Unitec COVID-19 Alert Level 3
Process for teaching/site access

STEP ONE

Request for onsite teaching or access made to Academic Recovery Committee (ARC) by Heads of School (HoS) via online form available on The Nest. This includes multiple mandatory fields incl. rationale, student and staff names, rooms required and H&S Monitor

STEP TWO

ARC review requests in the One Source of Truth (OSOT) and advise of any key changes / requirements. This is communicated back to schools via Operations Manager - Schools and the request goes back to Step One

STEP THREE

Incident Management Team (IMT) receive requests via OSOT workflow. IMT members review prior to daily stand up, and highlight any issues at daily meeting for approval / decision. Any required changes are sent via email to the school by the Customer & Contracts Coordinator. Request goes back to Step Two

STEP FOUR

Timetabling receive requests via OSOT workflow and creates tentative booking into Syllabus Plus

STEP FIVE

OSOT meet held daily by Director Infrastructure and Infrastructure Operations Manager to review all tentative bookings

STEP SIX

Based on outcome of OSOT review, Infrastructure Operations to work with Operations Manager-Schools to finalise site specific detail, and ensure training / induction in place. Once complete OSOT is updated and approved

STEP SEVEN

Written communication of the approval is created via email by Customer and Contracts Coordinator to Timetabling, School and cc Digital Learning Lead.

This will be a minimum of 48 hours prior to the booking

STEP EIGHT

Prompted by the approval, Te Puna Ako Liaison connects with Course Coordinator and Digital Learning Lead, with cc to Academic Programme Manager. They provide to learners via Moodle, pre formulated comms including all site instructions, COVID-19 requirements and an updated learning schedule if required

STEP NINE

Infrastructure Operations implement cleaning schedule, provide required consumables via H&S and update Security with the approved list and timings

Step Owner

- Academic Recovery Committee
- Incident Management Team
- Te Puna Ako
- Head of School
- Timetabling
- Infrastructure