should:

- Keep occupied spaces well ventilated
- Create a culture where face covering wearing is normalised for years 4 and above
- Maintain physical distancing as much as possible
- Encourage good hygiene practices
 - Hand hygiene
 - Cough and sneeze etiquette
- Maintain appropriate cleaning regimes, including cleaning and disinfecting high touch surfaces, as well as regular cleaning
- Ensure children/tamariki, students or staff members with COVID-19 symptoms get a COVID-19 test and remain at home until a negative result is received and they are symptom free for 24 hours
- Reduce mixing of children/tamariki, students and staff
- Follow public health advice (testing, self-isolation) for any cases and contacts within your school or kura community.
- Support access to COVID-19 vaccinations for all staff and eligible students

Vaccination

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Vaccination is the leading public health prevention strategy in managing the COVID-19 pandemic. Promoting vaccination can help schools reduce the risks of outbreaks and potential school closure. All whānau and eligible students in each school should be strongly encouraged to get vaccinated.

On 11 October 2021 Government announced that all primary and intermediate school and kura staff will need to be **fully vaccinated by 1 January 2022**. Please see www.education.govt.nz/covid-19/advice-for-schoolskura/managing-staff/covid-19-required-vaccinations-order/ for information on how to support your staff to get vaccinated.

For more information on COVID-19 vaccination, including who is eligible, see www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-vaccines.

Ventilation

Open or well-ventilated spaces reduce the risk of transmission of COVID-19 because infectious particles are more quickly diffused in the open air than in spaces with less ventilation.

The virus that causes COVID-19 can be spread from person to person through contact with droplets, which are produced when a person sneezes or coughs, or through other small respiratory particles that are produced when people talk, sing or shout. These small particles can remain in the air for some time and may build up if there is not enough ventilation.

Transmission of COVID 19 is more common indoors, where there may be less space to physically distance and where people may come into contact with droplets more easily.

To help reduce the risk, it is important to take steps to improve ventilation in indoor settings so that any infectious particles that may be present in the air are more quickly removed.

For information on ventilation in classrooms, please see www.education.govt.nz/school/property-and-transport/health-and-safety-management/ventilating-schools/.

Handwashing and hygiene

Washing your hands is one of the easiest ways to keep yourself safe. Wash often with soap for 20 seconds. Then dry your hands completely. This kills the virus by bursting its protective bubble.

You should wash your hands if you have been in a public place, or after blowing your nose, coughing or sneezing. Avoid touching your face, including your eyes, nose or mouth if your hands are not clean.

It is important to wash your hands:

- after blowing your nose, coughing or sneezing
- after visiting a public space or touching surfaces outside of your home
- after handling your face covering
- before and after eating or preparing food
- after using the toilet, changing babies' nappies or helping children/tamariki use the toilet
- after handling rubbish
- after touching animals and pets
- when your hands are visibly dirty or feel dirty.

Hand sanitiser

COVID-19

Using hand sanitiser is effective at killing germs and viruses when done correctly. It destroys the protective bubble of the virus, but only if the sanitiser has at least 60% alcohol. Sanitiser is also effective in reducing the number and type of germs.

Hand sanitiser is often more convenient when you are outside of your home but can be expensive or difficult to find in an emergency. Make sure you use a sanitiser that contains at least 60% alcohol and rub it into your hands for at least 20 seconds.

Cough or sneeze into your elbow

Cough or sneeze into your elbow or cover your mouth and nose with tissues. Put tissues in a bin immediately, then wash your hands thoroughly. This will catch the droplets and keep the virus off your hands, so you will not spread it to other people and make them sick too. All students with respiratory or other infectious symptoms should not be at school whilst symptomatic and would be encouraged to get a test prior to returning to school.

A face covering also helps stop droplets spreading when someone speaks, laughs, coughs or sneezes. This includes someone who has COVID-19 but feels well or has no obvious symptoms.

Current evidence suggests that catching COVID-19 from surfaces is the least common, but it is still important to clean surfaces to reduce the risk. The length of time the virus can survive on surfaces depends on many factors including temperature, humidity and UV or sunlight. Appropriate cleaning and disinfecting of surfaces will help reduce the transmission of COVID-19.

Face coverings

At **Red**, face coverings are mandated indoors at all times for:

- all students years 4 and above
- all staff / kaimahi
- all visitors in classrooms or in communal areas
- students 12 and over on school or kura transport.

At **Orange**, face coverings are mandated for students 12 and over on school or kura transport. Students and staff are strongly encouraged to wear face coverings while at school or kura.

Schools and kura in regions that moved from Alert Level 2 to Red are able to keep their alert level settings until the end of the school year. This means that they do not have to wear face coverings, but they are strongly encouraged to do so.

While many primary and intermediate age students will not be wearing face coverings, for those that are able to or choose to, as well as for staff, please refer to the information below.

What is an appropriate face covering?

A face covering is something which securely covers the nose and mouth. There are many types of face coverings available, including cloth and disposable. Face coverings work best if they are made with multiple layers and form a good fit around the face.

Cloth face coverings should be made of a material that you find comfortable and breathable, such as cotton. The World Health Organisation recommends **three layers** of fabric. Manatū Hauora / the Ministry of Health recommends you should have enough (washable) face coverings so each person in your family can wear one and wash one.

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Appropriate face coverings: <i>fitted snugly and sealed well around facial contours</i>	NOT appropriate face coverings
Single use, disposable masks (medical masks) Re-usable fabric masks with 3 layers	Dust masks Bandanas (or similar, eg, scarves)

More information about use of face coverings, including appropriate types of masks and face coverings can be found on www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-health-advice-public/covid-19-use-masks-and-face-coverings-community#types.

Special considerations for face coverings

The use of face coverings may have a particular impact on those who rely on visual signals for communication. Those who communicate with or provide support to this group of people, are exempt from wearing a face covering in school settings.

If you have students who are not wearing face coverings, it's reasonable for you to check whether they are exempt from doing so. It's not always obvious why a face covering is unsuitable for someone, so it's important to be kind, respect people's privacy, and not jump to any conclusions.

Exemption cards are available only for those who have a disability or health condition that makes wearing a face covering unsuitable. While the cards are not a requirement for the individual, guidance on the Ministry of Health website notes it will make it easier to explain why wearing a face covering is unsuitable for them.

If a student has an exemption card, they will be able to show that to you as evidence of exemption. If they don't have a card, they may be able to provide a letter or medical certificate from a health practitioner or GP.

Organisations which can provide an exemption card are:

- Disabled Persons Assembly NZ – 04 801 9100 or info@dpa.org.nz
- Blind Citizens NZ – 0800 222 694 or admin@abcnz.org.nz
- Deaf Aotearoa – covid@deaf.org.nz

There are many layers of protection in schools and kura, including people who are unwell staying away, increasing rates of vaccination across the population (including mandated vaccinations for staff and volunteers), good ventilation, staff and some students wearing face coverings, good cough and sneeze etiquette.

Therefore, where someone is exempted from wearing a face covering, they should not be prevented from attending school and nor should there be any additional measures imposed on the individual.

Additional information

The Ministry of Education website has resources on preparedness activity at www.education.govt.nz/covid-19/advice-for-schoolskura/covid-19-protection-framework-advice-for-schools-and-kura/.

He Pitopito Kōrero - the School Bulletin contains the most up to date guidance for primary and intermediate schools and kura.

Please also see the Appendices for a checklist of things that you can be doing to ensure you are prepared for COVID-19.

Response: What will happen if a case is confirmed in a primary or intermediate school or kura

If someone with COVID-19 is at school or kura during their infectious period you will need to take steps to notify students, staff, whānau, and anyone else who may have been on your premises at the same time. You will be supported with this by Ministry of Education.

The public health measures in place in primary and intermediate schools and kura mean that approaches to case and contact management can be refined to better reflect the infection risk. **It may no longer be necessary for a school or kura to immediately close** when a case has been identified as infectious while in attendance.

Staff are vaccinated which reduces their risk of becoming infected with the virus or becoming seriously ill. Children/tamariki are at lower risk of severe illness if they are infected with the virus.

Guiding principles

- The public health measures in schools and kura mean that the risk of transmission of COVID-19 is reduced. However primary and intermediate settings may be more challenging than with older groups of students because of lower vaccination rates and lower use of face coverings. Additionally, there will be some children/tamariki with complex needs that may be at higher risk for adverse outcomes from COVID-19
- There are significant benefits for children/tamariki and young people/rangatahi to be in school – from educational, social and developmental perspectives
- A pragmatic approach to identifying the level of contact will be taken
- The approach aims to support the continuation of learning within primary and intermediate schools and kura as we transition to a minimisation and protection approach across the country
- We recognise that different communities will need different levels of assistance to ensure equitable health and educational outcomes at any time, and particularly while managing COVID-19 within education settings.

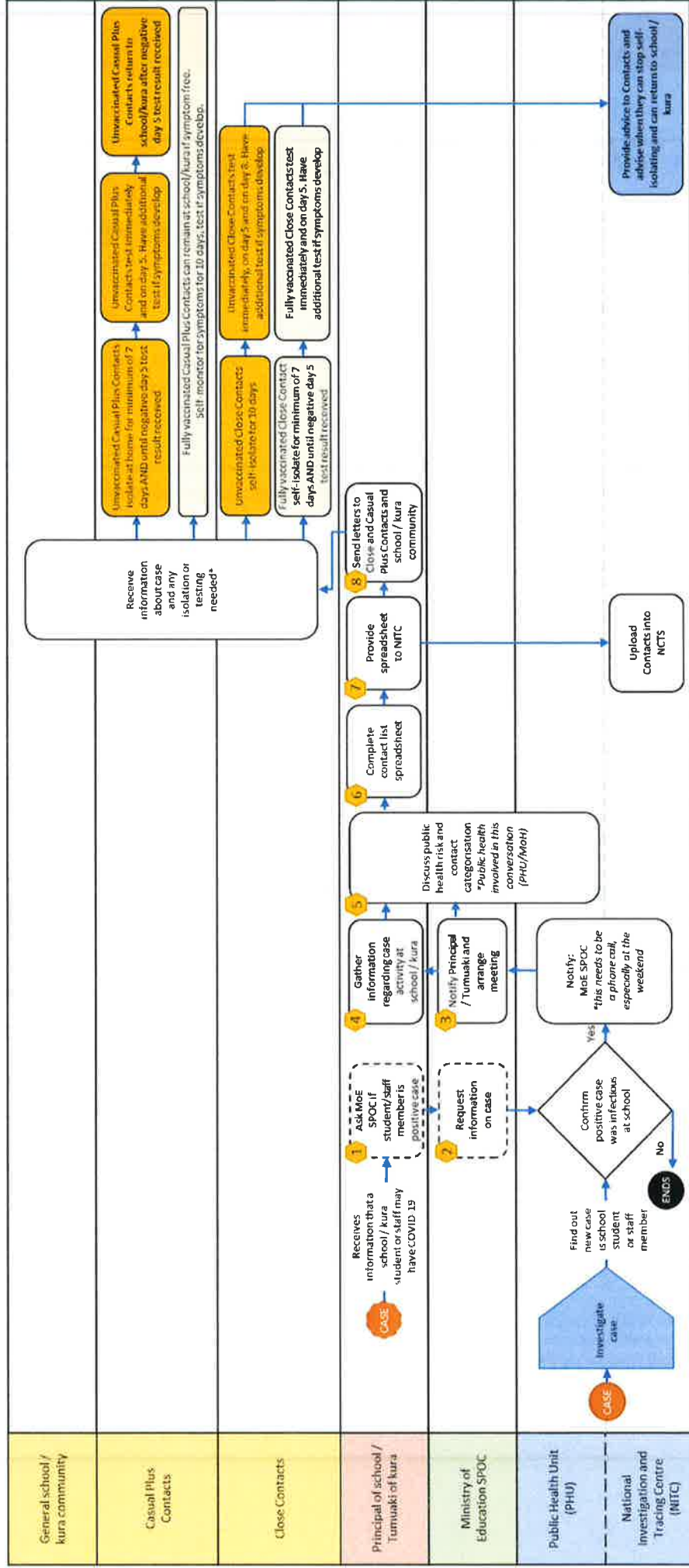
Roles and responsibilities

The process outlined on the next page defines key roles and responsibilities in the approach to contact and case management within education settings.

Each step of the flow chart is supported by a more detailed **Step-by-step guide for managing COVID-19 in primary and intermediate schools and kura** to ensure actions and ownership is clear, as well as expected timeframes.

COVID-19

Process flow chart for roles and responsibilities



1 Corresponding step in Step-by-step guide

*Contacts that are required to self-isolate and get tested will also be contacted by public health

Advice for contact categorisation within a primary or intermediate school or kura

People who have had contact with a case are considered 'contacts.' Depending on the type of interaction with the COVID-19 case, they may be categorised as Close, Casual Plus or Casual Contacts.

When someone is a COVID-19 positive case, their infectious period should be assumed to be from 48 hours before their symptoms started until medical clearance (at least 10 days of self-isolation for fully vaccinated people). If a case has no symptoms, they should generally be assumed infectious from 48 hours before the initial test.

Staff and some students will be vaccinated which reduces their risk of becoming infected with the virus or becoming seriously ill. Children/tamariki are at lower risk of severe illness if they are infected with the virus.

Anyone onsite may be classified in any one of the below contact categories. This includes staff, students or any visitors. Risk assessment should include the size of the indoor space, duration of contact, distance between case and contact, ventilation of the space and if the case was wearing an appropriate face covering.

Note that schools and kura do not need to know the vaccination status of students to be able to complete the process outlined in this toolkit.

While we recognise that schools and kura will not have full visibility of all interactions within their environments, the process outlined in the table in Appendix Six provides guidance on how to distinguish the risk in different settings, based on best public health advice. The scenarios outlined help to provide examples of how the categorisation is applied in practice.

We expect that the advice is applied pragmatically with a focus on indoor settings where the contact was in close proximity to the case for an extended period of time (ie. a class) with inadequate ventilation. We recommend that efforts should be focussed on these higher risk settings and places where you can easily identify who was there and when (eg, staffrooms, classrooms).

Circumstances that may require more public health advice

Additional risk assessment by public health may be required in some circumstances. Please notify your Ministry of Education Single Point of Contact if any of the following apply:

- Schools / kura where there are individuals at high risk of severe disease or where risk mitigation strategies may be more challenging to apply, such as in specialist schools (eg, children/tamariki with disabilities or complex behavioural needs)
- Schools with hostel settings
- If more than one case has been notified/identified in the school or kura. If this occurs, the public health risk assessment will aim to ascertain whether in-school transmission has occurred.

In these circumstances, contacts (including those who are fully vaccinated), may be assessed as higher risk than they would be under the general guidance.

Note that a Medical Officer of Health may decide to manage cases, contacts and the associated public health risk differently to the process outlined in this guidance. It is important the Ministry of Education Single Point of Contact work closely with both public health and with the affected school or kura to ensure the approach is aligned.

Scenarios to support contact categorisation

For additional information to support the scenarios below, please refer to the public health risk assessment table in Appendix Six.

Scenario	Description	Contact Categorisation
Scenario 1 Close range contact within 1.5m of case	Case attended choir practice indoors OR case was sneezing/coughing forcefully indoors	<ul style="list-style-type: none"> Everyone in the same room as the choir practice or as sneezing/coughing case, in general: CLOSE CONTACT <ul style="list-style-type: none"> It doesn't matter how long somebody was in close range with the identified case It doesn't matter if the case was wearing a face covering or not <p><i>See table for details: Direct contact with respiratory secretions or saliva (indoors or outdoors) OR Face to face contact with a case who is forcefully expelling air/secretions FOR ANY DURATION OF TIME</i></p>
Scenario 2 Close range contact within 1.5m of case	A case had lunch with their friends indoors at lunchtime for more than 15 minutes	<ul style="list-style-type: none"> As they'll be eating, they won't be wearing a face covering. The friends they had lunch with: CLOSE CONTACT <p><i>See table for details: Indoor face to face contact for more than 15 minutes</i></p>
Scenario 3 Close range contact within 1.5m of case	Friends hanging out together in a classroom for more than 15 minutes	<ul style="list-style-type: none"> If the case was wearing a face covering and time was less than 2 hours: friends would be CASUAL PLUS CONTACTS If the case was wearing a face covering and time was more than 2 hours: friends would be CLOSE CONTACTS If the case wasn't wearing a face covering: friends would be CLOSE CONTACTS <p><i>See table for details: Indoor face to face contact for more than 15 minutes</i></p>
Scenario 4 Close range contact within 1.5m of case	A teacher-student interaction, or a parent-teacher conversation indoors for more than 15 minutes	<ul style="list-style-type: none"> If the case was wearing a face covering and time was less than 2 hours: contacts would be CASUAL PLUS CONTACTS If the case was wearing a face covering and time was more than 2 hours: contacts would be CLOSE CONTACTS If the case wasn't wearing a face covering: contacts would be CLOSE CONTACTS <p><i>See table for details: Indoor face to face contact for more than 15 minutes</i></p>

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<p>Scenario 5</p> <p>Close range contact within 1.5m of case</p>	<p>People in the same indoor classroom as a case (classmates or staff) who were sitting nearby (within 1.5m) for more than 1 hour</p>	<ul style="list-style-type: none"> • If the case was wearing a face covering AND the contact was in the class for less than 2 hours: Classmates would be CASUAL PLUS CONTACTS • If the case was wearing a face covering AND the contact was in the class for more than 2 hours: Classmates would be CLOSE CONTACTS • If the case wasn't wearing a face covering: Classmates would be CLOSE CONTACTS <p>A precautionary approach is recommended. For example, if a class was 50 minutes in length, round up and categorise as if it was longer than 1 hour.</p> <p><i>See table for details: Non-face to face contact for more than 1 hour in an indoor space</i></p>
<p>Scenario 6</p> <p>Indoor contact more than 1.5m from case</p>	<p>A case spent time in the sick bay or the small staff room that wasn't well-ventilated for more than 15 minutes OR took the school bus to school</p>	<ul style="list-style-type: none"> • If the case was wearing a face covering AND the contact was in the room or bus for less than 2 hours: people in that room would be CASUAL PLUS • If the case was wearing a face covering AND the contact was in the room or bus for more than 2 hours: people in that room would be CLOSE CONTACTS • If the case wasn't wearing a face covering: people in that room or bus would be CLOSE CONTACTS <p>Toilets fit into this size category, however in general toilets are not considered to be high-risk settings as most people do not spend more than 15 minutes there.</p> <p><i>See table for details: Indoor contact in a small space without good airflow/ventilation for more than 15 minutes</i></p>
<p>Scenario 7</p> <p>Indoor contact more than 1.5m from case</p>	<p>A case spent their free period (>1 hour) in the hall OR attended school/kura in an innovative learning environment</p>	<ul style="list-style-type: none"> • If the case was wearing a face covering AND the contact was in the space for less than 2 hours: people in that space would be CASUAL PLUS CONTACTS • If the case was wearing a face covering AND the contact was in the space for more than 2 hours: people in that space would be CLOSE CONTACTS • If the case wasn't wearing a face covering: people in that space would be CLOSE CONTACTS <p>If an Innovative Learning Environment is a moderate sized space and is poorly ventilated, then they would be categorised according to this scenario.</p> <p><i>See table for details: Indoor contact in a moderate sized space without good airflow/ventilation for more than 1 hour</i></p>

<p>Scenario 8</p> <p>Low-risk contact</p>	<p>For any duration of time: A case was in the school auditorium (>300m²) OR in a smaller office space <300m² that has good air flow/ventilation OR passed someone in the corridor briefly OR spent time outside with friends OR played a non-contact sport OR played at an outdoor playground</p>	<ul style="list-style-type: none"> • These scenarios are considered low-risk and any contacts are: CASUAL (no active management required) • Any outdoor setting is considered low risk • Brief contact – like passing someone in a corridor – is considered low risk <p><i>See table for details:</i> <i>Indoor contact in:</i></p> <ul style="list-style-type: none"> • A large space (> 300m²) OR • A smaller space (< 300m²) with good air flow/ventilation <p>FOR ANY DURATION OF TIME / Brief indoor contact within 1.5 meters of a case / Contact in outdoor spaces</p>
<p>Scenario 9</p> <p>Low-risk contact</p>	<p>For education outside of the classroom (EOTC) activities where the activity is outdoors (eg, walking to the swimming pool)</p>	<ul style="list-style-type: none"> • Any outdoor setting is considered low risk and any contacts are: CASUAL (no active management required) <p><i>See table for details:</i> <i>Contact in outdoor spaces</i></p> <p>FOR ANY DURATION OF TIME</p> <p>*For EOTC activities that occur indoors, please refer to scenarios 1-7 for categorisation depending on the size and ventilation of indoor location and nature of contact.</p>

Scenarios for household members of contacts

Scenarios	Description	Response
Scenario 10	What household members of Close Contacts should do	<ul style="list-style-type: none"> • Unvaccinated household members of an unvaccinated Close Contact, including children/tamariki, must stay at home until the Close Contact receives a negative day 5 test • If the Close Contact develops symptoms, unvaccinated household members should stay at home until the Close Contact returns an additional negative test • Vaccinated household members can continue their daily activities ie, go to work • If any household member develops symptoms, they should get tested and stay at home until negative test result AND until 24 hours after symptoms resolve
Scenario 11	What household members of Casual Plus Contacts should do	<ul style="list-style-type: none"> • If the Casual Plus Contact is a child, they should stay home with their primary caregiver, until the Casual Plus Contact receives a negative day 5 test result, or 7 days has passed since exposure, whichever is later

COVID-19

		<ul style="list-style-type: none"> • All household members can continue their daily activities ie, go to work • If any household member develops symptoms, they should get tested and stay at home until negative test result AND until 24 hours after symptoms resolve
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Key questions to ask when identifying contacts

The questions below will help with thinking about who a case interacted with and start to determine who may be a contact.

Who is the case?	Key questions
<p>A student is a case All students/staff who were in indoor environments with the case will be assessed to determine if they are a contact</p>	<ul style="list-style-type: none"> • Who was in the classroom/s with the case? (Staff and students) • Who was sitting near to the case in class? • Who may have shared drink bottles etc. with case? • Did the student take the school/kura bus? Who was in the school/kura bus with the student?
<p>A staff member is a case All students/staff who were in indoor environments with the case will be assessed to determine if they are a contact</p>	<ul style="list-style-type: none"> • Who was in the classroom/s with the case? • Did the staff member teach more than one class? • Who was in meetings with the case? • Who was in the lunchroom with the case? • Any other staff members they have had close contact with? • Any other students they have had close contact with?

For additional scenarios that may help in specific circumstances, including **boarding hostels**, please refer to Appendix Five.

Contact management pathways

Each contact category has a specific set of management requirements including length of isolation and testing. This advice will vary depending on vaccination status.

All Close Contacts will be provided advice by the National Investigation and Tracing Centre (the NITC), including being officially released from self-isolation once their final required negative test result has been returned. Unvaccinated Casual Plus Contacts will also be contacted. As vaccinated Casual Plus contacts are very low risk, as below, their advice is to monitor for symptoms. As this aligns with the advice to the rest of the school community, they do not receive communication from public health.

For primary and intermediate schools and kura, vaccinated contacts are most likely to be staff, and students are most likely to be unvaccinated contacts.

Advice for Close Contacts	
Close Contacts –Unvaccinated or single dose only <u>must</u> :	<ul style="list-style-type: none"> ● Self-isolate at home for 10 days post exposure, test immediately and on days 5 and 8 post exposure ● Continue to isolate at home until negative day 8 test result received AND 10 days has passed since exposure ● Be advised by public health when they can return to school / kura, and return to normal life ● Get an additional test immediately if symptoms develop at any time during the 10 days. Stay at home until negative test result AND until 24 hours after symptoms resolve ● Ensure that unvaccinated household members, including children/tamariki, stay at home until the Close Contact receives a negative day 5 test
Close Contacts – Vaccinated (ie, staff and potentially some students) <u>must</u> :	<ul style="list-style-type: none"> ● Self-isolate at home for 7 days post exposure, test immediately and on day 5 after last exposure ● Continue to isolate at home until negative day 5 test result received, AND 7 days has passed since exposure ● Be advised by public health when they can return to school / kura, and return to normal life ● Self-monitor for symptoms for 10 days (7 days isolation + 3 days) ● Get an additional test if symptoms develop at any time during the 10 days. Stay at home until negative test result AND until 24 hours after symptoms resolve

Note that household contacts are managed by public health, and they should follow the advice provided by public health rather than the school.

COVID-19

Advice for Casual Plus Contacts	
Casual Plus Contacts –Unvaccinated or single dose only <u>must</u> :	<ul style="list-style-type: none">● Stay at home for 7 days post exposure, test immediately and on day 5 after last exposure● Continue to isolate at home until negative day 5 test result received, AND 7 days has passed since exposure● Self-monitor for symptoms for 10 days (7 days isolation + 3 days)● Get an additional test if symptoms develop at any time during the 10 days. Stay at home until negative test result AND until 24 hours after symptoms resolve
Casual-Plus Contact – Vaccinated (ie, staff and potentially some students) <u>must</u> :	<ul style="list-style-type: none">● Self-monitor for symptoms for 10 days● Can continue to attend school/kura if symptom-free● Get a test if symptoms develop at any time during the 10 days and stay at home until negative test result AND until 24 hours after symptoms resolve

Advice for Casual Contacts / general advice for primary and intermediate schools or kura	
Casual Contacts <u>must</u> :	<ul style="list-style-type: none">● Watch for symptoms and if any develop, get tested immediately and stay at home/keep child at home until 24 hours after symptoms resolve● If you do not have any COVID-19 symptoms, you can continue to attend school/kura

What does 'fully vaccinated' mean?

To be considered 'fully vaccinated', **seven days** need to have passed since an individual has had their final dose in an accepted vaccination schedule. For example, for the Pfizer vaccine, once seven days has passed since the second dose, a person would be considered 'fully vaccinated'. Advice should be sought for staff and students who have had other vaccines.

Why does vaccination change what contacts need to do?

As with any vaccine, the Pfizer vaccine may not fully protect everyone who gets it. However, it is highly effective if people have both doses. That means, if you are fully vaccinated, you're far less likely to fall seriously ill and less likely to transmit the virus to others, if you do catch COVID-19.

Consequently, public health requirements (testing and isolation timeframes) will be different for fully vaccinated and partially or not vaccinated.

This also means that sometimes contacts will receive the same public health advice even if they are categorised differently. For example, a fully vaccinated individual that is categorised as a Close Contact will receive the same advice as Casual Plus Contact who is partially or not vaccinated.

Testing requirements

If there are schools or individuals that require assistance with getting tested, please contact your local DHB for advice on this.

When Close Contacts get tested, they should take their Close Contact letter with them. Community testing centres may be able to work with labs to prioritise test processing for Close Contacts. To find a COVID-19 testing site, please see www.healthpoint.co.nz/covid-19/.

School / kura contact list spreadsheet

Manatū Hauora / the Ministry of Health has developed a contact list spreadsheet to assist schools and kura in categorising contacts based on the risk factors for contacts of COVID-19 cases.

The template spreadsheet can be downloaded from [here](#).

Bluetooth function of the NZ COVID Tracer App

If a student or a staff member receives a Bluetooth notification from the NZ COVID App indicating that they are a contact of a case (see image), they automatically are categorised as a Close Contact. If this occurs, a school / kura should support the Contact to get home safely to self-isolate and to get tested immediately. The Close Contact should follow the directions in the App notification, which includes a request to call Healthline as soon as possible to receive further instructions.

Note that any Bluetooth notification overrides the matrix for contact categorisation outlined above, and the Close Contact should follow public health advice immediately.



Tracer
Close

Information sharing and privacy

A portal for uploading information to the National Contact Tracing Solution (the contact tracing IT platform) is currently under construction. This is anticipated to be available for the upload of contact lists in December.

Provision of information relating to those that may have been exposed to COVID-19 is important for controlling transmission of the virus, as outlined in the Health Act. Information relating to identified contacts will be held by the Public Health Unit and the Ministry of Health. **Personal information will not be disclosed.**

Contact information is protected under the Health Information Privacy Code and other law. Any concerns about the privacy of health information can be directed to the District Health Board privacy officer or the Office of the Privacy Commissioner. Contacts can request access to their health information, and any corrections if they believe it is inaccurate or misleading.

Appendix One: Spreadsheets for collecting contact information

Please refer to the **Step-by-step guide for managing COVID-19 in primary and intermediate schools and kura** for information about the process and what needs to happen to support contact categorisation.

The template spreadsheet can be downloaded from [here](#).

Appendix Two: Template letters for whānau staff/kaimahi and community

1. Template letter for the whole school or kura when there is a confirmed case

[Kia ora/insert greeting]

The health and wellbeing of our children, staff and community is a top priority. You may have heard there's a confirmed COVID-19 case in our community.

What we're doing

- We're working to identify any **Close** or **Casual Plus** contacts of the confirmed Case
- We'll give you an update on what you need to do by [insert time *within 8 hours*] today
- We will [remain open / move to distance learning for xx classes or the full school] while we work through the list of contacts

What you need to do

- [If your child is in this class], stay home until we provide you with an update

Noho ora mai

[insert name, position and school/kura]

2a. Template letter for Close Contacts who are staff, parents or whānau

- *This message is to be sent to the list of Close Contacts identified by the school/kura who are staff, parents or whānau.*
- *Highlighted text needs to be edited with relevant public health information.*

[Kia ora/insert greeting]

The health and wellbeing of our children, staff and community is a top priority.

We're sending this letter as you have been identified as a **CLOSE CONTACT**. You had contact with a positive COVID-19 case at [school/kura] on [insert date of last exposure].

This letter contains information about what you and your whānau need to do. This depends on your vaccination status. Please read it carefully.

Please get a COVID-19 test immediately. Note that in some instances, public health may advise testing on different days.

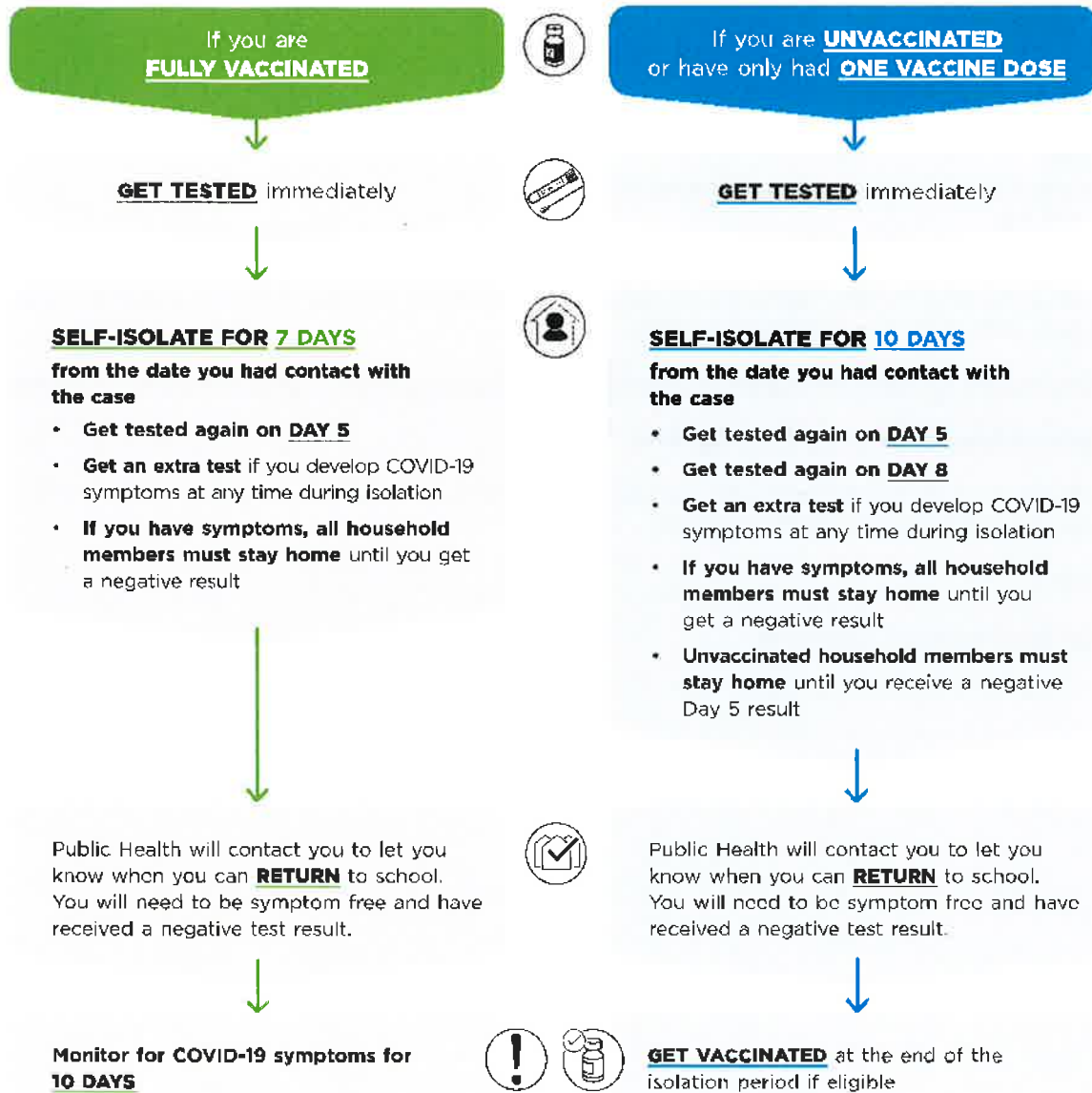
If you have questions, you can contact [insert details eg, name/role/number/email address].

COVID-19



A COVID-19 case has been confirmed in your school community. You have been identified as a **CLOSE CONTACT**

Please follow this Public Health guidance



How to get tested

- Find your nearest testing centre at www.healthpoint.co.nz/covid-19 or call Healthline on 0800 358 5453
- It's free
- Tell them you're a Close Contact

COVID-19

What it means to self-isolate

- Stay away from other household members if possible
- Don't leave your house for any reason
- You can't have any visitors

For more information, go to

www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-health-advice-public/covid-19-self-isolation-managed-isolation-quarantine#whattodo

Symptoms of COVID-19

- A new or worsening cough
- Sneezing and runny nose
- A fever
- Temporary loss of smell or altered sense of taste
- Sore throat
- Shortness of breath

Less common symptoms include diarrhoea, headache, muscle aches, nausea, vomiting, malaise, chest pain, abdominal pain, joint pain, or confusion/irritability.

For more information, go to covid19.govt.nz/health-and-wellbeing/about-covid-19/covid-19-symptoms/

For more information on being a Close Contact

www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-health-advice-public/contact-tracing-covid-19#factsheets

Noho ora mai

[insert name, position and school/kura]

2b. Template letter for Close Contacts who are students

- *This message is to be sent in its to the list of Close Contacts identified by the school/kura who are students.*
- *Highlighted text needs to be edited with relevant public health information.*

[Kia ora/insert greeting]

The health and wellbeing of our children, staff and community is a top priority.

We're sending this letter as your child has been identified as a **CLOSE CONTACT**. They had contact with a positive COVID-19 case at [school/kura] on [insert date of last exposure].

This letter contains information about what you and your whānau need to do. Please read it carefully.

Please get your child tested for COVID-19 immediately. Note that in some instances, public health may advise testing on different days.

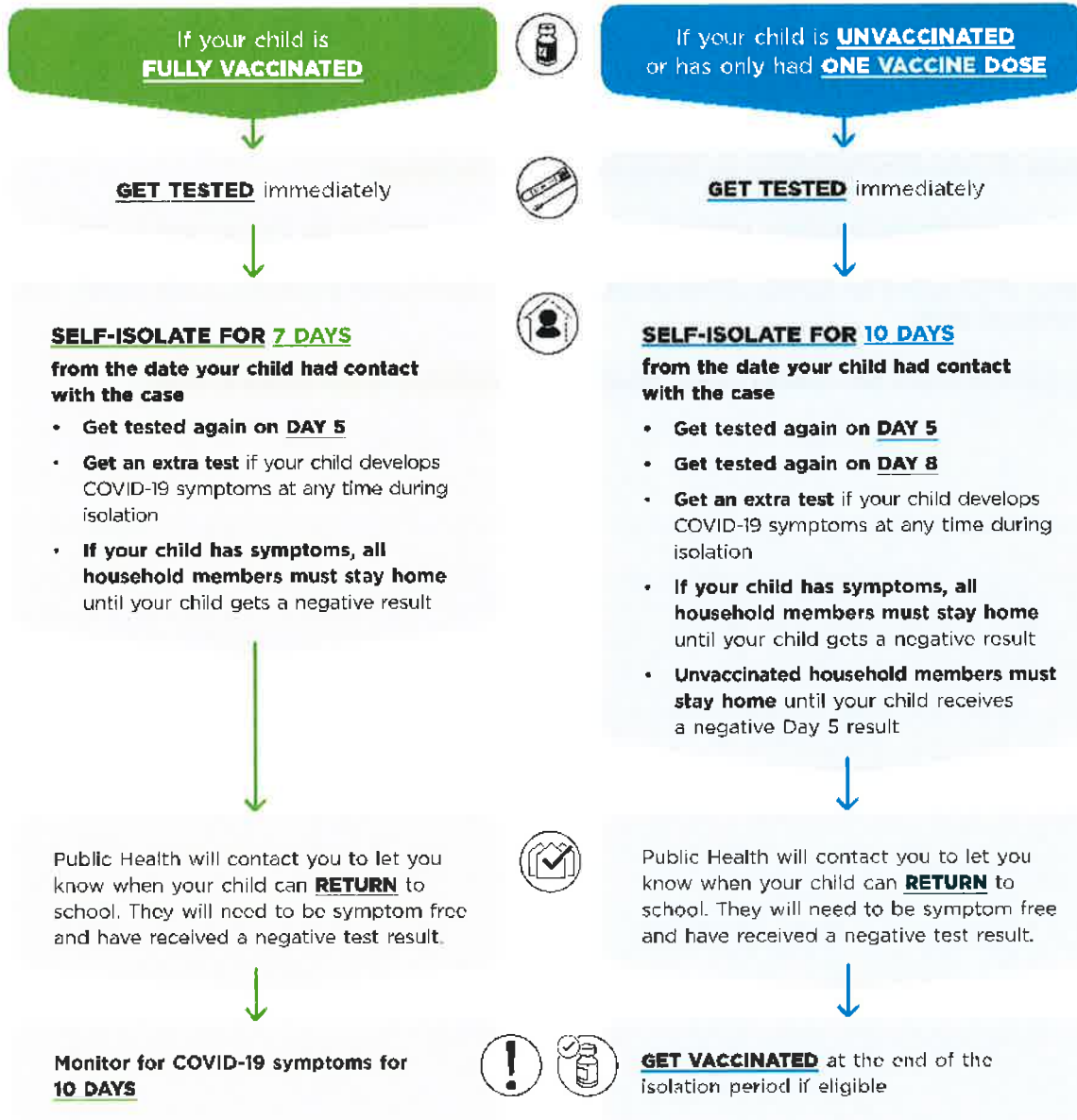
If you have questions, you can contact [insert details eg, name/role/number/email address].

COVID-19



A COVID-19 case has been confirmed in your school community. Your child has been identified as a **CLOSE CONTACT**

Please follow this Public Health guidance



How to get tested

- Find your nearest testing centre at www.healthpoint.co.nz/covid-19 or call Healthline on 0800 358 5453
- It's free

COVID-19

- Tell them you're a Close Contact

What it means to self-isolate

- Stay away from other household members if possible
- Don't leave your house for any reason
- You can't have any visitors

For more information, go to

www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-health-advice-public/covid-19-self-isolation-managed-isolation-quarantine#whattodo

Symptoms of COVID-19

- A new or worsening cough
- Sneezing and runny nose
- A fever
- Temporary loss of smell or altered sense of taste
- Sore throat
- Shortness of breath

Less common symptoms include diarrhoea, headache, muscle aches, nausea, vomiting, malaise, chest pain, abdominal pain, joint pain, or confusion/irritability.

For more information, go to covid19.govt.nz/health-and-wellbeing/about-covid-19/covid-19-symptoms/

For more information on being a Close Contact

www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-health-advice-public/contact-tracing-covid-19#factsheets

Noho ora mai

[insert name, position and school/kura]

3a. Template letter for Casual Plus Contacts who are staff, parents or whānau

- *This message is to be sent in its to the list of Casual Plus Contacts identified by the school/kura who are staff, parents or whānau*
- **Highlighted text** needs to be edited with relevant public health information.

[Kia ora/insert greeting]

The health and wellbeing of our children, staff and community is a top priority.

We're sending this letter as you have been identified as a **CASUAL PLUS CONTACT**. This means you have been in the same place, at the same time, as a positive COVID-19 case. But not for long enough to be a Close Contact.

You had contact with the case at [school/kura] on [insert date of last exposure].

This letter contains information about what you and your whānau need to do. This depends on your vaccination status. Please read it carefully.

Please get a COVID-19 test immediately if you are unvaccinated or have only had one vaccine dose. Note that in some instances, public health may advise testing on different days.

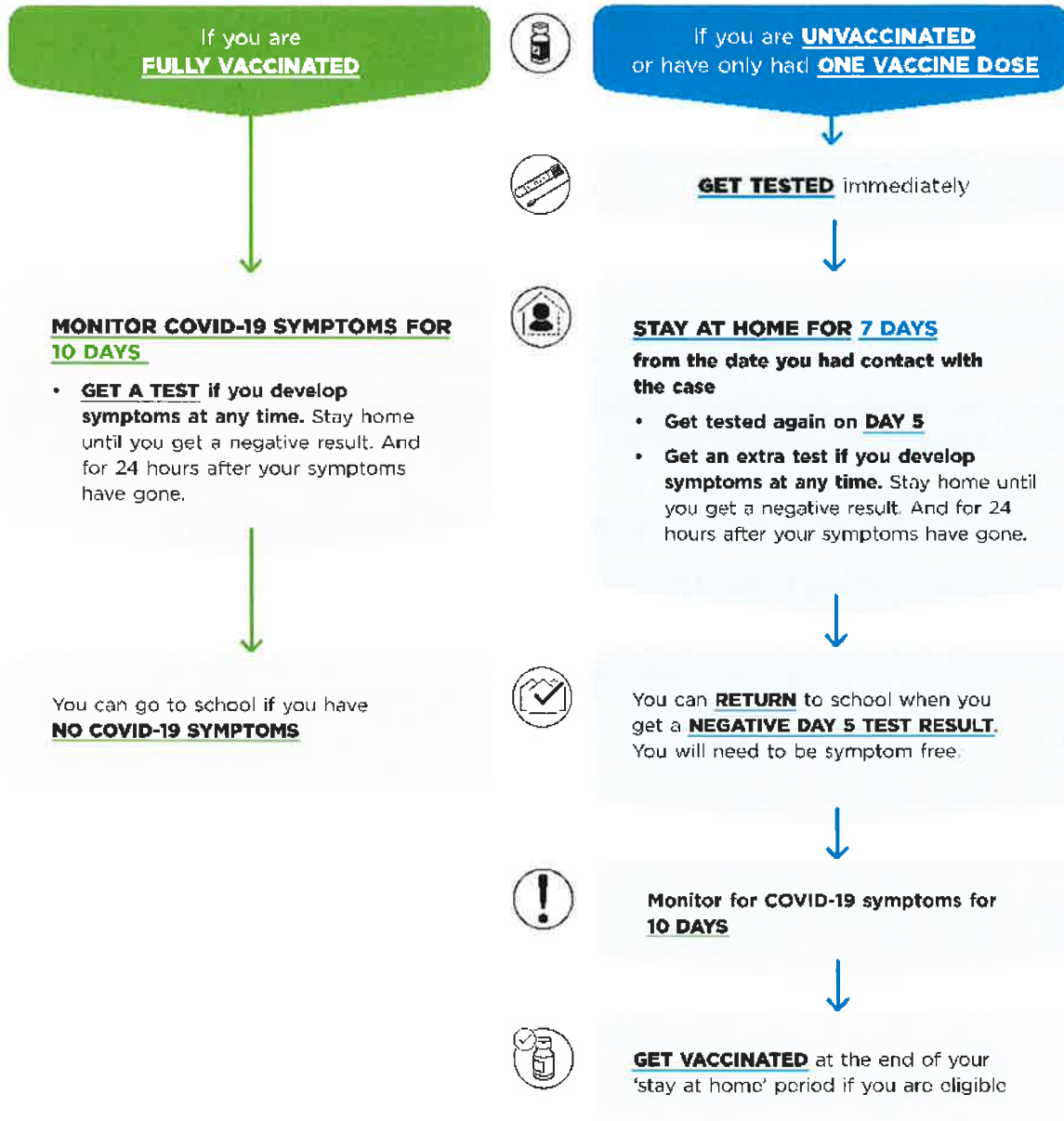
If you have questions, you can contact [insert details eg, name/role/number/email address].

COVID-19



A COVID-19 case has been confirmed in your school community. You have been identified as a **CASUAL PLUS CONTACT**

Please follow this Public Health guidance



How to get tested

- Find your nearest testing centre at www.healthpoint.co.nz/covid-19 or call Healthline on 0800 358 5453
- It's free
- Tell them you're a Casual Plus Contact

COVID-19

What staying at home means

- You can't have any visitors
- You can go outside but you need to wear a face covering
- You can go for a walk, run or bike ride if you don't have any symptoms
- Keep 2-metres away from others
- Household members can continue their daily activities

For more information, go to

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

Symptoms of COVID-19

- A new or worsening cough
- Sneezing and runny nose
- A fever
- Temporary loss of smell or altered sense of taste
- Sore throat
- Shortness of breath

Less common symptoms include diarrhoea, headache, muscle aches, nausea, vomiting, malaise, chest pain, abdominal pain, joint pain, or confusion/irritability.

For more information, go to

<https://covid19.govt.nz/health-and-wellbeing/about-covid-19/covid-19-symptoms/>

For more information on being a Casual Plus Contact

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-health-advice-public/contact-tracing-covid-19#factsheets>

Noho ora mai

[insert name, position and school/kura]

3b. Template letter for Casual Plus Contacts who are students

- *This message is to be sent in its to the list of Casual Plus Contacts identified by the school/kura who are students*
- *Highlighted text* needs to be edited with relevant public health information.

[Kia ora/insert greeting]

The health and wellbeing of our children, staff and community is a top priority.

We're sending this letter as your child has been identified as a **CASUAL PLUS CONTACT**. This means they have been in the same place, at the same time, as a positive COVID-19 case. But not for long enough to be a Close Contact.

They had contact with the case at [school/kura] on [insert date of last exposure].

This letter contains information about what you and your whānau need to do. Please read it carefully.

Please get your child tested for COVID-19 immediately if they are unvaccinated or have only had one vaccine dose. Note that in some instances, public health may advise testing on different days.

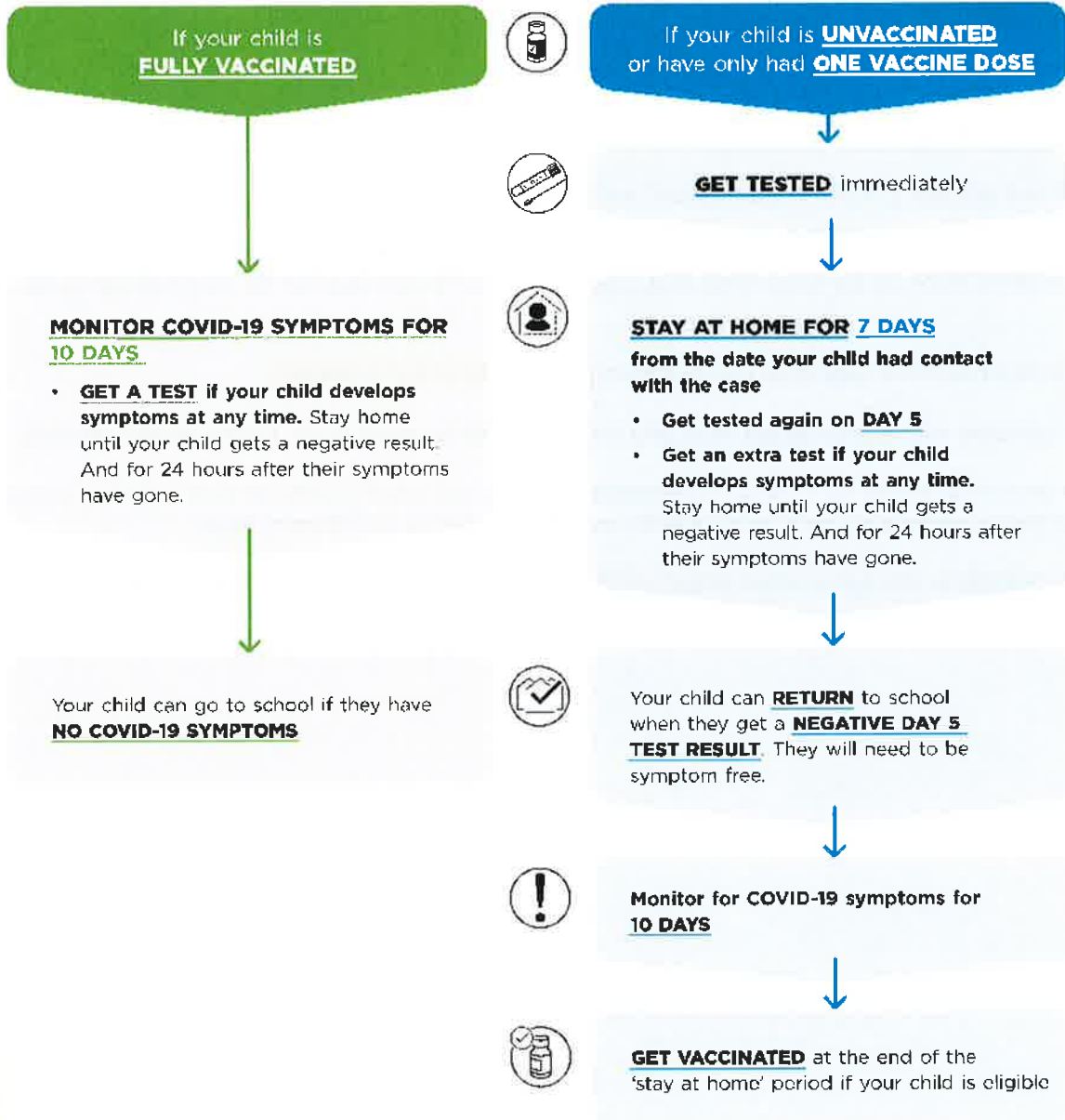
If you have questions, you can contact [insert details eg, name/role/number/email address].



A COVID-19 case has been confirmed in your school community. Your child has been identified as a

CASUAL PLUS CONTACT

Please follow this Public Health guidance



How to get tested

- Find your nearest testing centre at www.healthpoint.co.nz/covid-19 or call Healthline on 0800 358 5453
- It's free
- Tell them you're a Casual Plus Contact

COVID-19

What staying at home means

- You can't have any visitors
- You can go outside but you need to wear a face covering
- You can go for a walk, run or bike ride if you don't have any symptoms
- Keep 2-metres away from others
- Household members can continue their daily activities

For more information, go to

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

Symptoms of COVID-19

- A new or worsening cough
- Sneezing and runny nose
- A fever
- Temporary loss of smell or altered sense of taste
- Sore throat
- Shortness of breath

Less common symptoms include diarrhoea, headache, muscle aches, nausea, vomiting, malaise, chest pain, abdominal pain, joint pain, or confusion/irritability.

For more information, go to

<https://covid19.govt.nz/health-and-wellbeing/about-covid-19/covid-19-symptoms/>

For more information on being a Casual Plus Contact

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-health-advice-public/contact-tracing-covid-19#factsheets>

Noho ora mai

[insert name, position and school/kura]

4. Template letter for the rest of the secondary school or kura community

- *This message is to be sent to the rest of the school/kura community, not identified as Close or Casual Plus Contacts*
- *Highlighted text needs to be edited with relevant public health information.*

[Kia ora/insert greeting]

The health and wellbeing of our children, staff and community is a top priority.

We're sending this letter as there is a confirmed case of COVID-19 in our community. The [student/staff member] was at [school/kura] from [insert relevant dates].

[You haven't/your child hasn't] been identified as a contact. You can still come to [school/kura].

What you need to do

- You and your whānau should watch for symptoms
- If any develop, get tested immediately
- Then, stay at home until you receive the result
- If your whānau hasn't been vaccinated, please do so as soon as possible. You can book on-line at bookmyvaccine.nz or by calling 0800 28 29 26. It's free.

What we're doing

- [school/kura] will stay open
- We have appropriate public health measures and cleaning procedures in place

Symptoms of COVID-19

- A new or worsening cough
- Sneezing and runny nose
- A fever
- Temporary loss of smell or altered sense of taste
- Sore throat
- Shortness of breath

Less common symptoms include diarrhoea, headache, muscle aches, nausea, vomiting, malaise, chest pain, abdominal pain, joint pain, or confusion/irritability.

For more information, go to <https://covid19.govt.nz/health-and-wellbeing/about-covid-19/covid-19-symptoms/>


Please contact [insert details eg, name/role/number/email address] if you have any questions.

Noho ora mai


[insert name, position and school/kura]

Appendix Three: Social media template: School / kura informing community about confirmed case


1. General heads-up – **choose one** from the two options/scenarios
 - a. **Scenario 1** – Only specific classes will move to distance learning, the rest of the school is still open onsite

Text	IMAGE
<p>There's a confirmed COVID-19 case in our community.</p> <p>We're working to identify any close or casual plus contacts of the confirmed case. We'll move to distance learning for [insert relevant classes] while we work through the list of contacts. We will update this page by [insert time <i>within 8 hours</i>] today.</p> <p>In the meantime: If your child is in one of those classes, please stay home until we provide you with an update.</p>	

- b. **Scenario 2** – the whole school moves to distance learning

<p>There's a confirmed COVID-19 case in our community.</p> <p>We're working to identify any close or casual plus contacts of the confirmed case. All classes in our school / kura will move to distance learning while we work through the list of contacts. We will update this page by [insert time <i>within 8 hours</i>] today.</p> <p>In the meantime: Please stay home until we provide you with an update.</p>	
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2. Social update within 8 hours – After contact identification is completed

Text	IMAGE
<p>We have completed our contact tracing process for the confirmed COVID-19 case in our community.</p> <p>To our parents and whānau – you will receive an email from us letting you know whether you and your child are a close contact, casual plus, or not a contact of the confirmed case. This email also includes what this means for your whānau, and what you need to do next.</p> <p>The health and wellbeing of our children, staff and community is our top priority. We will keep you posted on any new developments.</p>	 <p>COVID-19 Community update</p>

Appendix Four: Checklist for school / kura preparedness

Actions to take now	Answers
Have you supported all students (12 year +) and their families to have their COVID vaccination?	
Have you supported all your staff and contractors (and their families) to have their COVID vaccination, ensuring that they understand the requirements of the government mandate?	
Have you supported your regular visitors (and their families) to have their COVID vaccination?	
<p>Have you contacted your DHB to see how they can help you support non-vaccinated people to access vaccine information or to get vaccinated?</p> <p>For example, pop-up vaccination clinics are being offered in some schools, or school nurses can help facilitate vaccination.</p>	
Have you established a vaccine register to record staff and student vaccinations with clear processes in place to collect this information?	
What processes do you have in place to ensure that unwell staff and students stay home?	
<p>How do you ensure that your staff and students (years 4 and above) wear face coverings if you are in a Red setting?</p> <p>More information about use of face coverings, including appropriate types of masks and face coverings can be found on www.health.govt.nz/covid-19-health-advice-public/covid-19-use-masks-and-face-coverings-community#types.</p>	
<p>Has your school embedded good hygiene procedures?</p> <ul style="list-style-type: none"> ● Washing hands before and after eating and toileting ● Avoiding hand-to-face activities where possible 	
Do you have sufficient hand hygiene supplies?	

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<ul style="list-style-type: none"> • Hand sanitiser or soap/water and paper towels 	
<p>Has your school maximised opportunities for fresh air?</p> <ul style="list-style-type: none"> • Eating outside on fine days • Ventilating classrooms • Outdoor learning spaces 	
<p>Do you have safe lunchtime and eating processes?</p> <ul style="list-style-type: none"> • Eating outside on fine days • Social distancing when face coverings are off to eat • If eating inside, staggered lunch times for different groups and eating within bubbles 	
<p>Have you considered how to minimise interactions with other year groups?</p> <ul style="list-style-type: none"> • Assemblies, class bubbles, staggered timing or movement restrictions to manage corridor congestion 	
<p>Do you have QR codes in place for staff, contractors, visitors etc. to scan in? How do you ensure that everyone scans in, every time?</p>	
<p>Do you have the contact details for staff and students, and regular visitors, in a form that you could pass on to public health if needed?</p> <p>Do you have contactless visitor or contractor register?</p>	
<p>Have you checked in with staff and students who are medically vulnerable (eg. significant health conditions and unvaccinated, or vaccinated but immunocompromised), to see how the school can support them to avoid exposure?</p>	
<p>How are you configuring your learning spaces to minimise contacts?</p>	
<p>How will you rapidly identify contacts for contact tracing purposes if there is a case in the school?</p>	
<p>Have you encouraged staff and students to turn on Bluetooth on the NZ COVID Tracer App?</p> <p>This will help to identify Close Contacts if a case allows a case investigator to access their records during the case investigation.</p>	

Appendix Five: Actions for schools / kura

The school or kura should act when there is a case in the school community. These three scenarios speak to how the school / kura may learn of this case and how they should respond.

Scenarios	Description	Response
Scenario 12	When a child, young person, or staff member has had contact with someone who is a Close Contact of a confirmed case	<ul style="list-style-type: none"> • No action is required by the school at this stage • These people are considered secondary contacts (they have no direct contact with the case) • Only Close Contact(s) need to self-isolate (they will be instructed to do so by health authorities) • If the Close Contact subsequently tests positive, a case investigation will be undertaken, and their Close Contacts will be advised to isolate.
Scenario 13	When a child, young person, or staff member receives a positive result but was not at school or kura while infectious	<ul style="list-style-type: none"> • Provide information and resources to the parent community and enable opportunities to ask questions. Reassure that there is low risk for the school/service for the community (this assumes the confirmed case is not directly linked to the school/kura). • The MoE Single Point of Contact will be notified by public health • Child/young person/staff member and family self-isolate and are tested
Scenario 14	When a child, young person or staff member tests positive and has been at school or kura when considered to be infectious	<ul style="list-style-type: none"> • When a case has been confirmed at school / kura, consider moving to distance learning for affected classes while the situation is clarified • Public Health will undertake the case investigation, at which time they may identify Close Contacts within the school • The case will be provided public health advice including testing and isolation • Public Health will inform the relevant single point of contact within the MoE: <ul style="list-style-type: none"> ○ Name of case ○ Name of school ○ Infectious period of the case OR information that they were not infectious at school ○ Isolation end date and testing advice for contacts (note that this may need to be reviewed if there are subsequent cases) ○ Any Close Contacts within the school • The MoE Single Point of Contact and school/kura will follow the flow chart in the response section to identify any further Close and Casual Plus Contacts • The school will provide Contacts with letters containing public health advice to self-isolate and test • The NITC will follow up with identified Contacts to ensure that advice is understood and followed and will advise them when they can return to school.

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- | | | |
|--|--|---|
| | | <ul style="list-style-type: none">• The school/kura will clean and disinfect according to health specifications• The school/kura will assess if other programmes can continue to operate (eg. after school care)• Provide information and resources to the school/kura community and enable opportunities to ask questions. |
|--|--|---|

Appendix Six: Specific scenarios for boarding hostels

Public health will provide assistance if there is a case in a hostel setting, as contacts may be classified differently based on the similarity to a household setting. When communicating with the Ministry of Education Single Point of Contact, ensure that you highlight that there is a hostel involved to be able to escalate the risk to public health.

Scenarios	Description	Response
Scenario 15	When contacts are in a boarding hostel	<ul style="list-style-type: none"> • If a Close Contact resides within a boarding school, they should be isolated in a separate room • If a Close or Casual Plus Contact develops symptoms, while the person is waiting to be tested, or waiting for results, they should be isolated in a separate room • Boarders who share a dormitory or bathroom with the contact do not need to be in self-isolation unless they become symptomatic. They can participate in school and hostel life as usual (unless advised otherwise by local health authorities)
Scenario 16	If a contact in a boarding hostel becomes a case	<ul style="list-style-type: none"> • If a boarder or staff member tests positive for COVID-19 or is considered by health authorities to be a probable case, they need to follow public health advice, including self-isolation • They must stay in self-isolation until health authorities advise it is safe to return to usual activities • Health professionals may discuss moving the confirmed case to another location (ie. their home) to reduce risk of the virus spreading • All Close Contacts (sharing kitchen or bathroom) will need to isolate and be tested • If given approval to do so by health authorities, boarders may also be able to go home if they can safely self-isolate away from other members of their household. The boarder can only travel home via private transport.

Appendix Seven: Contact categorising

This table provides the public health risk assessment for categorising contacts. **Note** that as years 3 and below will not be wearing face coverings in Alert Level 3 settings, the 'No or unknown' face covering worn by case column should be used.

	Type of interaction	Examples	Face covering worn by case ¹	
			Yes	No or unknown
Close range contact within 1.5m of case	Direct contact with respiratory secretions or saliva (indoors or outdoors) OR Face to face contact with a case who is forcefully expelling air/secretions FOR ANY DURATION OF TIME REGARDLESS OF FACE COVERING USE	Kissing, spitting, hongis, sharing cigarettes or vapes Singing, shouting, coughing, sneezing Contact sports (heavy breathing related to exertion)	Close	Close
	Indoor face to face contact for more than 15 minutes	Having a conversation, sitting across a table from someone, playing closely together	Casual plus if < 2 hours Close if > 2 hours	Close
	Non-face to face contact for more than 1 hour in an indoor space	Sitting near someone in class or assembly but not having a conversation	Casual plus if < 2 hours Close if > 2 hours	Close
Higher risk indoor contact more than 1.5m away from case and no close-range contact	Indoor contact in a small space without good airflow/ventilation* for more than 15 minutes	Classroom, staff rooms, office, sick bay, toilets, school bus	Casual Plus if < 2 hours Close if > 2 hours	Close
	Indoor contact in a moderate sized space without good airflow/ventilation for more than 1 hour	Gymnasium, hall, train, innovative learning environment (ILE)	Casual Plus if < 2 hours Close if > 2 hours	Close
Low risk contact (no close-range contact or higher risk indoor contact)	Large indoor settings (bigger than 300m ²) if none of the criteria above are present	Auditorium	Casual	Casual
	Smaller indoor venues (less than 300m ²) with good air flow-ventilation for up to 2 hours	Well ventilated classrooms/offices (e.g., windows open)		
	Brief indoor contact regardless of distance from case	Passing each other in the corridor, sharing an elevator	Casual	Casual
	Contact in outdoor spaces FOR ANY DURATION OF TIME	Walking outside with friends Non-contact sports Playground activities		

*Good air flow and ventilation is required to prevent virus particles accumulating in an indoor space. Good ventilation/airflow can be achieved by keeping windows open. Please refer to page 4 for guidance on ventilation.

¹ It is unclear how long a mask provides protection from infection when a contact is in close-range contact with a case or is present in the same indoor spaces. Therefore, mask use should only be used to down-categorise contacts when the close-range contact is for less than 2 hours. This advice may change as more evidence becomes available.

Appendix Eight: Frequently asked questions

All staff and some of our students are already fully vaccinated. Do they still need to follow your advice?

Yes. The vaccine is a good protective measure, but no vaccine is 100% effective. You may still get ill or pass the virus to others even if you don't have symptoms. It's important to follow the public health advice given.

What welfare support will be available for staff or families who need to isolate?

As people who need to isolate cannot get groceries or other essentials, support is available and can be accessed. There will also be regular checks by health agencies and other providers on Close Contacts, through phone calls or texts, to make sure those isolating are safe.

Some of our students or staff are at higher risk of illness. What should we do?

Some people, such as pregnant women or those who are medically vulnerable (eg, with significant health conditions and unvaccinated, or vaccinated but immunocompromised), may be at higher risk of serious illness from COVID. If people are concerned, they should seek the advice of their health professional or call Healthline on 0800 358 5453. Public health advice remains available to advise on specific circumstances- you can access this through the Ministry of Education Single Point of Contact.

Do we need to undertake a deep clean of the school/kura?

You are not required to do any additional cleaning beyond the usual requirements outlined on the Ministry of Health website

www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-information-specific-audiences/covid-19-general-cleaning-and-disinfection-advice. There is also specific advice for businesses and education centres on this page.

Current evidence suggests that catching COVID-19 from surfaces is not common, but it is still important to clean surfaces to reduce the risk. The length of time the virus can survive on surfaces depends on many factors including temperature, humidity and UV or sunlight.

For some frequently asked cleaning questions, see

www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-information-specific-audiences/covid-19-general-cleaning-and-disinfection-advice/covid-19-cleaning-frequently-asked-questions.

What if there are more cases at the school/kura?

Public health will complete additional risk assessments and liaise with Ministry of Education Single Point of Contacts to advise on further action required.

Who can we contact about the public health actions at our school/kura?

The Ministry of Education Single Point of Contact is your first point of contact.

How long do test results take, and can staff/students come to school/kura while they wait for the result?

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If the result is positive, they should hear back in around 48 hours. Negative tests can take a bit longer to return. Please contact your doctor or testing centre if you do not have your result within 5 days. Schools / kura and the Ministry of Education will ensure that different groups of students/staff know whether they need to stand down or can keep working, based on the type of contact they had with the confirmed case.

Where can we find more COVID-19 information and resources?

For more information please visit:

- www.education.govt.nz/covid-19
- www.health.govt.nz/covid-19
- www.covid19.govt.nz
- www.immune.org.nz

If you or someone in your family develops symptoms, please call Healthline on 0800 358 5453. Healthline is a free and 24/7 service and has interpreters available.

Appendix Nine: Posters

Please visit www.covid19.govt.nz/posters to download the most recent versions of COVID-19 posters.

For posters in other languages, please visit www.covid19.govt.nz/iwi-and-communities/translations.

Examples of posters available include:

