

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

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 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

RED

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** at **Te Rūnanga Tea House** in the Government Gardens, Rotorua.

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

ROTORUA
LAKES COUNCIL
Te kaunihera o ngā roto o Rotorua

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 the form above, sign and send, stating that those 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



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

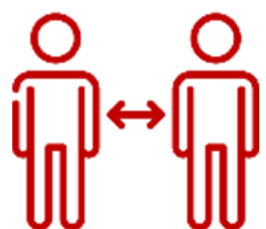
We ask that all adults and students with cell phones still sign/scan in using the government's COVID Tracer QR code at the door



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



- School groups have the exclusive use of Te Rūnanga Tea House
- All chairs (if needed) in the venue will be distanced 1 metre apart
- 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 are to only use the toilets provided in the facility. These bathrooms are for the exclusive use of our groups and are commercially cleaned in between sessions.

Leaving The Group

It is requested unless absolutely necessary that teachers, adults or students do not leave the premises and then re-join the group.

Booking / Visit Timeline

Our Staff

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.

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.

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BEFORE VISIT (COMPULSORY)

WHAT	WHO RESPONSIBLE	DETAILS
Sign the first page of this document and send away to museumED@rotorualc.nz	Class teacher, principal or deputy principal	Checks if all adult attendees (teachers and adult help) are fully vaccinated against COVID -19 and have presented to the school's satisfaction a valid <i>My Vaccine Pass</i> . Required 2 working days before booking.

3

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.
WHAT	WHO RESPONSIBLE	DETAILS
Rotorua Schools: Booked the Museum Bus for transport rot.depot@ritchies.co.nz	Teacher that made the booking	Applicable for Rotorua schools only and subject to availability. Schools are advised on booking if the bus is free. Please only book the bus with prior approval from the museum

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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.

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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.

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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.



Emma Liley
Museum Education Lead



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Education Coordinator



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Te Rūnanga Tearooms are generously provided by Events and Venues. A department of the Rotorua Lakes Council.



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