



COVID-19: Alert Level 2 Requirements at Unitec

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.

Level 2 REDUCE	Overarching Principles for TEOs ¹	WHAT THIS MEANS FOR UNITEC FROM 13 th May 2020 – 2 nd June 2020				
		Teaching and Learning	Conducting Research	Accommodation and Support Services	Campus Operations and Management	Physical distancing & hygiene measures onsite
Disease is contained, but risks of community transmission growing	Principles for TEOs under Alert Level 2 <ul style="list-style-type: none"> All on-site activities at tertiary education facilities can resume, such as classes, lectures, labs, workshops, tutorials, and meetings, provided the necessary public health control measures for TEOs are in place. Unitec is taking a conservative approach with limited activity on site to be reviewed on 2nd June. Remote learning and teaching arrangements should remain in place to allow the TEO to manage capacity and for 'at risk' students and staff. Contact tracing information should be collected that identifies which students and staff (and any other visitors) have been in each 'controlled learning space' and 'other controlled environments' and at what time. A 'controlled learning space' may be a lecture theatre, a lab, a classroom etc. 'Other controlled environments' include residential accommodation. 	<ul style="list-style-type: none"> Learning spaces including, labs, workshops, tutorials, and meetings are allowed, but should be strictly managed to ensure public health control measures are in place, such as contact tracing. Unitec will limit capacity in learning spaces to enable physical distancing of one metre where possible. Workplace-based learning can resume for most businesses, and should be managed within the public health control measures that apply to that workplace. Pastoral care for workplace-based learning may be delivered face-to-face, and should be managed within the public health control measures that apply to that workplace. At Unitec, a nine-step process has been implemented and must be followed. Links to forms below: <ul style="list-style-type: none"> Site Access Request (staff and learners) Site Access Request (staff) Course Deferrals & Extensions Request 	<ul style="list-style-type: none"> All research and related activities are allowed, provided public health control measures are in place. This includes: <ul style="list-style-type: none"> Face-to-face research activities, including public events, personal interviews, and experiments involving human subjects, Research activity based in laboratories (including caring for animals and other biological material), Maintaining or operating equipment and major infrastructure associated with research is allowed. At Unitec, a nine-step process has been implemented and must be followed. Links to forms below: <ul style="list-style-type: none"> Site Access Request (staff and learners) Site Access Request (staff) Course Deferrals & Extensions Request 	<ul style="list-style-type: none"> Student accommodation, such as Crockers and Unistay, should remain open for all students, but should operate in line with public health control measures for TEOs. Contact tracing all residents, staff, and visitors who go onsite at a residential accommodation facility is critical. Maintaining 'bubbles' is no longer required, including within student accommodation, and shared kitchens and communal areas are allowed to open. Social events with external visitors are not allowed, though small social events with other residents are ok. A small number of family or close friends may visit, but TEOs must manage this to ensure these visits do not turn into a social event. Students may travel domestically to return to their student accommodation (whether that's a private flat or a tertiary accommodation such as a Halls of Residence), and should follow Ministry of Transport guidelines. No documentation (e.g. proof of residence) is required for domestic travel under Alert Level 2. Student counselling & health services are allowed to operate face-to-face, provided public health control measures related to that type of business are met. Student and Academic Services continue remotely. Limited face to face consultations, provided the public health controls measures are met and advance approval has been provided by the Incident Management Team and Academic Recovery Committee. 	<ul style="list-style-type: none"> Operations and management staff are allowed on site on a limited basis to conduct essential tasks that cannot be completed remotely, or where approval is given for staff wellbeing and connection, in line with public health control measures. Facilities on our campuses such as Te Noho Kotahitanga Marae, gyms, libraries, lecture theatres, retail shops, cafes, and other food outlets will be closed until the 2nd of June and reviewed at that stage. A click and collect service for Te Puna, Waitakere Library, and the Mt Albert Copy Centre is available from the 18th of May. Unitec Sports Centre will remain closed and will be reviewed on the 2nd of June. Staff may travel domestically, provided they 'travel safely' and adhere to Ministry of Transport guidelines for travel. 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. Unitec Early Learning Centre is open in accordance with MoH and MoE guidance. At Unitec, a nine-step process has been implemented and must be followed. Links to forms below: <ul style="list-style-type: none"> Site Access Request (staff and learners) Site Access Request (staff) Course Deferrals & Extensions Request 	<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 More than one person allowed in Unitec fleet vehicle at a time so long as 1m physical distancing is enabled. Some staff and students may wish to wear masks and are welcome to do this but will need to provide their own. Eftpos terminals move to PayWave and/or regular wiped down. Deep cleaning and additional sanitising regimes have been implemented across any Unitec location being used and pre-occupancy cleans have also been completed. The additional measures include; <ul style="list-style-type: none"> Rotational day cleaning, as well as regular night cleaning Focus areas of cleaning include; door handles, lift buttons and controls, taps, and other commonly used fixtures Hand sanitiser bottles available at receptions and computer labs Infrastructure Operations will undertake quality assurance of cleaning services, including inspections, reviewing frequency and checking documentation

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

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