

COVID-19 FAQs – Testing: awaiting confirmation of results or showing symptoms

For both staff and students alike Unitec wants to ensure you have the right information and support should you test positive or display the signs and symptoms. The following will be useful for staff, students and people leaders.

What do I do if I think I may have COVID?

1. Stay home.
2. Call your doctor (GP) or [Healthline on 0800 358 5453](https://www.healthline.co.nz), 24/7 for advice about getting a test.
3. Inform your line manager or lecturer.
4. If you have been advised to get a test, follow the guidance of the Ministry of Health and Healthline. Their advice will be to remain at home until you have a negative result and stay at home if you have any symptoms, even if you do test negative.

View the [‘You have been tested for COVID-19 today’](#) document for more information.

Additional information is here: [Get tested for COVID-19](#)

What happens if my result is positive?

1. Continue to isolate at home.
2. If your result is positive, the Public Health Team will call you directly. [Click here](#) to view the next steps from the Ministry of Health.
3. Update your line manager or lecturer – tell them when you were last on campus.
4. Please provide a copy of your confirmed Covid result (text message or other) to your primary contact (line manager / Lecturer).
5. Complete the Unitec Staff Contact Tracing form **now** and let us know the last day you were on campus, [Click here](#)

What do I do as a line manager / Lecturer if my staff member or student thinks they may have COVID?

1. Ensure you direct your staff member or student to stay home and continue to isolate if they have any cold or flu symptoms.
2. Refer them to call their doctor (GP) or [Healthline on 0800 358 5453](https://www.healthline.co.nz/0800-358-5453) for 24/7 advice about getting a COVID test if they have not already done so.
3. Let them know if the test result is positive, to contact you urgently and provide you with confirmation of the positive COVID test result (text message or other).
4. Contact your line Manager, Head of School, Director or Executive Director urgently to let them know the COVID result is positive, including Health & Safety safety@unitec.ac.nz. Confirming if the staff member or student has been on campus (dates, times, where and with whom).
5. Refer them to the Covid Nest page for Contact Tracing Information (see right hand side): [Click here](#)
6. Unitec will follow Ministry of Health, [Guidance for workplaces that have a case of COVID-19](#) and the [COVID-19 Case and Contact management: Tertiary education process](#).
7. Keep in touch and support your staff member / student.
8. Keep your line manager updated.
9. Provide confirmation of the release/recovery message from the District Health Board and refer to the below return to campus requirements.

Can I return to campus once I have been cleared by the Ministry of Health as 'recovered' from COVID-19?

1. Once you have been cleared, you will receive a 'release/recovery message' from the relevant District Health Board (*this may change through the phases*).
2. You will need to send this message to your manager or lecturer, **before you return** to campus.
3. Once you have received acknowledgement from your line manager / Lecturer they have received the release/recovery message, yes you can return to campus.
4. Should you at any time prior to returning develop flu like symptoms, get an additional COVID test prior to returning. You can [visit a community testing centre](#) or your GP. [Te Puna Waioira](#) are carrying out COVID testing for staff and students by appointment only. Please phone to speak to staff for instructions and to make a booking, calling 0800 10 85 10. A Te Puna Waioira staff member/nurse can speak with you prior to your return if requested.

What do I do if I am a close contact, or think I may be a close contact of a confirmed COVID-19 case?

1. Information on contact tracing, types of contacts and when to isolate or stay at home, [click here](#).
2. Inform your line manager or lecturer.
3. You line Manager must follow the process above for '*What do I do as a line manager/Lecturer if my staff member or student thinks they may have COVID?*'
4. Refer to the Covid Nest page and complete the Contact Tracing form now – [Close Contact form](#)
5. We have further information on our Covid Nest page for Contact Tracing (see right hand side): [Click here](#)

REMINDER

If you have **any** symptoms of cold and flu such as a sore throat, cough, fever, runny/blocked nose, or shortness of breath, **stay home**.

Please contact Healthline on [0800 358 5453](tel:08003585453) or your doctor to discuss your symptoms and advice on next steps.

Inform your line manager or lecturer.