



Unite
against
COVID-19

COVID-19 Health and Safety Induction

For Unitec Staff and Learners



Contents



Contents of this presentation are nine slides detailing:

- What you need to know before entering campus while in COVID-19 Alert Level 3.
- Information for while on campus
- Leaving campus

This presentation should take approximately 5-6 minutes.



Individual roles and responsibilities

Learner

Participate fully in learning on site while managing own health and safety and following Alert Level 3 procedures. This includes wiping anything they have touched or used before they leave.

Supervisor (staff who are supervising a bubble such as technicians, lecturers, tutors)

An academic member of staff who is part of the student 'bubble' and delivers teaching in a way that complies with all Alert Level 3 procedures. Some 'Supervisors' may be actively teaching their bubble or could be taking a more supervisory role only, if students are involved in self-directed learning and just needing to use Unitec facilities such as a computer lab. All Supervisors should be wiping anything they have touched or used before they leave a space and ensuring learners are following procedures.

H&S Monitor

A separate person, not part of any bubbles, who monitors compliance of Alert Level 3 procedures to ensure consistency and safety of all people on site.



Before You Arrive at Unitec

Before you arrive

Access to Unitec is dependent on compliance with the following rules. Non-compliance will result in removal from campus.

Before arrival learners and supervisors are assigned a bubble and must not switch between bubbles.

Email information

Learners will have an email outlining where they are to be, including parking, rooms, bathrooms and any other requirements. This must be followed.

Food on Campus

There are no food outlets open on campus, so you will need to bring any items you require, although these should be kept to a minimum. Bins are provided in all classrooms, and should be used to dispose of any waste.

Parking

Supervisors and learners must park in the area identified and use only the rooms that you have been instructed to use. You must maintain physical distancing when travelling to buildings.



When you arrive at class

Personal Hygiene

Before entering the classroom, supervisors and learners will be required to wash their hands with soap and water for at least 20 seconds and dry thoroughly, using bathrooms that are in use for your class, and are located close to the classroom.





Sign-in Procedure

Sign-in Register

Once on site, all supervisors and learners are required to complete a sign-in register, complete a declaration on their health and provide full contact details.

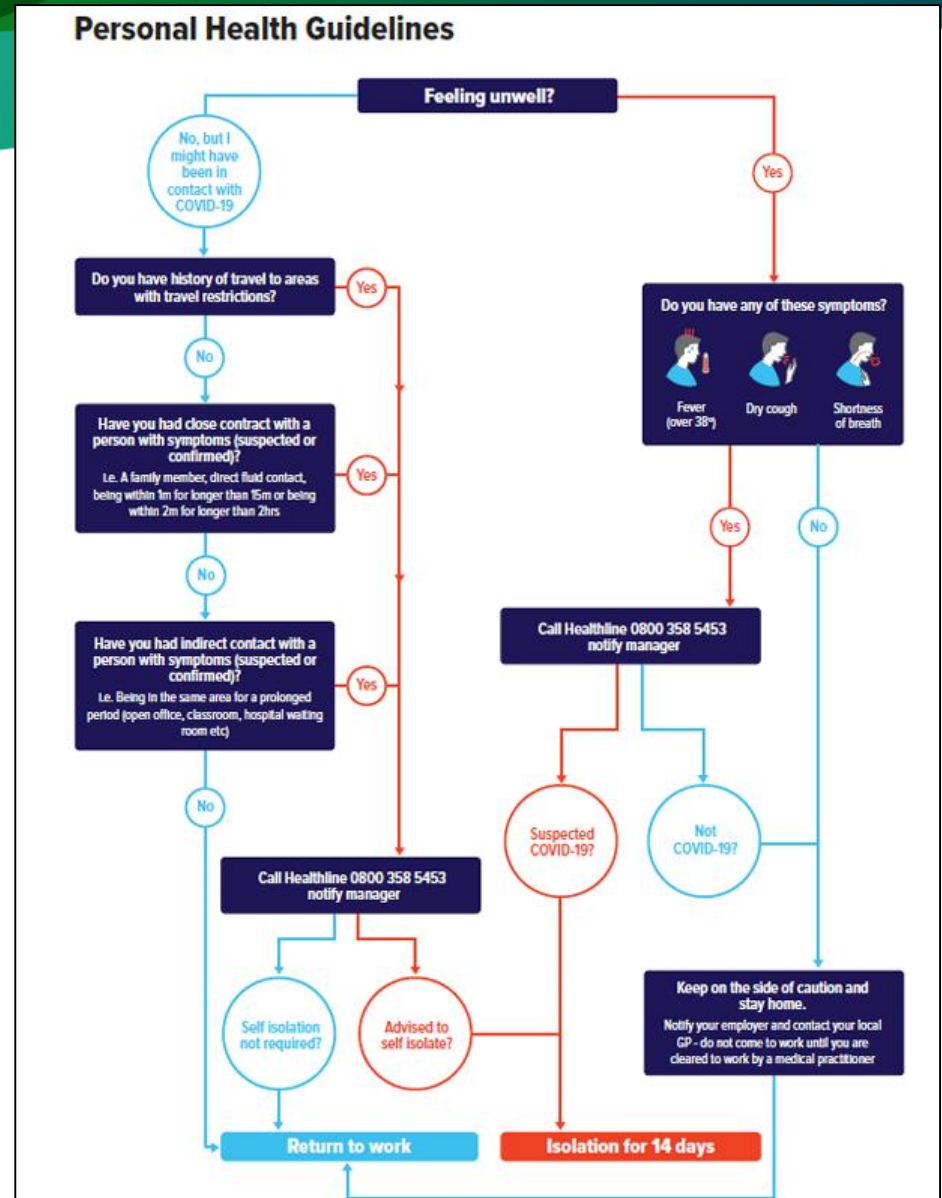
Note: Any supervisor or learner who starts to exhibit symptoms of COVID-19 should stay at home and immediately contact their lecturer to let them know along with their General Practitioner or Healthline on 0800 358 5453.





Personal Health Guidelines

This flowchart outlines the key questions you will be asked as part of the sign-in procedure to ensure you are not at risk.





PPE

Personal Protective Equipment





Supervisors and learners are to wear PPE if this is normally required. (Refer to SOPs and area-specific COVID-19 controls).

If not required, PPE including cloth masks, can be worn voluntarily for personal reassurance but will not be supplied by Unitec.

PPE must not be shared and should be held by learners. This includes lab coats which should be taken away and laundered by learners themselves.

Personal Protective Equipment (PPE) requirement for essential non-health[†] workers - COVID-19

Basic hygiene measures for everyone include; physical distancing, good hand hygiene, cough etiquette, regular cleaning of surfaces and frequently touched items, avoid touching face, eyes, mouth and nose

Group	 Mask	 Gloves	 Eye Protection*	 Long sleeve gown
Accommodation Camp grounds	✗	✓ Use for cleaning	✗	✗
Border: Customs, Maritime pilots, Stevedores	✓ If not able to maintain physical distancing	Follow usual health and safety aspect of job and wear what is 'business as usual'	✗	✗
Building and Construction Plumbers, builders and electrician	Follow usual health and safety aspect of job and wear what is 'business as usual'			✗
Courts, tribunal workers	✓ If not able to maintain physical distancing	✓ If having physical contact with person and a risk of contact with body fluids		✗
Fast moving consumer goods, Delivery drivers (all goods including courier service)	✗	✗	✗	✗
Supermarket staff	✗	Staff may wish to wear for reassurance	✗	✗
Financial services - personnel/ customer facing	✗	✗	✗	✗
Local and National government Staff involved in COVID-19 response office based	✗	✗	✗	✗
Primary Industries. Food production, processing food,	Follow usual health and safety aspect of job and wear what is 'business as usual'			
Primary Industries. Animal welfare staff and veterinarians	Follow usual health and safety aspect of job and wear what is 'business as usual'			
Police, Fire-in first responder role, Prison staff, Court staff,	✓ If not able to maintain physical distancing	✓ If having physical contact with person and a risk of contact with body fluids		✗
Public safety and National security, Ministry of Defence, Ministry of Justice	✓ If not able to maintain physical distancing	✗	✗	✗
Social Services	✗	✗	✗	✗
Utilities and communications, including supply chain	✗ However if your usual standard operating procedure or Health & Safety guidance requires you to wear, then continue to follow that guidance	Follow usual health and safety aspect of job and wear what is 'business as usual'		

[†] Refer to <https://covid19.govt.nz/government-actions/covid-19-alert-level/essential-businesses/> for your business sector

* Face shield or goggles. Prescription glasses are not classed as eye protection. Remember to clean reusable eye protection between use.



Physical Distancing

Classroom Numbers/Physical Distancing

Classes and workshops, will be limited to 10 people or less, including the supervisor. This group is considered a 'bubble' and should not interact with any other bubbles.

2 metres of physical distancing must be maintained at all times across campus. However, in a controlled environment such as a lab or workshop, physical distancing of 1 metre may apply. (Refer to area-specific controls).

Sharing of Tools

Tools must not be shared between bubbles and should be sanitised before and after use. Hands also need to be sanitised before and after using the tools.



Bathrooms

Designated bathrooms closest to the rooms you are using have been identified for you. Supervisors and learners should follow the area-specific guidelines.



Leaving the classroom/workshop

Cleaning Equipment/Materials

Learners are to sanitise surfaces and equipment that they have used. Supervisors will sanitise surfaces and equipment between classes.

Signing Out

Supervisors and learners are to sign out and leave the classroom/workshop while continuing to maintain social distancing of 2 metres.

Personal Hygiene

Supervisors and learners will remove their own PPE and take away with them and wash hands with soap for a minimum of 20 seconds and dry hands thoroughly before leaving.



Leaving the Campus

Supervisors and learners are to leave campus with no socialising and abide by COVID-19 Alert Level 3 rules.