

## SICKNESS & COVID RESPONSE PROCESSES

Here are some of our processes regarding sickness and a response to Covid-19 notifications...

### General Observations

Teachers observe students' general health, who may be exhibiting signs of sickness and/or Covid-19 symptoms that include:

- ☞ Runny nose
- ☞ Cough
- ☞ Sore Throat
- ☞ Fever
- ☞ Headache
- ☞ Shortness of breath (if they are not asthmatic)
- ☞ Sore stomach (and/or diarrhea)

If students have any of these symptoms, the process is as follows:

1. Teachers ask them to collect their bag and return to the office via the external side door
2. The nurse will assess them and their symptoms
3. If they do need to go home, contact will be made with the whānau

### Notifications of possible exposure

The following process and procedures will occur should we receive notification that a student has possibly been exposed to a variant of Covid-19:

1. Parents will need to notify the school immediately. During school hours ring **09 551 6161** or after school hours you can call **021 447 627**.
2. Please provide details as to whether they have been identified as a close, casual or casual plus contact and the dates that exposure may have occurred.
3. Arihia or her PA will be notified by the office staff or Whare Ako teacher who received the notification
4. Simultaneously, the student/s concerned will be brought to the sick bay through the external door and remain in the front room. If they are in Yr 1 - 3 they will be provided with a mask.
5. When parents arrive, they will need to remain in their vehicle and call the office on Ph: 09 551 6161 and their children will be sent out to them.
6. The office staff will sign the student/s out on the VisTab.
7. Teachers will be reminded that a clean down of hard surfaces needs to take place and all students wash their hands before the next break
8. Classes will continue as normal until further notice.
9. Upon receipt of a negative Covid-19 test result the following would be enacted:
  - a. If they are a close, casual or casual plus contact they will need to remain in isolation until the Ministry of Health provides confirmation they can return to school.

- b. Parents will need to email a screenshot of the text or forward the confirmation email they receive to Arihia via her PA - Lauren Pompey by email: [lpompey@ngatapuwaee.school.nz](mailto:lpompey@ngatapuwaee.school.nz) or text to Ph: 021 447 627
  - c. Once this confirmation is received, parents will be contacted to confirm the date that their child/ren can return to school.
10. Upon receipt of a positive Covid-19 test result, the following would be enacted:
- a. Confirmation of the exposure dates identified and shared with the Principal
  - b. Staff and the Ministry of Education will be contacted by Arihia, and we will follow their processes.
  - c. This will include identifying who was present during the exposure dates and who falls in the close, casual and casual plus contacts lists
  - d. The identified whānau will be phoned and given instructions to get tested and isolate
  - e. The affected classroom/s or teaching spaces, will be locked down until a full sanitise and clean is undertaken
  - f. Depending on the student/s affected and the sanitising procedure, some classes may continue but all close contacts and siblings of close contacts will need to isolate.
  - g. All school whānau will be notified that we have a positive case identified and the details surrounding partial/full closure details
  - h. The Ministry of Education and Ministry of Health will continue to support us through the return of close, casual and casual plus students to school and how that will take place.
  - i. The first 24 - 48 hours will be critical and will be focussed on notifications and testing etc therefore, no distance learning will take place.
  - j. By the end of Day 2, we will have a plan on how the continuation of learning will proceed. A single set of information will be signed off by Arihia ready for release to the Whare Ako concerned so all whānau receive the same information.
  - k. Onsite learning will resume as approved by the Board of Trustees in consultation with the Ministry of Education.
  - l. As student/s are permitted back onsite their Whare Ako teacher will be informed

As outlined at our first Whānau Hui of the year, we are going to continue onsite learning for as long as possible whilst remaining as safe as possible. As you would've seen on the news a number of schools have had positive cases and managed them in a variety of ways. What is listed above is our baseline but we must be flexible and assess each situation and case as it arises. Ultimately, the holistic wellbeing of our school whānau is a huge focus for us and this encompasses health, mental wellbeing and education. We hope that this outline of our current processes alleviates some of the angst and concern you may have.

A reminder that the Principal will be managing all Covid queries, and her PA - Lauren Pompey will be coordinating these on our behalf so if you have any notifications after hours she can be contacted on Ph: 021 447 627.