



COVID-19 Policy

Purpose

The purpose of this policy is to communicate Te Whare Wānanga o Wairaka | Unitec Institute of Technology (Unitec)'s position on COVID-19 as it relates to the COVID-19 Protection Framework (CPF). Information on the Nest supplements this policy and outlines how Unitec will operationalise appropriate actions to ensure the ongoing safety and wellness of anyone coming onto Unitec campuses during the pandemic.

This policy will be reviewed as Government mandates and direction are released and will be updated when deemed necessary.

Definitions

Ākonga (Student/Learner)	Any person enrolled on a course or programme of study with Unitec
Kaimahi (Staff member/Worker)	Any person who carries out work at Unitec including work as an employee, contractor, subcontractor, employee of a contractor or sub-contractor, employee of a labour hire or temporary agency company who has been assigned to work at Unitec, or a volunteer worker
Manuhiri (Visitor/Guest)	Any person who is a visitor or guest to Unitec
Covid Protection Framework	Covid Protection Framework (CPF), also referred to as the Traffic Lights (Red Orange Green) details the Government settings for minimising and protection from COVID-19
Fully vaccinated	'Fully vaccinated' means having three doses (including a booster) of an approved suitable Ministry of Health (MOH) vaccination such as Pfizer/BioNTech or AstraZenica, noting the Government may update this direction again in the future

Audience and scope

Unitec is committed to ensuring the safety and wellbeing of our ākonga (students), kaimahi (worker/staff member), manuhiri (visitors/guests) and our Te Tiriti partners, and that any harm that may be caused by COVID-19 is minimised. As part of this commitment, and aligned to [Te Noho Kotahitanga](#) this policy is intended to provide clarity and clear guidelines for anyone coming onto either of the Mt Albert or Waitākere Unitec campuses.

This policy applies to:

- kaimahi (including permanent, fixed term and casual staff members), contractors, volunteer workers and people gaining work experience;

- ākonga of Unitec (currently enrolled, recently graduated and prospective students); and
- manuhiri who come to campuses managed by Unitec to work, study or visit.

This policy does not apply to:

- Patients enrolled, and a support person who may attend with them, at either or both of the Te Puna Waiora Medical Centre and the Osteopathy Clinic; and
- Other groups exempted by New Zealand Government legislation and regulations.

Review, related documents and version control

This policy will be reviewed and updated as Government mandates and directions are released and when deemed necessary as guided by Health and Safety risk assessments, with the approval of the Unitec Chief Executive and Te Pūkenga Council.

This policy should be read in conjunction with relevant Unitec policies and guidelines, together with Government regulations and legislation, for example:

- [Unitec Health and Safety Risk Assessment](#)
- [Unitec Pandemic Management Procedure](#)
- [Flexible Working Guidelines](#)
- <https://covid19.govt.nz/traffic-lights/life-at-orange/>
- [Admissions, Enrolments & Fees Policy](#)
- [Code of Practice for Pastoral Care of all students 2021](#)
- [Privacy Act 2020](#)
- [Education and Training Act 2020](#)
- [COVID-19 Public Health Response \(Protection Framework\) Order 2021](#)
- [COVID-19 Public Health Response \(Vaccinations\) Amendment Order \(No 6\) 2021](#)
- [Health and Safety at Work Act 2015](#)
- [Human Rights Act 1993](#)
- [New Zealand Bill of Rights Act 1990](#)
- [Employment Relations Act 2000](#)
- [Public Service Act 2020](#)

Version number	1.3	Issue date	27 May 2022
Reason for review/comments	Revisions due to the Government's move from Red to Orange traffic light in April 2022.		
Approval authority	Chief Executive	Date of approval	27 May 2022
Sponsor (with authority to make minor amendments)	Deputy Chief Executive People & Culture	Policy owner	People and Culture
Contact person	Chris Hutton	Date of next review	As required

Consultation

This policy was first developed in January 2022 in response to the Government's public health response to COVID-19 and with support and following consultation with Unitec kaimahi in December 2021, on the Health and Safety Risk Assessment of COVID-19.

On 23 March 2022, the Government announced that effective 11.59pm 04 April 2022, the my Vaccine Pass will no longer be required and the vaccination mandate under the CPF Red Traffic Light for Tertiary will cease. With the Omicron variant being the dominant cause of infections and that it is less likely to cause severe illness, and that New Zealand is a highly vaccinated population, Unitec

undertook a revised health and safety risk assessment. This resulted in a revised policy (Version 1.2) being adopted from 5 April 2022.

Following this, in April 2022 the Government moved from Red to Orange traffic light under the CPF. A review of this policy has again conducted to ensure Unitec continues to align with the Government's COVID-19 settings and health and safety risk. This policy (Version 1.3) is the result of that review.

Overview

As part of Unitec's commitment to providing a safe working and learning environment, this policy is intended to support the public health response to COVID-19 and to manage the risk of COVID-19 being contracted by those who come onto Unitec campuses (considering the infectious nature of this virus, its variants and the potential for asymptomatic transmission).

Unitec, as a Person Conducting a Business or Undertaking (PCBU), has a primary duty of care under the Health and Safety at Work Act 2015, and must ensure the health and safety of ākonga, kaimahi and manuhiri to its places of work. While risk controls, such as physical distancing, hand sanitising, the use of Rapid Antigen Tests where deemed appropriate by health and safety, and the wearing of face masks, are important to prevent transmission of the virus, the Government position, based on scientific evidence, is that vaccines continue to be the most effective control.

Key policy principles

Unitec intends that all COVID-19 objectives and initiatives are guided by the values and principles of Te Noho Kotahitanga (our partnership), that of: Ngākau mahaki (Respect) – Kaitiakitanga (Guardianship) – Rangatiratanga (Authority and responsibility) – Wakaritenga (Legitimacy) – Mahi Kotahitanga (Cooperation).

This policy is also based on principles set by Te Pūkenga, namely:

- I. A risk-based approach that appropriately strikes the balance between inclusion and equity for ākonga and our health and safety obligations for all;
- II. Acceptance that a risk-based approach may lead to different positions by other subsidiaries in order to meet the needs of their communities, iwi aspirations and the requirements of any COVID-19 legislation and regulations;
- III. Encouragement and support for pro-active measures and early interventions where a high risk of transmission together with widespread severe illness exists;
- IV. A partnership approach to continue to strongly encourage everyone in Aotearoa to be fully vaccinated, that is, three doses of an approved COVID-19 vaccine;
- V. Collection and retention of only personal information needed to satisfy the intent of this statement (and underlying positions taken) and will do so in accordance with the Privacy Act 2020;
- VI. Acceptance that this policy needs to be flexible enough to adapt to the rapidly changing COVID-19 environment in Aotearoa | New Zealand.

Ko Te Tiriti o Waitangi – Statement of Te Tiriti o Waitangi

Unitec acknowledges Te Tiriti o Waitangi (the Treaty of Waitangi) is the founding document of Aotearoa (New Zealand) and is committed to giving effect to Te Tiriti o Waitangi in all our activities – governance, management and operations, as we deliver inclusion and equity for and with Māori. Unitec acknowledges the great importance of this living, dynamic document, and that this policy needs to be supported by an approach, information and resources designed with and for Māori.

COVID-19 policy context

This policy has been prepared in the context of:

- The legislative and regulatory environment relating to COVID-19 evolving rapidly and the need to potentially swiftly adapt and pivot as outbreaks and new virus variants occur;
- Risk assessment guidance produced by WorkSafe and Unitec's own health and safety risk assessment and decisions in March 2022;
- The COVID-19 Public Health Response (Protection Framework) Order 2021 made under the Public Health Response Act 2020, and the COVID-19 Public Health Response (Vaccinations) Order 2021 (Vaccination Order); and
- Such further directives that may be issued by the Government.

COVID-19 vaccination requirements

Unitec's updated March 2022 Health and Safety Risk Assessment determines that there will now be moderate or medium harm should the risk of COVID-19 not be managed effectively.

1. Unitec strongly encourages kaimahi, ākonga, manuhuri and contractors who are eligible, to be fully vaccinated with three doses (including a booster) of an approved suitable Ministry of Health (MOH) vaccination such as Pfizer/BioNTech or AstraZenica.
2. Unitec recognises that the definition of 'fully vaccinated' may change further over time, such as for example, to include further doses or new MOH approved vaccines;
3. Kaimahi, who are employed by Unitec, continue to be entitled to reasonable paid time off to get vaccinated and should engage in the usual way with their manager about doing this.

If any of the following criteria continues to apply then proof of vaccination evidence will be required:

1. Unitec will follow any proof of vaccination requirements imposed by third party organisations where part of a role or learning requires kaimahi or ākonga attend a placement provider;
2. The programme of study falls within scope of the Vaccination Order (or such other legislation as requires vaccination);
3. In relation to kaimahi recruitment, where the role would reasonably expect a requirement of proof of vaccination, such as for work carried out where that work continues to be covered by the Public Health Response Vaccinations Order, Unitec can require proof of vaccination as a pre-requisite for that role;
4. In relation to prospective ākonga seeking to enrol in courses that require a placement in a sector that falls within scope of a vaccine mandate and/or where proof of vaccination is required, then vaccination can be a pre-requisite to enrolment.

COVID-19 face mask requirements

1. The wearing of face masks is strongly encouraged at all times in all campus locations to enhance the safety of everyone, particularly in less well ventilated indoor areas;
2. Ākonga, kaimahi and manuhiri are required to wear a face mask in all indoor teaching spaces, except where a lecturer can suitably distance from their ākonga, in which case they can choose to remove their face mask for teaching purposes (but must have it on when walking around);
3. Teaching staff and ākonga can also remove their mask if they have an exemption or where other approved safety measures are in place;
4. The wearing of face masks also continues to be mandatory in other campus spaces such as our healthcare facilities and throughout Te Puna, noting that Te Puna is a collaborative space open to the public, including the Library;

5. All ākonga and kaimahi who work in a hospitality role and/or serve food on campus are required to wear a mask. When visiting these premises, ākonga, kaimahi and manuhiri are to wear a mask except when eating and drinking;
6. As a general rule, you should wear a face mask whenever you are indoors and where for example physical distancing is difficult to maintain, you are sharing an indoor space with others for a long time, and where you do not know other people (such as at public gatherings, in the marae or a hospitality venue);
7. A face mask is classified as either a surgical mask (including blue/white and N-95 masks) or a reusable fabric face mask, preferably with three-layers;
8. To be effective, face masks must cover your nose, mouth and chin and be well-fitting;
9. Overall, the wearing of a face mask is a personal choice, except in mandatory locations as stated, and is strongly recommended at all times to assist in lowering the risk of spreading or contracting COVID-19.

Ākonga and kaimahi should provide their own suitable face mask. By exception, Unitec can provide a face mask upon request to kaimahi (Facilities Management and Business Administrators will hold a small supply), together with purchases able to be made from the onsite retail store.

Ākonga or kaimahi who can present an exemption card issued by Disabled Persons Assembly NZ, Blind Citizens NZ or Deaf Aotearoa, stating they do not need to wear a face mask, will be exempted from wearing one in those locations where it is mandatory, provided they meet all other applicable COVID-19 protection requirements per this policy, for example, using hand sanitiser and maintaining appropriate physical distancing.

On a case by case basis, such as due to a health and safety requirement overriding the need to wear a face mask, an exemption may be considered for approval if submitted to the H&S Lead and Director Schools and Performance.

Other COVID-19 policy requirements and settings

1. Kaimahi or ākonga who are hosting manuhiri are responsible for ensuring that manuhiri follow all aspects of this policy and all relevant legislation;
2. Having regard for children on campus, and that kaimahi and ākonga have childcare responsibilities which may, from time to time, require bringing children onto campus, everyone is reminded that unwell children who could have infectious illness of any kind, must not knowingly be brought onto campus at any time;
3. Contact tracing continues to be encouraged when on site, in particular for larger gatherings;
4. As part of Unitec's recruitment processes, to ensure we meet all of the COVID-19 policy settings, new staff will continue to be required to provide confirmation of vaccination status prior to employment being confirmed, where the role would reasonably expect a requirement of proof of vaccination.

Failure to abide by a setting in this policy or relevant legislation while on campus

Unitec acknowledges that some kaimahi, ākonga and manuhiri will hold a different position to that of the Ministry of Health (MOH) and these policy settings, either for example, by choosing not to be vaccinated or by declining to wear a face mask in mandatory locations without an approved exemption.

Unitec takes its role and commitment as kaitiaki towards ensuring the safety and wellbeing of our ākonga, kaimahi and manuhiri, seriously.

If it is found that any kaimahi, ākonga or manuhiri have deliberately recorded or given incorrect information, or breached relevant legislation and/or any settings related to this policy, Unitec will

consider appropriate action. For kaimahi (employees), this could include disciplinary proceedings. For ākonga, this could include action in accordance with the Student Disciplinary Statute.

For anyone refusing to meet any of the settings and requirements under this policy, in the first instance they may be asked to leave the Unitec campus. Ākonga may as a result be subject to misconduct proceedings under Unitec Student Regulations and kaimahi may be subject to employment disciplinary proceedings.

Privacy

Unitec acknowledges that information about all people on its campuses is personal, as is information about health and personal circumstances. Unitec will take reasonable steps to ensure information about vaccination status and personal circumstances is collected and stored lawfully, and is only shared on a “needs to know” basis. Unitec will comply with Privacy Act 2020 principles when managing the collection, storage and disclosure of information pertaining to an employee’s COVID-19 vaccination status and their individual circumstances. COVID-19 vaccination status details will only be used for the purposes of compliance with the COVID-19 CPF or as otherwise required by legislation including any further COVID-19 regulations.

Unitec will not require a level of personal information greater than what is recommended by the appropriate agencies.

Where evidence of COVID-19 vaccination status continues to be a requirement, kaimahi, ākonga and manuhiri are consenting to disclosure of this information for the purposes outlined in this policy document and for any relevant information requirements.

For employed kaimahi, their vaccination evidence (where required) will be stored securely in each individual person’s secure HR file.

For ākonga, their vaccination evidence (where required) will be verified prior to commencement of their period of study.

Unitec Flexible Working Guidelines

Unitec’s Flexible Working Guidelines were updated and issued in January 2022, encouraging the fulfilment of contracted work hours in the way that works for employed kaimahi, finding a balance between what works for individuals, the best way for teams to achieve, communicate and socialise, and organisational needs to nurture a culture of collaboration and equity.

With these guidelines, it is noted that Unitec expects that kaimahi remain flexible to the organisation’s and ākonga’s needs and this requires individuals to also be available at the workplace as necessary. Unitec does not support fulltime, 100% remote working from home, or at other off-campus locations except in exceptional circumstances and with approval from the DCE People and Culture.

Exceptions and exemptions to this policy

At the sole discretion of the Unitec Chief Executive, on a case-by-case basis, any exceptions, exemptions or variations to this policy can be considered and approved. In doing so, consideration would be given to, for example:

1. Where a new health and safety risk assessment setting identifies a changed risk of contamination to kaimahi, ākonga, or manuhiri;
2. Where a significantly unique circumstance exists that does not pose an undue risk to kaimahi, ākonga or manuhiri.