

15th February 2021

Hi All,

As you will be aware today Auckland entered a Level 3 lockdown and the rest of NZ entered a Level 2 alert.

It is important to stress that all of Arahunga's regions are only in a Level 2 alert, this means that for most people school and work activities continue, but with specific procedures around entry to sites. The government guidelines for Alert Level 2 can be found at the following link:  
<https://covid19.govt.nz/alert-system/alert-level-2/>

At the time of writing this letter there are no known cases present in Arahunga's regions, this is encouraging and we want to operate in a way that helps increase the chances of keeping it that way.

If you are unwell at this time, particularly with cold or flu symptoms, it is important to let your Team Leader or Manager know. For people who are unwell the National Level 2 Guidelines state that, *"If you're sick, stay home. Do not go to work or school. Do not socialise. If you have cold, flu or COVID-19 symptoms, call your doctor or Healthline and get advice about being tested."*

Cross site and cross regional visits are still allowed under Level 2 according to the National Level 2 Guidelines which state that, *"You can travel, but make sure you do it in a safe way. You should not travel if you have cold, flu or COVID-19 symptoms, are awaiting a test or if you need to self-isolate. You can travel to other regions that are at Alert Level 2 or lower."*

Please note: It is important that you inform your Team Leader or Manager immediately if you have been in Auckland since the start of February. They may need to know if your itinerary cross paths with places of interest in current COVID cases in order to manage risks appropriately.

The following procedures are in place at Arahunga for the operation of our services in the current Level 2 Alert. They have been developed with a specific focus on Health and Safety of all people and are designed to align with the National Level 2 Guidelines.

### **Arahunga Procedural Updates for COVID Pandemic Level 2 Alert**

- 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.

Thank you everyone for your continued support and dedication to our students, and their whānau and schools, and to Arahunga as a service focused organisation. Your continued professionalism will help provide stability to those who access our services over this Alert Level 2 period.

Daniel Price

**Principal**

*On behalf of the Executive Team*