



22 February 2022

INFORMATION FOR IF A COVID-19 CASE IS IDENTIFIED AT PUKEATUA PRIMARY SCHOOL

Dear Whānau

There are schools in parts of New Zealand who have had one or more cases of COVID-19 confirmed in their school.

This communication is to let you know what will happen if Pukeatua Primary School has a confirmed case.

All procedures, processes and communications with our school community regarding a confirmed case is guided by the Ministry of Health and the Ministry of Education (MoE).

As we progress through the phases, public health and agency support for providers may be limited. ...schools may need to take pragmatic response to case and contact management, prioritising resources as necessary to best support the safety and wellbeing of their staff and student community as a whole. (Managing COVID-19: A public health toolkit for schools and kura, 2022, p.8)

Our plan reflects the changes to case identification and contact tracing now we are at **Phase 2**. Digital technology will be utilised more as cases grow i.e, text via mobile phone and information via email. There will be less direct contact from the Public Health Unit to assist with contact tracing and case support.

The health and well-being of our students, staff and community will remain the top priority.

Our plan takes into account that there may be large numbers of absent students and/or staff.

Thank you in advance for your patience and understanding if and when we have to work through the process of a confirmed COVID-19 case here at Pukeatua Primary School.

NOTIFICATION OF A CASE OF COVID-19:

We are reliant on parents or caregivers and staff notifying the school that a school student, whanau member or staff member has tested positive for COVID-19.

A parent or caregiver will notify the Principal, Topsy Remuera (cell phone: 0274165077, email topsy@pukeatua.school.nz, txt or call 0277551221 or phone **04 939 8356**) that their child is a confirmed case.

A staff member will notify the Principal that they are a confirmed case.

To keep the rest of our school safe this needs to happen as soon as possible.

The notification needs to be from a reliable source. Please don't be offended if you're asked for written confirmation.

When this notification is received, the Principal will contact the Ministry of Education to work with Pukeatua Primary School on the next steps.

WHAT HAPPENS NEXT?

Once the notification is officially confirmed, the Principal will liaise with the Ministry of Education to work through the next steps. The Ministry of Education will assign one of their staff members as our 'Single Point of Contact' (SPOC) to work with and ensure we are all supported throughout the process.

Step	Description	Person/Role	School action
1	Verify that student or staff member is a case	Principal/ Senior Management	Request confirmation e.g. screenshot of text, & confirm information e.g. test date
2	Support school through contact categorisation process	SPOC	
3	Gather information regarding case activity at school	Principal/ Senior Management	Identify contacts
4	Discuss contact categorisation & complete assessment	Principal/SPO C	
5	Complete assessment of contacts	Principal/ Senior Management	Complete contact list spreadsheet for Contact Tracing Upload Tool (ETAP)
6	Upload close contacts only, into ETAP using link sent to the school	Principal/ Senior Management	Upload to ETAP
7	Send letter to Contacts and notify school community	Principal/ Senior Management	Letters and notification sent out

All of these steps need to be followed within 8 working hours. You can see that there is a great deal to do in a short time.

IDENTIFYING CLOSE CONTACTS

Our school has processes in place for making the contact tracing process as easy as possible. **This is why we ask everyone to scan our QR code** when coming onto the school site and to sign in if visiting the office. We also encourage parents to drop students at the gate to minimise the chance of being a close contact. We remind parents that they **must stay out of the classrooms**.

If your child is identified as a “**Close Contact**” you will receive an email/letter and will need to follow the process for isolating and/or testing as per instructions from the Ministry of Health and Public Health Unit. Currently we are at Phase two of the RED setting and guidance can be found on the Unite against COVID-19 website <https://covid19.govt.nz/prepare-and-stay-safe/about-covid-19/our-response-to-omicron/#phase-2>

A Home Learning pack will be provided for close contacts of a case that are self-isolating or at any of the stages below. These will be available from the Office for collection.

WHAT OTHER PLANNING IS IN PROCESS?

We cannot predict with any certainty what might eventuate and when. The operation of the school will be dependent on how many staff are available to keep learning programmes running onsite safely.

What we do know is that we will most likely be operating in the following stages at some point over this year:

Stage 1 – Onsite Learning	School is open to all students
<ul style="list-style-type: none"> • School is open for all students for learning • Health and safety practices are followed, including: physical distancing, mask wearing, sanitising, personal hygiene, ventilation • Occasional staff or student absence • Will continue even with some confirmed cases 	
Stage 2 – Onsite and Home-based learning (Hybrid Learning)	School is open for a combination of onsite and home-based learning
<ul style="list-style-type: none"> • School programme is impacted by COVID-19 • Increasing numbers of students & staff are absent • Mix of onsite and home-based learning programme occurring (Hard Packs) • Home learning provided for students self-isolating due to being a close contact (Hard Pack) • Home learning not provided for those who are unwell • Onsite learning would be covered by available staff 	
Stage 3 – Home-based learning	School is open for home learning
<ul style="list-style-type: none"> • School programme is highly impacted by COVID-19 	

<ul style="list-style-type: none"> • Large number of students absent • Most staff are available • Decision to implement home learning programme for all students (Hard Pack) • Onsite learning for students of critical workers only, school will require evidence from your employer • Students onsite will follow home learning programme 	
Stage 4 – School Closure	School is closed - no learning programmes are available
<ul style="list-style-type: none"> • School programme significantly impacted by COVID-19 • Majority of staff are unable to work • No longer able to provide onsite or home learning programmes • The Board, in consultation with the Ministry of Education, will decide to close the school 	

Please ensure that all your contact details are up to date as it is important should we need to make contact with you. Information around COVID-19 is constantly changing. I will endeavour to keep you as informed as possible with the most up-to-date information. Please check your emails and text messages. You can also visit our school Facebook page and School Website.

We advise all whanau to make plans for what your whanau will do if you have to isolate at home. See separate sheet attached

Thank you for your support and please do not hesitate to contact me if you have any questions or concerns.

Ngā mihi nui

Topsy Remuera

Principal, Pukeatua Primary School

What to do when isolating.

This is from the Ministry of Health website.

- Most people with COVID-19 (particularly those who are fully vaccinated) will be fine to recover at home.
- Keep in touch with friends and family over the phone or internet, but don't have physical contact with anyone who isn't isolating with you.
- Exercise at home or in your garden, remain on your own property.
- Get supplies of food/kai and medicine by asking your whanau and friends to shop for you, or by ordering supplies online if possible. Identify a safe drop-off point outside the house for them to leave supplies.
- Please contact your care co-ordinator or the COVID-19 welfare support line ([0800 512 337](tel:0800512337), 7 days a week) if you need help with kai or other welfare support.
- Maintain a 1.5-metre distance from your household members and do not share a bed or bedroom with any member of your household if possible.
- Minimise the time you spend in shared spaces such as bathrooms, kitchens and sitting rooms as much as possible and keep shared spaces well ventilated.
- If you need medical assistance, call ahead to your health provider and tell them you are have COVID-19 or are a [close contact](#). If you need urgent medical help or are having difficulties breathing, call 111 immediately.

Thank you for your support and please do not hesitate to contact me if you have any questions or concerns.

Ngā mihi nui

Topsy Remuera

Principal, Pukeatua Primary School