



16 March 2020

Re. COVID-19 (Coronavirus)

Kia ora,

As information is supplied to us from the Ministry of Education, we believe it is important to pass it on to you. As you are aware, in relation to COVID-19 we take our lead from the Ministry of Education, Ministry of Health, and local Medical Officers. What is happening with Covid-19 is changing daily, our aim is to be vigilant to ensure the safety of everyone.

We are very much in the phase of "KEEP IT OUT". Although our focus is on COVID-19, the information given throughout this newsletter is useful to protect us all from influenza as we head into the winter months. Prevention, education, and information remain a priority for us. Our students, our staff and us as a community have a very large role in preventing the spread of COVID-19 through:

- Awareness - know the symptoms and where to get good information
- Vigilance - stay away if you are ill
- Good hygiene - hand washing and drying, good cough and sneeze etiquette will all help prevent spread of a range of ills as we move into cold and flu season

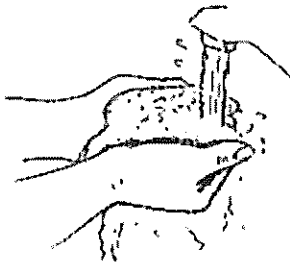
The information also outlines the protocols that will be put in place to manage COVID-19 within our school. We will be stressing the following messages to students and they will see the following messages on signs around school to remind them of the precautions they need to take.

## **HANDWASHING AND COUGH ETIQUETTE IS THE MOST IMPORTANT THING YOU CAN DO TO PROTECT YOURSELF**

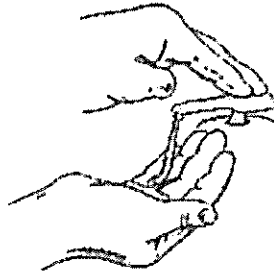
- Cover your nose and mouth when coughing or sneezing
- Use a tissue and dispose of this once used
- Always wash hands after coughing and sneezing or disposing of tissues
- Keep your hands away from your mouth, nose and eyes.
- Avoid contact with individuals at risk (eg, people with underlying or chronic illnesses such as immune suppression or lung disease) until the influenza-like symptoms have resolved.
- Avoid contact with people who have influenza-like symptoms.
- Ask students to use a tissue and cover their nose and mouth when coughing or sneezing and to wash and dry their hands afterwards.

## Hand Hygiene with Soap and Water

1. Remove jewelry.  
Wet hands with warm  
water



2. Add soap to palms



3. Rub hands  
together to create a  
lather



4. Cover all surfaces of  
the hands and fingers



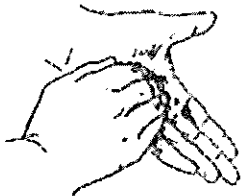
5. Clean knuckles,  
back of hands and  
fingers



6. Clean the space  
between the thumb  
and index finger



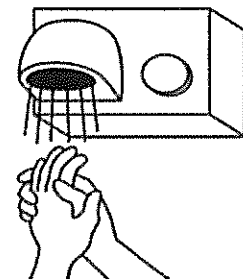
7. Work the finger tips  
into the palms to  
clean under the nails



8. Rinse well under  
warm running water



9. Dry hands with hand dryer  
until completely dry



Minimum wash time 20 seconds – Sing Happy Birthday to yourself



## **STUDENTS SHOULD STAY HOME FROM SCHOOL IF THEY ARE DISPLAYING ANY OF THE FLU LIKE SYMPTOMS:**

- chills, shivering and a fever
- onset of muscle aches and pains
- sore throat
- dry cough
- trouble breathing
- sneezing
- stuffy or runny nose
- tiredness

If students develop any of these symptoms at school, they will be put in a designated space until arrangements can be made to collect them from school. If anyone has these symptoms or have been in close contact with someone confirmed with COVID-19, please encourage them to contact Healthline (for free) on [0800 358 5453](tel:08003585453) or their doctor immediately.

It is important to note that while we are in the “KEEP IT OUT” phase, school and field trips will be business as usual. The Principals and Boards of Trustees of our contributing schools are working closely with one another to ensure students are kept as safe as possible.

If your child is anxious/worried about the virus. This link [Talking to children about coronavirus](#) gives some guidelines about how you might support your child. At all times we believe it is about being aware and speaking honestly. In addition there is a good video clip from Nanogirl that will help your children to better understand the virus - [YouTube clip - Nanogirl](#).

With COVID-19 (Coronavirus) let's continue to work together, be alert but not alarmed, and let's keep each other safe. Our school staff and leadership remain well prepared for the possibility that there might be a case in our community. Our school DREAM values continue to play an important part in all our activities. A reminder they are DILIGENCE, RESPECT, EXCEEDING EXPECTATIONS, AROHA and MANA. It is important that we continue to care for and support all members of our wonderful school community, especially those who may be impacted by COVID-19 in some way. If that were to occur we are confident we can put our plans in place and know we will be supported by regional health authorities and the Ministry of Education. If you want to know more about COVID-19 please make sure that any reading you are doing is from a reliable source. The Ministry of Health is the best source of information for New Zealand and they update this information regularly - <https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus>.

Please update your caregiver information on the sheet provided and return to the school office as soon as possible. This will enable us to contact you around further updates in a timely manner.

Ngā mihi



Peter O'Leary  
Principal