

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

- Team Leaders (in close consultation with Regional Managers) will be the main communicators to students whānau where necessary throughout Alert Level 2.
- All sick students and staff should remain at home, seek medical advice, and notify their Team Leader or Manager as soon as possible.
- In the situation where students are absent due to COVID, staff will contact you and offer distance learning wherever possible. Records of planning and teaching (including distance learning) will be maintained.
- Some of Arahunga's staff are vulnerable and may need to stay home during Alert level 2 or parts of it, if this may potentially affect our ability to keep sites operational. In this case the whānau of the learners at the affected site will be contacted by the appropriate Team Leader or Manager.
- Management will need to reduce cross site access (including Regional Offices) as much as possible. This will limit availability of relief staffing arrangements so some services (which may include satellites) may not be offered.
- All shared surfaces (light switches, door handles, tables etc) will be wiped with disinfectant at the start of the day, after lunch and end of day at least.
- Staff will apply social distancing 1m indoors - rearrange sites as necessary and provide visuals (posters, stories) and scripts where appropriate to support your child's understanding.
- Specialist Services will limit their visits to sites for the remainder of Level 2, they will GoogleMeet for IEPs if necessary at the time.
- It is possible that some organisations may start to close their doors to visitors from today onwards. Therefore staff will check and call before going, especially when working with outside providers (e.g. RDA, Te Kura). *This means we may not be able to offer some services which rely on outside providers.*
- Whether outreach and any other itinerant staff can operate in schools will depend on other schools policies and procedures for level 2. Please discuss any concerns or changes to this with the Regional Manager of the appropriate area. (Phone 0800 532 497)
- If Level 2 is extended into the time period for class IEPs, teachers will check in with parents-whānau and offer GoogleMeet, or similar distance communication methods, if appropriate.