

**COVID-19 Pandemic Preparedness Plan**

**Organisation:** Rākau Tautoko

**Community Project:** Papakura Food Scraps Project

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**Key Point of Contact:** Candace Weir and Jo Flavell

*This plan was created by Rākau Tautoko Managing Director - Tara Moala, in consultation with the Community Development Practitioners working on the project. If you have any questions, please don't hesitate in contacting Tara - 022 589 6604, [tara@rakautautoko.com](mailto:tara@rakautautoko.com).*

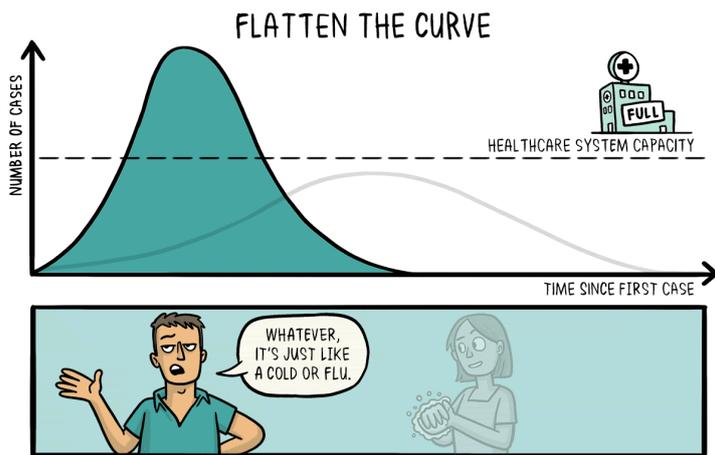
**What is COVID-19**

**Symptoms and disease**

The symptoms for COVID-19 include coughing, shortness of breath, and/or fever, but could also just be tiredness, feeling achy, sore throat. It looks like many people with COVID-19 experience a relatively mild infection, ranging from cold and flu-like symptoms to feeling like they have the actual flu. Mild to moderate infections are taking about two weeks to recover from. About 20% of people have been experiencing a much more serious infection requiring hospitalisation for several weeks. From the data so far the case fatality rate rises as you get older, and is higher in those with underlying health conditions.

**Droplet spread**

While there is much still not known about SARS-CoV-2, we can all assume we are susceptible to the virus. The data on cases so far indicates it is spread via droplets and most people who contract the virus have been within households suggesting the need for repeated close contact.



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\*ADAPTED FROM THOMAS SPLETTSTÖGER (@SPLETTE) AND THE CDC\*

**Flattening the curve**

Over the coming weeks and months we need to prepare for when widespread person-to-person spread of COVID-19 is happening. The quicker people contract COVID-19, and the more people contract COVID-19, the more likely it will be that our healthcare and other systems will become overwhelmed. That's why it's important we all do what we can to [#FlattenTheCurve](#).

COVID-19 is fast spreading throughout the entire world, we know that we can't stop the spread, but we can slow it down, giving our health system an opportunity to prepare and manage cases if they remain below our healthcare system capacity. **Rākau Tautoko has made the commitment that we will endeavour to follow best practice advice internationally and nationally to help slow the spread and #FlattenTheCurve.** To do this, we are creating Pandemic Preparedness Plans for each of our projects.

## The impact of preparing for COVID-19 on this project

The Papakura Food Scraps Project current plan is reliant on a lot of personal and physical interactions within the community of Papakura. Rākau Tautoko is proposing an alternative plan that will shift the way that the codesign will be delivered. We have made this decision, for several reasons:

- We are aware that as Community Development Practitioners that live and work in many communities, we could become the carriers of the virus and unknowingly pass the virus between communities and on to participants ourselves.
- The impact of systemic racism and bias is much greater when people are from low socio-economic communities like Papakura. And therefore the consequences of COVID-19 entering into Papakura is greater than in other communities.
- Rākau Tautoko has made a commitment to uphold best practice when supporting our communities, and going above and beyond to ensure that this is achieved. Despite Ministry of Health current recommendations, Rākau Tautoko has made the decision to join other lead organisations like Tāmaki Regeneration Company. Point Research and some sporting organisations, to halt or alter interactions in an attempt to slow the spread.

## Proposed Alternative Plan

Alternatively, we have created a proposed plan that will enable us to still connect with the community and within the timeframe that we have, primarily through technology, as a way to continue our valuable work with Papakura and The Auckland Council Waste Solutions Team. There are also some opportunities with this new approach that may also contribute to the success of the project overall. One key being, that with this proactive plan, even if the virus does hit Auckland, we are still able to continue without any additional alterations.

Current Planned Activities	Expert Recommendations	Suggested Plan
Flyer Drop's are due to go out to the community on the 18th March 2020.	With the right health and safety protocols, the flyer drops can continue. No direct contact with any community members and vigilance in cleaning hands before and after the drops.	Continue as planned with the poster altered to share an alternative way of engaging.
Practitioners active in community spaces and centres to do face to face engagement and recruitment - i.e. at the community gathering spaces	Avoid additional contact when possible. Reduce movement between communities and close contact of more than 15 minutes.	Drop this activity.  Replace it with a higher social media presence, recruiting through local Papakura groups and following up any interest with phone calls, and social media connections including creating a facebook group for

(local dairy's)		<p>interaction between community members.</p> <p><i>Opportunity</i>  <i>The creation of an ongoing communication line that will support next steps for Papakura.</i></p>
Preparation of the first workshop, including workshop plan and development of the slides.	N/A to impact of COVID-19	Continue as planned, altering how the workshop will be run, reducing the slides to a more user friendly version for an online workshop via Zoom / or Google Meet. Create the slides to be independant so that they can be used as an online resource we can share individually through the other social media and online interactions.
Meeting one-on-one's with any interested participants for the first workshop.	Avoid additional contact when possible. Reduce movement between communities and close contact of more than 15 minutes.	<p>Drop this activity.</p> <p>Replace it with one-on-one phone calls, and social media connections through messenger or in the new facebook group.</p>
Running of the first workshop physically in the community at a local community venue and with community partners, with vouchers for all participants and kai to share.	<p>Avoid additional contact when possible. Reduce movement between communities and close contact of more than 15 minutes.</p> <p>If people are sick - or someone from their home is, we have to tell them to stay away, and they miss out.</p> <p><i>Opportunity</i>  <i>If people are sick, out of town, or couldn't make the original date or time, they are now able to meet and connect, to share their thoughts and ideas.</i></p>	<p>Alter this activity.</p> <p>Alternatively, check in with participants that are already registered and new participants about their interest in running the workshop online.</p> <p>Online workshops need to be shorter, so the workshop will need to be split to two x 1-1½ hr workshops.</p> <p>To be enable participants for this, they will be given:</p> <ul style="list-style-type: none"> <li>• \$20 top up before the day for their phone/ device.</li> <li>• \$40 koha for their time over the two workshops.</li> <li>• A voucher to a local cafe for \$10 to treat themselves at some point (in replacement of the kai on the day)</li> <li>• A \$20 gift from Sustainable Papakura to help connect the participants to the organisation. Sustainable Papakura will also still be invited into the workshop.</li> </ul>

		<ul style="list-style-type: none"> <li>An opportunity to plan how the next workshop will be run, and knowledge around how to keep themselves safe through the pandemic.</li> </ul> <p>Alternatively, participants will be able to choose if they want to participate in an:</p> <ul style="list-style-type: none"> <li>Online Workshop,</li> <li>Individual Phone Call, or</li> <li>Group Messenger chat/ video</li> </ul> <p>In addition, all will be invited to join the new facebook group.</p>
Prototype ideas and next steps.	Avoid additional contact when possible. Reduce movement between communities and close contact of more than 15 minutes.	<p>Create solutions with the participants that will empower them to feedback how they are progressing with their ideas.</p> <p>One thought that we did have was for the participants to track their journey's through photos and videos that can be uploaded into a shared space like the Facebook group or another online gathering space.</p>

## Health and Safety Protocols throughout the whole project.

### Those with COVID-19 Symptoms

- 1. If you develop symptoms of a cold or flu, even if they are very mild, please stay at home.**
- If a member of your household becomes ill, see and follow point 1 above.
- If you do feel unwell and want to see a doctor, call ahead or **call Healthline on 0800 358 5453**. Do not just rock up at your GP's surgery or the hospital. We cannot afford for healthcare workers to be in isolation because they have been unnecessarily exposed to COVID-19.

### Self-Isolation

- 4. Make sure you and your household are prepared for a period of self-isolation or quarantine** lasting 2 weeks, or perhaps longer. You will need a pantry/freezer full of yummy foods. Don't forget about your pets. And definitely don't forget things like sanitary products and contraception. I've written a more comprehensive list [here](#). The important thing is not to hoard. Stock up gradually and responsibly. If you take any medicine, talk to your doctor about extending prescriptions or any other special needs you might have.
- 5. If you do end up in isolation, whether because of illness or concern, make sure to maintain social contact** with your family and friends, via phone, email, or whatever works best for you. Don't let physical isolation and loneliness make you feel miserable. We are all stronger together, even if we might have to be physically apart.

6. **Get a flu buddy**, especially if you live by yourself, and make back up plans for care of children, pets, and anyone who may need special care. In the event of local transmission call each other daily. If anyone is sick, call them twice daily and have an agreed-upon contactless plan for delivering food and medicine as well as for back up care of dependents.

### Slow Down, Create Space, Stop

7. Let's all start practicing **more restrained physical interactions**, and set good examples not only among ourselves but also for our colleagues and friends. That means no handshakes, hugs, and hongi for the time being. Instead, we could do an elbow or foot bump. Check out [this great video](#).

8. **Be prepared to stop work at short notice**. Make sure that if you were suddenly out of action, or your workplace shut down indefinitely, you have everything to work remotely if that is possible. Even better be actively discussing in your workplace if people can start working remotely.

9. **Be prepared to cancel your attendance at social events or avoid crowded public venues/places**. Even if an event organiser decides to push ahead, you don't have to go if you feel it is risky for you personally. If you have any symptoms, see 1.

10. Think about possible ways people could contract COVID-19 at your workplace and what precautions you could put in place. For example, cosmetic company Sephora [have announced](#) they won't be offering custom makeovers in store. This is because of the potential risk of transferring the virus from person-to-person via their makeup or brushes and sponges.

### Hygiene

11. **Practice good cough and sneeze etiquette**. Cover your mouth with your forearm or the inside of your elbow when you cough or sneeze unexpectedly. (If you know you're sick, then you should have disposable tissues handy. Use those to cover your nose and mouth completely, and dispose of a tissue after one use.) If you find yourself coughing or sneezing repeatedly, see point 1 above.

12. **Regularly and thoroughly wash your hands** after you've touched shared surfaces, especially before eating, and **avoid touching your face**. This coronavirus will likely be able to survive for hours to days as tiny droplets on surfaces, which we may inadvertently touch. Then, when we touch our mouth, nose, or eyes, we can infect ourselves. So, wash hands for 20-30 seconds (the internet is full of good ideas for songs you can sing to pass the time) and make sure to dry them thoroughly. Here's some advice on [how to get rid of coronaviruses from surfaces](#).

13. **Try not to touch public surfaces with your fingers; get creative!** Where possible, use knuckles rather than finger tips (e.g., for lift buttons, light switches, etc.). Open doors with your hips rather than your hands. You may use your elbows to open door handles, if it's an option. Use a sleeve to open a doorknob if needed.

### Keep thinking

14. **Mind how you talk about COVID-19**. Read [this very important resource](#) on how to avoid stigmatising people with the disease. And don't repeat any of the terrible myths and misconceptions doing the rounds.

15. **Make sure you are getting your news from trustworthy, reliable sources**. If following the news is making you anxious, **take a break from it**. There is lots of good info on the Ministry of Health's [website](#).

16. Think about how you could lower your risk of contracting COVID-19 while still supporting the economy. One way to do this would be to travel off peak; staggering by even 15 minutes can reduce crowding. Everything from restaurants to art museums to public transport will be less risky off peak. Live performers are going to be hard hit economically.

Consider supporting their work on Patreon, directly via PayPal, by promoting them on social media, and buying their work directly.

The communities that survive disasters the best are those that work together to share their resources and make sure no one is left out in the cold. In other words, don't hoard and hide! Instead, be kind. Let's be the best people we can be and support each other through this.