

<b>Policy title</b>	Pandemic Plan
<b>Policy area</b>	Health & Safety / ERT / Operational Management Team / Compliance
<b>Policy available for Students – YES/NO</b>	Yes
<b>Policy detail</b>	<p><b>Definition</b></p> <p>A pandemic is an epidemic of infectious disease that spreads through human populations across a large region, for example multiple continents or even worldwide. Pandemics, by their nature, are unpredictable. While we know there will be another pandemic, we don't know when. We also won't know how severe it will be, or who will be most affected, until it happens.</p> <p><b>Overseeing agencies</b></p> <p>The <u>Ministry of Health</u> leads the government's response to a pandemic. They work with the health sector and other government agencies to ensure New Zealand is as prepared as possible for a potential pandemic.</p> <p>The <u>Ministry of Education</u> follows the lead of the Ministry of Health and guides early learning services, schools and tertiary organisations more specifically in terms of appropriate planning and responses.</p> <p>It is The Learning Connexion's responsibility to plan for and respond to a pandemic based on the direction set out by the Ministries of Health and Education.</p> <p><b>Goals</b></p> <ul style="list-style-type: none"> <li>• To ensure that The Learning Connexion is prepared as well as it can be for a pandemic emergency</li> <li>• To ensure that staff, students and stakeholders are well informed about the pandemic emergency, that they understand how the school is responding to it, and that they understand what is required of them</li> <li>• To protect the health and wellbeing of our staff, students and stakeholders</li> </ul> <p><b>Action steps</b></p> <ol style="list-style-type: none"> <li>1. The <u>Emergency Response Team (ERT)</u> meets to draw up the school's action plan and submits it to the Operational Management team for approval.</li> <li>2. The <u>ERT</u> delegates tasks to appropriate individuals/teams as needed to ensure the plan is implemented in a timely manner.</li> </ol>

3. The ERT works on a communication strategy to provide information and instructions to staff, students and stakeholders in a timely manner, using as many modes of communication as necessary (including TLC website, email, Facebook shared space, Facebook staff page). They should also ensure that any international students are provided with relevant information (see below).
4. The Health & Safety team, in response to the action plan, meets to draw up specific health and safety guidelines and submits them to the Operational Management team for approval.
5. The Academic Board, in response to the action plan, meets to draw up an appropriate delivery plan to ensure continuity of programme delivery to all enrolled students and submits it to the Operational Management team for approval. The Compliance Team should be consulted to ensure that the delivery plan aligns to government requirements.
6. The Academic Board communicates the delivery plan to staff, students and stakeholders.
7. Culture & Employment (C&E), in response to the action plan, meets to devise an appropriate work plan for staff and submits it to the Operational Management team for approval.
8. Culture & Employment communicates the work plan to staff and works with staff as a whole and individually to resolve any questions or concerns.
9. Culture & Employment ensures that staff and students have access to wellbeing resources.
10. As the pandemic progresses and then lessens, new updates and guidelines will be provided by the Ministries of Health and Education. It is the responsibility of the ERT to check for these updates.
11. In response to each phase, the ERT meets and revises/creates a new action plan and submits it to the Operational Management team for approval. The Health & Safety team, Academic Board and C&E are informed as to the changes and are tasked to follow up in their respective areas as required. All changes are communicated as soon as possible to staff, students and stakeholders.

### Key contacts

- **Ministry of Health:** <https://www.health.govt.nz/>
- **Ministry of Education:** <http://www.education.govt.nz/>
- **Emergency Response Team:** [ert@tlc.ac.nz](mailto:ert@tlc.ac.nz)
- **Operational Management team:** [management@tlc.ac.nz](mailto:management@tlc.ac.nz)

- Health & Safety Team: [health&safety@tlc.ac.nz](mailto:health&safety@tlc.ac.nz)
- Academic Board: [academic@tlc.ac.nz](mailto:academic@tlc.ac.nz)
- Compliance Team: [compliance@tlc.ac.nz](mailto:compliance@tlc.ac.nz)
- Culture & Employment: [cultureandemployment@tlc.ac.nz](mailto:cultureandemployment@tlc.ac.nz)

### Regarding international students

In addition to ensuring our domestic students are well informed, safe and properly cared for, we have an important responsibility to our international students - as per The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021. Specifically, this includes [ensuring that international students have the appropriate insurance](#) in place. It is also important that our pandemic plan is up to date and all relevant information provided to international students when required.

### Regarding Covid-19 pandemic

In early 2020, the World Health Organisation (WHO) declared a world-wide Covid-19 pandemic. The New Zealand government responded with a series of enforced lock-downs and vaccination requirements. In response, TLC created a Covid-19 vaccination policy which outlined its mandate regarding vaccinations for visitors to the TLC campus. However, in line with the government's relaxing of the vaccination mandate, this policy was retired in mid-2022. Our Covid-19 Health Measures Policy (*see link below*) remains in place and establishes TLC's position on ongoing safety procedures in relation to Covid-19.

Related Policies	<a href="#">Covid-19 Health Measures Policy</a>
	<div>TLC staff options during emergencies_CURRENT.docx</div> <div>Emergency Response Policy_CURRENT</div>
Date Created	May 2020
Review Dates	Nov 2021, Feb 2023, Aug 2023, May 2024
Next review date	May 2025 (or as needed)
Links	