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

For Unitec Staff and Learners

Content

- COVID-19 Protection Framework – **Red** 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

Covid Protection Framework (CPF) – **Red**

At CPF **Red**, action will need to be taken to protect both at-risk people and protect our health system from an unsustainable number of hospitalisations

How we stay safe at CPF **Red**

- Record keeping and scanning will be required
- Face coverings will be mandatory on flights, public transport, in taxis, retail, public venues, and recommended whenever leaving the house

Vaccination certificate requirements

- Tertiary education — vaccines are required for onsite access and 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 **Red**

Individual Roles and Responsibilities

Learner

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

Stay home if you are sick

Call Healthline on 0800 358 5453
for advice about a test

Visit **Covid19.govt.nz**

New Zealand Government

Unite against COVID-19

Covid testing

Testing if onsite at CPF Red

Dr Ashley Bloomfield requested that anyone onsite get two Covid tests, five days apart. At this stage, this is a request, not a requirement

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

AN IMPORTANT MESSAGE TO OUR COMMUNITY

Unite against COVID-19

Vaccination requirement for staff and students

Staff

For the small number of approved staff working on campus from 3 December 2021 to 9 January 2022 you are required to ensure and provide:

- Vaccination Status: If you are onsite from Friday 3 December, you will need to upload your vaccination details into the Unitec Vaccination Register before coming onto campus
- 'My Vaccine Pass': Download your vaccine certificate 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 the small number of approved students on campus from 3 December 2021 to 9 January 2022:

- Vaccination requirements have been provided to students who are approved for accessing campus

- Students are required to 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 the following rules. Non-compliance will result in removal from campus.

Completion of this induction does not grant immediate access to campus – please refer to the Incident Management Team (IMT) process and relevant forms on the Nest to complete a request to access campus.

Contact Information

Learners will be contacted outlining location of learning, parking information and any other requirements.

Food on Campus

There are no food outlets open on campus. You will need to bring any items you require, although these should be kept to a minimum. Please do not leave behind any food scraps or rubbish – these will need to be taken away by you when you leave campus.

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 of 2 metres apart when travelling to buildings.

Face Coverings

Face Coverings at Unitec at CPF - Red

Staff and students should bring face coverings or masks when attending onsite activities.

They are mandatory at all times, both inside and outside the classroom. This also includes workshops and lifts.

Face coverings must be worn inside Te Puna Waiora and the Osteopathy clinic.

Face coverings outside of Unitec at CPF – Red

At CPF Red Face coverings will be mandatory on flights, public transport, in taxis, retail, public venues, and recommended whenever leaving the house
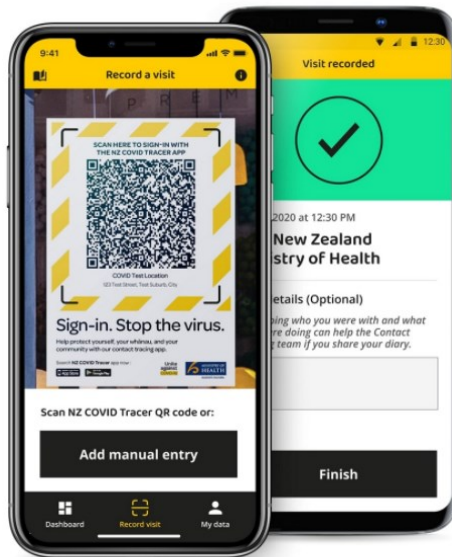
NZ Covid Tracer App

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.

Personal Hygiene

Personal Hygiene

Before entering the learning space, 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 located close to the learning space.

Washing and drying your hands kills the virus

Wash often. Use soap. 20 seconds. Then dry.
This kills the virus by bursting its protective bubble.

Find out more at
Covid19.govt.nz

Unite against COVID-19

New Zealand Government

Physical Distancing

Classroom Numbers/Physical Distancing

Two (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 one (1) metre may apply (refer to area-specific controls).

Machinery

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

Bathrooms

You are required to use bathrooms located closest to the rooms you are using.

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 with no socialising and abide by CPF **Red** guidelines, including maintaining social distancing of 2 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/5d7X8SFeu7