



## Te Aka Ora Charitable Trust Covid 19 Protection Framework Approach

	<b>Te Whare Whai Hua</b>	<b>Te Aka Ora House</b>	<b>Te Aka Ora (Temple Street)</b>	<b>Te Aka Ora in the Community.</b>
<b>Level Red Passport Holders</b>	<p><u>During a level red of the protection framework, we will be working with our whanau and staff to ensure the safety of our Tamariki and Rangatahi. It is imperative that our whanau are working with us to protect our community. The following requirements apply while onsite at Te Whare Whai Hua:</u></p> <ul style="list-style-type: none"> <li>⇒ All staff and visitors on site must be fully vaccinated by the 22<sup>nd</sup> of December 2021.</li> <li>⇒ All Visitors must check in with the QR code or the Covid tracing documentation provided.</li> <li>⇒ All Visitors and Staff must check in using the Tablet and scanner provided at the main entrance.(Nb: once you have checked in once you will be recorded on our internal system and will not need to check back in until your passport is next due for updating)</li> <li>⇒ All staff and visitors must wear masks while visitors are on site.</li> <li>⇒ Parents/caregivers who can supervise their children at home should do so.</li> <li>⇒ No events or excessive public outings to prevent further transmission.</li> <li>⇒ Tamariki will be operating from the bubble system.</li> <li>⇒ There are opportunities for whanau to have transition visits upon appointment/agreement with the centre management team. Negative RAT Tests to be confirmed within 12 hours of transition.</li> <li>⇒ There must be a 1m distance between people on site at all times</li> <li>⇒ In shared Office spaces, class rooms, interview rooms, all staff and visitors must be wearing face masks while visitors are onsite.</li> <li>⇒ All people on site must adhere to the Ministry of Health best practice standards for hand washing and sanitizing</li> <li>⇒ There will be a minimum of 3 staff within the Kitchenette area.</li> <li>⇒ The Kitchenette and Bathrooms must be wiped down following use. Cleaning protocols throughout the centre to remain vigilant every two hours.</li> <li>⇒ No Sharing of lunch boxes and tamariki must provide their own water bottles.</li> </ul>	<p><u>During a level red of the protection framework, we will be working with our whanau and staff to ensure the safety of our Tamariki and Rangatahi. It is imperative that our whanau are working with us to protect our community. The following requirements apply while onsite at Te Aka Ora House:</u></p> <ul style="list-style-type: none"> <li>⇒ All staff and visitors on site must be fully vaccinated by the 22<sup>nd</sup> of December 2021.</li> <li>⇒ Current residents are encouraged to be vaccinated, however, this is a personal choice.</li> <li>⇒ All Visitors must check in with the QR code or the Covid tracing documentation provided.</li> <li>⇒ All Visitors and Staff must check in using the Tablet and scanner provided at the main entrance.(Nb: once you have checked in once you will be recorded on our internal system and will not need to check back in until your passport is next due for updating)</li> <li>⇒ There are opportunities for whanau to move into the house during this time. They must provide a negative covid test within a 12hour window prior to moving in.</li> <li>⇒ There must be a 1m distance between people on site at all times</li> <li>⇒ In shared space, all non-residential staff and visitors must be wearing face masks.</li> <li>⇒ When there are other non-residents on site, all residents and staff must wear face masks in common areas.</li> <li>⇒ All people on site must adhere to the Ministry of Health best practice standards for hand washing and sanitizing.</li> <li>⇒ Cleaning protocols will be continued every 2 hours.</li> <li>⇒ Staff rosters will be minimized to limit the spread</li> </ul>	<p><u>During a level red of the protection framework, we will be working with our whanau and staff to ensure the safety of our Tamariki and Rangatahi. It is imperative that our whanau are working with us to protect our community. The following requirements apply while onsite at Te Aka Ora (Temple Street):</u></p> <ul style="list-style-type: none"> <li>⇒ All staff and visitors on site must be fully vaccinated by the 22<sup>nd</sup> of December 2021.</li> <li>⇒ All staff and visitors must wear masks while visitors are on site.</li> <li>⇒ All Visitors must check in with the QR code or the Covid tracing documentation provided.</li> <li>⇒ All Visitors and Staff must check in using the Tablet and scanner provided at the main entrance.(Nb: once you have checked in once you will be recorded on our internal system and will not need to check back in until your passport is next due for updating)</li> <li>⇒ There are opportunities for whanau hui to take place on site when space is available.</li> <li>⇒ There must be a 1m distance between people on site at all times</li> <li>⇒ In shared Office spaces , common areas, interview rooms, all staff and visitors must be wearing face masks</li> <li>⇒ All people on site must adhere to the Ministry of Health best practice standards for hand washing and sanitizing</li> <li>⇒ There will be a minimum of 3 staff within the Kitchenette area.</li> <li>⇒ The Kitchenette and Bathrooms must be wiped down following use.</li> </ul>	<p><u>During a level red of the protection framework, we will be working with our whanau and staff to ensure the safety of our Tamariki and Rangatahi. It is imperative that our whanau are working with us to protect our community. The following requirements apply while working with Te Aka Ora Services in the community:</u></p> <ul style="list-style-type: none"> <li>⇒ All staff must be fully vaccinated by the 22<sup>nd</sup> of December 2021.</li> <li>⇒ All Staff must adhere to the national protection framework regulations.</li> <li>⇒ All Staff must check in with the QR code or the Covid tracing documentation provided.</li> <li>⇒ All Staff must check in using the Vaccination Passport where ever they go.</li> <li>⇒ There must be a 1m distance between people at all times</li> <li>⇒ Staff must work on an individual basis and not in staff teams.</li> <li>⇒ There is opportunity for service users to be seen in groups of up to 10 people at a time.</li> <li>⇒ All staff must be wearing face masks at all time while out of the office.</li> <li>⇒ All staff must adhere to the Ministry of Health best practice standards for hand washing and sanitizing</li> <li>⇒ While driving a work vehicle, all staff must be wearing face masks to limit spread.</li> </ul>
<b>Level Red Non-Passport Holders</b>	<p><u>During a level red of the protection framework, we require any support people and whanau of our services to adhere to the following requirements while onsite at Te Whare Whai Hua:</u></p> <ul style="list-style-type: none"> <li>⇒ In addition to the above</li> <li>⇒ Staff must wear appropriate PPE gear while completing interaction with visitors.</li> <li>⇒ There are no opportunities for transitional visits to the centre for Non-Passport holders during level Red</li> </ul>	<p><u>During a level red of the protection framework, we require any support people and whanau of our services to adhere to the following requirements while onsite at Te Aka Ora House:</u></p> <ul style="list-style-type: none"> <li>⇒ There will be no Non-Passport holder visitors allowed on site during level Red due to the risk to our babies and whanau.</li> <li>⇒ There are no opportunities for whanau to move into the house for Non-Passport holders during level Red</li> <li>⇒ Residents who have left the Tairawhiti area will need to isolate until returning a negative covid test.</li> </ul>	<p><u>During a level red of the protection framework, we require any support people and whanau of our services to adhere to the following requirements while onsite at Te Aka Ora (Temple Street):</u></p> <ul style="list-style-type: none"> <li>⇒ Please remain seated in your vehicle and either call or text the team to meet outside.</li> <li>⇒ We will bring to you a QR code for scanning or covid tracing documentation to complete.</li> <li>⇒ During a level Red, we are not allowing non-passport holders on site due to the risk to our staff and other service users.</li> <li>⇒ Where possible, staff will conduct home visits or schedule appointments for outside areas such as parks.</li> <li>⇒ Staff will need to work individually - safety measures to be adhered.</li> </ul>	<p><u>During a level red of the protection framework, we require any support people and whanau of our services to adhere to the following requirements while working with Te Aka Ora Services in the community:</u></p> <ul style="list-style-type: none"> <li>⇒ Staff are able to meet with whanau in the community, in community parks and reserves or at client houses.</li> <li>⇒ When on site at a client's house, when possible, meeting in a well-ventilated area is best practice.</li> <li>⇒ Staff need to keep detailed tracking of home visits and contacts of whom they spoke with.</li> <li>⇒ Staff are able to transport only clients of the service in emergencies.</li> </ul>



## Te Aka Ora Charitable Trust Covid 19 Protection Framework Approach

<b>Level Orange Passport Holders</b>	<p><u>During a level Orange of the protection framework, we will be working with our whanau and staff to ensure the safety of our Tamariki and Rangatahi. It is imperative that our whanau are working with us to protect our community. The following requirements apply while onsite at Te Whare Whai Hua:</u></p> <ul style="list-style-type: none"> <li>⇒ All staff and visitors on site must be fully vaccinated by the 22<sup>nd</sup> of December 2021.</li> <li>⇒ All Visitors must check in with the QR code or the Covid tracing documentation provided.</li> <li>⇒ All Visitors and Staff must check in using the Tablet and scanner provided at the main entrance.(Nb: once you have checked in once you will be recorded on our internal system and will not need to check back in until your passport is next due for updating)</li> <li>⇒ There are opportunities for whanau to have transition visits upon appointment/agreement with the centre management team.</li> <li>⇒ There must be a 1m distance between people on site at all times</li> <li>⇒ In shared Office spaces, class rooms, interview rooms, all staff and visitors must be wearing face masks while visitors are on-site.</li> <li>⇒ All people on site must adhere to the Ministry of Health best practice standards for hand washing and sanitizing</li> <li>⇒ There will be a minimum of 3 staff within the Kitchenette area.</li> <li>⇒ The Kitchenette and Bathrooms must be wiped down following use.</li> <li>⇒ Limited events or public outings to be approved by Management team to prevent further transmission.</li> <li>⇒ Tamariki will be operating from the bubble system.</li> <li>⇒ No Sharing of lunch boxes and tamariki must provide their own water bottles.</li> </ul>	<p><u>During a level Orange of the protection framework, we will be working with our whanau and staff to ensure the safety of our Tamariki and Rangatahi. 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The following requirements apply while onsite at Te Aka Ora (Temple Street):</u></p> <ul style="list-style-type: none"> <li>⇒ All staff and visitors on site must be fully vaccinated by the 22<sup>nd</sup> of December 2021.</li> <li>⇒ All staff and visitors must wear masks while visitors are on site.</li> <li>⇒ All Visitors must check in with the QR code or the Covid tracing documentation provided.</li> <li>⇒ All Visitors and Staff must check in using the Tablet and scanner provided at the main entrance.(Nb: once you have checked in once you will be recorded on our internal system and will not need to check back in until your passport is next due for updating)</li> <li>⇒ There are opportunities for whanau hui to take place on site when space is available.</li> <li>⇒ There must be a 1m distance between people on site at all times</li> <li>⇒ In shared Office spaces , common areas, interview rooms, all staff and visitors must be wearing face masks</li> <li>⇒ All people on site must adhere to the Ministry of Health best practice standards for hand washing and sanitizing</li> <li>⇒ There will be a minimum of 3 staff within the Kitchenette area.</li> <li>⇒ The Kitchenette and Bathrooms must be wiped down following use.</li> </ul>	<p><u>During a level Orange of the protection framework, we will be working with our whanau and staff to ensure the safety of our Tamariki and Rangatahi. 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<b>Level Orange Non-Passport Holders</b>	<p><u>During a level Orange of the protection framework, we require any support people and whanau of our services to adhere to the following requirements while onsite at Te Whare Whai Hua:</u></p> <ul style="list-style-type: none"> <li>⇒ Please remain seated in your vehicle and either call or text the team to come to your vehicle to collect your child/mokopuna.</li> <li>⇒ All staff and visitors must wear masks throughout any interactions with visitors.</li> <li>⇒ Staff must wear full PPE gear while completing interaction with visitors.</li> <li>⇒ We will bring to you a QR code for scanning or covid tracing documentation to complete.</li> <li>⇒ During a level Orange, we are allowing non-passport holders on site for transition and settling only due to the risk for our tamariki. Covid Safety practices to be followed.</li> <li>⇒ There are opportunities for transitional visits to the centre for Non-Passport holders during level Orange – it must be the same person completing the transition and they will need to have full PPE gear along with social distancing.</li> <li>⇒ Limited events or public outings to be approved by Management team to prevent further transmission.</li> <li>⇒ Tamariki will be operating from the bubble system.</li> </ul>	<p><u>During a level Orange of the protection framework, we require any support people and whanau of our services to adhere to the following requirements while onsite at Te Aka Ora House:</u></p> <ul style="list-style-type: none"> <li>⇒ There will be no Non-Passport holder visitors allowed on site during level Orange due to the risk to our babies and whanau.</li> <li>⇒ There are opportunities for whanau to move into the house for Non-Passport holders during level Orange, they must provide a negative covid test within a 48hour window prior to moving in.</li> <li>⇒ Residents who have left the Tairāwhiti area will need to isolate until returning a negative covid test.</li> </ul>	<p><u>During a level Orange of the protection framework, we require any support people and whanau of our services to adhere to the following requirements while onsite at Te Aka Ora (Temple Street):</u></p> <ul style="list-style-type: none"> <li>⇒ Please remain seated in your vehicle and either call or text the team to meet outside.</li> <li>⇒ We will bring to you a QR code for scanning or covid tracing documentation to complete.</li> <li>⇒ During a level Orange, we are not allowing non-passport holders on site due to the risk to our staff and other service users.</li> <li>⇒ Where possible, staff will conduct home visits or schedule appointments for outside areas such as parks.</li> <li>⇒ Staff will need to work individually - safety measures to be adhered.</li> <li>⇒</li> </ul>	<p><u>During a level Orange of the protection framework, we require any support people and whanau of our services to adhere to the following requirements while working with Te Aka Ora Services in the community:</u></p> <ul style="list-style-type: none"> <li>⇒ Staff are able to meet with whanau in the community, in community parks and reserves or at client houses.</li> <li>⇒ When on site at a client’s house, when possible, meeting in a well-ventilated area is best practice.</li> <li>⇒ Staff need to keep detailed tracking of home visits and contacts of whom they spoke with.</li> <li>⇒ Staff are able to transport only clients of the service in emergencies.</li> </ul>



## Te Aka Ora Charitable Trust Covid 19 Protection Framework Approach

<b>Green Level Passport Holders</b>	<p><u>During a level Green of the protection framework, we will be working with our whanau and staff to ensure the safety of our Tamariki and Rangatahi. It is imperative that our whanau are working with us to protect our community. The following requirements apply while onsite at Te Whare Whai Hua:</u></p> <ul style="list-style-type: none"> <li>⇒ All staff and visitors on site must be fully vaccinated by the 22<sup>nd</sup> of December 2021.</li> <li>⇒ All Visitors must check in with the QR code or the Covid tracing documentation provided.</li> <li>⇒ All Visitors and Staff must check in using the Tablet and scanner provided at the main entrance.(Nb: once you have checked in once you will be recorded on our internal system and will not need to check back in until your passport is next due for updating)</li> <li>⇒ There are opportunities for whanau to have transition visits upon appointment/agreement with the centre management team.</li> <li>⇒ There must be a 1m distance between people on site at all times</li> <li>⇒ In shared Office spaces, class rooms, interview rooms, all staff and visitors must be wearing face masks while visitors are on-site.</li> <li>⇒ All people on site must adhere to the Ministry of Health best practice standards for hand washing and sanitizing</li> <li>⇒ There will be a minimum of 3 staff within the Kitchenette area.</li> <li>⇒ The Kitchenette and Bathrooms must be wiped down following use.</li> <li>⇒ No restrictions on kai sharing.</li> </ul>	<p><u>During a level Green of the protection framework, we will be working with our whanau and staff to ensure the safety of our Tamariki and Rangatahi. 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The following requirements apply while onsite at Te Aka Ora (Temple Street):</u></p> <ul style="list-style-type: none"> <li>⇒ All staff and visitors on site must be fully vaccinated by the 22<sup>nd</sup> of December 2021.</li> <li>⇒ All staff and visitors must wear masks while visitors are on site.</li> <li>⇒ All Visitors must check in with the QR code or the Covid tracing documentation provided.</li> <li>⇒ All Visitors and Staff must check in using the Tablet and scanner provided at the main entrance.(Nb: once you have checked in once you will be recorded on our internal system and will not need to check back in until your passport is next due for updating)</li> <li>⇒ There are opportunities for whanau hui to take place on site when space is available.</li> <li>⇒ There must be a 1m distance between people on site at all times</li> <li>⇒ In shared Office spaces , common areas, interview rooms, all staff and visitors must be wearing face masks</li> <li>⇒ All people on site must adhere to the Ministry of Health best practice standards for hand washing and sanitizing</li> <li>⇒ There will be a minimum of 3 staff within the Kitchenette area.</li> <li>⇒ The Kitchenette and Bathrooms must be wiped down following use.</li> </ul>	<p><u>During a level Green of the protection framework, we will be working with our whanau and staff to ensure the safety of our Tamariki and Rangatahi. 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<b>Green Level Non-Passport Holders</b>	<p><u>During a level Green of the protection framework, we require any support people and whanau of our services to adhere to the following requirements while onsite at Te Whare Whai Hua:</u></p> <ul style="list-style-type: none"> <li>⇒ Visitors are allowed on site with appropriate safety guidelines to follow and they must not have any flu or cold symptoms.</li> <li>⇒ All staff and visitors must wear masks throughout any interactions with visitors.</li> <li>⇒ All Visitors must check in with the QR code or the Covid tracing documentation provided.</li> <li>⇒ We will bring to you a QR code for scanning or covid tracing documentation to complete.</li> <li>⇒ During a level Green, we are allowing non-passport holders on site for transition and settling only due to the risk for our tamariki.</li> <li>⇒ There are opportunities for transitional visits to the centre for Non-Passport holders during level Green – it must be the same person completing the transition and they will need to have full PPE gear along with social distancing.</li> </ul>	<p><u>During a level Green of the protection framework, we require any support people and whanau of our services to adhere to the following requirements while onsite at Te Aka Ora House:</u></p> <ul style="list-style-type: none"> <li>⇒ There will be Non-Passport holder visitors allowed on site during level Green, they must keep social distancing of 1M and wear face masks at all times on site due to the risk to our babies and whanau.</li> <li>⇒ There are opportunities for whanau to move into the house for Non-Passport holders during level Green, they must provide a negative covid test within a 48hour window prior to moving in.</li> </ul>	<p><u>During a level Green of the protection framework, we require any support people and whanau of our services to adhere to the following requirements while onsite at Te Aka Ora (Temple Street):</u></p> <ul style="list-style-type: none"> <li>⇒ Non-passport holders are allowed on site in common areas only.</li> <li>⇒ They must be wearing face masks and have a 1M social distance from all other persons.</li> <li>⇒ Need to use QR code for scanning or covid tracing documentation to complete.</li> <li>⇒ Where possible, staff will conduct home visits or schedule appointments for outside areas such as parks.</li> <li>⇒ Staff will need to work individually - safety measures to be adhered.</li> </ul>	<p><u>During a level Green of the protection framework, we require any support people and whanau of our services to adhere to the following requirements while working with Te Aka Ora Services in the community:</u></p> <ul style="list-style-type: none"> <li>⇒ Staff are able to meet with whanau in the community, in community parks and reserves or at client houses.</li> <li>⇒ When on site at a client's house, when possible, meeting in a well-ventilated area is best practice.</li> <li>⇒ Staff need to keep detailed tracking of home visits and contacts of whom they spoke with.</li> <li>⇒ Staff are able to transport only clients of the service.</li> </ul>