



# PHASE 2 FREQUENTLY ASKED QUESTIONS

**Q** Who do we advise if our child tests positive for Covid-19?

**A** Please contact the Principal at school on **847 9828** or email **principal@koromatua.school.nz** as soon as possible.

**Q** My child is a close contact. What does this mean?

**A** This means your child has had close contact with a positive case.

Your child must self-isolate for seven days from the date they had contact with the case.

Testing must happen on Day Five.

Your child can stop isolating and return to school after a negative Day 5 test and once seven days have passed.

**Q** A member of our household is a close contact. How does this affect my child?

**A** Your child is classed as a casual (secondary) contact, so they can attend school as they have had no direct contact with the positive case.

If the household member tests positive, then your child becomes a close contact and must self-isolate.

**Q** My child has tested positive for Covid-19. What does this mean?

**A** Your child will need to self isolate and your whānau members will be designated as close contacts.

This involves:

- Your child will need to self-isolate for 10 days
- **If at school**, we will need to determine close contacts and notify wider whānau
- **If at home**, your whānau will be close contacts and also need to self-isolate as per the guidelines
- Support for testing and care will be provided by Regional Public Health

**Q** What will the school do if there is a positive case?

**A** We follow a response plan that is guided by the Ministry of Health and the Ministry of Education.

This involves:

- Seeking confirmation of the positive case and time frames around the infectious period
- If this is a school day, we will establish contact tracing
- We will advise classes that are close contacts via email and a phone call
- **If this occurs during the day, whānau will be asked to collect their child as soon as possible**
- The rest of the school will be advised of the case and will be classed as casual contacts

**Q** If my child is a close contact, does the rest of our household need to self-isolate?

**A** Any household member would be classed as a casual (secondary) contact as they have had no direct contact with the case so they **do not have to self-isolate**.  
Monitor for symptoms and get tested if symptomatic.

**Q** My child is a casual contact at school. What does this mean?

**A** Your child was at school when there was a positive case. They have had no interaction with the case concerned. **Your child is able to attend school.**

We do ask that:

- Whānau watch for any symptoms such as a sore throat, runny nose, cough, fever
- Get tested if these symptoms develop
- Stay at home until you receive a result. If negative, your child can return to school once well
- If positive, follow isolation guidelines
- Please keep a close eye out on all school communications

**Q** With everything going on, my child is feeling anxious. What can I do?

**A** At Koromatua School, we are doing what we can to ensure that school is a safe, fun place to be. Teachers are being careful to focus on positive solutions to encourage students to look after themselves, one another and show kindness.  
  
[KidsHealth.org.nz](https://www.kidshealth.org.nz) has some good resources that might help

**Q** My child is self-isolating. What school-work will be available?

**A** Learning grids with a range of offline and online learning activities will be available for whānau to access.  
  
If there are situations where staff are isolating as well as a class, we will shift to a distance learning programme.  
  
If a student is unwell, there is no expectation for them to do any work.

**Q** How do we work out who is a close contact or a casual contact at school?

**A** -  
There are detailed criteria for determining this. Some of the considerations are:

- location
- time spent in that location
- others present in the location
- movements of the case concerned
- interactions between the case and other people

As we work through this current Covid situation, please keep us informed about any developments and please keep your child home if they are unwell. **Kia kaha, kia maia, kia manawanui.**



# COVID CASE MANAGEMENT PROTOCOLS

As we navigate the current Covid-19 Omicron outbreak, there may be cases that start to arise in our Koromatua School community. Communication with our school community, once a case is confirmed, will be guided by Public Health and the Ministry of Education. Planning for the possibility of absent staff and/or students is complex and will require flexibility and patience from everyone involved in and around our school. The information on this page is a step by step guide of what to do for your child and who to notify should cases emerge.

Koromatua School's response to the Omicron outbreak will happen in four stages depending on case numbers at school and in the community.

## STAGE 1

School is open with all students learning on-site.

## STAGE 2

School is open with some students on-site and some students learning from home.

## STAGE 3

School is open but the school site is closed. Distance learning programmes are in place.

## STAGE 4

School is closed with no learning programmes available due to staff illness.

### Your child tests positive for Covid-19

Contact the school as soon as possible. Try to compile a list of possible close contacts

Self isolate for 10 days. test on day 5 and then again on day 8

Your child can return to school on day 11, if a negative day 8 PCR test is confirmed and they are asymptomatic

### A household whānau member tests positive for Covid-19

Contact the school as soon as possible. Your child is a close contact

Isolate for 10 days, monitor for symptoms, and get a PCR test on day 3 and day 8

Your child can return to school on day 11, if a negative day 8 PCR test is confirmed and they are asymptomatic

### Your child is a close contact of a positive case not in their house

Contact the school as soon as possible, if school did not notify you of the close contact

Isolate for 7 days, monitor for symptoms, and get a PCR test on day 5

Your child can return to school on day 8, if a negative day 5 PCR test is confirmed and they are asymptomatic

### A household whānau member is a close contact of a positive case

Inform the school as soon as possible

Your child can continue to attend school

Monitor your child for any symptoms and get tested if unwell. Your child can return to school after a negative test.

If your child is a casual (secondary) contact, they are able to attend school, but please watch for any symptoms.



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Monitor for symptoms and get tested if symptomatic.

**Q** My child is a casual contact at school. What does this mean?

**A** Your child was at school when there was a positive case. They have had no interaction with the case concerned. **Your child is able to attend school.**

We do ask that:

- Whānau watch for any symptoms such as a sore throat, runny nose, cough, fever
- Get tested if these symptoms develop
- Stay at home until you receive a result. If negative, your child can return to school once well
- If positive, follow isolation guidelines
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### A household whānau member is a close contact of a positive case

Inform the school as soon as possible

Your child can continue to attend school

Monitor your child for any symptoms and get tested if unwell. Your child can return to school after a negative test.

If your child is a casual (secondary) contact, they are able to attend school, but please watch for any symptoms.

# COVID PROTECTION FRAMEWORK

## KOROMATUA SCHOOL FEBRUARY 2022



**Public Health Measures** are applied across all CPF settings



### Basic hygiene

Basic hygiene measures include good hand hygiene, cough, and sneeze etiquette, avoid touching your face, and regularly clean and disinfect surfaces.



### Contact tracing

Schools are required to display QR Code posters for the NZ COVID Tracer App. They must also have other contact tracing systems in place, including an attendance register and visitor register.



### Vaccination

Getting vaccinated is a key step to gain more protection against the virus. From 2 January 2022, only fully vaccinated staff and support people can have contact with children and students.



### If you are sick - stay home and get tested

If you have cold, flu or COVID-19 symptoms, stay home. Call your doctor or Healthline on **0800 358 5453** for advice about getting tested. Staff are to observe children on arrival, checking for symptoms. Those presenting as unwell will be asked to go home or arrange for parents or caregivers to come and pick up.



### Ventilation

Indoor spaces should be well ventilated, for example by opening windows, doors, and any vents. If mechanical ventilation is used, make sure the ventilation system is regularly maintained.

**RED**

**1 – LESS THAN 1000 CASES**

**2 – MORE THAN 1000**

### PLANNING AND PREPARATION

- Support access to vaccinations for all staff and eligible students.
- Keep occupied spaces well ventilated.
- Create a culture where face covering wearing is normalized for years 4 and above.
- Maintain physical distancing as much as possible.
- Encourage good hygiene practices.
  - Hand hygiene.
  - Cough and sneeze etiquette.
- Maintain appropriate cleaning regimes, including cleaning and disinfecting high touch surfaces, as well as regular cleaning.
- Ensure students or staff members with COVID-19 symptoms get a COVID-19 test and remain at home until a negative result is received and they are symptom free for 24 hours.
- Reduce mixing of children, students, and staff.
- Following public health advice (testing, self-isolating) for any cases and contacts within the school.

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- Reduce mixing of children, students, and staff.
- Following public health advice (testing, self-isolating) for any cases and contacts within the school.

<p><b>VACCINATION</b></p>	<p>All school and support staff who have contact with students are mandated by the MoH to be fully vaccinated. The mandate has been updated to include a booster dose within 4 months of the second vaccination.</p> <p>Volunteers who work with students are also required to be vaccinated.</p> <p>We encourage all students to be vaccinated and the school will keep a record of vaccination status of students, as with all vaccinations. If vaccination status is not provided, we will assume that the student is not vaccinated.</p> <p>Students will <b>not</b> be vaccinated without parental consent. It is the decision of the parent/caregiver if a child is to be vaccinated or not.</p>	<p>All school and support staff who have contact with students are mandated by the MoH to be fully vaccinated. The mandate has been updated to include a booster dose within 4 months of the second vaccination.</p> <p>Volunteers who work with students are also required to be vaccinated.</p> <p>We encourage all students to be vaccinated and the school will keep a record of vaccination status of students, as with all vaccinations. If vaccination status is not provided, we will assume that the student is not vaccinated.</p> <p>Students will <b>not</b> be vaccinated without parental consent. It is the decision of the parent / caregiver if a child is to be vaccinated or not.</p>
<p><b>VENTILATION</b></p>	<p>Indoor spaces must be well ventilated at all times, allowing for air flow. Every opportunity to have the students outside, where masks are not required, will be taken (weather appropriate). Decks, shady spaces, covered areas will be routinely used.</p>	<p>Indoor spaces must be well ventilated at all times, allowing for air flow. Every opportunity to have the students outside, where masks are not required, will be taken (weather appropriate). Decks, shady spaces, covered areas will be routinely used.</p>
<p><b>FACE COVERINGS/MASKS</b></p>	<p>Medical grade masks are required to be worn by students in Year 4 and above as well as all staff interacting with those students. Everyone accessing the school site is required to be wearing a medical grade mask. <a href="#">How to wear a face mask safely.</a></p>	<p>Medical grade masks are required to be worn by students in Year 4 and above as well as all staff interacting with those students. Everyone accessing the school site is required to be wearing a medical grade mask. <a href="#">How to wear a face mask safely.</a></p>
<p><b>MASK EXEMPTIONS</b></p>	<p>See your medical practitioner for a mask exemption. Please, send proof of the exemption to the school email <a href="mailto:enquiries@koromatua.school.nz">enquiries@koromatua.school.nz</a>. This must include the letter or email from the Ministry of Education. The health and safety of our staff, students, and whaanau is our main priority.</p>	<p>See your medical practitioner for a mask exemption. Please, send proof of the exemption to the school email <a href="mailto:enquiries@koromatua.school.nz">enquiries@koromatua.school.nz</a>. This must include the letter or email from the Ministry of Education. The health and safety of our staff, students, and whaanau is our main priority.</p>
<p><b>ACTIVE SUPERVISION</b></p>	<p>Separate play areas for students. Rugby field, grass area by Rooms 5&amp;6, Potiki playground and sandpit are for Potiki students (Yrs 0-3)          Soccer field/Bottom field, Courts and Senior playground are for Tuakana/Teina students (Yrs 4-8).</p>	<p>Separate play areas for students. Rugby field, grass area by Rooms 5&amp;6, Potiki playground and sandpit are for Potiki students (Yrs 0-3)          Soccer field/Bottom field, Courts and Senior playground are for Tuakana/Teina students (Yrs 4-8). Staff to be on duty in their</p>



	Staff to be on duty in their own area of the school.	area of the school. Maybe staggered breaks.
<b>BREAK TIME</b>	Normal break times.	Reviewed. Staggered breaks.
<b>CLASSROOMS / PROGRAMMES / STAFF – GROUPINGS</b>	Staff are not to move across the school and into other classroom spaces. Students must stay within their own class group.	Staff are not to move across the school and into other classroom spaces. Students must stay within their own class group.
<b>CLEANING / HYGIENE</b>	Sanitize on entry and exit of the classroom Soap and water available as an option. Clean tables and door handles after eating school lunch. Model and encourage correct sneezing, coughing etiquette. At RED extra cleaning of frequently touched surfaces and toilets during the day. In the event of a suspected or confirmed case of COVID-19 we would follow the MoH guidelines.	Sanitize on entry and exit of the classroom. Soap and water available as an option. Clean tables and door handles after eating school lunch. Model and encourage correct sneezing, coughing etiquette. At RED extra cleaning of frequently touched surfaces and toilets during the day. In the event of a suspected or confirmed case of COVID-19 we would follow the MoH guidelines.
<b>CLEANING PRODUCTS TO BE USED</b>	Sanitiser, crème soap, tissues, hand towels, disinfectant spray available and topped up regularly. Staff to notify the administration officer if running low on these products.	Sanitiser, crème soap, tissues, hand towels, disinfectant spray available and topped up regularly. Staff to notify the administration officer if running low on these products.
<b>CONTACT TRACING PLAN</b>	QR codes and tracer app to be used. Sign in register needed for those without tracer app. Staff need to keep an accurate attendance register (twice daily) which will be monitored by the office administrator. Staff and parents / caregivers need to ensure that contact information is up to date and accurate.	QR codes and tracer app to be used. Sign in register needed for those without tracer app. No non-essential people on site. Staff need to keep an accurate attendance register (twice daily) which will be monitored by the office administrator. Staff and parents / caregivers need to ensure that contact information is up to date and accurate.
<b>CONFIRMED COVID CASE</b>	A Covid case is identified in school. <ul style="list-style-type: none"> <li>- Either from our MoE point of contact</li> <li>- The whaanau of the individual.</li> <li>- A GP or other Health professional.</li> <li>- The School will liaise with our MoE/MoH Point of Contact.</li> <li>- A risk assessment will take place and we will identify close, and casual contacts.</li> </ul>	A Covid case is identified in school. <ul style="list-style-type: none"> <li>- Either from our MoE point of contact</li> <li>- The whaanau of the individual.</li> <li>- A GP or other Health professional.</li> <li>- The School will liaise with our MoE/MoH Point of Contact.</li> <li>- A risk assessment will take place and we will identify close, and casual contacts.</li> </ul>

	<ul style="list-style-type: none"> <li>- The contacts list will be shared by the school with the official MoH investigations / contact tracing departments.</li> <li>- Contact will be made from the school to close, and casual contacts.</li> <li>- Contacts will get called directly by the MoH investigation/contact team.</li> </ul>	<ul style="list-style-type: none"> <li>- The contacts list will be shared by the school with the official MoH investigations / contact tracing departments.</li> <li>- Contact will be made from the school to close, and casual contacts.</li> <li>- Contacts will get called directly by the MoH investigation/contact team.</li> </ul>
<b>CURRICULUM RELATED ACTIVITIES</b>	<p>Large activities with students will not go ahead unless held outdoors.</p> <p>No Performance Kapa Haka No Choir</p>	<p>Large activities with students will not go ahead unless held outdoors.</p> <p>No Performance Kapa Haka No Choir</p>

	<p>No Whole School Singing Whole School Assembly online No lunchtime groups.</p>	<p>No Whole School Singing Whole School Assembly online No lunchtime groups.</p>
<b>EDUCATION OUTSIDE THE CLASSROOM/SPORTS</b>	<p>EOTC activities can go ahead but will need careful health and safety planning. While we rely on parental assistance to run, organise, and participate in camps, trips, and sporting activities we are required to follow MoH and MoE guidelines. All parents assisting with these activities will need to provide authentic evidence of their vaccination status. This information will be stored confidentially as with police vetting information. Face coverings will be required for public transport.</p>	<p>Maybe reviewed.</p>
<b>EATING / DRINKING</b>	<p>All food is eaten inside. No sharing of food or drinks. Drinking fountains are turned off. Students are required to bring a drink bottle.</p>	<p>All food is eaten inside. No sharing of food or drinks. Drinking fountains are turned off. Students are required to bring a drink bottle.</p>
<b>ENROLMENTS</b>	<p>By phone or online. By appointment only if there is no other way.</p>	<p>By phone or online.</p>

<b>STAFF/STUDENTS AND VISITORS</b>	All visitors are asked to sign in at the school office (essential at Red) for contact tracing purposes and to limit interaction with students and staff. They must wear a mask. Administration staff will collect students from classes should they be required to leave early. NO non-essential visitors onsite.	Administration staff will collect students from classes should they be required to leave early. NO non-essential visitors onsite.
<b>GATE DUTY</b>	Staff will be on duty at the gate by the Bus Bay to support students coming on site without whaanau support.	Staff will be on duty at the gate by the Bus Bay to support students coming on site without whaanau support.
<b>HOME LEARNING</b>	We are required to provide off site learning for those required to self-isolate or waiting for a test result. Support will also be required for children with complex medical needs, especially if not fully vaccinated, and who are learning from home following advice from a health professional.	We are required to provide off site learning for those required to self-isolate or waiting for a test result. Support will also be required for children with complex medical needs, especially if not fully vaccinated, and who are learning from home following advice from a health professional.
<b>SCHOOL BUS TRANSPORT</b>	It is important that parents/caregivers are prepared for the possibility that our school transport service is cancelled at some point over the next few months. This service is for all tamariki who are 5-8 years old.  Parents/Caregivers will need to have their own plan in place for transporting their children to and from school in the event of the school bus not operating.	It is important that parents/caregivers are prepared for the possibility that our school transport service is cancelled at some point over the next few months. This service is for all tamariki who are 5-8 years old.  Parents/Caregivers will need to have their own plan in place for transporting their children to and from school in the event of their school bus not operating.
<b>LIBRARY</b>	Library is closed at break times. Open for class instruction.	Library is closed at break times. Open for class instruction.
<b>LIBRARY BOOKS / HOME READERS</b>	Library books and home readers will be allowed home.	Library books will be allowed home. No home readers except those readers that are issued through the Library.
<b>NON CURRICULUM ACTIVITIES / GATHERINGS</b>	Will not go ahead as no non-essential visitors should be onsite.	Will not go ahead as no non-essential visitors should be onsite.
<b>OFFICE</b>	No access to the school office other than by appointment only. Mask wearing expected. Office is always accessible by phone and email. Ph 847 9828 or enquiries@koromatua.school.nz	No access to the school office other than by phone or email. Ph 847 9828 or enquiries@koromatua.school.nz

<b>PE EQUIPMENT</b>	Access to equipment is permitted.	Access to equipment is permitted.
<b>ARRIVAL IN THE MORNING</b>	The gate by the bus bay is open at 8:15am for students to enter. Students will sanitise their hands and collect a mask if they require one to take to their class. The gate by the driveway is only used at the end of the day.	The gate by the bus bay is open at 8:15am for students to enter. Students will sanitise their hands and collect a mask, if they require one to take to their class. The gate by the driveway is only used at the end of the day.
<b>PICK UP / DROP OFF</b>	Access through the gate by the Bus Bay. Parents of students in Years 0-1 may come to the classroom door to settle children after scanning QR code at the gate. A mask is essential. If a parent has an exemption please show it to the teachers at the gate or their child's classroom teacher. At other times during the day, whaanau will need to ring the school office to arrange pick up or drop off.	Access through the gate by the Bus Bay. Parents of students in Years 0-1 may come to the classroom door to settle children after scanning QR code at the gate. A mask is essential. If a parent has an exemption please show it to the teachers at the gate or to their child's classroom teacher. At other times during the day, whaanau will need to ring the school office to arrange pick up or drop off.

<b>COLLECTING FROM SCHOOL FOR AN OUTSIDE APPOINTMENT</b>	Parents/caregivers must call the school office Ph 847 9828 to organise for their child to leave the school grounds OR their child brings a signed note informing the child's teacher the day/date and time he or she is leaving. When you arrive at the school gate to collect your child, during Covid Red Light, please remain in your car, and wait for your child. You may phone the School Office 847 9828 to let them know you are here. Office staff will have your child sign out on the vistab and sign in again if your child is returning to school.	Parents/caregivers must call the school office Ph 847 9828 to organise for their child to leave the school grounds OR their child brings a signed note informing the child's teacher the day/date and time he or she is leaving. When you arrive at the school gate to collect your child, during Covid Red Light, please remain in your car, and wait for your child. You may phone the School Office 847 9828 to let them know you are here. Office staff will have your child sign out on the vistab and sign in again if your child is returning to school.
<b>PLAYGROUND</b>	Year groups will have designated playgrounds which they must remain in at all times. Yrs 0-3 Junior playground and Yrs 4-8 Senior playground.	Maybe reviewed. Year groups will have designated areas which they must remain in at all times. Yrs 0-3 Junior playground and Yrs 4-8 Senior playground.
<b>ROAD PATROL</b>	This will continue to be provided by Kaiako. They will make sure students are socially distanced.	Maybe reviewed. This will continue to be provided by Kaiako. They will make sure students are socially distanced.

<b>SICK BAY/FIRST AID ROOM</b>	Operates under strict distancing guidelines. All students presenting with Covid-19 symptoms will be required to go home. Sick bay areas will be cleaned regularly.	Operates under strict distancing guidelines. All students presenting with Covid-19 symptoms will be required to go home. Sick bay areas will be cleaned regularly.
<b>STATIONERY - PURCHASING</b>	A limited supply is provided through the office as required. Whanau to phone the office for access. Online payments are preferred.	Whanau to phone the office for access. Online payments are preferred.
<b>SWIMMING</b>	Swimming timetable is restricted to ONE class at a time. However Rooms 5&6 (NE/Yr1) will join together as they have small numbers.	Swimming timetable is restricted to ONE class at a time. However Rooms 5&6 (NE/Yr1) will join together as they have small numbers.
<b>VISITORS / CONTRACTORS / RTLB</b>	Individual cases at the discretion of the Senior Leadership team.	Individual cases at the discretion of the Senior Leadership team.
<b>WHAANAU ON SITE</b>	Individual cases at the discretion of the Senior Leadership team. No whaanau inside school buildings. No non-essential visitors should be onsite. Up to two whaanau members of new enrolments and students in Year 0-1 permitted on site but only to drop off and pick up.	No non-essential visitors on site.

***ADDITIONAL INFORMATION***

Additional Information can be found on the following websites

[Ministry of Education Covid 19 Website](#)

[Use of face Masks and Coverings](#)

[Covid-19 Protection Framework](#)

[Covid Protection Framework for Schools](#)