



Covid Personnel Planning and Response

The school's flexible response to Covid will depend on the various scenarios that could play out within the school community. The movement between the stages need to be fluid considering the volatile conditions we are currently facing due to Covid:

- The overarching consideration will be given to the safety of students and staff, and whether the school will be able to function on limited staff, in extreme cases.
- Staff, in consultation with the board, will shift to **Stage 2** due to high absences (students and staff).
- The board, in consultation with staff, will make the decision to switch over to **distance learning programmes Stage 3** should it no longer be possible to run school-based learning programmes.
- The Ministry of Education will instruct schools to shut down in the event of a regional/local or national pandemic event.

| STAGE 1 | STAGE 2 | STAGE 3 | STAGE 4 |
|---|--|---|---|
| School is open to all students with all students learning on-site. | School is open with some students on-site and some students learning from home. | School is open but the school site is closed . Distance learning programmes are in place. | School is closed with no learning programmes available due to staff illness. |

This document will work in conjunction with the overall [Covid Protection Framework planning document](#)

Covid Protection Framework Planning and Response

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

Public Health Measures are applied across all CPF settings

- Basic hygiene**: Hand sanitiser available for each class, Tawa School has excellent stocks of sanitiser, Routines established in class for beginning and end of lessons, when sitting down and after bathroom breaks, Surfaces regularly cleaned throughout the day.
- Contact tracing**: QR codes are at all school gates, and in the school office, Waka used for all visitors coming on site, including parents dropping off students.
- Vaccination**: Getting vaccinated is a key step to open 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 pharmacist on **0800 363 5453** for advice about getting tested. Right way to separate 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 maximum air flow during lessons, breaks, and play times. Mechanical ventilation is used, make sure the ventilation system is regularly maintained.

Information and Links

- Operating at: **Green** COVID-19 PROTECTION FRAMEWORK
- Operating at: **Orange** COVID-19 PROTECTION FRAMEWORK
- Curriculum Event Flowcharts @Orange @Red
- Government Covid Protection Framework Website
- CPF Summary / CPF Detail
- CPF School Resources / CPF FAQs for Parents

This Covid Omicron Framework is available [here](#).

COVID-19 Omicron in the community: what this means for you January 2022

| | Phase One There are some cases in the community but we continue to stamp it out | Phase Two Cases have spread in the community so we need to minimise and slow further spread and assist our vulnerable communities | Phase Three There are thousands of cases per day; most people will self-manage and health and social services focus on families and communities that have the highest needs |
|--|---|---|--|
| Things you can do to protect yourself at all phases | Get your COVID booster shot 5-11 year olds first vaccination | Continue to Mask, Scan and Pass whenever you go | Good hygiene, physical distancing and stay home if unwell |
| Testing | PCR test for people that have symptoms and close contacts at GP or Community Testing Centre PCR testing in educational areas PCR testing in public places (e.g. bus stops) PCR testing in retail spaces (e.g. petrol stations) | Rapid Antigen Tests (RAT) may be used in addition to PCR testing for symptomatic people and close contacts, symptomatic people and critical workers who are close contacts using RATs PCR testing in retail spaces (e.g. petrol stations) | Due to so many cases per day, focus of PCR testing is on priority populations, symptomatic people or people presenting to our GP for diagnosis RATs available at all Pharmacy Community Testing Centres for diagnosis for symptomatic or close contacts PCR testing for symptomatic health and critical workers who are close contacts using RATs |
| Close contacts as usual | Close contacts as usual | Digital technology is utilised more in close groups - not via mobile phone and information via email. Support for those not digitally enabled | Digital technology is utilised more in close groups - not via mobile phone and information via email. Support for those not digitally enabled |
| Case Investigation and Contact Tracing | Identified via positive PCR test Identified by phone call and phone based case investigations Contacts Phone management of close contacts Close contacts notified by phone call Public notification (e.g. newspaper, Facebook) and location of interest used to identify contacts | Identified via positive PCR test Identified by text and phone call and case investigations Self notification via messaging (texting high risk exposures (events or locations) that have been notified when required) Systematic household contacts will become a probable case for management purposes | Identified via positive PCR test or symptoms Identified by text and phone call and case investigations Self notification via messaging (texting high risk exposures (events or locations) that have been notified when required) Systematic household contacts will become a probable case for management purposes Contacts Regular communication with household contacts Close contacts notified via text, device to website, text on day 3 (even household contacts will message) Public notification (e.g. newspaper, Facebook) and location of interest used to identify contacts Self notification for critical infrastructure workers if available |
| Isolation & Quarantine | Cases Isolate for 10 days Contacts Isolate for 10 days Extra support in place for health and critical workers | Cases Isolate for 10 days Contacts Isolate for 10 days Extra support in place for health and critical workers | Cases Isolate for 10 days Contacts Isolate for 10 days Extra support in place for health and critical workers |
| Health and social support - Care in the Community | Begin with self service - isolation Some people may only get advice from such as other contact centres Close care will be delivered by primary care teams, supported by the local care coordination hub All steps taken to support people cases to isolate in their usual place of residence, with alternative accommodation options across the region | Case using self service where possible, ensure those with greatest need are being met Support local care coordination hub for those with need for ongoing local care Close care will be delivered by primary care teams, supported by the local care coordination hub All steps taken to support people cases to isolate in their usual place of residence, with alternative accommodation options across the region | Majority of positive cases are self-managing Other care is provided to people When a health and welfare support service will focus on those who need it most Support for positive cases to isolate in their usual place of residence and safety, there will be alternative accommodation options across the region for those not able to safely isolate at home |

Key personnel plans are available [here](#).

STAGE 1

- School can manage both staff and student absences through resources readily accessible to the school
- No or few Covid-19 cases within the school community

Staff absent from school due to self-isolating or contracting Covid

A teacher absent or <4 teachers absent across the school from different teams

- Designated part time teachers or relievers appointed to classes impacted.
- Teachers from other classes help out in affected teams.
- Deputy Principal to help where needed, but will not work across group
- Teacher Aides allocated to classes impacted
- Principal to help where needed

Students absent from school due to self-isolating or contracting Covid

Under 15% across the school

- Learning activities are made available and updated/refreshed weekly.
- Teacher to connect with whānau as a check-in (video/phone)
- If students are unwell, there is no expectation for school work to be completed

Home-based

Students should be at school. General Learning Activities could be provided in certain circumstances. at a team level

- Teams to put together learning activities and make available via HERO or hardpacks if required
- No expectation for teachers to respond to learning tasks being done at home

STAGE 2

- School resources to manage staff and student absences are stretched requiring some students to learn from home
- Increasing Covid-19 cases within the school community

Staff absent from school due to self-isolating or contracting Covid

4-6 teachers across the school from different teams

- Designated part-time teachers or relievers appointed to classes impacted.
- Teachers from other classes help out in affected teams.
- Deputy Principal to help where needed, as detailed below
- Teacher Aides allocated to classes impacted
- Principal to help where needed

Students absent from school due to self-isolating or contracting Covid

Between 16% and 40% of students across the school

- Learning activities are made available and updated/refreshed weekly.
- Teacher to connect with whānau as a check-in (video/phone)
- If students are unwell, there is no expectation for school work to be completed

Home-based

A significant number of students are absent due to covid or self-isolating

- Teams to put together learning activities and make available via HERO or hardpacks if required
- Teachers will respond to distance learning tasks that are shared if they are self-isolating, but not sick. Teachers still working at school may respond to tasks if time allows.

STAGE 3

- School is unable to open for face to face learning due to staff absences
- Covid-19 cases widespread throughout our school community

Staff absent from school due to self-isolating or contracting Covid

6-10 teachers across the school and no relievers

- If required, the BOT may need to decide at what point the school moves over to a hybrid model of learning, ie - catering for full home-based and onsite learning.
- Mixed classes are set up within teams to cover

Students absent from school due to self-isolating or contracting Covid

30 - 50% across the school / in team

- Learning activities are made available and updated/refreshed weekly.
- If students are unwell, there is no expectation for school work to be completed

Home-based

School is closed for face to face learning

- Teams to put together learning activities and make available via HERO or hardpacks if required
- Teachers will respond to distance learning tasks that are shared if they are self-isolating, but not sick. Teachers still working at school may respond to tasks if time allows.

In the case of a significant number of students being away in self-isolation, on-site classes may be combined, with teachers sharing face-to-face and distance learning teaching roles

STAGE 4

- School is unable to provide new online learning opportunities for students due to the high level of staff sick with Covid-19

Staff absent from school due to self-isolating or contracting Covid

15+ teachers across the school

- School is closed. No staff on site
- Staff infection rate is so high that distance learning cannot be provided

Students absent from school due to self-isolating or contracting Covid

75%+ of students across the school

- All students learning from home
- Previous Team specific and generic school online learning activities accessible via the school website
- Students may be able to access regular learning tasks used by the class e.g. Mathletics, Hapara, STEPS etc. There is no expectation that new tasks will be set by teachers
- Ministry of Education home learning resources <https://learningfromhome.govt.nz/resources> being used
- No expectation for students who are sick with Covid-19 to be completing work

Home-based

There is no teacher capacity to create, compile and respond to distance learning tasks

- Whānau can access previous online learning activities via the school website that allows them to access learning tasks at home
- No expectation for staff to respond to work shared via email, or HERO
- Resources from <https://learningfromhome.govt.nz/resources> shared and distributed via the school website





Key personnel from school due to self-isolating or contracting Covid

| PERSONNEL | POSSIBLE OPTIONS |
|--|--|
| Principal | <ul style="list-style-type: none"> ● If on sick leave, Deputy Principal become acting Principal ● If self-isolating, Deputy Principals lead on-site in collaboration with Principal |
| Deputy Principal | <ul style="list-style-type: none"> ● If on sick leave, Team Leaders support the Principal where practical ● If self-isolating, Principal and Deputy Principal collaborate while Team Leaders lead on-site |
| Principal & Deputy Principal | <ul style="list-style-type: none"> ● If on sick leave, Team Leaders become acting Principal ● If self-isolating, Principal and Deputy Principal collaborate while Team Leaders support the on-site where practical |
| Team leaders | <ul style="list-style-type: none"> ● If on sick leave, Deputy Principal run each team ● If self-isolating, Co-Team leaders collaborate with Deputy Principal who support where practical. |
| Administration Team | <ul style="list-style-type: none"> ● All Admin staff, Principal, Deputy Principal become familiar with key roles & responsibilities If 1 (of 2) Admin staff is on sick leave <ul style="list-style-type: none"> ● Principal and/or Deputy Principal are rostered on to support the remaining Admin staff as much as possible. If 1 (of 2) Admin staff is isolating <ul style="list-style-type: none"> ● Admin staff collaborate and share duties/responsibilities on-site/online. ● Principal and/or Deputy Principal are rostered on to support the remaining Admin staff as needed If both Admin staff are on sick leave <ul style="list-style-type: none"> ● First Aid is covered by a teacher aide who is trained in First Aid ● Attendance registers must be done asap morning & afternoon (see guidelines provided). ● Principal and/or Deputy Principal are rostered on to administer the office. If both are absent, and 1 or 2 are in isolation <ul style="list-style-type: none"> ● Admin staff will perform tasks online from home where practical. ● Attendance registers must be done asap morning & afternoon (see guidelines provided). ● Admin staff collaborate with the Principal and Deputy Principal who are rostered on to administer the office. |
| Property Team (Caretaking and Cleaning) | <ul style="list-style-type: none"> ● One of the team should be able to provide essential services. This may require the prioritisation of key tasks. If on sick leave and/or isolating: <ul style="list-style-type: none"> ● Caretaking Team assists with “cleaning duties” with the support from staff and students |

| | |
|----------------------|--|
| | <ul style="list-style-type: none">● Students ensure floors are cleared, art areas are maintained and learning spaces are regularly wiped.● The Caretaking Team and Staff are jointly responsible for the overall cleanliness of learning spaces, tables, desks, wet areas, etc.● The Caretaking Team will vacuum all classes once students have left the premises. |
| Board members | <ul style="list-style-type: none">● Under the current (Red) level, board members decide whether they will attend meetings online or face-to-face.● If sick due to Covid: Board member excused from the meeting● If isolating: Board members can join meetings/discussions online |

Omicron in the community: what this means for you

January 2022

| Phases for response to Omicron | | | |
|---|---|--|---|
| | Phase One <i>There are some cases in the community but we continue to stamp it out</i> | Phase Two <i>Cases have spread in the community so we need to minimise and slow further spread and assist our vulnerable communities</i> | Phase Three <i>There are thousands of cases per day: most people will self-manage and health and social services focus on families and communities that have the highest needs</i> |
| Things you can do to protect yourself at ALL phases: | Get your COVID Booster shot 5-11 year olds first vaccination | Continue to Mask, Scan and Pass wherever you go | Good hygiene, physical distancing and stay home if unwell |
|  Testing | <ul style="list-style-type: none"> • PCR test for people that have symptoms and close contacts at GP or Community Testing Centre • PCR testing for international arrivals • Find testing sites closest to you here: Healthpoint.co.nz | <ul style="list-style-type: none"> • Rapid Antigen Tests (RAT) may be used in addition to PCR testing for symptomatic people and close contacts • 'Test to return' if needed for asymptomatic healthcare and critical workforce who are close contacts using RATs. • PCR testing to confirm diagnosis if positive RAT. | <ul style="list-style-type: none"> • Due to so many cases per day, focus of PCR testing is on priority populations • Symptomatic people or priority populations may use a RAT for diagnosis • RATs available at GPs, Pharmacies, Community Testing Centres or workplaces for symptomatic or critical workers • 'Test to return' for asymptomatic healthcare and critical workforce who are close contacts using RATs. |
|  Case investigation and contact tracing | <p>Cases contacted as usual.</p> <p>Cases:</p> <ul style="list-style-type: none"> • Identified via positive PCR test • Notified by phone call and phone based case investigation <p>Contacts:</p> <ul style="list-style-type: none"> • Active management of close contacts • Close contacts notified by phone call • Push notifications (QR scanning), Bluetooth and locations of interest used to identify contacts. | <p>Digital technology is utilised more as cases grow – text via mobile phone and information via email. Support for those not digitally enabled.</p> <p>Cases:</p> <ul style="list-style-type: none"> • Identified via positive PCR test • Notified by text and directed to online self-investigation • Self-investigation tool increasingly targeting high-risk exposures (events or locations) • Phone based interviews where required • Symptomatic household contacts will become a probable case for management purposes. <p>Contacts:</p> <ul style="list-style-type: none"> • Regular communication with household contacts • Close contacts notified via text, directed to website, test on day 5 (non-household contacts self-manage) • Push notifications (QR scanning), Bluetooth and Locations of Interest used to identify contacts • 'Test to return' for critical infrastructure workers if needed. | <p>Digital technology continues – a self-serve model – with cases supported to self-notify close contacts. Focus on support for those not digitally enabled.</p> <p>Cases:</p> <ul style="list-style-type: none"> • Identified via positive PCR, RATs or symptoms • Notified by text and directed to online self-investigation tool • Self-investigation tool targets very high-risk exposures, narrowing the numbers of contacts identified • Symptomatic household contacts a probable case, test not required. <p>Contacts:</p> <ul style="list-style-type: none"> • Contacts automatically notified from online self-investigation and option for cases to self-notify their contacts. • Only highest risk contacts will be traced and required to isolate • Limited use of push notifications, locations of interest or Bluetooth • 'Test to return' for contacts who are health and critical infrastructure workers. |
|  Isolation & Quarantine | <p>Cases:</p> <ul style="list-style-type: none"> • Isolate for 14 days <p>Contacts:</p> <ul style="list-style-type: none"> • Isolate for 10 days • Extra support in place for health and critical workforces. | <p>Cases:</p> <ul style="list-style-type: none"> • Isolate for 10 days <p>Contacts:</p> <ul style="list-style-type: none"> • Isolate for 7 days • Extra support in place for health and critical workforces. | <p>Cases:</p> <ul style="list-style-type: none"> • Isolate for 10 days <p>Contacts:</p> <ul style="list-style-type: none"> • Isolate for 7 days • Extra support in place for health and critical workforces. |
|  Health and social support - Care in the Community | <ul style="list-style-type: none"> • Begin shift to self-service - text/online • Some positive cases using self-service tools, such as online contact forms • Clinical care will be delivered by primary care teams, supported by the local care coordination hub. • All steps taken to support positive cases to isolate in their usual place of residence, with alternative accommodation options across the regions. | <ul style="list-style-type: none"> • Cases using self-service where possible, ensure those with greatest need are being met • Support by local care coordination hub for those with a need for ongoing clinical care. • Other people with lower clinical risks, may contact external providers. • Support for most positive cases to isolate in their usual place of residence. Alternative accommodation options across the regions are still available. | <ul style="list-style-type: none"> • Majority of positive cases are self-management. • Clinical care is focused on anyone with high-needs • Wraparound health and welfare support services will focus on those who need it most • Support for positive cases to isolate in their usual place of residence and unlikely there will be alternative accommodation capacity available for cases that are unable to safely isolate at home. |