



**Te Wānanga
o Aotearoa**

Coronavirus Pandemic Planning Document

2020

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Ngā Irirangi

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Coronavirus Pandemic Overview

Overview This plan is our initial response to the current Coronavirus Pandemic that has taken effect throughout the country. This plan is primarily a planning document and is intended to inform kaimahi and taura throughout Te Wānanga o Aotearoa as to what the organisation has planned for those that are affected by the Coronavirus Pandemic.

Te Wānanga o Aotearoa has a commitment to all kaimahi to ensure that the work and learning environment is healthy and safe. The Coronavirus Pandemic has the ability to put the organisation at risk and also could infect a number of kaimahi and taura. Therefore this document has been prepared to mitigate the known risks and to provide general information to all kaimahi and taura.

By planning in advance it will enable Te Wānanga o Aotearoa to be better equipped to deal with a Coronavirus pandemic emergency outbreak.

This plan is divided in to three main parts:

- 1) Coronavirus Pandemic Information
- 2) Pandemic Management Action Plan
- 3) Helpful Information and Resources

While we are a Kaupapa Māori organisation, we have customary cultural practices that may put individuals at further risk. No offence is intended in the recommendation that we take extra precaution with contact with one another during the pandemic alert code yellow and red. It is an individual responsibility for the well-being of many that will help us to mitigate risk. The last influenza Pandemic took place in 1918 and claimed millions of lives throughout the world. A number of our tupuna were involved in this, therefore our commitment to taking extra precautions is essential.

New Zealand is currently in a status of preparation. An outline of each code can be found in the Coronavirus Pandemic Overview section of this document.

It is important to note that this plan is a living document that will be regularly updated as situations change, which almost certainly will happen. All kaimahi and taura will be advised of these changes and our reactions to them on a timely basis.

Furthermore whilst Te Wānanga o Aotearoa has chosen to develop this plan in response to the pandemic, we will of course be unilaterally subject to the responses and directives of our Health Ministry and any similar Global bodies who can choose to override any actions we may choose to make. We will also keep all kaimahi and taura regularly informed of any such directives as they arise and are implemented.

Aim	<p>The aim of this plan is to manage the impact of a Coronavirus Pandemic for Te Wānanga o Aotearoa by providing preventative guidelines for kaimahi and tauira. This will be achieved through three key strategies:</p> <ol style="list-style-type: none">1 Communication and information sharing with kaimahi and tauira;2 Suppression of the disease through identifying and managing possible risks including the management of an emergency plan in the case of an internal infection;3 Business Continuity Management <hr/>
Objective	<p>The objective of this plan is to provide guidance to kaimahi and tauira on the Coronavirus pandemic, in particular if an outbreak occurs within Te Wānanga o Aotearoa.</p> <hr/>
Alert Status¹	<p>For planning purposes the different stages of the health response in a Coronavirus pandemic have been grouped and defined with colour codes: Code White, Code Yellow, Code Red and Code Green.</p> <p>In summary the codes mean:</p> <p>Code White is information/advisory only, used in the planning stages of pandemic preparedness and for notification to the health sector of areas of concern overseas.</p> <p>Code Yellow is a standby phase, used to alert the health sector when there has been a significant development in the virus overseas, or single isolated cases in New Zealand.</p> <p>Code Red is the response phase, used to alert the health sector that they should activate their response plans.</p> <p>Code Green is to notify the health sector to stand-down response and move into the recovery phase.</p>

Coronavirus Pandemic Information

Overview

This section provides information on the possibility of a Coronavirus pandemic. Supporting websites, links and other resources can be found at the end of this document. This information has been provided to ensure that all kaimahi and tauira are adequately prepared and well informed.

Information will also be available on Te Kōpua as updates become available

Background Information

What is a Coronavirus pandemic?

A Coronavirus pandemic occurs when a new strain of Coronavirus virus emerges, spreading around the world and infecting many people at once.

A Coronavirus virus capable of causing a pandemic is one that people have no natural immunity to, can easily spread from person to person, and is capable of causing severe disease.

What is the Coronavirus?

Coronavirus viruses are animal related viruses. In the current situation, these have mutated and are now able to infect humans. The virus has infected a number of people throughout the world. There are currently no inoculations however this is being worked on.

For further information please refer to the World Health Organization website www.who.int

What are the main symptoms of the Coronavirus?

- A high fever
- Headache
- Muscle aches and pains
- Fatigue
- Cough
- Sore throat
- Shallow breathing and loss of breath

Pandemic Management Action Plan

Overview

The following section outlines Te Wānanga o Aotearoa responsibility as an Employer and as a Tertiary Institution. It also outlines the actions that will be taken to either eliminate, isolate or minimise the possible risk of infection. This action plan will be a living document that will be continuously updated and distributed accordingly.

The table below outlines a number of risks to the organisation but is not limited to those listed. The mitigation strategies are recommendations only.

Te Wānanga o Aotearoa will ensure that anti-bacterial hand sanitizers, wipes and tissues are made available.

The following table outlines the action that will be taken for identified risks.

Risks	Control	Code Yellow Mitigation	Code Red Mitigation	Risk Score
Customer Focus				
Contact with prospective taura who are wishing to enrol on a programme	Minimise	Application of anti-bacterial liquid is recommended.	Application of anti-bacterial liquid is recommended.	Medium
Marketing at an external event to recruit prospective taura	Minimise	Application of anti-bacterial liquid is recommended.	Application of anti-bacterial liquid is recommended.	Medium
Prospective taura appears to have influenza symptoms. Prospective taura uses a pen to fill out a form.	Minimise	Pen to be wiped down following use, with an anti-bacterial liquid.	Pen to be disposed of following use.	High
Prospective taura coughs and sneezes on a kaimahi.	Minimise	Kaimahi to seek immediate medical attention if influenza symptoms develop.	Kaimahi to seek immediate medical attention.	High
Taura Focus				
Kaiako appears to be ill on arrival for delivery of a class.	Eliminate	Kaiako is sent home by their supervisor or immediate manager. A relief kaiako is sourced and used for the day or until the kaiako is able to return to work well. If a relief kaiako cannot be obtained for the class then the class must be deferred until further notice.	Class is to be cancelled. Taura to notify TWoA if influenza symptoms develop, following a visit to their local general practitioner.	High
Taura appears to be ill on arrival to class.	Eliminate	Taura is asked to go home, until all influenza symptoms have been eliminated.	Taura is asked to go home, until all influenza symptoms have been eliminated.	High

Kaimahi Focus				
Kaimahi sneezes and coughs at their workstation	Minimise	Kaimahi to wipe down surface areas with anti-bacterial wipes. Wash or cleanse hands. Dispose of all tissues into the rubbish bin ensuring that the plastic bag in the bin is tied up at the end of each day	Kaimahi to wipe down surface areas with anti-bacterial wipes. Wash or cleanse hands. Dispose of all tissues into the rubbish bin ensuring that the plastic bag in the bin is tied up at the end of each day	High
Kaimahi appears to be sick on their arrival at mahi for the day	Eliminate	Kaimahi is sent home by their immediate manager or supervisor. Kaimahi is unable to return to work until all symptoms of infection have disappeared	Kaimahi is sent home and asked to seek medical attention immediately. Kaimahi is unable to return to work until medical clearance is gained from their local general practitioner.	
A kaimahi who has recently been at mahi is confirmed as having Coronavirus	Minimise	All kaimahi in direct contact with the infected kaimahi are followed up to check if any symptoms have developed. Those identified as having symptoms will be asked to seek immediate medical attention. Contact the Health and Safety manager at TPM and advise of a confirmed case.	Contact the Health and Safety manager at TPM and advise of a confirmed case. The Ministry of Health will be contacted to advise of quarantine procedures. All kaimahi concerned will be asked to seek immediate medical attention. All kaimahi involved will be asked to take two days sick leave to assess for any symptoms developing	
Kaimahi has just returned from a trip overseas (regardless of location)	Isolate	Kaimahi is directed to take two days sick leave to isolate any possible viruses in incubation from overseas.	Kaimahi is directed to take five days sick leave to isolate any possible viruses in incubation from overseas.	
A whanau member has just returned from a trip overseas. This whanau member lives with one of our kaimahi	Minimise	Kaimahi to ensure that symptoms have not developed. If the kaimahi has then medical attention must be sought immediately and sick leave must be taken for a minimum of three days.	If the kaimahi has developed Coronavirus then medical attention must be sought immediately and sick leave must be taken for a minimum of five days.	

Communication Management

Communication Plan Communication of the alert status of the Coronavirus Pandemic will be communicated to all kaimahi via Staff Panui. Kaiako will be directly responsible for notifying their taura of any changes within the alert status of the country.

Regular updates will be provided by the Health & Safety Manager.

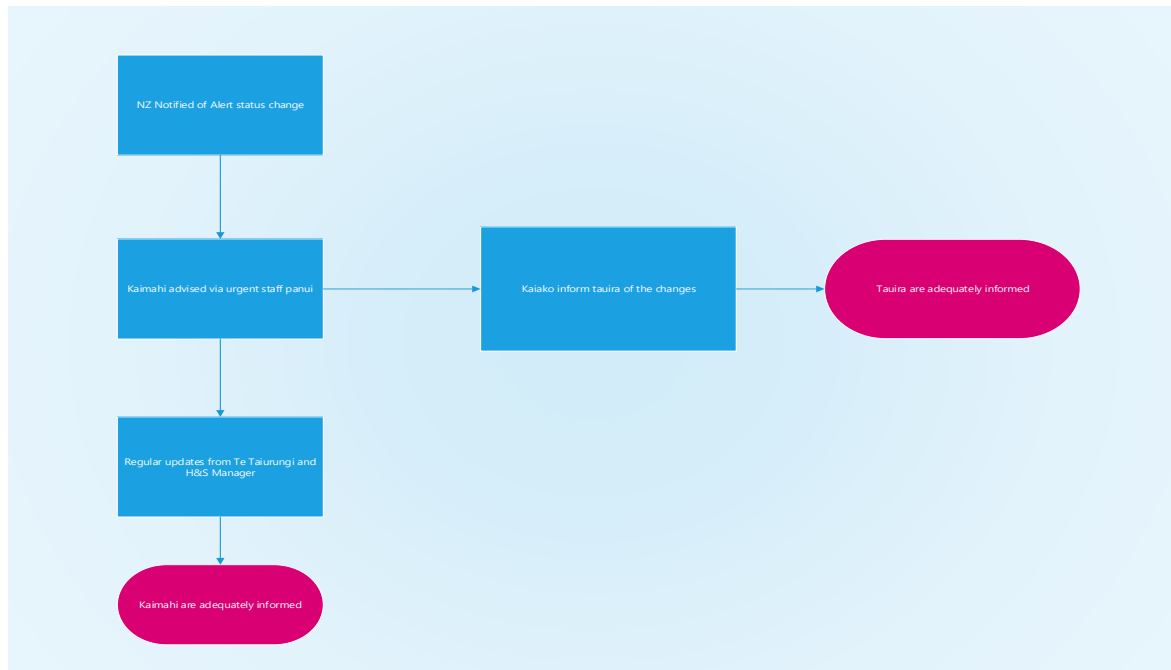
All Takiwā and Uepū Management must ensure that they are contactable at all times, for the event of an emergency outbreak. Takiwā and Uepū Management will be contacted directly by the Health & Safety Manager if required.

If a Campus is closed due to quarantine by the Ministry of Health, then communication with whanau members will be carried out by the Takiwā and Uepū Management Team affiliated to the Campus. All whanau will be adequately informed of the process by both the Ministry of Health and Te Wānanga o Aotearoa.

All media releases for Te Wānanga o Aotearoa must be prepared for and approved by Comms for release by Te Taiurungi or Te Kōmaru.

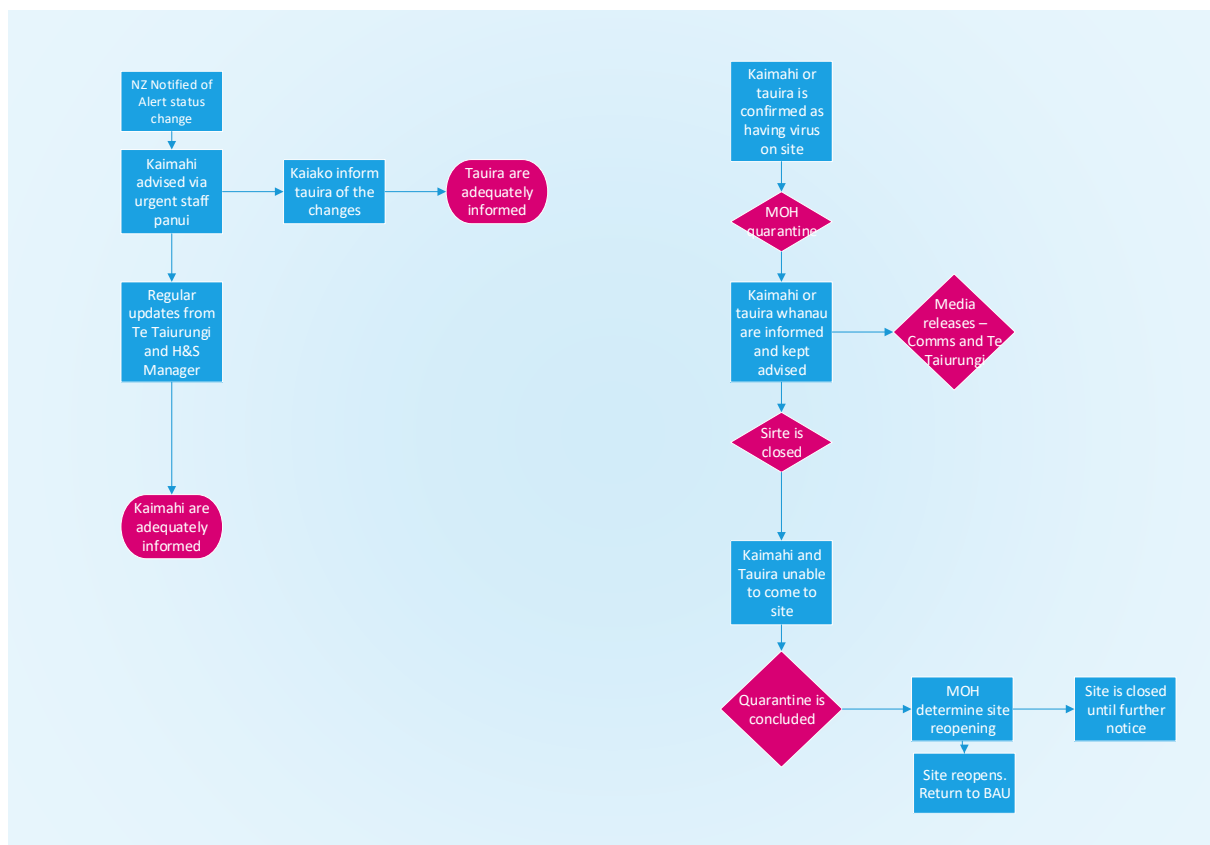
**Communication
Tree (A)**

The following chart outlines the communication response for a 'Change in Alert Status'.



**Communication
Tree (B)**

The following chart outlines the communication response for a confirmed case of Coronavirus.



Individual Preparedness

Individual Preparedness

In the event of a pandemic breakout, the nation will need to be prepared for any type of emergency.

It is vital that we all prepare to take care of ourselves and our whānau at home, in the event that everyone is restricted to not leaving their homes. Shops and convenience stores could close for a period of time and therefore it is essential to have at least a week's supply for both you and your whanau.

Items to have a supply of must include (but not be limited to)

- Anti-bacterial wipes, liquid (alcohol based)
- Food
- Paracetamol
- Medical supplies
- Tissues
- Latex gloves
- Face masks

Guidance should be taken from the [Get Ready Get Thru](https://www.getthru.govt.nz) website for assistance with Emergency Supplies (www.getthru.govt.nz).

Helpful Information and Resources

Supporting Websites

The Ministry of Health
www.moh.govt.nz

The Department of Labour
www.dol.govt.nz

The World Health Organisation
<https://www.who.int/health-topics/coronavirus>

Useful Information and Resources

Below is an outline of personal hygiene techniques that should be abided by. For immediate information please contact the Healthline on 0800 611 116.

Personal Hygiene²

Use a tissue to cover your nose and mouth when you cough or sneeze. Keep away from other people.

Place – do not throw – the tissue in a bin afterwards.

Wash your hands with soap and water or an anti-bacterial liquid.

Dry your hands well on a paper towel.

People who are coughing or sneezing more than normal should be sent home.



Washing and drying hands properly

This is the most important thing you can do to reduce the spread of infection.

Wash and dry your hands regularly and properly.

When you wash your hands use soap or an antiseptic hand wash.

Dry your hands thoroughly, using a disposable towel. Use the towel to turn off the tap and open the door.

Keep your hands away from your face as much as possible.

Always wash and dry your hands after coughing, sneezing, handling used tissues or other objects and surfaces touched by others. Wash and dry your hands before and after eating and grooming.

Āraia

te hōrapatanga o te iroriki rewharewha

Āraia tōu waha me tōu
ihu ki te papa muku ina
maremare koe, ina tihe
rānei



Makaia atu tō papa muku paruparu ki
te **ipupara**, ki tētahi kopa kirihou rānei



Kia rite te **horoi me te
whakamaroke** i ōu ringa, ina koa
i muri o te maremare, o te tihe
– horoia me te hopi



**Kei whakatata
atu** ki ētahi atu
mehemea e
māuiui ana koe



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It is not intended to be used as a substitute for
professional medical advice. For more information,
visit the Ministry of Health website at
www.moh.govt.nz.



www.moh.govt.nz/pandemicinfluenza

Whakangungua tōu whānau i te iroriki rewharewha

Stop *the spread of* flu germs

Cover your mouth and nose with a tissue when you cough or sneeze



Put your used tissue in the **rubbish bin** or in a plastic bag



Wash and dry your hands often, especially after coughing or sneezing – use soap



Stay away from others if you're sick



www.moh.govt.nz/pandemicinfluenza

Protect your family/whānau from inFLUenza

The Minister of Health acknowledges the work of the Ministry of Health and the Public Health Service in the development of this material. The Ministry of Health and the Public Health Service are committed to providing this material to you during this time of need.



Getting ready for a flu pandemic

There are a few
simple things
you can do now
to prepare

When a new flu virus infects many people around the world, it is called an influenza pandemic.

Health experts and governments around the world are worried that flu viruses affecting animals are changing into viruses that easily affect people. If these new viruses spread in New Zealand, many of us could become very sick.

Have a plan

During a pandemic, you or your family may be so sick that you need to stay at home for several weeks. Make a plan with family and friends so it includes:

- ☒ who could help with food and supplies if you and your household are ill.
- ☒ if you have prescription medicines (eg, for blood pressure), renewing your prescription well before you run out.
- ☒ the telephone numbers of people who live near you, as well as your doctor's phone number. (Keep this in a place that is easy to see, eg, on the fridge door).
- ☒ an emergency supplies kit – see the 'Emergency Survival Items' list on the inside back cover of the 'Yellow Pages. Or check the 'Get ready' website:

Get thru website:
www.getthru.govt.nz
and select 'How to get ready'.



Build up your emergency supplies kit

- ☒ Have a supply of food and drinks to last for at least a week. Choose long-lasting foods in cans and packets, and dried foods.
- ☒ Paracetamol or Ibuprofen are good for bringing down a fever and reducing aches and pains. Do not use anything else for children unless you talk to your doctor or pharmacist first.
- ☒ Masks worn by sick people can help stop the spread of germs. You can buy masks from a pharmacy (or from a hardware store). If there is a pandemic, people will be told how and when to use their masks. A mask can be worn only for a short time, and needs changing when wet from sneezing and coughing.
- ☒ Have tissues (or toilet paper) and plastic bags for used tissues.
- ☒ Think about things to do, if you and your family have to stay home for more than a week (eg, books, games and videos).



Flu jabs

- ☒ Ask your doctor for an influenza vaccination each year. The usual yearly flu jabs will not protect you against a new pandemic, but they will help stop you getting ill with other influenza viruses. Because these viruses change all the time, you need to get vaccinated every year.
- ☒ Vaccination is free for people aged 65 years and over, and adults and children with certain long-term (chronic) conditions.

Takatū ana ki te whawhai ki tētahiurutā rewharewaha ā-ao

Ki te maha ngā tāngata huri
noa te ao ka pāngia e tētahi
iroriki rewharewaha, ka huaina
tēnei he urutā rewharewaha
ā-ao.

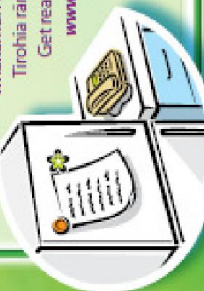
E māharahara
ana ngā tohunga hauora me
ngā kāwanatanga o te ao
mō ngā wheori rewharewaha
kararehe kei te huri ki ngā
wheori e pā noa ki te tangata.
Ki te puta ēnei wheori hou ki
Aotearoa, he maha tātau ka
pāngia e te mate.

Tērā tonu ētahi mea ngāwari noa ka taea e koe ināianei kia noho takatū ai

Whakatakotoria he kaupapa

I waenga urutā ā-ao, tērā anō e tika tonu pea kia noho
koutou ko tō whānau i te kāinga ētahi wiki maha i
te kaha māuiui. Whakatakotoria ngātahitika ai me tō
whānau, me ē hoa hoki, he kaupapa e mea ana:

- ✓ ā wai koutou e āwhina pea ki te kai me ngā
putunga, ki te māuiui koutou ko tō whare.
- ✓ te whakahōutanga i ō rongoa i mua rawa i te
paunga, ki te mea e kai ana koe i te rongoa whakaora
(hei tauira, mō te rere o te ia toto).
- ✓ ngā nama waea o ōu hoa noho tata, o tō tākuta
anō hoki. (Whakairia ki tētahi wahi he ngāwari te
kite atu, hei tauira, te kūaha o te pātaka mātao).
- ✓ he kete pūranga ohotata – tirohia ngā Pūranga
Whakaora Wā Ohotata i roto i te uhi
whakamuri o ngā Whārangī Kōwhiri.



Tirohia rānei te paetukutuku
Get ready Get thru:
www.getthru.govt.nz me te
kōwhiri i a 'Kia takatū'.

Pūrangatia tō kete pūranga wā ohotata

- ✓ Whakarangia he kai, he unu mō te wiki kotahi i te
itinga. Kimihia ngā kai ukauka o rō kēne o rō pākete
hoki, me ngā kai tauraki.
- ✓ He pai tonu te Paracetamol, te Ibuprofen rānei, hei
whakakehe kaika, hei whakaiti mamae. Kautu ētahi atu
rongoa e hoatu ki te tamaiti, kia kōrero tuatahi rā anō
koe ki tō tākuta, ki tō kaitakarongoā rānei.
- ✓ Ki te mau pae kanohi te hunga māuiui, hei āwhina
tēnei kia āraia te hōrapa o te iroriki. Ka taea ēnei pae
kanohi te hoko mai i te toa hoko rongoa (i te toa
hoko taonga mahi rānei). Ki te pakaru mai he urutā
rewharewaha, ka ākora te iwi kia pēhea te whakamau,
ki ngā wā hoki me whakamau ai ō ratou pae kanohi.
Ko te tikanga kia poto noa te wā e mau ai te pae
kanohi, ā, ki te maku i te tihe, i te maremare, me tini.
- ✓ Hei a koe anō ētahi papa muku (pepa wharepaku
rānei) me te kopa kirihou mō ngā mea paru.
- ✓ Whakaarohia ētahi mea hei mahi
mā koutou ki te mea me noho koutou
ko tō whānau i te kāinga mō te wiki
neke atu rānei (hei tauira, ētahi
pukapuka, kēmu, ataata).



Werohanga Ārai Rewharewaha

- ✓ Inoia he kano ārai rewharewaha ia tau i tō tākuta.
Kāore ngā werohanga ārai rewharewaha ā-tau noa e
whakangungu i a koe i te urutā rewharewaha ā-ao hōu,
engari he āwhina ēnei kei pāngia koe e ētahi atu iroriki
rewharewaha. Nō te mea kei te puta kē te āhua o ēnei
iroriki i ngā wā katoa, e tika ana kia werohia koe ki te
kano ārai ia tau, ia tau.
- ✓ He mea kore utu te kano ārai rewharewaha mō te
hunga 65 neke ake ngā tau, mō ngā pakeke me ngā
tamarii hoki kei a ratou ētahi momo matenga wā roa
(ētahi mate mau tonu).

Frequently Asked Questions

<i>If I am unwell am I able to work from home?</i>
<i>No – simply because you are unwell, you will need bed-rest to recover.</i>
<i>If someone of my whānau becomes ill or infected with the Coronavirus, am I able to work from home?</i>
<i>Each case will be assessed by your supervisor or immediate manager.</i>
<i>Am I able to request compassionate leave if I get Coronavirus?</i>
<i>Once you have exhausted all your leave, then you will be able to apply for compassionate leave. This will be assessed as per usual process, on a case by case scenario.</i>
<i>Will I still receive any pay that I am owed if I am not able to come to work because my office has been closed, due to Coronavirus?</i>
<i>Yes – processes have been put in place to ensure that our payroll service will still be able to function and pay staff even if buildings are closed or premises quarantined. The Business Continuity Management Plan will clearly outline the scenario if TWoA was unable to make payments if business-as-usual was to cease.</i>
<i>I have read of instances where some people are deliberately exposing themselves to Coronavirus as they believe early infection will build up their immune systems and protect them from contracting a more virulent strain of the flu at a later date. Is this practice recommended?</i>
<i>No. The Ministry of Health has recommended against any such practice.</i>
<i>Is a vaccine for Coronavirus likely to become available?</i>
<i>Yes – The Ministry of Health has indicated a commercial vaccine may become available shortly. Development is underway currently.</i>
<i>If I am infected with Coronavirus – are the costs of any doctor's appointment and prescriptions covered by my existing health insurance scheme with TWoA?</i>
<i>No – your cover through TWoA only covers specialist treatment and in some instances hospitalisation costs.</i>

Glossary

Kaiako	Tutor
Kaimahi	Employee
Kaupapa	Philosophy
Ngā Irirangi	Table of Contents
Rohe	Region
Panui	News or Newsletter
Tauira	Student
Te Taiurungi	Chief Executive Officer (CEO)
Tupuna	Ancestors
Whānau	Family