



Let's keep everyone safe

Visiting your school or early learning service

Please follow these simple rules:



Tell us your plans early

- Let us know early that your child will be attending so we can plan for them.



Essential visitors only

- Please ensure your visits to the school or early learning service are essential.
- Use the sign-posted entry point.



Drop off and pick up your child at the time you are given

- Your early learning service or school may require you to drop off or pick up your child at a particular time.
- Please help with staggered arrival and pick up times, if required.



Record your visit in the register

There are two registers:

- **Visitor register** – All site visitors must be recorded in the visitor register, which will record your name, time in and out, date, phone number and physical address. This assists with contact tracing if necessary.
- **Contact tracing register** – Your school or early learning service also keeps a register that identifies which children and adults are in each teaching space.



Maintain a 2 metre distance at all times

- Keep any on-site visit short.
- Maintain a 2 metre distance from those who are not part of your household, workplace or school bubble.



Sick children must stay at home

- Please keep children at home if they are sick. A sick child will be sent home.
- If your child is at higher risk of severe illness from Covid-19, they must stay at home.



Practice good hygiene

- Wash and dry your hands, cough into your elbow, don't touch your face.
- There's hand sanitiser available around the school or early learning service. Please use this if you touch surfaces.



Covid-19 cases

- You will be advised if your school or early learning service is connected to a confirmed or probable case of Covid-19. You will be advised of any actions to be taken.
- The site must close for 72 hours to allow contact tracing and cleaning. They may be physically closed for a further 14 days.

COVID-19
INFORMATION

Find out more at [education.govt.nz](https://www.education.govt.nz)

Unite
against
COVID-19


MINISTRY OF EDUCATION
TE TĀHUHU O TE MĀTAURANGA