**Decision tool for early learning and school responses to COVID-19**

| **Risk Level** | **Situation/Trigger** | **Response** |
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| **Level 1** | When a child, young person, or staff member has **no** symptoms, but has had close contact with a confirmed case (eg. Within their household)  And there is no known community transmission. | **Track and trace as a precaution**   * The Director of Education will be notified by the local Medical Officer of Health, and will talk to the Principal/ECE Service Provider and/or ECE Centre manager * Child/young person/staff member and family self-isolate * Testing of child/young person/staff member if recommended * If test is positive - Trace, track and test process to identify close contacts * Provide information and resources to the parent community and enable opportunities to ask questions. |
| **Level 2** | When a child, young person, or staff member **has** symptoms, and has had close contact with a confirmed case (eg. Within their household)  And there is no known community transmission. | **Close the school/ECE temporarily if there is a delay in test results to enable contact tracing and tracking**   * The Director of Education will be notified by the local Medical Officer of Health, and will talk to the Principal/ECE Service Provider and/or ECE Centre manager * Child/young person and family self-isolate * Child/young person tested * Track and trace, with close contacts going into self-isolation * Decision to close school/ECE is based on test results – close temporarily if there is a delay in getting test results * Maintain thorough cleaning practice in schools/ECE * Provide information and resources to the parent community and enable opportunities to ask questions. |
| When a staff member has symptoms in school/ECE  And when there is no known community transmission. | **Close the school/ECE temporarily if there is a delay in test results to enable contact tracing and tracking**   * The Director of Education will be notified by the local Medical Officer of Health, and will talk to the Principal/ECE Service Provider and/or ECE Centre manager * Staff member self-isolates * Staff member is tested * Track and trace, with close contacts going into self-isolation * Decision to close school/ECE is based on test results – close temporarily if there is a delay in getting test results * Maintain thorough cleaning practice in schools/ECE * Provide information and resources to the parent community and enable opportunities to ask questions. |
| When a child, young person or staff member tests positive and has been at school or ECE | **Close the school/centre for at least 72 hours to enable contact tracing, tracking testing and cleaning**   * The Director of Education will be notified by the local Medical Officer of Health, and will talk to the Principal/ECE Service Provider and/or ECE Centre manager * Close school / ECE immediately for at least 72 hours and up to a week. Based on number of contacts and timing of the weekend * Child, young person or staff member self-isolates * Child, young person or staff member is tested * Contact trace, track and test, with close contacts going into self-isolation * Cleaning and disinfecting according to Health specifications * Assess if other programmes can continue to operate (e.g. after school care) * Provide information and resources to the parent community and enable opportunities to ask questions. |
| When a case suspected or identified in a boarding hostel (this situation could also occur at any of the risk levels 1-5) | **Isolate boarding hostel or send students home if it can be done safely**   * All boarding hostels are required to have a pandemic plan * Keep all students in hostel until can confirm if case is positive, with physical distancing measures in place * Assess if students can be supported to self-isolate within the hostel or transported home to self-isolate. If neither option is viable for successful isolation of student, work with Ministry of Education and Public Health on alternative locations. |

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| **Level 3** | When there is a small number of unrelated local cases in the community (not in ECE/school) in one geographical area  Possible (but not confirmed) community transmission. | **Increase physical distancing and encourage those who are vulnerable to stay at home**   * Recommend anyone vulnerable to COVID 19 stays home (see Ministry of Health list). Online/remote learning options are provided * Limit assemblies, sports and events, and limit movement through buildings. Choose low contact curriculum options (possible more theory based for some subjects), consider moving to homeroom based teaching * Consider options to stagger learning opportunities (shifts, starting and finishing at different times) * Limit shared facilities (e.g. drinking fountains) and equipment (e.g. Chromebooks) or clean between use * Assess if other programmes can continue to operate (e.g. after school care) * Provide information and resources to the parent community and enable opportunities to ask questions. |
| When there are cases from multiple families in the same school.  Possible (but not confirmed) community transmission. | **14 day closure to manage spread**   * Timeframe for closure most likely to be at least 14 days as staff will need to self-isolate, possible testing, possible contact tracing. All contact tracing needs to be completed in this time. If not, reassess – may need to close for longer. * Decision to reopen after 14 days would be made if there is confidence that multiple cases are contained based on public heath advice * Cleaning and disinfecting according to Health specifications * Online/remote learning options provided. * Supervision/support for children of essential workers such as health and emergency services workers. |
| **Level 4** | When there is confirmed community transmission in contained geographical location. | **Close all schools and centres in a geographical location**   * Following advice from Public Health, close schools and centres in the location * Close initially for 14 days, continue to review every 14 days, until Public Health advises to reopen * Decision to reopen schools in a geographical location would be made when there is confidence that outbreaks/multi-clusters are contained based on public heath advice. * Remote learning options, project work, online learning for students. * Supervision/support for children of essential workers such as health and emergency services workers. |
| **Level 5** | When there is community transmission on a national level. | **Close all schools and centres nationally**   * Following advice from Director-General, all schools and ECEs are closed * Close initially for 14 days, continue to review every 14 days, until Public Health advises to reopen * Decision to reopen schools nationally would be made when there is confidence that community transmission is under control based on public heath advice * Remote learning options, project work, online learning for students. * Supervision/support for children of essential workers such as health and emergency services workers. |