

At every Alert Level, the following principles apply:

- Unitec's Incident Management Team, Academic Recovery Committee and Executive Leadership Team will continue to manage the planning and implementation of requirements through the Alert Levels and be guided by lead agencies [Ministry of Health](#), [Ministry of Education](#) and [Ministry of Business, Innovation and Employment](#) as well as Unitec's active ongoing commitment to Te Noho Kotahitanga.
- If the Alert Level is **lowered or raised**, Schools and Support Teams must be in a position to transition within 48 hours.

	Overarching principles for TEOs ¹	What this means for Unitec:				
		Teaching and learning	Conducting research	Accommodation and Support Services	Campus operations and management	Physical distancing & hygiene measures onsite
Level 4 - Eliminate Moving out of L4 Monday 27 April 11:59pm Likely that disease is not contained	Principles for Level 4 <ul style="list-style-type: none"> Unitec is closed with the exception of student accommodation, and those deemed 'essential services.' Gatherings of people at Unitec are not allowed. Student accommodation facilities remain open to enable students to self-isolate, where necessary. Unitec continues to deliver education remotely where possible. Work integrated learning is subject to employers' decisions 	<ul style="list-style-type: none"> All classes, labs, workshops, tutorials, and meetings are not allowed, and will be run remotely where possible. Workplace-based learning is managed within the policies and practices being applied within each workplace. Examinations are not be conducted on site or face-to-face, but should be conducted online or through other means wherever possible. 	<ul style="list-style-type: none"> All face-to-face and lab-based research activities are stopped (with the exception of activities supporting the response to COVID-19). Research meetings, workshops, conferences, etc. continue online. Caring for animals used in research is allowed, but one person dedicated to this. Caring for biological materials, and other specimens used in research is not allowed. Maintaining or operating equipment and major infrastructure associated with research is not allowed. The above rules do not apply to any activities being conducted at the direction of the Ministry of Health required to manage COVID-19. 	<ul style="list-style-type: none"> Student accommodation, such as Crockers and Unistay, remain open and in a position to provide appropriate support to allow students to self-isolate, as required. Where a student accommodation remains open, strict physical distancing and 'bubbles' should be maintained at all times (e.g. contact only with people staying in the same room; common social and recreation areas to be closed; split shift access to common areas.) Student counselling & health services continue online or over the phone. In extreme circumstances, councillors are allowed to provide face to face counselling for high risk students and or at critical incidents. Student and Academic Services continue online or over the phone. 	<ul style="list-style-type: none"> Operations staff involved in the maintenance of IT infrastructure, Facilities Management/Infrastructure Operations, and Security may go onsite, but only if there is no way to complete the task remotely. CE and Incident Controller (or delegate) approval required. Support Teams (e.g. Office of the CE, Finance, HR, etc.) are not allowed on site, and continue their activities remotely. Libraries, computer labs, gymnasiums, recreation areas, and student commons-places are closed. On-campus food retail venues are closed. Early Childhood Centre is closed. Building occupiers unable to come onto campus. 	<ul style="list-style-type: none"> Final clean conducted before lockdown. Cleaning to continue for essential services only. i.e. Te Puna Waiora Vulnerable/high risk workers should not be asked to carry out any on-site essential work. Maintain physical distancing and good hygiene practices when coming on to campus for essential work. These include: <ul style="list-style-type: none"> Minimum number of people are used for essential tasks. Stay at home if you are sick. Report flu-like symptoms. Wipe surfaces that you have come into contact with as you enter and leave. Wash and dry hands immediately after touching surfaces.

¹ This document has been adapted into the context of Unitec from guidelines initially developed for Tertiary Education Organisations

	Overarching principles for TEOs ³	What this means for Unitec:				
		Teaching and learning	Conducting research	Accommodation and Support Services	Campus operations and management	Physical distancing & hygiene measures onsite
Level 3 – Restrict From Tuesday 28 April Heightened risk that disease is not contained	Principles for Level 3 <ul style="list-style-type: none"> People are required to work from home unless that is not possible. Most tertiary education will be through distance learning. If staff require access to work on site (e.g. for routine grounds maintenance, infrastructure work), this can be approved by Executive, or Incident Controller (or delegate) if the work can be done safely. Individuals to keep their own record of who they are working and studying with for contact tracing purposes. Physical distancing requirements must be met in all situations. (1m in the workplace) Unitec locations are closed if they are affected by an ongoing case or imposed by regional decisions. Early Childhood Centre to open with appropriate public health measures in place. Face to face teaching principles; <ul style="list-style-type: none"> Where it is not possible to deliver teaching online, practical hands-on learning may commence Any teaching activity that commences must be small stable groups (up to 10 people who do not change, including teacher). Large classes or gatherings (11 or more people) are not allowed. Attendance records including location, date and time kept for each class and examinations through SEAtS (or similar). Work integrated learning is subject to employers' decisions. Early Learning Services to open for children up to and including Year 10, with appropriate public health measures in place. Self-isolation and quarantine required if contact with confirmed COVID-19 case 	<ul style="list-style-type: none"> All teaching and other activities are done remotely wherever possible. Executive or IMT approval required for any staff returning to campus. Small classes allowed (up to 10 people who do not change, including the staff members) labs, workshops, tutorials, practical training and meetings can commence but <u>should</u> be run remotely wherever possible and follow the remote face to face principles. Large classes/lectures (more than 10 people) are not allowed, and people who have been working as essential workers cannot be part of a study bubble. Workplace-based learning should be managed within the policies and practices being applied within each workplace. Course booklets can be arranged and material posted/delivered to students who are remote learning. 	<ul style="list-style-type: none"> All face-to-face research activities must cease. These should be conducted remotely, where possible. Research activity based in laboratories may continue but must be strictly managed to ensure physical distancing requirements Caring for animals and other biological materials used in research is allowed, but number of different people involved should be minimised. Maintaining or operating equipment and major infrastructure associated with research is allowed, but number of different people involved should be minimised. The above rules do not apply to any activities being conducted at the direction of the Ministry of Health required to manage COVID-19. 	<ul style="list-style-type: none"> Student accommodation, such as Crockers and Unistay, remain open and in a position to provide appropriate support to allow students to self-isolate, as required. Students staying in accommodation are able to leave the accommodation under the same restrictions as apply to those living at home/in rentals. Physical distancing and 'bubbles' are maintained at all times (e.g. contact only with people staying in the same house; common social and recreation areas to be closed; split shift access to common areas. Health Centre uses virtual, non-contact consultations where possible. Student and Academic Services continue remotely. 	<ul style="list-style-type: none"> Support Team staff involved in the maintenance of IT infrastructure, Facilities Management/Infrastructure Operations, Security, Payroll, Health & Safety, and Finance may work onsite if they are unable to complete the task remotely. Executive or IMT approval required. All other staff can come on to campus to collect approved items required to work from home following approval from Executive and coordination with IMT. Some bathrooms will be out of use while there are fewer people on campus. Large staffrooms will be closed. Some small office kitchens can be used. Libraries will only be open for delivery and contactless pre-ordered arrangements as approved by the Executive or IMT – staff and students cannot enter. Remote working and meeting options must stay in place for all staff to cater for people not able to come onsite Staff travel remains cancelled, unless it is immediately essential to delivery or monitoring of teaching and learning or for effective management and governance functions. This needs to be approved by the Executive or IMT. Receptions, gymnasiums, recreation areas, IT helpdesks, student commons and computer hubs will be closed. On-campus food retail venues will be closed. Building occupiers (tenants) may go onsite, but only if there is no way to complete the task remotely. Early Childhood Centre is open. Public transport is still available with physical distancing measures in place. 	<ul style="list-style-type: none"> Physical distancing requirements must be maintained at all times (1m). Maintain good hygiene practices and stay at home if you are sick. Report flu-like symptoms. People at high risk will not be asked to work on campus No physical contact with fellow staff and students One person in a Unitec fleet vehicle at a time Registers kept in staff meeting rooms. Voluntary use of cloth masks to be provided by staff and students. Rooms and offices set up to enable 1m distance between people. Deep cleaning and additional sanitising regimes implemented across any Unitec location being used. This includes; <ul style="list-style-type: none"> Rotational day cleaning Focus areas of cleaning include; door handles, lift buttons and controls, taps, and other commonly used fixtures All computer lab and library keyboards sanitised prior to re-entry. Hand washing and sanitiser as hygiene measure following initial clean. Hand sanitizer bottles available at receptions and computer labs Infrastructure Operations will undertake quality assurance of cleaning services, including inspections, reviewing frequency and checking documentation.

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	Overarching principles for TEOs ⁵	What this means for Unitec:				
		Teaching and learning	Conducting research	Accommodation and Support Services	Campus operations and management	Physical distancing & hygiene measures onsite
Level 2 - Reduce Disease is contained, but risks of community transmission growing	Principles for level 2 <ul style="list-style-type: none"> Unitec is open, with arrangements made for people at high risk/vulnerable Physical distancing requirement is 1m Remote teaching and working options must stay in place for most programmes and staff Public venues can open but must comply with conditions on gatherings and undertake public health measures. Gatherings of 100 indoor and 500 outdoors allowed while maintaining physical distancing and contact tracing requirements. People at high risk should not carry out any on-site work or learning. Maintain good hygiene practices and stay at home if you are sick. Report flu-like symptoms. Self-isolation and quarantine required if contact with confirmed COVID-19 case 	<ul style="list-style-type: none"> Classes, lectures, labs, workshops, tutorials, and meetings are allowed, but must be strictly managed to ensure physical distancing requirements and attendance records are met Workplace-based learning should be managed within the policies and practices being applied within each workplace. Vocational practical training on campus – should follow allowed industry operating status to be managed within the policies and practices of the workplace provided physical distancing requirements can be met. Examinations may be carried out on site if physical distancing requirements are met. 	<p>The following activities are allowed, but must be strictly managed to ensure physical distancing requirements are met:</p> <ul style="list-style-type: none"> Face-to-face research activities are allowed. Research activity based in laboratories (including caring for animals and other biological material) is allowed Maintaining or operating equipment and major infrastructure associated with research is allowed. 	<ul style="list-style-type: none"> Student accommodation, such as Crockers and Unistay, should remain open for all students, but must be strictly managed to ensure physical distancing requirements are met. Health services operate as normally as possible. Te Puna Waiora is open. Allowed face to face consultations, provided physical distancing requirements can be met. Student and Academic Services continue remotely. Allowed face to face consultations, provided physical distancing requirements can be met. Sport and recreation activities are allowed if conditions on gatherings are met. 	<ul style="list-style-type: none"> Staff and building occupiers are allowed on site. People advised to avoid non-essential inter-regional travel. For this reason Staff travel is cancelled, unless it is immediately essential to delivery of teaching and learning or for effective management and governance functions. This needs to be approved by IMT. Receptions, libraries, computer labs, gymnasiums, recreation areas, and student commons, and on-campus food retail venues can open, but must be managed to ensure physical distancing requirements at Level 2 are met. Early Childhood Centre is open in accordance with MoH and MoE guidance. 	Alert level 3 measures plus; <ul style="list-style-type: none"> Distancing tape and signage at all receptions Eftpos terminals move to PayWave and/or regular wiped down. Large lecture theatres open so long as physical distancing can be achieved. Large events by approval from IMT only (gatherings of 100 indoor and 500 outdoor) More than one person allowed in Unitec fleet vehicle at a time so long as 1m physical distancing is enabled.
Level 1- Prepare This is when the disease is contained, but there are still risks	Principles for level 1 <ul style="list-style-type: none"> Unitec is open and operating safely. Self-isolation and quarantine required if contact with confirmed COVID-19 case Physical distancing encouraged. No restrictions on gatherings. Stay home if you're sick, report flu-like symptoms. Wash and dry hands, cough into elbow, don't touch your face. No restrictions on domestic transport – avoid public transport or travel if sick. 	<ul style="list-style-type: none"> Teaching and learning continues and is in line with Alert Level 1 principles 	<ul style="list-style-type: none"> Research continues and is in line with Alert level 1 principles. 	<ul style="list-style-type: none"> Student accommodation, such as Crockers and Unistay, should remain open for all students, but must be strictly managed to ensure physical distancing requirements are met. The Health Centre is open. Allowed face to face consultations, provided physical distancing requirements can be met. Student and Academic Services continue online, over the phone. Allowed face to face consultations, provided physical distancing requirements can be met. 	<ul style="list-style-type: none"> International staff travel by authorisation only – will depend on visiting country status with Guidance from Ministry of Foreign Affairs. Domestic travel is allowed. 	<ul style="list-style-type: none"> Physical distancing encouraged. No restrictions on gatherings. Stay home if you're sick, report flu-like symptoms. Wash and dry hands, cough into elbow, don't touch your face.

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