



# TE AROHA COLLEGE

*A purpose joyful; A courage blameless*

## Te Aroha College Pandemic Plan 2020

106 Stanley Ave  
Te Aroha 3320

P O Box 218  
Te Aroha 3342

Ph. 07 8848625  
admin@tacol.nz

PRINCIPAL  
Mrs Gorrie

DEPUTY PRINCIPAL  
Mr Jager  
Mrs Mortimer

GUIDANCE COUNSELLOR  
Mr Hartzenburg

YEAR 9 DEAN  
Mr Aislabie  
FORM TEACHERS  
Aotea, Miss Park  
Arawa, Miss Maber  
Tainui, Mr Robinson  
Tokomaru, Mr Ashford-Beck

YEAR 10 DEAN  
Mr Masters/Mr Rowe  
FORM TEACHERS  
Aotea, Mr Pipe  
Arawa, Mr Leary  
Tainui, Mrs Spindler  
Tokomaru, Mrs Lemon

YEAR 11 DEAN  
Mr Aitken  
FORM TEACHERS  
Aotea, Mr Stringer  
Arawa, Miss Baylis  
Tainui, Ms Scott  
Tokomaru, Ms Hagan

YEAR 12 DEAN  
Ms Gemmell  
FORM TEACHERS  
Aotea, Mr Kurian  
Arawa, Mr Rekatsinas  
Tainui, Ms McLaren  
Tokomaru, Mr Sparks

YEAR 13 DEAN  
Mrs Livingstone  
FORM TEACHERS  
Aotea, Mrs Jager  
Arawa, Ms Osborne  
Tainui, Mr Darby  
Tokomaru, Mrs Oliver



### TE AROHA COLLEGE PANDEMIC PLAN 2020

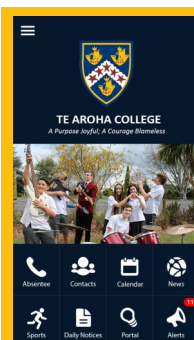
On the advice of Ministry of Education Te Aroha College has taken steps to ensure it has a full Pandemic Plan given that the World Health Organisation has declared Covid 19 as a world pandemic. Please take the time to carefully read the following as from Monday 18 March Te Aroha College will be actively increasing personal hygiene procedures for staff and students.

### CONTACT INFORMATION

As per the advice of the MOE it is crucial that school has update and current contact information for every student. We request that caregivers check and update their contact details, to allow for immediate notifications and alerts the school requires a current cellphone number and/or email.

#### How to update your contact information:

1. Using Parent Portal: <https://tearoha.parents.school.nz/> (Please see Parent Portal Guide)
2. Email contact details to: office@tacol.nz
3. Phone: 07 8848625



Have you got our school app?

Stay informed, stay safe, download our school app here:

<https://tearohacollege.apps.school.nz/install/>



A PURPOSE JOYFUL A COURAGE BLAMELESS  
HE WAKA EKE NOA HE TU MANAWANUI KI TE KEI O TE WAKA



## Te Aroha College Pandemic Plan 2020

### Preventive Protection of Staff, Students and Visitors

Although we expect widespread centrally coordinated closures during a pandemic event, Te Aroha College will ensure that all practicable steps are taken to minimise risk for students, staff and members of our community.

- To minimise illness among staff, students and visitors and include:
- Restricting entry of people with influenza symptoms.
- Practising good personal hygiene and workplace cleaning habits.
- Increasing social distancing (by minimising close physical contact and avoiding situations where you or the students may come into contact with infected people, such as outings to enclosed places).
- Managing staff and students who become ill.
- Managing any staff and students who are travelling overseas or who have recently returned from affected countries.

### Caregivers / Families Responsibilities:

Children or students who are unwell should remain at home. Staff, parents and whānau are advised not to come in when they are feeling unwell, or if they are exhibiting any influenza symptoms.

### Updating Contact Information: Downloading School App.

Communication will be through The Te Aroha College text and email system and Te Aroha College School facebook/website page to ensure all staff, parents and whānau receive notices.

### Travel Register

All students and families of students must register overseas travel with the school

### Personal Hygiene

Reinforcing and ensuring your child and your family follow personal hygiene measures to minimise transmission. (please further information re personal hygiene procedure included in newsletter)



## Te Aroha College Pandemic Plan 2020

### Personal hygiene

Personal hygiene measures will be reinforced as a key way to minimise influenza transmission:

- Cover nose and mouth when sneezing and coughing (preferably with a disposable single use tissues)
- Immediately dispose of used tissues.
- Adopt good hand washing and drying practices, particularly after coughing, sneezing or using tissues.
- Keep hands away from the mucous membranes of the eyes, mouth, and nose.

### Best practice guidelines for hand hygiene

Effective hand washing and drying routines are a primary means of reducing infections in students and staff.

Many disease causing virus and bacteria are carried on hands and can be passed from person to person through direct contact with the person's hands or through objects or food that the person has touched.

Students should be encouraged to take responsibility for their own hand washing and drying but to do so they need a supportive environment.

### Recommended technique for good hand hygiene practice

- Wet hands, preferably with warm water and apply liquid soap
- Rub hands vigorously together and rub all areas
- Wash for 20 seconds (about the same time as it takes to sing Happy Birthday)
- Rinse well and dry hands thoroughly, the following examples are considered thorough:
- 20 seconds by paper towel (2 towels 10 seconds on each towel)

### Times when hands should be washed

After coughing or sneezing (when the hands have been used to cover the mouth or nose)

- After using the toilet or after handling animals
- Before, during and after the preparation of food
- When hands are dirty
- More often if someone is sick



# HOW TO HAND WASH

Wash hands when visibly soiled, after contact with patients who have diarrhoea or vomiting, or when advised to do so. Alcohol-based hand rub can be used at all other times.



### IMPORTANT TIPS:



- Remove all wrist and hand jewellery other than a wedding band.
- Use hand lotion regularly to prevent dry, cracked hands, ie, before and after work and before breaks.
- Cover minor cuts and abrasions on hands and arms with a waterproof dressing before starting work.
- Contact occupational health and safety if you have any dermatitis, skin allergies or infected lesions on your arms or hands.



# TE AROHA COLLEGE

*A purpose joyful; A courage blameless*

## Te Aroha College Pandemic Plan 2020

### Pandemic Prevention Practice at Te Aroha College:

- All bathrooms will be equipped with soap and paper towels. Posters will be displayed on the correct hand washing procedures.
- Hand sanitizers will be available in classrooms
- Tissues and separate tissue disposal bin will be placed in classrooms
- Hard surfaces such as class desks will be cleaned with by methylated spirits daily.
- Hygiene notices will be posted in all workplace entrances, washrooms and public areas.

### Quick Overview of COVID-19 (Coronavirus):

The following information is taken directly from the [Ministry of Health](#) website which is the best source of up to date information at all times.

#### Symptoms

The symptoms of COVID-19 are:

- a cough
- a high temperature (at least 38°C)
- shortness of breath.

These symptoms do not necessarily mean you have COVID-19. The symptoms are similar to other illnesses that are much more common, such as cold and flu.

Shortness of breath is a sign of possible pneumonia and requires immediate medical attention.

We don't yet know how long symptoms take to show after a person has been infected, but current World Health Organization assessments suggest that it is 2–10 days.

If you have these symptoms and **have recently been to a [country or area of concern](#), or have been in close contact with someone confirmed with COVID-19**, please telephone Healthline (for free) on [0800 358 5453](#) or your doctor immediately.

There is information about self-isolation means on the Ministry of Health website, or you can call Healthline for more information.

For further information visit the Ministry of Health website: <https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus>