

COVID-19 Education Facilities Public Health Guidelines and Framework

Stage 1- General Health Measures

Effective – 02 February 2022

Considerations	General Public Health Measures	If there is a positive case identified in the community, with no association with an education facility	If a staff member or student of an education facility comes into contact with a positive COVID-19 case	When a staff member or student of an education facility is positive with COVID-19
Implication for education	Teaching and learning continue as normal with an emphasis on public health measures.	Community transmission is being managed within the impacted location. Teaching and learning continue as normal with emphasized public health measures.	Teaching and learning continues with increased public health measures in place. Close contacts directed by Te Marae Ora to isolate. Education facility closure determined by Te Marae Ora.	Impacted education facility closed until advised the facility can safely reopen by TMO.
Entrance/Entry to Education Facility	<ul style="list-style-type: none"> • Education facility must identify one main entrance (one entry point) for all visitors, staff and students • The remaining entry points should have appropriate and visible signage to restrict movement throughout the education facility and directing all to the main entrance. 			Impacted education facility closed.
Visitors to education facilities	<p>For the purpose of this framework, a visitor means any member of the public, external to the educational facility, and includes parents/ caregivers, family, community groups, public servants.</p> <ul style="list-style-type: none"> • All visitors are strongly encouraged first to make an appointment if needing to meet with any of staff of the education facility. This will also confirm availability and ensure a suitable time can be scheduled. All queries can also be answered over the phone or by email. Alternatively, Zoom meetings can be arranged. • If a visit is deemed necessary, all visitors are directed to the main reception area, and must abide by all public health measures in place. • Visitors will be asked to remain in the main reception area until received by the staff member they are meeting with. • Masks to be worn at all times, hand sanitize, Cooksafe tagging. • Visitor movement is restricted throughout the education facility. • In any instance, shared surfaces in meeting rooms and office spaces should be wiped down after all meetings. 			Impacted education facility closed to all visitors.

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	<ul style="list-style-type: none"> Drop-off/pick-up systems revised to avoid congregation. Visitors are not permitted on the grounds of education facilities after hours, unless given prior approval by principal/ campus director. 			
Staff arrival to education facility	<ul style="list-style-type: none"> Upon arriving all staff will need to enter through the reception area; sanitize and tag in with Cook Safe, or complete the manual entry record. Thereafter staff may move about the education facility. Staff to ensure that they inform reception of their whereabouts and track movement to and from the education facility. 			Impacted education facility closed to all staff, until advised.
Enclosed school halls & Assemblies	<ul style="list-style-type: none"> Considered high-risk premise, if 100 or more children are expected to be inside the hall. Physical distancing rule and mask wearing measures to be followed, as defined in the COVID-19 (Public Health Measures) Regulations 2021 and Point 6 above (page1). Assembly spaces should be well-ventilated or held outside if practicable. Staggered assembly options may be considered, either by year level, or senior/junior grouping. 			
Face masks (face covering)	<ul style="list-style-type: none"> Face masks (face covering) ARE required to be worn indoors at an education facility at any level of response, as advised by Te Marae Ora, by all persons 18 years and older. Face masks may be lowered when indoors if presenting to an audience, class or group, if speaking at an assembly, eating, drinking and taking medications. All visitors, including parents and caregivers, are required to wear a face mask when on school grounds. Required on school buses. If choosing to wear a mask, students and those under 18 years, may do so without judgement. 			
Cook Safe Contact Tracing	<ul style="list-style-type: none"> All education facilities are to ensure Cook Safe tagging capabilities are available and in use, including manual record. Systems in place for record keeping. 			
Physical distancing	<ul style="list-style-type: none"> Students and staff should be far enough away from each other so they are not breathing on or touching each other. One (1) meter distancing rule recommended. Make use of outdoor spaces or larger alternative learning spaces as practicable. 			
Hygiene Measures	<ul style="list-style-type: none"> Regular handwashing and sanitizing practices imposed. Good hand hygiene before and after using the playground, returning back into the classroom. 			

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	<ul style="list-style-type: none"> • Increase hygiene measures for all ECE Centres. • Keeping indoor spaces well ventilated. 			
Gathering	<p>For the purpose of these response guidelines, gathering means people who are intermingling in a group and distancing. This includes gatherings that are part of our ordinary operations at education facilities. In any instance;</p> <ul style="list-style-type: none"> • Opportunities for close congregation of people will be limited • If holding school/ provider events and gatherings that are likely to exceed 100 people than an exemption from Te Marae Ora is required. • When large groups can't be avoided, it is strongly recommended that public health measures are followed, including physical distancing, sanitizing and wearing of masks. • Maintain well ventilated spaces. 			Impacted education facility closed.
High risk students and staff (e.g. those with underlying health conditions)	<ul style="list-style-type: none"> • Ensure all personal records are up to date. • New Students or those arriving into the Cook Islands to follow Te Marae Ora Arrival protocols. • Management plan developed for high risk students and staff. 			
In-school Meetings & Workshops	<ul style="list-style-type: none"> • Education facilities are NOT considered as gatherings, however, if in-school meetings and/or workshops exceed 100 people an exemption from Te Marae Ora is required. • Ensure all necessary public health measures are followed for professional development and meetings – mask wearing, distancing, hygiene, contact tracing, ventilated spaces. • All visitors, and staff, should wear a mask when meeting. 			<ul style="list-style-type: none"> • Meetings virtually conducted. • Workshops rescheduled.
Pastoral care for students and staff	<ul style="list-style-type: none"> • 0800 3333 free hotline established for all school aged students and staff to access professional and confidential counselling support. • Establish systems for regular check-in with staff and students. 			
Cleaning	<ul style="list-style-type: none"> • Disinfect and clean surfaces daily by school. The wearing of gloves and mask must be worn. • Regular cleaning of shared resources and items, including staff rooms and common areas. • Keeping indoor spaces well ventilated. 			

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School events (cultural, sporting, community, inter-school)	<ul style="list-style-type: none"> • Large scale school events can continue, with consideration of health measures where practicable (distancing, hygiene, contact tracing). If exceeding 100 people, excluding staff, then an exemption from Te Marae Ora must be obtained. • Outside spaces encouraged for school events where practicable. • All visitors to school events must wear masks. • If refreshments or meals are deemed necessary, consider serving outdoors or in an open area. • Any event taking place outside of school hours shall be hosted upon approval from the principal/campus director. 			<ul style="list-style-type: none"> • Consideration given to rescheduling or cancelling school events.
Home-based learning	<ul style="list-style-type: none"> • If deemed necessary by TMO, learning during COVID-19 (home-based learning) shall be activated and provided to either individual students, cohorts or localized groups. • Distribution of learning resources by schools and providers, for either impacted students or full classes. • Utilizing Puna and/or Island Government support, where applicable, for safe and timely resource distribution. 			
Managing Exams	<ul style="list-style-type: none"> • All examinations may continue with public health measures in place – distancing and hygiene measures. • NCEA Exam management shared by NZQA for all Cook Islands NCEA schools to follow, when applicable. 			
COVID-19 Health & Safety Officer (Rarotonga & Aitutaki Education Facilities)	<ul style="list-style-type: none"> • One COVID-19 Health & Safety Officer identified per education facility. • Trained and endorsed by Te Marae Ora. • Conduct Rapid Antigen testing on symptomatic staff and students (with parental consent). • Ensure procedures are in place for contacting parents/caregivers if needing to conduct a test on all students within the compulsory sector (early childhood, primary and secondary). • Work in collaboration with the designated Puna contacts. 			
If symptomatic	<ul style="list-style-type: none"> • COVID-19 Health and Safety Officer administer Rapid Antigen Test at the workplace. • If positive, must isolate and call 20066 or 20065, or the local Puna Health Clinic • Undertake PCR NPS 			

Stage 2- Public Health Response

Risk	General Public Health Measures	Public Health Response
Implication for education	Teaching and learning continue as normal with an emphasis on public health measures.	<p>Education facility closure determined by Te Marae Ora.</p> <p>Community situation will be monitored and under constant review.</p> <p>Impacted Education Facility closure.</p>
Visitors to education facilities	<p>For the purpose of this framework, a visitor means any member of the public, external to the educational facility, and includes parents/ caregivers, family, community groups, public servants.</p> <ul style="list-style-type: none"> • All visitors are strongly encouraged first to make an appointment if needing to meet with any of staff of the education facility. This will also confirm availability and ensure a suitable time can be scheduled. All queries can also be answered over the phone or by email. Alternatively, Zoom meetings can be arranged. • If a visit is deemed necessary, all visitors are directed to the main reception area, and must abide by all public health measures in place. • Visitors will be asked to remain in the main reception area until received by the staff member they are meeting with. • Masks to be worn at all times, hand sanitize, Cooksafe tagging. • Visitor movement is restricted throughout the education facility. • In any instance, shared surfaces in meeting rooms and office spaces should be wiped down after all meetings. • Drop-off/pick-up systems revised to avoid congregation. • Visitors are not permitted on the grounds of education facilities after hours, unless given prior approval by principal/ campus director. 	<p>Impacted education facility closed to all visitors.</p>

Risk	General Public Health Measures	Public Health Response
Face masks (face covering)	<ul style="list-style-type: none"> • Face masks (face covering) ARE required to be worn indoors at an education facility at any level of response, as advised by Te Marae Ora, by all persons 18 years and older. • Face masks may be lowered when indoors if presenting to an audience, class or group, if speaking at an assembly, eating, drinking and taking medications. • All visitors, including parents and caregivers, are required to wear a face mask when on school grounds. • Required on school buses. • If choosing to wear a mask, students and those under 18 years, may do so without judgement. 	Staff and students abide by Health protocols when moving around the community.
Cook Safe Contact Tracing	<ul style="list-style-type: none"> • All education facilities are to ensure Cook Safe tagging capabilities are available and in use, including manual record. • Systems in place for record keeping. 	Education facility to provide contact tracing details to Te Marae Ora upon request.
Physical distancing	<ul style="list-style-type: none"> • Students and staff should be far enough away from each other so they are not breathing on or touching each other. • One (1) meter distancing rule recommended. • Make use of outdoor spaces or larger alternative learning spaces as practicable. 	Staff and students abide by Health protocols when moving around the community.
Hygiene Measures	<ul style="list-style-type: none"> • Regular handwashing and sanitizing. • Good hand hygiene before and after using the playground, returning back into the classroom. • Increase hygiene measures for all ECE Centres. • Keeping indoor spaces well ventilated. 	Staff and students abide by Health protocols when moving around the community.
High risk students and staff (e.g. those with underlying health conditions)	<ul style="list-style-type: none"> • Ensure all personal records are up to date. • New Students or those arriving into the Cook Islands to follow Te Marae Ora Arrival protocols. 	Management plan activated

Risk	General Public Health Measures	Public Health Response
	<ul style="list-style-type: none"> • Management plan developed for high risk students and staff. 	
In-school Meetings & Workshops	<ul style="list-style-type: none"> • Education facilities are NOT considered as gatherings, however, if in-school meetings and/or workshops exceed 100 people an exemption from Te Marae Ora is required. • Ensure all necessary public health measures are followed for professional development and meetings – mask wearing, distancing, hygiene, contact tracing, ventilated spaces. • All visitors, and staff, should wear a mask when meeting. 	<p>Meetings virtually conducted, if necessary.</p> <p>Workshops rescheduled.</p>
Pastoral care for students and staff	<ul style="list-style-type: none"> • 0800 3333 free hotline established for all school aged students and staff to access professional and confidential counselling support. • Establish systems for regular check-in with staff and students. 	<p>Regular check-in with staff and students.</p>
Cleaning	<ul style="list-style-type: none"> • Disinfect and clean surfaces daily. Gloves and mask must be worn. • Regular cleaning of shared resources and items, including staff rooms and common areas. • Keeping indoor spaces well ventilated. 	<p>Full clean and disinfect of education facility</p>
School events (cultural, sporting, community, inter-school)	<ul style="list-style-type: none"> • Large scale school events can continue, with consideration of health measures where practicable (distancing, hygiene, contact tracing). If exceeding 100 people, excluding staff, then an exemption from Te Marae Ora must be obtained. • Outside spaces encouraged for school events where practicable. • All visitors to school events must wear masks. • If refreshments or meals are deemed necessary, consider serving outdoors or in an open area. 	<p>Large scale school events cancelled.</p>

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	<ul style="list-style-type: none"> Any event taking place outside of school hours shall be hosted upon approval from the principal/campus director. 	
Home-based learning	<ul style="list-style-type: none"> If deemed necessary by TMO, learning during COVID-19 (home-based learning) shall be activated and provided to either individual students, cohorts or localized groups. Distribution of learning resources by schools and providers, for either impacted students or full cohorts. Utilizing Puna and/or Island Government support, where applicable, for safe and timely resource distribution. 	<p>Home-based learning model activated until further notice.</p> <p>Puna and/or Island Government to support distribution of resources, where required.</p>
Managing Exams	<ul style="list-style-type: none"> All examinations may continue with public health measures in place – distancing and mask wearing NCEA Exam management shared by NZQA for all Cook Islands NCEA schools to follow, when applicable. 	<p>Examination timetable reconsidered.</p> <p>NCEA exam management activated if necessary.</p>
COVID-19 Health & Safety Officer (Rarotonga & Aitutaki Education Facilities)	<ul style="list-style-type: none"> One COVID-19 Health & Safety Officer identified per education facility. Trained and endorsed by Te Marae Ora. Conduct Rapid Antigen testing on symptomatic staff and students (with parental consent). . Ensure procedures are in place for contacting parents/caregivers if needing to conduct a test on all students within the compulsory sector (early childhood, primary and secondary). Work in collaboration with the designated Puna contacts. 	<p>Assistance provided to Te Marae Ora, Puna and/or Island Government, upon request.</p>
If symptomatic	<ul style="list-style-type: none"> COVID-19 Health and Safety Officer administer Rapid Antigen Test at workplace. If positive, must isolate and call 20066 or 20065, or the local Puna Health Clinic Undertake PCR NPS. 	

Stage 3- State of Emergency

Risk	General Public Health Measures	State of Emergency
Implication for education	Teaching and learning continue as normal with an emphasis on public health measures.	<p>All education facilities closed as advised by TMO.</p> <p>Community situation will be monitored and under constant review.</p> <p>Essential services restricted.</p>
Visitors to education facilities	<p>For the purpose of this framework, a visitor means any member of the public, external to the educational facility, and includes parents/ caregivers, family, community groups, public servants.</p> <ul style="list-style-type: none"> • All visitors are strongly encouraged first to make an appointment if needing to meet with any of staff of the education facility. This will also confirm availability and ensure a suitable time can be scheduled. All queries can also be answered over the phone or by email. Alternatively, Zoom meetings can be arranged. • If a visit is deemed necessary, all visitors are directed to the main reception area, and must abide by all public health measures in place. • Visitors will be asked to remain in the main reception area until received by the staff member they are meeting with. • Masks to be worn at all times, hand sanitize, Cooksafe tagging. • Visitor movement is restricted throughout the education facility. • In any instance, shared surfaces in meeting rooms and office spaces should be wiped down after all meetings. • Drop-off/pick-up systems revised to avoid congregation. • Visitors are not permitted on the grounds of education facilities after hours, unless given prior approval by principal/ campus director. 	All Education facilities closed to all visitors as advised by TMO.

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Face masks (face covering)	<ul style="list-style-type: none"> • Face masks (face covering) ARE required to be worn indoors at an education facility at any level of response, as advised by Te Marae Ora, by all persons 18 years and older. • Face masks may be lowered when indoors if presenting to an audience, class or group, if speaking at an assembly, eating, drinking and taking medications. • All visitors, including parents and caregivers, are required to wear a face mask when on school grounds. • Required on school buses. • If choosing to wear a mask, students and those under 18 years, may do so without judgement. 	Staff and students abide by Health protocols when moving around the community.
Cook Safe Contact Tracing	<ul style="list-style-type: none"> • All education facilities are to ensure Cook Safe tagging capabilities are available and in use, including manual record. • Systems in place for record keeping. 	Education facility to provide contact tracing details to Te Marae Ora upon request.
Physical distancing	<ul style="list-style-type: none"> • Students and staff should be far enough away from each other so they are not breathing on or touching each other. • One (1) meter distancing rule recommended. • Make use of outdoor spaces or larger alternative learning spaces as practicable. 	Staff and students abide by Health protocols when moving around the community.
Hygiene Measures	<ul style="list-style-type: none"> • Regular handwashing and sanitizing practices imposed. • Good hand hygiene before and after using the playground, returning back into the classroom. • Increase hygiene measures for all ECE Centres • Keeping indoor spaces well ventilated. 	Staff and students abide by Health protocols when moving around the community.
High risk students and staff (e.g. those with underlying health conditions)	<ul style="list-style-type: none"> • Ensure all personal records are up to date. • New Students or those arriving into the Cook Islands to follow Te Marae Ora Arrival protocols. • Management plan developed for high risk students and staff. 	Management plan activated.

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In-school Meetings & Workshops	<ul style="list-style-type: none"> • Education facilities are NOT considered as gatherings, however, if in-school meetings and/or workshops exceed 100 people an exemption from Te Marae Ora is required. • Ensure all necessary public health measures are followed for professional development and meetings – mask wearing, distancing, hygiene, contact tracing, ventilated spaces. • All visitors, and staff, should wear a mask when meeting. 	<p>Meetings virtually conducted, if necessary.</p> <p>Workshops rescheduled.</p>
Pastoral care for students and staff	<ul style="list-style-type: none"> • 0800 3333 free hotline established for all school aged students and staff to access professional and confidential counselling support. • Establish systems for regular check-in with staff and students. 	<p>Regular check-in with staff and students.</p>
Cleaning	<ul style="list-style-type: none"> • Disinfect and clean surfaces daily. Gloves and mask must be worn. • Regular cleaning of shared resources and items, including staff rooms and common areas. • Keeping indoor spaces well ventilated. 	<p>Full clean and disinfect of education facility prior to return.</p>
School events (cultural, sporting, community, inter-school)	<ul style="list-style-type: none"> • Large scale school events can continue, with consideration of health measures where practicable (distancing, hygiene, contact tracing). If exceeding 100 people, excluding staff, then an exemption from Te Marae Ora must be obtained. • Outside spaces encouraged for school events where practicable. • All visitors to school events must wear masks. • If refreshments or meals are deemed necessary, consider serving outdoors or in an open area. • Any event taking place outside of school hours shall be hosted upon approval from the principal/campus director. 	<p>Large scale school events cancelled.</p>

Risk	General Public Health Measures	State of Emergency
Home-based learning	<ul style="list-style-type: none"> • If deemed necessary by TMO, learning during COVID-19 (home-based learning) shall be activated and provided to either individual students, cohorts or localized groups. • Distribution of learning resources by schools and providers, for either impacted students or full cohorts. • Utilizing Puna support and/or Island Government, where applicable, for safe and timely resource distribution. 	<p>Home-based learning model activated until further notice.</p> <p>Puna and/or Island Government to support distribution of resources, where required.</p>
Managing Exams	<ul style="list-style-type: none"> • All examinations may continue with public health measures in place – distancing and mask wearing • NCEA Exam management shared by NZQA for all Cook Islands NCEA schools to follow, when applicable. 	<p>Examination timetable rescheduled.</p> <p>NCEA exam management activated if necessary.</p>
COVID-19 Health & Safety Officer (Rarotonga & Aitutaki Education Facilities)	<ul style="list-style-type: none"> • One COVID-19 Health & Safety Officer identified per education facility. • Trained and endorsed by Te Marae Ora. • Conduct Rapid Antigen testing on symptomatic staff and students (with parental consent). • Ensure procedures are in place for contacting parents/caregivers if needing to conduct a test on all students within the compulsory sector (early childhood, primary and secondary). • Work in collaboration with the designated Puna contacts. 	<p>Assistance provided to Te Marae Ora, Puna and/or Island Government, upon request.</p>
If symptomatic	<ul style="list-style-type: none"> • COVID-19 Health and Safety Officer administer Rapid Antigen Test at workplace. • If positive, must isolate and call 20066 or 20065, or the local Puna Health Clinic • Undertake PCR NPS. 	