

**Arahunga Procedural Updates for COVID Pandemic Level 2 Alert**  
(Staff Version)

- In the situation where students are absent (or the school does require the staff member to attend onsite) due to COVID, the staff member will continue to work from a distance to support the student including using distance learning wherever possible. Records of planning and teaching (including distance learning) will be maintained.
- Team Leaders (in close consultation with Regional Managers) will be the primary communicators to students whānau where necessary throughout Alert Level 2.
- Reduce cross site access (including Regional Offices) as much as possible - this will limit availability of relief staffing arrangements so some services (including potentially classes) may not be offered.
- Reduce cross regional travel where possible.
- Requests for hygiene resources to be done through the Office Administrator. (Contactless delivery will occur via the courier.)
- Wipe all shared surfaces (light switches, door handles, tables etc) at the start of the day, after lunch and end of day at least.
- Apply social distancing 1m indoors - rearrange sites as necessary and provide visuals (posters, stories) and scripts where appropriate.
- It is possible that some organisations may start to close their doors to visitors from today onwards. Therefore inline with operational safety measures (including RAMs), please check and call before going, especially when working with outside providers (e.g. RDA, Te Kura).
- Outreach and any other itinerant staff will need to check with schools to see if they are open for visitors under Level 2. Discuss any concerns or changes with the Regional Manager.
- Specialist Services will limit their visits to sites for the remainder of Level 2, they will GoogleMeet for IEPs if necessary at the time.
- Vulnerable staff
  - If staff are on the existing list they are not required to attend work but must notify their Regional Manager of their intentions. They are also welcome to notify their Team Leader or Manager if they have any concerns.
  - People who are not already on the vulnerable persons list, but consider themselves to be vulnerable must bring this to their Regional Manager's attention. (Arahunga may require them to seek medical advice and give us confirmation in writing.)
- All sick students and staff should remain at home, seek medical advice, and notify their Team Leader or Manager as soon as possible.
- If Level 2 is extended over the time period which affects class IEPs, teachers will then need to check in with parents-whānau and possibly offer GoogleMeet if they are concerned. Please note: We are NOT currently at that stage.