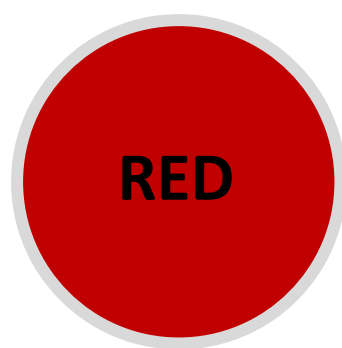


# Delivering Education Programmes Under The COVID-19 Protection Framework (CPF)



Our education team is committed to keeping students, teachers and our staff safe. We have produced this sheet on what delivery of our programmes look like during traffic light setting **RED** whilst on **outreach in schools**.

If a school deems it safe, via permission of the Principal and/or Board of Trustees, we may be able to deliver a version of one of our programmes in a controlled way in your school.

**Please remember to share this with your teaching colleagues if this is a**

We follow the guidelines set out from the Ministries of Health and Education, and our own organisation the Rotorua Lakes Council.

## Before Arrival



### Vaccination:

We visit on the assumption that all adults participating in the programme are fully vaccinated and have a valid vaccine pass.

**Museum Staff:** All of our education staff have received at least two doses of the Pfizer/BioNTech vaccine. If you require a vaccine declaration from our organisation please let us know.

**Delivery Space:** Dependent on class size and spacing requirements within the school we may be able to deliver this programme in your classroom. Some programmes require larger spaces such as a school hall. We will let you know if a bigger space is required.

### Materials and Resources:

- Any items that may be used by multiple groups will be sanitised and wiped down prior
- If this booking is over multiple days we may seek permission to store our resources at your school. A secure location would be appreciated

# 35

### Group Numbers:

Our numbers are capped at **35 people including teachers and additional adults**. We are unable to cater for any more than this number.

### Adult To Student Ratios:

Our ratios are:

- Year 1 - 4: 1 adult to 5 students (1:5)  
Year 5 - 8: 1 adult to 7 students (1:7)  
Year 9 - 13: 1 adult to 10 students (1:10)



We follow the directive from the Rotorua Lakes Council that if anyone is generally unwell or exhibits symptoms of COVID-19 they must not attend this programme.

Alongside the current guidelines under the COVID-19 Protection Framework we also operate under the Health & Safety Act (2015) and the Vulnerability of Children Act (2014).

**Please ensure these above ratios are able to be met, without them the visit can not proceed.**

***If on arrival they are not we reserve the right to cancel or postpone your visit.***

***Please contact us before your visit if this is likely to be a problem.***

## Arrival



### Masks

**IMPORTANT:** All students Year 4 and older, teachers and adult helpers will be required to wear masks (unless exempted).

### Contact Tracing

A class list and parent helper list is required upon arrival for our records. Parent helpers will have also signed in/ scanned using the government's COVID Tracer QR code at the office prior



### Sanitising

Anyone entering the space will be provided with sanitiser and asked to sanitise their hands. Disinfectant wipes are also available if needed

## During The Programme

### Teaching

Our educators will remain masked before, during and after your programme.

They will be delivering the lesson at least 2 metres away from students.

We adhere to **contactless instruction**. We will instruct and demonstrate tasks and activities however it will be up to the class teacher and adult helpers to get close and help students. While this is not ideal and goes against our passion for hands-on learning we will still need to adhere to health and safety protocols

All chairs (if needed) in the venue will be distanced 1 meter apart  
Windows or doors may be open for to provide for proper adequate ventilation

### Leaving The Group

It is requested if anyone leaves then re-joins the group the use of hand sanitiser is essential

## After The Programme

If your programme requires a clean up after your session e.g. of paint, glue etc. We ask you kindly allow us a space to utilise after we finish. To prepare for the next group or to fully pack out.

## Booking / Visit Timeline

### 1-2 DAYS AFTER BOOKING

WHAT	WHO RESPONSIBLE	DETAILS
Confirmation of time, date and venue sent to lead teacher	Museum education team member by email	Includes lesson outline, RAMS and relevant COVID-19 Protection Framework measures at the time of booking.

### BEFORE VISIT (NON URGENT)

WHAT	WHO RESPONSIBLE	DETAILS
Return of Museum Planning Focus Form	Teacher that made the booking or individual classroom teachers	Sent with confirmation of booking. Helps determine any specific learning outcomes your group might have.

### ONE WEEK BEFORE VISIT

WHAT	WHO RESPONSIBLE	DETAILS
Reminder by museum staff of visit and any COVID-19 Protection framework precautions in effect at the time of your	Museum education team member	

### ON THE DAY

WHAT	WHO RESPONSIBLE	DETAILS
Presents an attendee list on arrival of students and adult help for contact tracing	Classroom teacher	Details of adult help can be written on the list on the day of visit.

## Our Staff



Emma Liley  
Museum Education Lead



Taupopoki George McLeod  
Education Coordinator



Kristina Joyce  
School Liaison Coordinator



Rebecca Moore  
Education Coordinator  
Visual Arts

Direct Museum Contact:  
Emma Liley. Phone: 021 0272 5000.  
Email: emma.liley@rotorualc.nz

## Pre-visit Needs Summary

1. Read and understood the requirements in this document and shared with your colleagues
2. Have submitted this sheet as part of your planning to your principal or BOT **\*SUGGESTED**
3. Ensure numbers of students and adults are within required limits **\*REQUIRED**
4. Booked a larger venue / room if required for the programme
5. Are aware all teachers need to provide a student class list with details of adult help
6. You and/or your colleagues understand the delivery style of our teaching (contactless)