



# WET Traffic Light Covid-19 Management Plan

## Information for Course Managers

These instructions must be read alongside the policy statement of the Wangapeka Educational Trust (WET) Traffic Light Covid-19 Management Plan (this document can be found [here](#)). The instructions are part of the Centre's Health and Safety Policy and must be complied with, as with the rest of the Health and Safety Policy.

The Covid-19 situation, and government responses to it, change rapidly. Please consult with the WET Board if, in light of changes, any of the following no longer makes sense or appears impractical.

The aim of these instructions is to ensure that:

- you minimise the risk of anyone with Covid-19 joining a group course
- you get anyone with symptoms of Covid-19 isolated and tested as soon as possible
- if someone tests positive for Covid-19, everyone on the course leaves immediately, if they can do so safely
- anyone who has to remain self-isolating at the Centre can be looked after

### Once registrations open

The Office Caretaker should send a copy of the WET Traffic Light Covid-19 Management Plan to everyone who registers for a course, but you should make sure it is also sent to the teacher, cook, and anyone else who may at any time be part of the course. All these people are referred to below as “participants”.

Contact each participant and ask them to:

- confirm their vaccine passport to you, if that wasn't done as part of registration. You will need to download the vaccination passport app in order to do this
- prepare an isolation plan

### *Isolation plans*

An isolation plan is something prepared by each participant that sets out how they will leave the Centre and get home to self-isolate if they have to. That would happen if someone on the course tests

positive for Covid-19. In that case, everyone is likely to be treated as a close contact and will have to be tested and self-isolate for up to 10 days.

The aim with self-isolation plans is to ensure that, if there is an outbreak at the Centre, as many participants as possible can safely leave the property to arrange testing and self-isolate. This is because the Centre does not have the resources to feed and look after people who are self-isolating, particularly if they get sick. Delta spreads readily among household contacts, even among those who are vaccinated. People on a course are in a household-like situation and may already be infected, but as they will all be vaccinated the chances are that they will not get badly sick; but they might.

You may be able to help individuals with their isolation plans, such as by suggesting ride-shares or places they could stay while having to isolate if they can't get home. The caretakers, with their local knowledge, may also be able to help. You need to check that the plans are realistic and you may reject any that are not valid.

It's important to know in advance if anyone is not going to be able to safely leave the property to self-isolate, so that you can work out with them and the caretakers how self-isolation will be managed at the Centre if it becomes necessary.

If there are more than 2 or 3 people who would not be able to leave the property to self-isolate, you may want to consider imposing additional protection measures (see below), because the consequences of an outbreak at the Centre will be harder to manage.

#### *Allocating accommodation*

When allocating accommodation, make sure you have at least one suitable hut where a sick person could be isolated from the rest of participants. The best hut for this purpose would be Pema Ling, but Dumo and Skydancer are also possible. Omahu and Namgyal huts are not suitable as a place to ask a sick person to isolate as they don't have vehicle access. If you can, disperse participants over all the accommodation by using all the huts (except the isolation one) and leaving some units empty.

#### *Additional protection measures*

Consider whether you want to require additional protection measures on your course. This will depend on the numbers registering and where they come from, the type and duration of the course, and the requirements of the teacher. Additional protection measures may include things like wearing masks and social distancing while indoors. You may want these additional measures just for a period, such as 4 days (which is the usual incubation period for the Delta variant).

Tell participants about these additional measures as soon as you have decided on them, and certainly by the time you send out the first self-screening request. Any participant who can't agree to the Covid-19 Policy and the extra measures, or who cannot prepare an adequate self-isolation plan, must withdraw from the course. Any fees paid, other than the non-refundable deposit, will be refunded (though the deposit can be refunded on request in exceptional circumstances).

Remind participants that if they leave the property during the course (other than to get tested for Covid-19) they will not be allowed to return to the course. Advise them also that if they are required to wear masks, they must use pharmacy-quality ones rather than cotton ones, because the latter have been shown to give very little protection. Participants should bring their own supplies, but the Centre will also have them available.

### *Self-screening*

In the week before the course starts, send the first self-screening request to every participant. This asks them to confirm the following statements:

- 1 I do not have Covid-19 or any [symptoms of Covid-19](#).
- 2 I am not awaiting the results of a Covid-19 test.
- 3 I have not been in close contact with anyone who has Covid-19 or symptoms of Covid-19, or who is awaiting a Covid-19 test result.

At the same time, ask them to:

- confirm that they have read and understood the WET Traffic Light Covid-19 Management Plan and any additional protection measures you are proposing; and
- share their isolation plan with you so you can check it is still valid

### *Liaising with caretakers*

Before the course begins you will need to liaise with the caretakers and clarify how things will work if any caretaker is not vaccinated. During a course, an unvaccinated caretaker will not be able, for instance, to go into the kitchen, deliver supplies to the main hall, or supervise work on the land. If that person shares Bellbird with a vaccinated caretaker, only the vaccinated caretaker can have contact with group participants, and he or she must wear a mask in indoor shared spaces and practice social distancing at all times.

## **First day of the course**

Make sure you have:

- the vaccination passport verification app, in case you have to verify passports on site
- a way for people to sign to confirm the second self-screening check on arrival
- spare pharmacy-quality masks for anyone who doesn't have their own
- the Covid-19 tracing code displayed, or the means to register arrival
- a written version of any additional protection measures you are requiring

Please ensure that participants do not mingle until they have confirmed the second self-screening check. You will probably need to set up a checkpoint at the front door of the main house in order to do this.

All the requirements -for a vaccine passport, an isolation plan, and self-screening- apply to the teacher and the cook, as well as to you. As participants, these people must not leave the property or have direct contact with anyone who isn't also a participant. Do the second self-screening when the teacher

and cook arrive (get a vaccinated caretaker to do it if you haven't arrived), check that they have valid isolation plans, and make sure you record your own compliance with the requirements.

## **During the course**

Any participant who wants to take special precautions during a course must be made to feel that it is fine to do so, provided those precautions don't impinge on others' experience of the course.

Be on the lookout for anyone with Covid-19 symptoms, particularly in the first 4 – 5 days.

If someone has symptoms:

- assume it is Covid-19 and isolate the person
- tell all participants that the person is being isolated and increase protection measures. As well as requiring masks and social distancing, this may require, for instance, limiting the numbers who can be in the kitchen or bathrooms at any one time, extending meal times to avoid a crowd, and altering rosters to allow for social distancing
- contact Healthline (0800 358 5453) to seek advice about whether the person should get a Covid-19 test
- if advised to get a test, ask the person to take themselves off to get tested. If they can't do this safely, arrange for either you or the vaccinated caretaker to take them
- until you get the test result, keep the person isolated if they haven't already gone home, and maintain protection measures among the rest of participants

If the test result is negative, relax.

If the test result is positive:

- tell everyone, and ask them to implement their isolation plan as soon as possible
- keep participants isolated from each other as much as possible during the departures
- liaise with the caretakers to ensure that those who cannot leave the property to self-isolate will be tested and cared for while they self-isolate. As well as food, drink and other basic resources, they must each have a means of contacting the caretakers in case they fall sick.

If you leave the property to self-isolate (which you should if possible), ensure the caretakers are fully briefed about who is still at the Centre, where they are, what they might need, and how they can be checked.