



# KingsWay School

To be a Christian community of learning that nurtures young people towards their full potential as servant leaders in the Kingdom of God.

## DECISION TOOL



### RISK LEVEL 1

#### Situation/Trigger

When a child, young person, or staff member has no symptoms, but has had close contact with a confirmed case (e.g. Within their household) & there is no known community transmission.

#### Track and trace as a precaution

- The Director of Education will be notified by the local Medical Officer of Health and will talk to the Principal/ECE Service Provider and/or ECE Centre manager.
- Child/young person/staff member and family self-isolate
- Testing of child/young person/staff member if recommended
- If test is positive - Trace, track and test process to identify close contacts
- Provide information and resources to the parent community and enable opportunities to ask questions.



### RISK LEVEL 2

#### Situation/Trigger:

When a child, young person, or staff member has symptoms, and has had close contact with a confirmed case (e.g. Within their household) & there is no known community transmission.

#### 'Close' the school/ECE temporarily if there is a delay in test results to enable contact tracing and tracking

- The Director of Education will be notified by the local Medical Officer of Health and will talk to the Principal/ECE Service Provider and/or ECE Centre manager.
- Child/young person and family self-isolate
- Child/young person tested
- Track and trace, with close contacts going into self-isolation
- Decision to 'close' school/ECE is based on test results – 'close' temporarily if there is a delay in getting test results
- Maintain thorough cleaning practice in schools/ECE
- Provide information and resources to the parent community and enable opportunities to ask questions.



### RISK LEVEL 2

#### Situation/Trigger:

When a staff member has symptoms in school/ECE & when there is no known community transmission.

#### 'Close' the school/ECE temporarily if there is a delay in test results to enable contact tracing and tracking

- The Director of Education will be notified by the local Medical Officer of Health and will talk to the Principal/ECE Service Provider and/or ECE Centre manager.
- Staff member self-isolates
- Staff member is tested
- Track and trace, with close contacts going into self-isolation
- Decision to 'close' school/ECE is based on test results – 'close' temporarily if there is a delay in getting test results\
- Maintain thorough cleaning practice in schools/ECE\
- Provide information and resources to the parent community and enable opportunities to ask questions.



### **RISK LEVEL 2**

#### **Situation/Trigger:**

When a child, young person or staff member tests positive and has been at school or ECE.

#### **Close' the school/centre for at least 72 hours to enable contact tracing, tracking testing and cleaning**

- The Director of Education will be notified by the local Medical Officer of Health, and will talk to the Principal/ECE Service Provider and/or ECE Centre manager
- 'Close' school / ECE immediately for at least 72 hours and up to a week. Based on number of contacts and timing of the weekend
- Child, young person or staff member self-isolates
- Child, young person or staff member is tested
- Contact trace, track and test, with close contacts going into self-isolation
- Cleaning and disinfecting according to Health specifications
- Assess if other programmes can continue to operate (e.g. after school care)
- Provide information and resources to the parent community and enable opportunities to ask questions.



### **RISK LEVEL 3**

#### **Situation/Trigger:**

When there is a small number of unrelated local cases in the community (not in ECE/school) in one geographical area. Possible (but not confirmed) community transmission.

#### **Increase physical distancing and encourage those who are vulnerable to stay at home**

- Recommend anyone vulnerable to COVID 19 stays home (see Ministry of Health list). Online/remote learning options are provided
- Limit assemblies, sports and events, and limit movement through buildings. Choose low contact curriculum options (possible more theory based for some subjects), consider moving to homeroom-based teaching
- Consider options to stagger learning opportunities (shifts, starting and finishing at different times)
- Limit shared facilities (e.g. drinking fountains) and equipment (e.g. Chromebooks) or clean between use
- Assess if other programmes can continue to operate (e.g. after school care)
- Provide information and resources to the parent community and enable opportunities to ask questions.



### **RISK LEVEL 3**

#### **Situation/Trigger:**

When there are cases from multiple families in the same school. Possible (but not confirmed) community transmission.

#### **14 day 'closure' to manage spread**

- Timeframe for 'closure' most likely to be at least 14 days as staff will need to self-isolate, possible testing, possible contact tracing. All contact tracing needs to be completed in this time. If not, reassess – may need to 'close' for longer.
- Decision to reopen after 14 days would be made if there is confidence that multiple cases are contained based on public health advice
- Cleaning and disinfecting according to Health specifications.
- Online/remote learning options provided.
- Supervision/support for children of essential workers such as health and emergency services workers.



#### **RISK LEVEL 4**

##### **Situation/Trigger:**

When there is confirmed community transmission in contained geographical location.

#### **'Close' all schools and centres in a geographical location**

- Following advice from Public Health, close schools and centres in the location
- 'Close' initially for 14 days, continue to review every 14 days, until Public Health advises to reopen
- Decision to reopen schools in a geographical location would be made when there is confidence that outbreaks/multi-clusters are contained based on public health advice.
- Remote learning options, project work, online learning for students.
- Supervision/support for children of essential workers such as health and emergency services workers.



#### **RISK LEVEL 5**

##### **Situation/Trigger:**

When there is community transmission on a national level.

#### **'Close' all schools and centres nationally**

- Following advice from Director-General, all schools and ECEs are 'closed'
- 'Close' initially for 14 days, continue to review every 14 days, until Public Health advises to reopen
- Decision to reopen schools nationally would be made when there is confidence that community transmission is under control based on public health advice
- Remote learning options, project work, online learning for students.
- Supervision/support for children of essential workers such as health and emergency services workers.

For this Decision Tool a school that is closed means that students are learning from home or some other location. Teachers and other staff are supporting remote learning and may be based at the school or other locations.