Unitec COVID-19 Alert Level 2
Process for teaching/site access

STEP ONE
Request for onsite teaching, access or extension/deferral made to the ARC by Heads of Schools via the online form available on the Nest. This includes multiple mandatory fields incl. rationale, student and staff names, rooms required and H&S Monitor. This process must start a min. of 1 week prior to date of required access.

→

STEP TWO
ARC review requests in the One Source of Truth (OSoT) and approves or advises 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) receives request via OSoT workflow. IMT members review at daily stand-up and highlight any issues 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 receives request via OSoT workflow and creates tentative booking into Syllabus Plus.

→

STEP FIVE
OSoT meeting held daily by Director Infrastructure and Infrastructure Operations Manager to review all tentative bookings.

→

STEP SIX
Based on outcome of OSoT review, Infrastructure Operations works with Operations Manager – Schools to finalise site-specific detail and ensure training/induction is in place. Once completed, the OSoT is updated and approved.

↓

STEP SEVEN
Written communication of the approval is created via email by Customer & Contracts Coordinator to Timetabling and School, with Digital Learning Lead CCed in.

→

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 team implements cleaning schedule, provides required consumables via H&S, and updates Security with the approved list and timings.

Step Owner

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