



Prevention and Protection from COVID 19 Policy

Covid-19 is officially classed as a pandemic and is affecting lives and work around the globe. Below is Boost Your Learnings policy on all matters related to COVID-19.

NB: This policy may be updated as new information and advice is made available from local health and government bodies.

This policy applies to all contractors and students of Boost Your Learning:

1.0 General Hygiene

All contractors of Boost Your Learning should practice good hygiene by:

- Regularly washing hands with soap and water
- Coughing or sneezing into a tissue or upper sleeve, not in hands
- Avoid touching eyes, nose and mouth with unwashed hands
- Avoid contact with anyone with a respiratory illness.
- Mask wearing in close contact situations or if requested to do so by a parent/students.
- Maintain physical distance of at least 1.5 metres where possible.

We will:

- Routinely clean all work surfaces between students
- Provide hand gel and cleaning products
- Have a QR code and manual registration to allow contacts to sign-in at premises
- Ensure students aged 12 and above wear masks in close contact situations, unless exempted.

2.0 Illness

- Contractors and Students who are sick (especially with cold or flu like symptoms) should remain home and if well enough schedule lessons online.
- If a contractor becomes unwell at work, he/she will be sent home to complete duties virtually (if well enough)
- Contractors are encouraged to maintain good general health and if unwell can seek [‘Short Term Absence Payment’](#).

- If a Contractor is diagnosed with COVID-19 they must continue to isolate and refrain from entering the office until they have been deemed medically fit to return to work. A contractor may continue to work online if they feel well enough to do so.
- If a Contractor has been instructed to isolate due to Ministry of Health guidelines, they should not report to the office. They should offer a student an online lesson within 7 days to maintain learning continuity.
- If a contractor is based within the office when they are instructed to isolate, they must move all remaining students to an online lesson to minimise the spread of COVID-19.
- If a student has been instructed to isolate due to Ministry of Health guidelines, they should not report to the office. They will be offered an online lesson within 7 days. A student must present a medical certificate if too unwell to attend the lesson.
- All lessons must be made up within a seven day period. An assessment can be rescheduled.

3.0 Vaccinations

- Boost Your Learning will require mandatory vaccination evidence by way of the Vaccine Passport for contractors working in office or in local schools.
- Boost Your Learning will not require students of any age to be vaccinated to attend lessons in our office.
- Boost Your Learning does not require evidence of mandatory vaccination for working as an online tutor or working with a family one on one, by request and mutual agreement of the client.

4.0 Work from Home

- If an outbreak becomes severe enough, resulting in a localised or national lockdown, Boost your Learning will enact 'Work from Home Measures'. Boost Your Learning will refer to government guidelines and local health instructions around returning to work safely.
- If a contractor has been instructed to isolate, lessons will be delivered via Zoom from home.
- If a contractor would prefer to work from home due to concerns around COVID-19 they may do so at the discretion of the centre manager if their existing clients are also amenable.

5.0 Students diagnosed with COVID-19

- If a student is isolating due to events relating to COVID-19. They will be offered an online lesson, as per the Terms and Conditions policy.
- If a student tests positive for COVID-19 and is not medically fit enough for a lesson a refund will be issued, provided a medical certificate is presented to the centre manager (manager@boostyourlearning.co.nz)
- The terms and conditions around cancellations and refunds supersedes any agreement in this document.