

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/kaimahi, students/ākonga and people leaders.

1. 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](tel:08003585453), 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.
5. Information is here on how to get a test: [How to get a Covid-19 test](#)

2. What happens if my result is positive – staff/kaimahi?

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

If you have tested **POSITIVE** for COVID-19, please fill out the [Unitec Staff Contact Tracing Form](#). You will need to self-isolate for 7 days.
[More information](#) on if you test positive.

Click here for [Unitec LEAVE provisions](#) while unwell or self-isolating due to COVID-19.

3. How do staff/kaimahi apply for the Covid-19 absence extraordinary sick leave

1. If you have tested **POSITIVE** for COVID-19, please fill out the [Unitec Staff Contact Tracing Form](#). You will need to self-isolate for 7 days. [More information](#) on if you test positive.
2. Email: payroll@unitec.ac.nz and copy in your Manager
3. A copy of the positive Covid-19 test confirmation is required to be provided.
4. Make comment about what the purpose of the leave is for e.g. Covid/unwell or Covid/household close contact-self isolating.
5. Include the dates of leave being requested

For any questions or queries, please contact your Manager (or primary contact) or HR Business Partner.

4. What happens if my result is positive – students/ākonga?

1. Continue to isolate at home.
2. If your result is positive, the Public Health Team will send you a text message. If you have completed a RAT test, [report your results here](#). [Click here](#) to view the next steps from the Ministry of Health.
3. Update your lecturer – tell them when you were last on campus.
4. Complete the Unitec **Student** Contact Tracing form **now** and let us know the last day you were on campus.

[Link to form](#) for **STUDENTS, VISITORS**, and **CONTRACTORS** who test **POSITIVE**. Students have access to this link via the Moodle home page: [Click here](#).

5. What do I do as a line Manager / Lecturer if my staff/kaimahi member or student/ākonga 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) 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 they need to complete the 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.
5. Refer them to the Covid Nest page for Unitec Staff, Student, Contractor and Visitor Contact Tracing Reporting and 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. In turn keep your line Manager updated of their progress.
9. Provide confirmation of the release/recovery message from the District Health Board and refer to the below return to campus requirements.
10. Let them know they can [visit a community testing centre](#) or their GP.
[Te Puna Waiora](#) 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 Waiora staff member/nurse can speak with you prior to your return if requested.

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

1. Once you have completed your self-isolation 7 days after your symptoms started or you tested positive, whichever came first, contact your line Manager to let them know how you are able to return to work. You may receive a 'release/recovery message' from the relevant District Health Board (*this may change through the phases, you do not have to wait for an official message to leave self-isolation*).
2. Should you at any time prior to returning continue to have flu like symptoms, stay home until you are well and for 24 hours after you no longer have symptoms.

3. Once you have received acknowledgement from your line Manager / Lecturer that you no longer have flu like symptoms and are okay to return to work, yes you can return to campus.
4. Please [click here for any other queries in regard to finishing your self-isolation e.g. If you are still sick, Household Contacts or if someone you live with gets Covid.](#)

7. What do I do if I am a Household Contact?

1. If you have been identified as a **HOUSEHOLD CONTACT**, please fill out the [Unitec Staff Household Contact Information Form](#).
2. Inform your line Manager or Lecturer.
3. You will need to self-isolate for 7 days and get tested on days 3 and 7.
4. [Click here for more advice](#) on what to do as a Household Contact.
5. Please refer to point 3 above, if you are unable to work from home during this time.

What do I do if I am a Close or Casual Contact of a confirmed COVID-19 case?

1. Information on contact tracing, types of contacts and when to isolate or stay at home, for Ministry of Health guidance, [Click here](#) and additional guidance from the Government Covid-19 site, [Click here](#).
2. We have further information on our Covid Nest page for Contact Tracing should your circumstances change (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.