



Unite
against
COVID-19

Health & Safety Induction COVID-19 Protection Framework (CPF) Orange

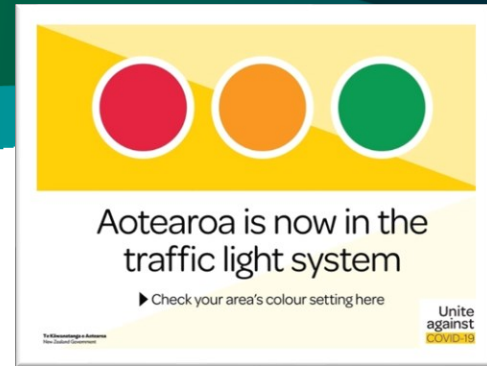
For Unitec Staff and Learners



Content

- COVID-19 Protection Framework – **Orange** principles
- Personal health
- Vaccination Requirements
- Information for while on campus
- Face covering requirements
- Contact tracing
- Hygiene
- Physical Distancing

This presentation should take approximately 8-10 minutes



Be kind



COVID-19 Protection Framework - Orange



CPF – Orange

At CPF **Orange**, there will be community transmission of COVID-19, with increasing risks to vulnerable communities, and pressure on the health system.

How we stay safe at CPF Orange

- Record keeping and scanning will be required.
- At CPF **Orange** you must wear a face covering in retail outlets and on public transport. You are strongly encouraged to wear a face covering everywhere else.

Vaccination certificate requirements

- Tertiary education — vaccines are required for onsite delivery, with capacity based on 1 metre distancing.
- Staff and students will need to be vaccinated and provide proof of this to be onsite at CPF **Orange**.



Individual Roles and Responsibilities

Learner

Participates fully in learning on site while managing their own health and safety while following CPF Orange guidelines . This includes wiping anything they have touched or used as you enter and before they leave.

Supervisor/Staff

The Supervisor is an academic member of staff who delivers teaching or conducts an operational task in a way that complies with all CPF Orange guidelines.

Supervisors may be actively teaching or could be taking a more supervisory role only. The Supervisor has additional duties over and above staff who are managing their own health and safety in ensuring that learners are adhering to required CPF guidelines.

This induction must be delivered by Supervisors/Staff to Learners prior to the start of class

Supervisors/Staff are responsible to ensure Health & Safety monitoring and compliance is adhered to



Stay Home If You Are Sick

If you are sick:

If you have cold, flu or COVID-19 symptoms, **stay home**

Call your doctor or Healthline on **0800 358 5453** for advice about getting a test

Inform your manager or lecturer

By getting a test, you are helping keep your community safe. Testing is free for everyone.

Staying at home if you are sick is one way to stop the spread of COVID-19.

For guidance refer to the Nest Covid page: [FAQs re Awaiting Test results or showing symptoms](#)





Covid testing

Testing if onsite at CPF **Orange**

Regular testing is recommended.

For any staff working on campus, our Te Puna Waiora Medical Centre offers testing, please call **0800 10 85 10** to book an appointment or alternatively [visit a community testing centre](#) or your GP

Testing is free for everyone

If you have a positive Covid-19 test, **stay home**, then contact your line manager.

For next steps guidance refer to the Nest Covid page: [FAQs re Awaiting Test results or showing symptoms](#)





Vaccination requirement for staff and students

Staff

For staff working on campus from 30 December 2021 and while we remain within the Covid Protection Framework you are required to ensure and provide:

- Vaccination Status: If you are onsite from 30 December, you will need to upload your vaccination details into the Unitec Vaccination Register before coming onto campus
- 'My Vaccine Pass': Download your vaccine status confirmation and have this available to show
- Staff with one vaccine dose will be treated as vaccinated until 17 January 2022, by which time they will need to have had their second dose

Students

For students on campus from 30 December 2021 and while we remain within the Covid Protection Framework they are required to follow:

- Vaccination requirements that have been provided to students
- Follow the instruction on how to provide proof of double vaccination status



Before Arriving to Unitec

Before Arriving

Access to Unitec is dependent on compliance with CPF Orange guidelines. Non-compliance will result in removal from campus.

Completion of this induction does not grant immediate access to campus. You are required to confirm your vaccination status by uploading your vaccine pass or providing this to your line manager for confirmation

Food and retail outlets on Campus

Food and retail outlets will re-open in the New Year. You are required to wear a face covering in Te Puna as this area includes food outlets, retail shops, library and Te Puna Waioira Medical Centre where wearing a face covering is mandatory. Face coverings are also strongly recommended to be worn at Rangimarie Learning Commons at Waitakere Campus.



Face Coverings

Face Coverings at Unitec at CPF - Orange

Staff and students are strongly recommended to wear face coverings while on Campus.

Face coverings are **mandatory** inside all of Te Puna, this includes Te Puna Waiora Medical Centre and the Osteopathy Clinic.

Face coverings at CPF – Orange

At CPF **Orange** wearing face coverings is mandatory in retail outlets and on public transport including Unitec's shuttle service. It is strongly recommended that you wear face coverings everywhere else.

How to wear a face covering safely

Putting on a face covering:



Clean your hands.

Before you put on your face covering, wash and dry your hands or use hand sanitiser.



Check your face covering.

Make sure it is clean, dry and not damaged.



Put on your face covering.

Place the face covering over your nose, mouth and chin, and place the loops over your ears to hold the mask in place.



Replace the face covering if it becomes damp, damaged or dirty.

Dispose of single-use face coverings in a rubbish bin. Or store your reusable face covering in a plastic bag until you can wash it.

When wearing a face covering you should avoid:



Touching the front of your mask.



Touching your face.



Moving your face covering.

For updates and more information on staying safe, visit [Covid19.govt.nz](https://www.covid19.govt.nz)

New Zealand Government

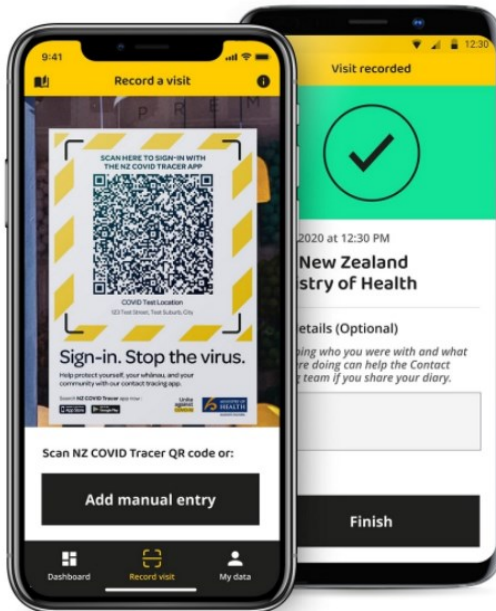
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NZ COVID Tracer App

The faster we can contact people who might have been exposed with COVID-19, the faster we can stop the spread of the virus.

Staff and learners entering the facility must scan the NZ COVID Tracer QR code or provides details on a manual sign-in sheet to enable contact tracing.



Turn on Bluetooth tracing

The NZ COVID Tracer app has been updated to include Bluetooth tracing technology.

Bluetooth tracing allows you to receive an alert if you have been near another app user who tests positive for COVID-19.



Turn on
Bluetooth tracing

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Personal Hygiene

Personal Hygiene

Before entering the learning space, staff and learners will be required to wash their hands with soap and water for at least 20 seconds and dry thoroughly.





Physical Distancing

Classroom Numbers/Physical Distancing

One (1) metre of physical distancing must be maintained at all times across campus.

Machinery

Machinery is required to be sanitised before and after use. Hands must be sanitised before and after using the machinery.





Personal Protective Equipment - PPE

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

If PPE is not required, follow face covering requirements at all times.

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.





Leaving the Classroom/Workshop

Cleaning Equipment/Materials

Learners are required to sanitise surfaces and equipment before and after use. Supervisors will sanitise surfaces and equipment between classes.

Personal Hygiene

Supervisors and learners will remove their own PPE and take it away with them. 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 while abiding with CPF **Orange** guidelines, including maintaining social distancing of 1 metres.

Confirmation

Please use the following link to confirm you have completed this refresher

H&S Refresher

If this does not work, copy and paste the following into your browser

<https://forms.office.com/r/N8x0ZRgasg>

