

COVID-19: HEALTH AND SAFETY MEASURES

STUDENTS

19 March 2020

Dear Students

New Zealand has some confirmed cases of COVID-19. The Ministry of Health says that with continued vigilance the chance of widespread community outbreak is expected to remain low. New travel and self-isolation restrictions have been put in place and will be regularly reviewed. At this stage classes are to continue as per normal unless we are directed otherwise by the Ministry of Education, NZQA or TEC. We provide the following advice:

What can I do to protect myself and others?

We want to assure you that your health and wellbeing is our priority. We are following Government guidelines and working on a consistent plan and communication. Our current guidelines for prevention are:

- Stay at home if you are even slightly unwell with a cold or sniffle. Phone your tutor or reception to let them know.
- Wash your hands regularly and thoroughly with soap and water, or use hand sanitiser.
- Cover your coughs and sneezes with a tissue or your elbow
- Avoid touching your eyes, nose and mouth.
- Avoid close contact with anyone who has a fever and a cough.

Additional information is available and constantly updated on:

<http://www.education.govt.nz/novel-coronavirus-2019-ncov-3/>

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus>

What should I do if I think I have the virus?

The symptoms of COVID-19 can include cough, fever, and shortness of breath.

Currently, there is no vaccine to protect against COVID-19

If you are unwell and meet the case definition above then you should contact **Healthline at 0800 358 5453** or phone your GP for medical advice (you must phone first).

Phone your tutor or reception to let them know.

What should I do if I think someone else at the campus has the virus?

The chances of any individual at the campus having the virus is small at the moment. If you are concerned about someone, please let your tutor know. If your tutor is absent or unavailable, please contact LeeAnne at Royal Oak Campus or Fola at Manukau.

If I have flu-like symptoms should I attend class?

No, all respiratory viruses are highly contagious to others and you should not be attending classes until you have recovered. Phone your tutor or reception to let them know. Do not visit in person – always call first.

Will my classes and/or work placement continue?

There are no plans to stop face-to-face teaching at this stage. For those learners in workplaces, tutors will contact your employer to discuss guidelines and support arrangements.

What about overseas travel?

We strongly recommend cancelling any personal international travel you have planned.

If for personal emergency travel situations you do need to travel internationally, we ask that you discuss your plans with us, and follow Government self-isolation guidelines on your return.

If you have travelled overseas over the past two weeks, we ask that you advise us and self-isolate for 14 days.

What if I have to self-isolate?

If you are in self-isolation, contact your tutor and advise them of your situation.

Where possible we will provide you with an opportunity to continue with your studies from home.

If you have been in close contact with someone who has recently returned from overseas and is in self-isolation but otherwise well, then you may come to the campus.

If you have someone in self-isolation at your place of residence, follow Ministry of Health guidelines such as avoiding close contact and not sharing cooking utensils or bed linen.

Additional information:

For guidance on what to do in specific circumstances, please refer to the attached Checklist.

General information on the risks posed by coronavirus and ways of managing those risks can be found at www.moh.govt.nz.

Future Skills will continue to provide you with helpful advice and tips as things evolve. We are monitoring the situation closely, following the advice of the Ministry of Health and NZQA and are working on our Pandemic plan to be ready should the situation escalate.

Our first priority will be our students and staff. I am confident in our ability and resilience as an organisation and a team to weather this storm. Stay safe and stay strong.

Kind regards



Sam Alavi
CEO

ATTACHMENT: Checklist

If...	...Then
You are unwell with a mild cold or flu.	<ol style="list-style-type: none"> 1. Stay home until you're better. 2. Advise your tutor.
You present symptoms that align to COVID-19: - a cough - a high temperature (at least 38°C) - shortness of breath.	<ol style="list-style-type: none"> 3. Ring Healthline's dedicated COVID-19 number 0800 358 5453, or ring your GP (it is essential you phone ahead of your visit) 4. If advised to, self-isolate for 14 days 5. If self-isolating, inform your tutor by phone or email
Someone is in self-isolation at your place of residence.	<ol style="list-style-type: none"> 1. You do not also need to self-isolate and may come to campus. 2. <u>Follow Ministry of Health guidelines</u> such as avoiding close contact and not sharing cooking utensils or bed linen.
You have travelled internationally.	<ol style="list-style-type: none"> 3. Advise your tutor by phone or email 4. Self-isolate for 14 days 5. If you feel unwell, and think you have symptoms that align to COVID-19, ring Healthline's dedicated COVID-19 number 0800 358 5453, or ring your GP (it is essential you phone ahead of your visit)
You are planning international travel for personal reasons.	<ol style="list-style-type: none"> 1. Seriously consider changing your plans – we are advising against international travel 2. Advise your tutor 3. Register with SafeTravel 4. Be prepared to self-isolate on your return 5. Follow the advice of the MoH and, if necessary, your primary health provider