



Unite  
against  
COVID-19

# COVID-19 Health and Safety Induction Alert 1

For Unitec Staff and Learners



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COVID-19

- Alert Level 1 principles
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- Personal health
- Contact tracing

*This presentation should take approximately five minutes.*



# Alert Level 1

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## Alert Level 1

This means that the COVID-19 virus is contained in New Zealand. There is no community transmission and all cases are known and isolated from the public.

There are no restrictions on numbers of gatherings. Physical distancing is encouraged but not a requirement.

Contact tracing and personal hygiene are the main controls to mitigate the risk.

People may have certain levels of anxiety when entering any spaces.

Remember to be patient, kind and respectful of each other during this time as we all transition into the 'new normal'.





# Before Arriving to Unitec

**Unite  
against  
COVID-19**

## Before Arriving

Ensure that you are in good health and follow the personal health guidelines. This is for your personal health and safety and for the people around you. If you are not well or are displaying symptoms of illness, remain at home and contact Healthline.

## Personal Hygiene

Ensure that while onsite you follow good hygiene awareness. There will be hand sanitiser stations available in certain parts of the campus. Wash and dry your hands regularly with soap and water and cough into your elbow.

## Contact Tracing

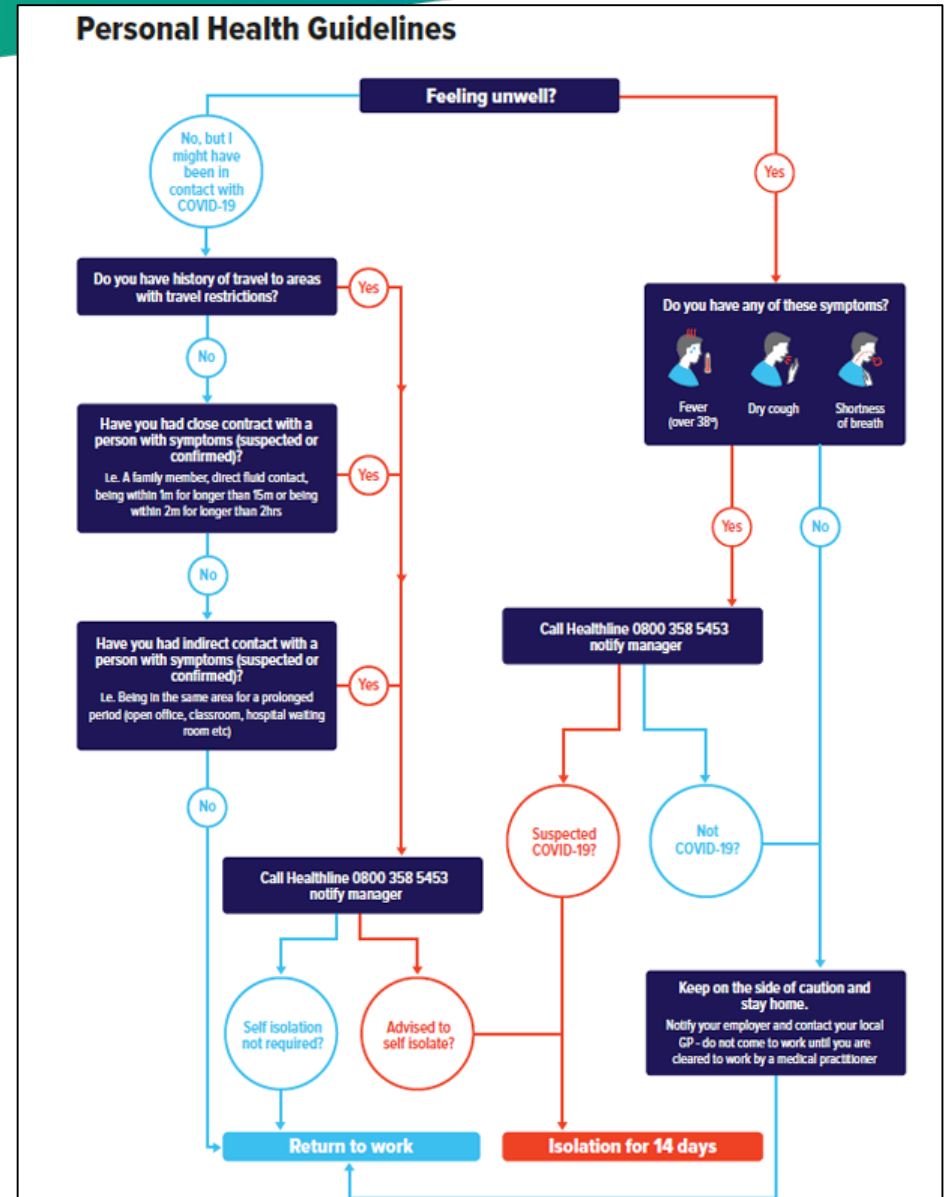
All persons will be required to sign in and out while on campus. Unitec is using a contact tracing app for staff and students.

Visitors will be required to sign-in to registers, which are attached. Please ensure an accurate record of visitors is kept and forwarded to the Health and Safety team. Recording your movements is key at Unitec.



# Personal Health Guidelines

This flowchart outlines the key questions that will be asked as part of assessing your health before coming to campus.





# Arriving at a Unitec Campus

## Personal Hygiene

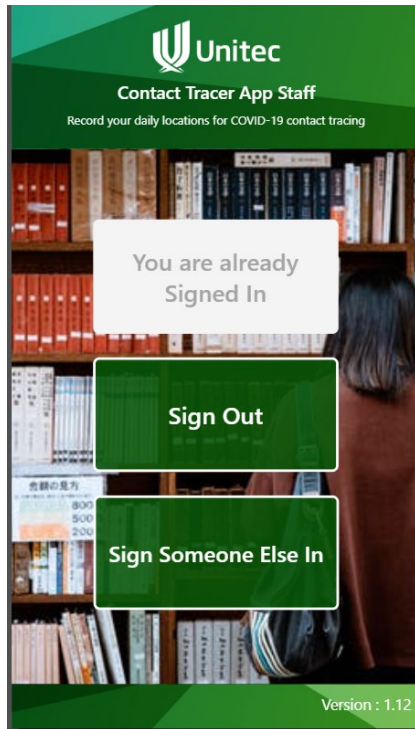
Before entering the learning space, supervisors and learners are advised to wash their hands with soap and water for at least 20 seconds and dry thoroughly.

While the water restrictions exist in Auckland please turn the tap off while you lather your hands and turn back on for rinsing.





# Contact Tracing



## Contact Tracing App

Once on site, all supervisors, learners and support staff are required to use the contact tracing app.



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





# Alert Level 1 – Be Prepared

Alert Level 1 does not mean that there is a full eradication of the virus. The controls that are being employed are to ensure if there was a case of COVID-19, we can act swiftly to isolate the exposure and get the correct support in place to stop the spread.

Unitec must be prepared to move alert levels as required based on the direction from the New Zealand Government.

**Please complete the Online Completion Form by following [this link.](#)**





# Visitor Sign-in/Sign-out Form

## Sign-in Register

Unitec COVID-19 sign in Protocols

	Contact Tracing Information				Health Declaration			
	Date	Full name	Name of the activity you are joining	People you travelled with	Contact Number	I declare that <b>I HAVE NOT</b>	Time in	Time out
						<ul style="list-style-type: none"><li>• arrived into NZ within the past 14 days</li><li>• been in contact with someone with COVID-19 symptoms</li><li>• had any COVID-19 symptoms</li></ul>		
1 -								
2 -								
3 -								
4 -								
5 -								
6 -								
7 -								
8 -								
9 -								
10 -								

### Instructions:

At the end of the day please forward to the Health and Safety team - [safety@untitec.ac.nz](mailto:safety@untitec.ac.nz)