

## Te Kura Māori o Porirua Pānui: Covid-19

E te whānau whānui tēnā koutou,

In response to the recent announcements by the Government in the Pandemic Management the kura has reviewed its processes and management of our kura environment in order to safely provide for our tamariki, kaimahi and whānau.

### Personal management

1. Handwashing: all students and staff are aware of the following handwashing process:

#### Steps for clean hands

- a. Wet your hands under clean running water. Use warm water if available.
  - b. Put soap on your hands and wash for 20 seconds. Liquid soap is best.
  - c. Rub hands together until the soap makes bubbles.
  - d. Rub on both sides of both hands ...
  - e. and in between fingers and thumbs ...
  - f. and round and round both hands.
  - g. Rinse all the soap off under clean running water. Use warm water if available.
  - h. Dry your hands all over for 20 seconds. Using a paper towel is best (or, if at home, a clean dry towel)
2. Cover coughs and sneezes with clean tissues or elbow. Put used tissues in the bin.
  3. Staff and students should stay home if unwell.
  4. Handwashing and hygiene kits have been issued to each class, these will be replenished each week.
  5. The kura will instigate formal hygiene processes of preparing to eat, having kai, and cleaning after kai.
  6. Cleaning protocols for all areas will be developed and maintained by kaiako.

### Kura Management

1. Whānau who need to self isolate are asked to notify the kura so that we are aware.
2. Whānau who choose to travel overseas are asked to please inform the kura so that we are prepared to cater for the self isolation period for each child.
3. All whānau are asked to be clear about the reason for student absences so that we can track student wellness and any needs of our kura community.
4. Children who seem unwell with symptoms of coughing, high temperature or shortness of breath should stay home.
5. Whānau will be contacted to collect their children if these symptoms develop while at kura.

6. The kura has put a medical management system into place. This includes restricting the number of students to be placed in the medical room at any one time. Alternative spaces for unwell children have been identified in the kura.
7. The kura app and facebook have been identified as the best systems for communication, we need as many whānau as possible linked to these systems for communication purposes.
8. All whānau need to ensure their contact details have been updated with the kura.
9. The kura has met with our cleaning firm and clarified processes and protocols in regard to cleaning throughout the kura.
10. Payments to kura - cash is very unhygienic whānau, so online payments for lunches etc are preferred, please check our website.

### Self Isolation management plans

1. The kura is presently developing plans and strategies to continue to provide for the educational needs of children who may be at home due to illness or self isolation.
2. We intend to confirm these plans by the end of the week with a view to trialling some of these next week.
3. A survey in regard to internet access, and access to computer systems will be issued tomorrow, whānau response to this survey is important.

### Attendance at events

1. As per the Ministry of Education guideline the kura has developed the following process for risk assessment of activities such as school camps and travel for sporting and cultural reasons - this will be applied to all kura trips at this stage.

Event planning, engagement	
How many people involved?	500+ = NO attendance
Less than 500 people Sleep over?	Less than 1.2m distance between beds = NO attendance
Hygiene controls management in place?	NO = NO attendance
Risk of exposure at transition points	YES = Explore alternative options

Future trips and events will be assessed according to this process and whānau will receive official notification of the decision in regard to these trips accordingly.

Nāku me āku mihi

Sophie Tukukino