

15th February 2021

*Arahunga Central Contact Phone Number is **0800 532 497***

Dear Parents and Caregivers,

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

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. It is important to stress that all of Arahunga's regions (including Whanganui) 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/>

Students are very welcome at all of Arahunga's operational sites at Level 2. However, if your child is unwell, particularly with cold or flu symptoms, it is important to follow the National Level 2 Guidelines which 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."*

We would appreciate it if you could let a Team Leader or Regional Manager know if your child or anyone close to them has been in Auckland since the start of February. We may need to know if their itinerary crossed paths with places of interest in current COVID cases in order to manage risks appropriately.

Our central phone number is **0800 532 497** from this number you can be put through to the following people as required:

- Whanganui Regional Manager: *Meli Brooks*
- Junior Satellites Team Leader (Carlton, Tawhero, Castlecliff): *Sharon Kaua*
- Senior Satellites Team Leader (Rutherford, City): *Caleb McGregor*
- Transition Workplace Team Leader: *Simon Beitchef*

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**

- 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.



Thank you everyone for your continued support and dedication to our students, our staff, and Arahunga as a service focused organisation. You can expect further updates from your local Team Leader or Regional Manager during this period.

Yours sincerely,

Daniel Price

**Principal**

*On behalf of the Executive Team*