

# Class Teacher:

## Have you ...



- 1) Read and understood the requirements in this document?
- 2) Had vaccine passes sighted by the principal or deputy principal of your school?
- 3) Sent a copy of the vaccine statement on this page, signed by the principal or deputy principal?  
**At least two working days before your visit**
- 4) Prepared a class list of students, teacher and adult help to present on arrival



Photographs of this sheet are acceptable for submission.  
Please send or scan to  
[museumED@rotorualc.nz](mailto:museumED@rotorualc.nz)

### IMPORTANT:

We require one copy of this sheet for every class visiting.

If you are a syndicate visiting with four classes we need four separate declarations from your senior management.

# Pre-Visit Statement

*To be completed by the School Principal or Deputy Principal*

- I have sighted the vaccine passes of everyone over 12 years, 3 months and verify they are able to attend this education programme
- I have read the other pages of this document regarding the health and safety measures undertaken by the Rotorua Museum and understand any non-adherence may cause the booking to be reviewed, postponed or cancelled.

School Name: \_\_\_\_\_

Room No: \_\_\_\_\_

Date of Visit: \_\_\_\_\_

Time of Visit: \_\_\_\_\_

Your Name (print) : \_\_\_\_\_

Signature : \_\_\_\_\_

Date: \_\_\_\_\_

Position: \_\_\_\_\_

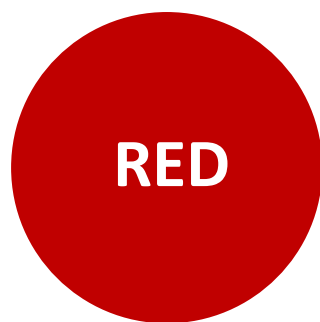
Principal / Deputy Principal

**\*\* Send this first page only to [museumED@rotorualc.nz](mailto:museumED@rotorualc.nz) at least two working days before your visit \*\***

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



ROTORUA  
museum  
*Te Whare Taonga o Te Arawa*  
ART | CULTURE | HERITAGE



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** in the **Makerspace at Te Aka Mauri Rotorua Library**.

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



## Before Arrival



### Vaccination:

Rotorua Lakes Council requires **all visitors over 12 years, three months of age** to show their **My Vaccine Pass** before entering a council site.

As this will be time consuming on arrival and take away from valuable teaching time. **We ask your school complete, sign and send the form above stating that attendees are fully vaccinated against COVID-19.**

Unfortunately **we are unable to accommodate** your group if we do not receive this confirmation at least **two working days** prior to your visit.



**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.

# 35

## Group Numbers:

Our numbers are capped at **35 people including teachers and additional adults**.  
Due to the size of our venue 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 – Entry To Building

### Entry To Building

**Please do not use the main library entrance.**

Schools will now use a separate entrance to the rear of the building on **Arawa Street**.

As this is a facility also used by the general public the decision has been made to keep school groups segregated from other visitors.



## Arrival



### Masks

**IMPORTANT: All students Year 4 and older, teachers and adult helpers will be required to wear masks (unless exempted).** Masks are required upon entrance to the building and to be worn at all times indoors.

### Contact Tracing

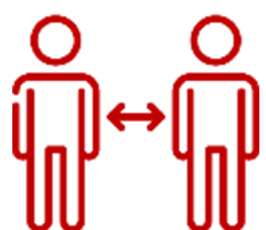
We ask that all adults and students with cell phones still sign/scan in using the government's COVID Tracer QR code at the door



### Sanitising

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

## The Venue



### General Public

- ♦ Measures will be made to segregate school groups from the general public. This may be by way of physical barriers or limiting areas where groups may be allowed
- ♦ Windows or doors may be open for to provide for proper adequate ventilation



# During The Programme

## Teaching

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

They will be delivering the lesson at least 1 metre 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

## Toilets

Students and adults connected to the group have use of the toilets provided. Whilst on their way to and from the facility they must maintain a social distance from members of the public in the corridors. **It is highly recommended that students use the toilets back at school prior to their trip.**

## Leaving The Group

It is requested unless absolutely necessary that teachers, adults or students do not leave the designated areas for this group and then re-join the programme. Use of sanitiser upon return is essential.

## Contact with Members of the Public

School groups are afforded exclusive and sole use of the teaching space minimising contact with the general public. When leaving the space students and adults must adhere to traffic light Red COVID settings.

- 1 metre social distancing
- Continued mask use

## Booking / Visit Timeline

1	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.
2	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.
3	BEFORE VISIT (COMPULSORY)		
	WHAT	WHO RESPONSIBLE	DETAILS
	Sign the first page of this document and send away to <a href="mailto:museumED@rotorualc.nz">museumED@rotorualc.nz</a>	Class teacher, principal or deputy principal	Checks if all attendees 12 years, 3 months and older are fully vaccinated against COVID -19 and have presented to the school's satisfaction a valid My Vaccine Pass. Required 2 working days before booking.
4	ONE WEEK BEFORE VISIT		
	WHAT	WHO RESPONSIBLE	DETAILS
	Reminder by museum staff of the up and coming programme	Museum education team member	This will include venue location and any COVID-19 Protection framework precautions in effect at the time of your session. This may also have a generic reminder to teachers who may not have sent their declarations yet.
5	3 WORKING DAYS BEFORE VISIT		
	WHAT	WHO RESPONSIBLE	DETAILS
	Reminder to those groups that have not sent their declarations	Museum education team member	Schools will have 1 working day to send the required documentation form.
6	WITHIN 2 WORKING DAYS BEFORE VISIT		
	WHAT	WHO RESPONSIBLE	DETAILS
	Group cancelled because they have not provided the documents needed	Museum education team member	Efforts may be made to reschedule if there is availability.
7	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



**Jessica Cathro**  
Digital Technology Educator  
Te Aka Mauri Rotorua Library



The Makerspace is generously provided by Te Aka Mauri Rotorua Library. A department of the Rotorua Lakes Council.

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