



TE WĀNANGA TAKIURA'S HEALTH POLICY

The Oxford Concise Dictionary:

Definition for Health

It is the state of:

- being well in body and mind
- the wellness of a person's physical and mental condition
- not being diseased or injured

Keeping your body free from sickness and injuries will help you maintain good physical health.

Keeping your mind free of stress, negative thoughts and negative behaviour will help you maintain good mental health.

When you take care of yourself and you are well physically, as well as mentally, you will ensure that your overall health is in good condition.

This Health Policy is to be put in place by Te Wānanga Takiura o ngā Kura Kaupapa Māori o Aotearoa to ensure and sustain the physical, mental, and emotional health of students, staff and Te Wānanga Takiura Community.

Personal Responsibilities

Te Wānanga Takiura asks that you ensure the following procedures are adhered to. Personal responsibilities include but are not limited to the following:

Each Individual (student, staff, visitors) will ensure that:

Te Wānanga Takiura's responsibilities

Te Wānanga Takiura will ensure that Health procedures are in place and followed to ensure the safety of all individuals who enter our premises. Responsibilities include but are not limited to the following:

- He/She is 100% fit to be at Te Wānanga Takiura today
 - The individual's mental health is 100% and will not affect him/her or any other individual while he/she is at Te Wānanga Takiura
 - The individual's emotional health is 100% and will not affect him/her or any other individual while he/she is at Te Wānanga Takiura
 - The individual's physical health is 100% and will not affect him/her or any other individual while he/she is at Te Wānanga Takiura

- Te Wānanga Takiura is a <u>healthy</u> environment for everyone
 - All policies (Health Policy, Hygiene Policy, Safety Policy, Wellbeing Policy) have to be followed by all, ensuring the health of everyone
 - Individuals must be aware of their personal responsibilities
 - Systems put in place have to be followed by all

- He/She DOES NOT enter the premises if they are unwell.
 - It is very important that the individual does not attend Te Wānanga Takiura if they are unwell.
- **2.** Clear signage is displayed regarding
 - hand washing
 - hand sanitising
 - cough/sneezing techniques



	This will ensure the safety of all other individuals at Te Wānanga Takiura. Other options would be to work/learn from home using Zoom Video Conferencing, if and when it is being provided.	- being kind - all other signage regarding health
3.	He/She is not under the influence of drug and alcohol The individual has not taken any drug, alcohol or other illegal substances	 3. Regular temperature checks will be taken using Thermal Temperature Screening Camera as well as a hand held testing device. - thermal screening camera will be at the entrance to reception. This will detect your temperature as you pass the camera. - If the camera detects a temperature higher than 37.5 degrees, a member of the office staff will take a second temperature test using a handheld device - If the second test shows a temperature higher than 37.5 degrees you will be asked to go home and return when you are well
	Upon arrival to Te Wānanga Takiura every student completes the covid 19 contact tracing register provided by Te Wānanga Takiura. Registers will be in each classroom. You will need to check in daily on arrival and check out daily on departure by completing the time in and time out section on this form. Information in this form will not be shared with any other person/or organisation	
5.	He/She follows the correct coughing/sneezing techniques (cough/sneeze into elbow) using this technique will stop the spread of germs and ensure a healthy environment for everyone	
6.	He/She refrains from making physical contact (shaking of hands, hongi, kihi, hugging, high five, holding hands) with others while at Te Wānanga Takiura - limiting physical contact will ensure our Personal Health and	



Safety as well as the Health and Safety of all those around us.

7. If you have underlying medical conditions, if you are pregnant or over the age of 70, you will continue to learn and be taught remotely.

- Students who are at greater risk of getting a covid-19 due to underlying medical conditions, pregnancy and those who are 70 years and older, are encouraged to continue remote learning/working.



Health Systems and Procedures to be Implemented in Response to Te Wānanga Takiura's Policy Statement for Health.

- 1) A thermal temperature-screening camera has been installed at the Reception Entrance to Te Wānanga Takiura on Level 3. As you enter, the camera will detect your temperature. If you show any temperature higher than 37.5 degrees, an alarm in the office will alert office staff and a second manual temperature test will be taken by a office staff member using a hand held device. If the second test shows a temperature higher than 37.5 degrees, you will be asked to go home and return when you are well.
- 2) Visitors must sign in at reception office upon arrival. A contact tracing register will need to be completed on arrival and signed off at departure. Office staff will ensure this is completed by visitors.
- 3) Students must sign in daily using the contract tracing register located in all classrooms. Lecturers will ensure this is completed by students.
- 4) Hand sanitisers are available at reception. Please sanitise as soon as you enter Te Wānanga Takiura.
- 5) Hand sanitisers are available on the walls at the entrance of each classroom. Please sanitise on entrance and sanitise on exit.
- 6) If you need to enter the library, there is hand sanitiser at the entrance of the library. Please sanitise on entrance and sanitise on exit.
- 7) Disinfectant spray and wipes will be available in every room for you to use on high contact surfaces such as group tables and eating areas
- 8) Minimal physical contact is encouraged. No hongi, no kihi, no hand shaking, no hugging. You are welcome to fist pumps and elbow pumps.
- 9) Anyone who shows cold or flu symptoms, will be asked to leave and return when you are well. A staff member's lecturing responsibilities will be filled by adjusting the timetable or by use of other staff who have non lecturing times available.
- 10)Te Wānanga Takiura will initiate a flu vaccine, so that any staff and/or student who wishes to have the vaccine can do so at the expense of Te Wānanga Takiura.



TE WĀNANGA TAKIURA'S SAFETY POLICY

<u>Collins English Dictionary and Thesaurus</u> <u>Definition for Safety:</u>

- It is a state in which, or a place where, one feels safe
- It is freedom from risk, danger and injury
- There are systems in action to prevent risk, danger and injury

The purpose of the Safety policy and procedures is to guide and direct all staff and students to work safely and minimise the risk of passing on the COVID-19 virus. Te Wānanga Takiura is committed to providing and maintaining a safe and healthy work environment for all staff, students and all persons visiting the premises. To achieve this, all staff and students are required to participate in developing, implementing, and enforcing Safety policies and procedures to ensure Safety, Health, Hygiene and Wellbeing within Te Wānanga Takiura.

	implementing, and enforcing Safety polici Health, Hygiene and Wellbeing within Te	es and procedures to ensure Safety,
	Student Responsibilities	Te Wānanga Takiura's
	1. Students are not to return to Te	Responsibilities
	Wānanga Takiuraif they are showing flu like symptoms	 Staff are not to return to Te Wānanga Takiura if they are showing flu like symptoms
	 Inform Te Wānanga Takiura if you are unwell Call your GP or the Healthline for free on 0800 358 5453 	 Inform Te Wānanga Takiura if you are unwell Call your GP or the Healthline for free on 0800 358 5453
	2. To ensure that safety guidelines, as detailed under Te Wānanga Takiura student responsibilities, are followed and practised by all students.	To provide and maintain a safe working environment and to implement systems for staff, students and visitors that are safe and without risk to health.
	Please see guidelines on the following pages.	 Disinfecting Te Wānanga Takiura daily (Also completed daily by contracted cleaning company, Crest Clean)
	3. Maintaining good hygiene, particularly hand hygiene and good cough/sneeze practices such as coughing and sneezing into your elbow	3. To ensure the safety of staff and students and other people isn't put at risk from changes that are made to work arrangements because of this pandemic. Changes such as
		 Social distancing of 1 metre in classrooms is recommended but is not mandatory. Staff being in close contact with students if one to one

temperature testing is necessary.



4. To ensure that you have signed in on your classroom register upon arrival and out of Te Wānanga Takiura for contact tracing purposes.

- 4. To ensure that all Te Wānanga Takiura staff and students follow these safety guidelines as described below, from the Public Health Control Measures:
 - Remote learning and associated teaching arrangements must remain in place to allow Te Wānanga Takiura to manage and maintain its capacity, for 'at risk' students and staff.
 - Contact tracing information must be collected that identifies which students and staff (and any other visitors) have been in each 'controlled learning space' and 'other controlled environments' and at what time. "A controlled learning space" may be a classroom, hui room etc.
 - Although there are no size restrictions for lectures and classes, Te Wānanga Takiura should limit capacity to enable physical distancing of one metre, where possible.
 - Maintaining 'bubbles' is no longer required, including within shared kitchens and communal areas which are now allowed to open.
 - A small number of family or close friends may visit, but Te Wānanga Takiura must manage this to ensure these visits do not turn into a social event.
 - Te Wānanga Takiura's library may open in accordance with the public health control measures for Tertiary Education Organisations.
 - Recreation areas for Te Wānanga Takiura (e.g. sports grounds, tennis courts etc.), may reopen but should operate in accordance with the Public Health measures that are described in this Safety Policy.
 - Staff may travel to school practicums, provided they 'travel safely' and adhere to Ministry of Transport guidelines for travel.





 Disinfecting or sanitising all surfaces that you will use or work on, before and after use, using a cloth, a disinfectant spray and antiviral sanitiser.

Surfaces include:

- Desks
- Computers
- Tables

- 5. To ensure all staff and students know how to protect themselves from exposure to Covid-19 by accessing information from the following:
 - Signage displays
 - Weekly/daily meetings
 - Providing information from Health and Safety sites
- 6. Students will be encouraged to keep a 2 metre distance from those people of other bubbles who they do not know and a recommended 1 metre distance in Te Wānanga Takiura's environment but this is not mandatory.
- 6. To provide resources to achieve the required health and safety objectives:
 - Gloves
 - Masks
 - Hand sanitisers
 - Anti-viral sanitisers
 - Disinfectants
 - Wipes
- 7. To inform Te Wānanga Takiura immediately if someone you know and with whom you have associated, has been exposed to Covid-19
 - This immediate communication at any time to a lecturer, to a secretary(ries) or to the Kaitiaki Huhua is vital in order that systems and processes can be put into action immediately to ensure that the Safety, Health, Hygiene and Wellbeing of The Wānanga Takiura family and associates is safeguarded.
- 7. Keeping records to facilitate contact tracing. Contact tracing information that identifies which students and staff (and any other visitors) who have been in Te Wānanga Takiura's environment and learning spaces and at what time, must be collected and retained.
 - Contact Tracing documents or Contact Tracing App once Te Wānanga Takiura gains access to this resource
 - Code scanner sign in/out
- To ensure the right measures are taken if there is exposure to Covid-19
 - Call the Healthline free on <u>0800</u> 358 5453
 - Self-isolation for 14 days



<u>Safety Systems and Procedures to be Implemented in Response to Te</u> Wānanga Takiura's Policy Statement for Safety.

- 1) A thermal temperature-screening camera has been installed at the Reception Entrance to Te Wānanga Takiura on level 3. As you enter, the camera will detect your temperature. If you show any temperature higher than 37.5 degrees, an alarm in the office will alert office staff and a second manual temperature test will be taken by a office staff member using a hand held device. If the second test shows a temperature higher than 37.5 degrees, you will be asked to go home and return when you are well.
- 2) Visitors must sign in at reception office upon arrival. A contact tracing register will need to be completed on arrival and signed off at departure.
- 3) Lecturers will ensure that students sign in daily using the contract tracing registers located in all classrooms.
- 4) Hand sanitisers are available at reception. Please sanitise as soon as you enter Te Wānanga Takiura.
- 5) Hand sanitisers are available on the walls at the entrance of each classroom. Please sanitise on entrance and sanitise on exit.
- 6) If you need to enter the library, there is hand sanitiser at the entrance of the library. Please sanitise on entrance and sanitise on exit.
- 7) Disinfectant spray and wipes will be available in every room for you to use on high contact surfaces such as group tables and eating areas.
- 8) Minimal physical contact is encouraged. No hongi, no kihi, no hand shaking, no hugging. You are welcome to fist pumps and elbow pumps.
- 9) Anyone who shows cold or flu symptoms, will be asked to leave and return when you are well.
- 10)Te Wānanga Takiura will initiate a flu vaccine process in the institution so that any staff and/or student who wishes to be vaccinated can do so at the expense of Te Wānanga Takiura. <u>See note 9 on Health</u> for Te Wānanga Takiura responsibilities.
- 11) Personal Protective Equipment:
 - Te Wānanga Takiura will provide gloves and face masks in the event that its students and/or staff members are required to work or learn off campus, including rōkura visits and day trips. These gloves and masks are available at the reception office.





TE WĀNANGA TAKIURA'S HYGIENE POLICY

<u>The Collins English Dictionary and Thesaurus: Definition for Hygiene</u>

The state of being:

- bodily vigorous
- mentally vigorous
- free from disease

It is the practice of <u>keeping</u> yourself and your surroundings clean, <u>especially</u> in order to <u>prevent illness</u> and the <u>spread</u> of diseases.

Te Wānanga Takiura aims to promote and protect the Hygiene, Health, Safety and Wellbeing of all students, lecturers and family members/visitors.

We will be consistent in using procedures and policies to maintain high standards of **Hygiene.**

We also aim to reduce the risk of infectious or common diseases and illnesses spreading in Te Wānanga Takiura by implementing the following procedures and cleaning regimes.

leaning regimes.				
Personal Responsibilities	<u>Te Wānanga Takiura's</u>			
	<u>responsibilities</u>			
Basic hygiene in the workplace can	Te Wānanga Takiura will:			
be put down to three different				
things: personal hygiene; work	- Implement a hygiene policy that			
area cleanliness, and clean	ensures at all times within Te			
restroom facilities.	Wānanga Takiura, a clean, tidy,			
	learning and work environment			
	- Provide hygienic toilets: ensuring			
	that all soap, hand towels, and toilet			
	paper containers are restocked			
	daily			
	- Provide hand sanitizer stations and			
	tissues in each lecturing room of the			
	Wānanga			
	- Arrange to carry out thorough, daily,			
	interior cleaning, of the whole			
	Wānanga (By Crest Clean) every			
	day			
	- Provide disinfectant spray bottles			
	and/or sanitisers for every class			
	room (for wiping down tables, desks			
	and work stations after eating or			
	working)			
Students and all family	It is essential that lecturers and all other			
members/visitors are expected to:	staff members act as role models for			
	our students and follow sound hygiene			
- Maintain good personal	practices.			
hygiene: this includes daily				



- showering, using deodorant and/or perfume, grooming facial hair and hair washing
- Maintain healthy and clean habits, including clean nails and hair, and fastening back long hair.
- Maintain a clean and tidy attire
- Avoid coming to Te Wānanga Takiura if you are feeling sick or unwell
- Avoid reusing tissues
- Use hand sanitizer before entering each room in Te Wānanga Takiura
- Use hand sanitizer when exiting each room in Te Wānanga Takiura
- Wash your hands with soap after every 5th time you use hand sanitizer
- Wear gloves when leaving the Wānanga during break times
- Wipe down table tops and other work stations and equipment regularly after your usage



Do's & Dont's of Maintaining Hygiene at Te Wānanga Takiura

- clean up after yourself
- regularly wipe down your workstation
- wash your cups and mugs daily
- use hand sanitizers that are provided for you
- adhere to Te Wānanga Takiura's hygiene policy
- wash your hands regularly with soap
- don't sneeze or cough without covering your nose and mouth
- don't leave the bathroom without washing your hands with soap
- don't use a Te Wānanga Takiura toilet without wiping it down
- don't reuse your tissues
- don't wear dirty clothing
- don't share food

Lecturers and all other Staff Members are expected to:

- maintain good cough/sneeze practices (coughing into your elbow)
- avoid coming to work when you are unwell. (Any lecturer or other staff who is suffering from an infectious or contagious condition will be expected to refrain from coming to Te Wānanga Takiura until that condition has been cured).
- Maintain good personal hygiene: this includes daily showering, using deodorant and/or perfume, grooming facial hair and hair washing
- maintain healthy and clean habits, including clean nails and hair, and fastening back long hair.
- avoid reusing tissues
- wipe down work spaces before beginning each lecture (table tops)
 - wear gloves, and possibly a face mask when working offsite (rō kura)

- Hand sanitizer stations:

Te Wānanga Takiura has installed hand sanitizing dispensers in every room of Te Wānanga Takiura including the Hui room, computer room and library. These dispensers can be found on each wall as you enter and exit a room. We have also installed a sanitizing dispenser near our entrance which can be found at the top of the stairs upon arrival. This allows for the effective of sanitizing and staying hygienic within Te Wānanga Takiura at all times.

- Providing hygienic toilets: There will be a thorough, interior clean of the Wānanga which will be carried out by Crest Clean every day.
Ensuring that all toilets at Te Wānanga Takiura stay clean and hygienic. All soap, hand towels, and toilet paper containers will also be restocked daily by Crest Clean.



- Disinfectant spray and wipes: Te Wānanga Takiura will provide disinfectant sprays and wipes in each room including the computer room, library, and kitchen.
 Disinfectant sprays and wipes will also be provided in the foyer area ensuring that students are able to wipe down the tables after they use them during break times.
- Personal Protective Equipment:
 Te Wānanga Takiura will provide
 gloves and face masks in the event
 that its students and/or staff
 members are required to work or
 learn off campus, including rōkura
 visits and day trips. These gloves
 and masks will be available at the
 reception office.
- Physical contact: Minimal physical contact is encouraged. No hongi, no kihi, no hand shaking, no hugging. You are welcome to fist pumps and elbow pumps
- Cold or flu symptoms: Anyone who shows cold or flu symptoms, will be asked to leave and to return when you are well



<u>Hygiene Systems and Procedures to be Implemented in Response to Te Wānanga Takiura's Policy Statement for Hygiene.</u>

- Hand sanitizer stations: Te Wānanga Takiura has installed hand sanitizing dispensers in every room of Te Wānanga Takiura including the Whare Hui, computer room and library. These dispensers can be found on each wall as you enter and exit a room. We have also installed a sanitizing dispenser near our entrance which can be found at the top of the stairs upon arrival. This allows for the effective use of sanitizing and staying hygienic within Te Wānanga Takiura at all times.
- Providing hygienic toilets: There will be a thorough, interior clean of the Wānanga which will be carried out by Crest Clean every day. Ensuring that all toilets at Te Wānanga Takiura stay clean and hygienic. All soap, hand towels, and toilet paper containers will also be restocked daily by Crest Clean.
- Disinfectant spray and wipes: Te Wānanga Takiura will provide disinfectant spray and wipes in each room including the computer room, library, and kitchen. Disinfectant sprays and wipes will also be provided in the foyer area ensuring that students are able to wipe down the tables after they use them during break times.
- Physical contact: Minimal physical contact is encouraged. No hongi, no kihi, no hand shaking, no hugging. You are welcome to fist pumps and elbow pumps
- Te Wānanga Takiura will initiate a flu vaccination process in the institution, so that any staff and/or student who wishes to be vaccinated can do so at the expense of Te Wānanga Takiura.



TE WĀNANGA TAKIURA'S WELLBEING POLICY

Definition For Wellbeing:

Wellbeing is defined by the Oxford English Dictionary as "the state of being: well, healthy and contented."

The Five Ways to Wellbeing are To Connect, Be Active, Keep Learning, Give, and Take Notice

Te Wānanga Takiura acknowledges that staff and students have been under increased pressure at this time of COVID 19 and you have been asked to work differently and make changes in your lives that have affected your teaching and learning. You have been asked to make huge adjustments in your personal lives that will be affecting how you work and how you relate to others and what you can and can't do.

Te Wānanga Takiura is committed to ensuring that the wellbeing of Te Wānanga Takiura students and staff is maintained and sustained,

It is normal to have feelings of stress, anger, sadness and anxiety. This is a new situation and we all are learning how to manage and cope with our changing life, post COVID19.

post COVID19.	
Personal Responsibilities To ensure that the wellbeing guidelines as described below are followed and practised by staff and students of Te Wānanga Takiura	Te Wānanga Takiura's responsibilities Te Wānanga Takiura has a role* to prevent the emergence of the coronavirus Covid-19 within its lecturing, learning and working environments.
Look after yourself – get enough sleep, eat well and stay active.	To ensure that the <i>Wellbeing</i> guidelines * as described in this policy are in place for the Health, Hygiene, Safety and Wellbeing of staff, students and the Te Wānanga Takiura whānau
Make sure your own whānau is okay.	Te Wānanga Takiura has organised a phased return to onsite learning, while maintaining distance learning options. Ahurewa 100, 200 & 300 students will return to Te Wānanga Takiura on Monday 25 th May. Rumaki Reo students who wish to return may do so while others who wish to stay in their homes may continue with online classes for at least another week. This also means that all lecturers of the Rumaki Reo programme will return to Te Wānanga Takiura to teach and lecture on site; face to face and online.





Make sure that your tamariki are coping -

Te Wānanga Takiura will provide:this is a tough time for them also a warm, safe and welcoming environment for staff and students. an environment that will help people grow in confidence, grow in identity, grow in their 'Māoriness" and knowledge of Te Ao Māori job security for staff resources (e.g. laptops for students in their distance learning) and financial assistance to staff and students on merit and if urgently required If you are feeling unwell stay at home. Te Wānanga Takiura promotes the wellbeing of all staff and students by; You have a responsibility to not spread any sickness to lecturers, fellow students and encouraging staff and students to others who are vulnerable e.g. pakeke stay at home if they are not well students and those who are pregnant. supporting and welcoming students who are anxious to return to Te If you have an emergency you can call 111, Wānanga Takiura use 111 text service if you are registered or text 1737 to talk to a counsellor. The number is free and is open all day and night. Communicate with your family at home, Te Wānanga Takiura encourages the your friends at Te Wananga Takiura, and mental wellbeing of students: lecturers, if you are having difficulties with to set a routine that will help you to your home circumstances and / or coping get through each day. with study responsibilities go to sleep and wake at the same time, eat regularly and sensibly. make time to exercise and get some fresh air. Te Wānanga Takiura encourages the Stay connected with others – in particular those in your akomanga. Ma te mahi tahi, mental wellbeing of students: ma te whakawhiti korero ka ahua mama • through communicating with people ake te kawe i ētahi o ngā taumahatanga o using social media te wā through texting or sending messages to people through making time to talk with friends and/or whānau Don't be afraid to ask a kaiako, another student or a friend to help you, be it kura



related or a home kaupapa.	
Let staff know if you are feeling anxious about your studies. You will not be alone	
Make sure you observe all the health, safety and hygiene regimes set out for overall wellbeing	
Remember to wash your hands with soap and sanitise frequently throughout the day. Follow the signs	
Sanitise or disinfect your areas of work before and after your use. This measure is to ensure the wellbeing of all those who will follow you.	



<u>Wellbeing Systems and Procedures to be Implemented in Response to Te</u> Wānanga Takiura's Policy Statement for Wellbeing

- 1. Visitors must sign in at reception office upon arrival. A contact tracing register will need to be completed on arrival and signed off at departure.
- 2. Hand sanitisers will be available at reception. Please sanitise as soon as you enter Te Wānanga Takiura.
- 3. Disinfectant spray and wipes will be available in every room for you to use on high contact surfaces
- 4. Minimal physical contact is encouraged. No hongi, no kihi, no hand shaking, no hugging. You are welcome to fist pumps and elbow pumps.
- 5. Anyone who shows cold or flu symptoms, will be asked to leave and return when you are well. See <u>note 9 in Health Policy</u> re: staff illness and adjustments of timetable and/or staff with non lecturing time.
- 6. Lecturers are also available to talk to if you are feeling anxious.
- 7. Be kind to each other
- 8. It is okay to ask for help. If you feel you are not coping, it is important to talk with a health professional. For support with anxiety, distress or mental wellbeing you can call or text 1737 to talk with a trained counsellor for free, 24 hours a day, 7 days a week
- Te Wānanga Takiura will initiate a flu vaccination process within the institution, so that any staff and/or student who wishes to be vaccinated can do so at the expense of Te Wānanga Takiura.