

Guidance for COVID-19 transition from Alert Level 1 to Alert Level 2 as at 12 August 2020

	Teaching and learning	Conducting research	Accommodation	Campus operations and student support
<p>Headline Messaging</p> <p>General: We encourage self-responsibility and common sense in the implementation of this guidance</p> <p>Unwell Staff and Students Anyone that becomes ill after returning to campus must remain at home and seek medical advice through Healthline or through their GP</p> <p>If they are required to self-isolate e.g. due to close contact with a positive case and undergo testing they should be interviewed immediately either by the manager if a staff member, or Mauri Ora in case of a student, to enable the capture of as much tracing information as possible- where they have been, activities engaged in, people they have met with etc. Also if the person has been in one area access should be very limited to others and approval only If a COVID-19 test is positive the area will need to be thoroughly cleaned before people can return</p> <p>Refer to guidance for responding to positive COVID-19 case (if needed)</p>	<ul style="list-style-type: none"> All courses available on-line Option to take most courses fully online for students who are unable to come to campus Safe on-campus activities for students, including, but not limited to: additional special interest lectures, seminars to enhance academic skills, tutorials Face-to-face office hours remain to maintain connection with academic staff, and social activities for students. <p>In-person lectures and seminars for many courses In-person tutorials and other learning activities for a wider range of courses remain available. There will still be an option to take most courses fully online for students who are unable to come to campus</p>	<ul style="list-style-type: none"> Campuses and other research spaces open for face to face operations with high level of safety. i.e. Physical distancing, safety controls for vulnerable staff and contact tracing 	<p>Fully open for business.</p> <ul style="list-style-type: none"> Normal operations subject to physical distancing, vulnerable staff/students and tracking requirements COVID-19 related assurance procedures include working with Student Health to manage unwell students, isolation, physical distancing, cleaning and hygiene. Cleaning regimes upgraded from AL1 processes 	<ul style="list-style-type: none"> Mauri Ora in person doctor, nurse and counselling visits Other student services delivered remotely Reception in the Hunter Building and Wellington University International and Faculty Offices open Library opening hours: Kelburn campus 08.30 – 20.00hrs Monday to Friday. Commerce, Law and Te Aro campuses 08.30 – 17.00hrs Monday to Friday. All libraries 10.00 – 17.00hrs Saturday and closed Sunday, until further notice. Subject librarian support provided at each campus University Recreation Wellington MoH requirements in place including increased cleaning Crèches open (and in touch with families directly) Marae open Buildings closed to public except for University based events and invited guests (with physical distancing and contact tracing)

<p>Permitted Operations</p>	<ul style="list-style-type: none"> ✓ Lectures (no number limit but need 1 metre distancing) ✓ Tutorials, Labs, Workshops, Noho, Assessments (no number limit). Physical distancing controls in place e.g. empty seats, chairs removed etc. ✓ Fieldwork and off-campus activities so long as physical distance 1m ✓ Online teaching arrangements for students unable to attend in person ✓ Must be able to switch to online teaching in 24 hours if alert level escalates to 3 or 4 	<ul style="list-style-type: none"> ✓ Face to face research including public events, personal interviews and experiments involving human subjects if 1m distancing maintained if possible and contact tracing. Any off campus activity cannot have more than 100 persons. ✓ Physical distancing controls in place e.g. empty seats, chairs removed etc ✓ Research in laboratories (including caring for animals and other biological material) ✓ Fieldwork and off campus activities so long as adhere to physical distance ✓ Maintaining or operating equipment and major infrastructure associated with research 	<ul style="list-style-type: none"> ✓ Halls open for all students. ✓ Hostels, halls and other residential accommodation may have social events involving people who are resident in that accommodation. Exercise restraint over the size and scale of these (no more than 100 persons) ✓ Students in residential accommodation may have a small number of family or close friends as visitors within accommodation, but managed so as not to result in large gatherings taking place. Social events with external visitors are not allowed within residential accommodation ✓ Student Counselling and Health Services operate face-to-face, provided physical distancing requirements can be met ✓ Standby quarantine facilities and processes in place 	<ul style="list-style-type: none"> ✓ Library open ✓ Rec centre open ✓ Retailers open ✓ ECE open ✓ Marae open (numbers limited to 100 and by catering capacity). ✓ Whanau rooms open across campus ✓ Pasifika open ✓ Adam Art Gallery open ✓ Physical distancing controls in place
<p>Physical Distancing Measures A 'controlled learning space' is where contact tracing and strict hygiene practices are in place e.g. lecture theatres, a building with perimeter control</p> <p>In these spaces 1 metre physical distance should be maintained where possible.</p> <p>Contact tracing must be in place.</p>	<ul style="list-style-type: none"> • Learning and teaching on campus is a 'controlled' learning space so physical distancing ideally 1 metre where possible • Seats open/closed clearly identified in all lecture theatres • Staff Offices/Workspace –refer staff row below. • Where space is insufficient roster for working in office or at home 	<ul style="list-style-type: none"> • Research on campus is 'controlled' learning space so physical distancing ideally 1 metre where possible • Where space is insufficient roster for working in office or at home 	<ul style="list-style-type: none"> • Halls are covered under 'other controlled environments'. Where contact tracing and strict hygiene practices are in place, people should be encouraged and enabled to maintain physical distancing of 1 metre, where possible • Physical distancing and contact tracing in a communal living environment, including 	<ul style="list-style-type: none"> • The following are likely to be controlled space therefore so physical distancing ideally 1 metre where possible: Library Rutherford House Ground and Mezzanine Te Aro Atrium Marae • 2 metre physical distancing in non-controlled spaces such as Cotton St, Murphy overbridge, Hub and other common spaces

<p>Where contact tracing is not in place a 2 metre physical distance should be maintained There is no bubble concept at AL2 so there are no restrictions on groups of students mixing with others on site. However, students are still encouraged to keep 2 metre distancing from people they don't know.</p>			<p>smaller bubbles, with mandatory use of hand sanitiser stations around halls</p> <ul style="list-style-type: none"> • Strengthened pastoral care and provide 24-hour medical responsiveness University COVID-19 controls escalated from AL1. • Staggered meal-times • Spacing at meal-times 	<p>applies (these areas can be accessed when entering from other common areas. Refer left hand column under physical distancing)</p> <ul style="list-style-type: none"> • Library – computer area and group study room seating clearly identified • Roster, working from home where space insufficient • Distancing marks for queues, lifts and one-way pedestrian routes
<p>Vulnerable students (& students in alert level 3 and level 4 regions), over 70s are not automatically excluded from studying in person</p>	<ul style="list-style-type: none"> • Vulnerable students use online learning • If unwell/uncomfortable students must stay at home and seek medical support • Regular communications 	<p>Ditto</p>	<ul style="list-style-type: none"> • If unwell must stay in Hall • Regular communications 	<ul style="list-style-type: none"> • If unwell must stay at home • Regular communications
<p>Staff working in normal workspaces on campus</p>	<ul style="list-style-type: none"> • Work in normal workspace, provided physical distancing is achieved and hygiene protocols implemented. Directors, Managers and other leaders to work with staff to ensure high level of personal responsibility following these protocols. • Managers can agree flexible working arrangements process as required. • Staff who are vulnerable, i.e: have health issues, live with or are the primary carer of a vulnerable person, should work from home • Rotate staff to meet distancing requirements where staff in open plan as required. 	<p>Ditto</p> <p>Supervisors of postgrad students (who are not also staff) are responsible for ensuring appropriate physical distancing</p>	<p>Ditto</p>	<p>Ditto</p>

	<ul style="list-style-type: none"> • Provide information through agreed channels e.g. safety representatives and specialists • Staff hosting visitors in University premises e.g. attending meetings must meet their visitor at a building entrance and escort them to the meeting. Visitors must adhere to COVID controls including physical distancing, hygiene and sign in using QR code and government contact tracing app 			
Vulnerable staff (under level 2 over 70s are not automatically excluded from working in person)	<ul style="list-style-type: none"> • Advise vulnerable staff or those caring for/living with vulnerable people to discuss with their manager and continue to work online • Regular communications 	Ditto	Ditto	Ditto
Cleaning	<ul style="list-style-type: none"> • Normal cleaning and rubbish collection supplemented with sanitiser and wipes. • Initial major clean/disinfect occupied buildings • Additional cleaning around surfaces or items likely to come in contact with different students, needs to be practical • Bathrooms in common areas (high usage) e.g. HUB will have an increased frequency per day. Common areas e.g. computer labs will be cleaned with a hospital grade sanitiser and once/ week cleaning by using the 'fogging' aerosol method to disinfect 	Ditto	<ul style="list-style-type: none"> • Implement deep cleaning process to commercial standard in bathrooms, kitchens. 	<ul style="list-style-type: none"> • Normal cleaning and rubbish collection supplemented with sanitiser and wipes • Initial major clean/disinfect occupied buildings • Cleaning in kitchens as normal with a priority on cleaning high-touch areas • Central provision of sanitisers for common spaces, teams responsible for local space
50 Kitchener Street, Auckland	University premises in Auckland are under COVID-19 Alert Level 3 and are closed			

Contact Tracing

Students & Staff & GUESTS **must** register attendance when attending the University by using the government contact tracing app
Staff and students swipe their ID card for building/room access
Staff and students should maintain own personal contact log

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Guidance for transition to Alert Level 1 – DRAFT 8 June 2020

	Teaching and learning	Conducting research	Accommodation	Campus operations and student support
<p>Headline Messaging</p> <p>General: We encourage self-responsibility and common sense in the implementation of this guidance.</p> <p>Unwell Staff and Students Anyone that becomes ill after returning to campus should remain at home and must seek medical advice through Healthline or through their GP. If they are required to self-isolate and undergo testing they should be interviewed immediately either by the manager if a staff member, or Mauri Ora in case of a student, to enable the capture of as much tracing information as possible—where they have been, activities engaged in, people they have met with etc. This will help if tracing is required. If the person has been in one area access should be very limited to others and approval only If a COVID-19 test is positive the area will need to be thoroughly cleaned before people can return.</p>	<p>All courses will remain on-line for Trimester 1. In addition, there will be a range of safe on-campus activities for students, including, but not limited to: additional special interest lectures, seminars to enhance academic skills, tutorials and other learning activities for some important courses in the curriculum, face-to-face office hours to connect one-on-one with academic staff, and social activities for students to re-connect with each other. In Trimester 2, the University will return to offering course-related in-person lectures and seminars for many courses as well as offering in-person tutorials and other learning activities for a wider range of courses. However, there will still be an option to take most courses fully online for students who are unable to come to campus</p>	<p>Campuses and other research spaces will re-open, and carefully phase back in return to face to face operations over time with a heightened level of safety. i.e. subject to meeting distancing, vulnerable staff and contact tracing</p>	<p>Fully open for business. Normal operations resuming, subject to meeting vulnerable staff/students and tracing requirements</p> <p>We have implemented a range of COVID-19 related assurance procedures including working with student health to manage unwell students, isolation,</p>	<p>Mauri Ora will gradually return to in person doctor, nurse and counselling visits over the next few weeks Other student services will continue to be delivered remotely in Trimester One with a phased approach to in person services, beginning with enrolment and finance transactions, such as ID card pick-ups and verification of documents, and learning and career preparation workshops. Reception in the Hunter Building and Wellington University International and Faculty Offices will operate from Monday 18 May</p> <p>The Library will be open on all campuses 10-5 Monday to Saturday until further notice. Subject librarian support will be provided at each campus</p> <p>University Recreation Wellington will have a staggered reopening of facilities with an initial focus on fitness. Will meet MoH requirements and manage increased cleaning</p> <p>Creches will reopen and will be in touch with families directly.</p> <p>Marae open</p>

				Buildings closed to public except for University based events and invited guests
Permitted Operations	<ul style="list-style-type: none"> ✓ Lectures (no number limit) ✓ Tutorials, Labs, Workshops, Noho, Assessments (no number limit). ✓ Fieldwork and off-campus activities ✓ Online teaching arrangements should remain for students unable to attend in person ✓ Must be able to switch to Online teaching in 24 hours if Level goes back to 3 or 4 	<ul style="list-style-type: none"> ✓ Face to face research including public events, personal interviews and experiments involving human subjects if contact tracing. . ✓ Research in laboratories (including caring for animals and other biological material) ✓ Fieldwork and off campus activities ✓ Maintaining or operating equipment and major infrastructure associated with research 	<ul style="list-style-type: none"> ✓ Halls open for all students. ✓ Social events with external visitors are not allowed within residential accommodation ✓ Hostels, halls and other residential accommodation may have social events involving people who are resident in that accommodation. Need to exercise restraint over the size and scale of these ✓ Students in residential accommodation may have a small number of family or close friends as visitors within accommodation, but this needs to be managed so as not to result in large gatherings taking place ✓ Student Counselling and Health Services operate face-to-face, provided physical distancing requirements can be met ✓ Standby quarantine facilities and processes in place 	<ul style="list-style-type: none"> ✓ Library open ✓ Rec centre open ✓ Retailers open ✓ ECE open ✓ Marae open, able to support students for remainder of tri 1, powhiri bookings from July ✓ Whanau rooms open across campus ✓ Pasifika open ✓ Adams Art gallery open ✓ Auckland Office. Some staff will begin to return to the office under Level 2. Access will be swipe cards only and prior appointments need to be made with Student Liaison Officers. Any teaching or staff access will need to be notified so access can be arranged ahead of time ✓
Vulnerable Students (& Students in Locked Down Regions), over 70's are not automatically excluded from studying in person.	<ul style="list-style-type: none"> • Vulnerable students should use online learning • If unwell/uncomfortable students must stay at home and seek medical support • Will need to consider equity of students attending in person and those only experiencing online delivery. 	<ul style="list-style-type: none"> • Vulnerable students should use online learning • If unwell must stay at home • Will need to consider equity of students attending in person and those only experiencing online delivery. 	<ul style="list-style-type: none"> • If unwell must stay in Hall • 	<ul style="list-style-type: none"> • If unwell must stay at home •

<p>Staff returning to normal workspaces on campus</p>	<p>The University is encouraging all staff to return to work in their normal workspace, provided hygiene protocols are used. We are relying on Directors, Managers and other leaders to work with staff to help them take a high level of personal responsibility in following these protocols.</p> <p>Managers will work with their staff to plan the transition to resume working on campus, and can agree flexible working arrangements to facilitate this transition process during the coming weeks. Some staff may need a period of flexibility due to childcare, eldercare and issues for example. Staff who are vulnerable, ie: have health issues, live with or are the primary carer of a vulnerable person, should continue to work from home.</p> <p>Provide information through agreed channels e.g. Safety Representatives and specialists Re. returning to offices. Checklist to be available on-line</p>	<p>Ditto</p> <p>Supervisors of post grad students (who are not also staff) are responsible for ensuring hygiene practices</p>	<p>Ditto</p>	<p>Ditto</p>
<p>Vulnerable Staff (under level 2 over 70's are not automatically excluded from working in person)</p>	<p>Advise vulnerable staff or those caring for/living with vulnerable people to discuss with their manager and continue to work online</p>	<p>ditto</p>	<p>ditto</p>	<p>ditto</p>

Cleaning	<p>Normal Cleaning and rubbish collection supplemented with sanitiser and wipes. Initial major clean/disinfect occupied buildings Additional cleaning around surfaces or items likely to come in contact with different students, needs to be practical Bathrooms in common areas (High Usage) i.e. HUB will have an increased frequency per day. Common areas such as computer labs will be cleaned with a hospital grade sanitizer</p>	<p>Normal Cleaning and rubbish collection supplemented with sanitiser and wipes Initial major clean/disinfect occupied buildings Additional cleaning around surfaces or items likely to come in contact with different students, needs to be practical Bathrooms in common areas (High Usage) i.e. HUB will have an increased frequency per day. Common areas such as computer labs will be cleaned with a hospital grade sanitizer</p>	<p>Adopted a deep cleaning process to a commercial standard in bathrooms, kitchens.</p>	<p>Normal Cleaning and rubbish collection supplemented with sanitiser and wipes Initial major clean/disinfect occupied buildings Cleaning in Kitchens will be as normal with a priority on cleaning high-touched areas Central provision of sanitizers for common spaces, teams responsible for local space</p>
Contact Tracing	<p>GUESTS should register attendance when attending the University by the following means:</p> <ol style="list-style-type: none"> 1. Keep track of where you have been by using the NZ COVID Tracer QR code 2. Primary Tracking Process Part A: Staff and students complete the on-line Share Point sign in register at each location, or local school version, record time in and out Note there is a separate SharePoint site for students 3. Back up: A paper copy sign in register is also available for students to record their attendance, or the on-line system provided by their School 			

Questions (not for public version)

Still finalising detail of track tracing but will be clear re primary, secondary & backup methods of tracking.

COVID-19 Alert Level 3 guideline. Moving to Alert Level Three from Alert Level 2 as at 14 August 2020

The MoE provided guidance on how the University can operate at Level 3.

These requirements will need to be in place when transitioning to AL3 from AL2

The key elements are:

- All staff who can work from home shall do so. Staff on campus must follow physical distancing protocols.
- The majority of our teaching will be delivered on-line
- Student services delivered remotely
- Many of our buildings will be closed. A few are likely to remain open to allow for essential activities.
- There will be limited access to laboratories and specialist research spaces for staff and their postgraduate students. Contact tracing and physical distancing is in place.
- There will be limited access to study spaces in the Library for students who do not have suitable study spaces in their bubble.
- Arrangements for contact tracing are in place. E.g. Government's contact tracing app.
- Persons who are unwell must not come to the University in any circumstances. No staff over 70yrs or those with underlying health conditions should come to the University.
- Review demand for our early childhood services before making decisions about keeping them open. Children should learn at home if possible.
- Physical distancing. Two metres outside. One metre inside University premises
- We will need to confirm opening hours and rooms to be used as outlined in the attached table
- Display signs around campus stating 'No Gatherings' (new requirement from amended MoE guidance)

There are three building access levels as shown in the following table, as well as student accommodation access:

Alert Level 3 Guidance as at 14 August 2020

Items listed below in red text are the controls required to meet MOE requirements

	Campus - General Access	Campus - Restricted Access	Campus - Locked Down	Accommodation
Definition	<p>Kelburn Library open for study and click and collect access to resources. Individual study only. Group work in library/study spaces will not be permitted.</p> <p>Campus opening hours will be consistent with Library opening hours.</p> <p>There will be no milk deliveries.</p>	<p>Labs & workshops where the Pvc/Dean has approved the room opening for research purposes (including post grad researchers);</p> <p>Designated workspaces for academic/professional staff who do not have the facilities to perform their job effectively from home.</p> <p>Staff should make arrangements during period of notice when alert level escalates from AL2 for equipment needed to work from home.</p>	<p>Shut with no access unless approved by VC or COO</p> <p>Workplace based learning on-site or face-to-face should not proceed except in very limited circumstances such as hospitals and must be managed within COVID-related restrictions</p>	<p>Accommodation was confined to Weir House for first years during the earlier L3. We are likely to have all first-year halls open if we go from L2 to L3 Student Accommodation.</p> <p>Student Living – Halls of residence will operate under their BCP. There is enhanced BAU for all Alert Levels, 1, 2 and 3.</p> <p>The following risks will be increased:</p> <ul style="list-style-type: none"> • Crowding • Reduced staffing <p>Controls include the following:</p> <ul style="list-style-type: none"> • Increased security • Night supervision
Specific Buildings	<ul style="list-style-type: none"> • Kelburn Library - Mezzanine floor reading room (above Hub) • Kelburn Hub - set up as reserve capacity to be bought on stream if needed. • Further spaces may be opened up if there is high demand. 	<p>Labs & Workshops:</p> <p>77, 85, 86 Fairlie Tce</p> <p>Miramar Creative Centre</p> <p>Adam Concert Chamber 81 FT</p> <p>Electronic Music suite</p>	<p>All other buildings not referred to in previous columns (General access, Restricted access)</p>	<p>All halls are occupied</p>

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	<ul style="list-style-type: none">• Furniture arranged to provide correct distancing - Campus Care• Attendance & TRACKING APP SIGN IN monitored – Campus Security in partnership with Library staff• Checks on social distancing - Security/Campus Care or Library staff• Oversight by Associate Director Campus Living and University Librarian	<p>Bill Manhire House, 16 Waiteata Library L7 (staff only) Rutherford House Data Lab L4, Rutherford House Lecture Recording Space – RHMZ 20 Murphy 813 Boyd Wilson Arena 101 and 102 Te Aro (13 rooms) Laby Te Toki o Rata Cotton (Geography, Environment and Earth Sciences) MacDiarmid Robertson Building ground floor Gracefield. Refer partnership with Gracefield management and their local controls – Work Area Managers and Institute Directors and managers Coastal Ecology Lab Designated Space for Staff</p> <ul style="list-style-type: none">• Kelburn—AM 103 (20 seats). 15x power outlets. Ergonomic chairs.• Pipitea—RH MZ 02 (18 seats). 24x power outlets. Seminar chairs.• Te Aro—room to be confirmed.• Rooms available through CAD for staff to deliver and record lectures (locations to be		
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		confirmed). Advance approval from Dean will be needed.	
Access Granted	<p>Students for:</p> <ul style="list-style-type: none"> • Access to research material • Click and collect • Study on campus if they have unsatisfactory/insufficient facilities to study effectively remotely. <p>Library opening hours: Kelburn Monday – Saturday 10.00 – 17.00hrs. Sunday – Closed</p> <p>Pipitea, Commerce, Law – Closed Te Aro - Closed</p>	<p>Researchers: Approved research staff and students involved in the research including caring for animals and other biological material used in research.</p> <ul style="list-style-type: none"> • Number of staff involved in these activities minimised <p>Operations Staff: Staff in Digital Solutions, Security, Campus Care, and Property Services who need to come on site to maintain operations</p> <p>Academic/Professional Staff: Who have unsatisfactory/insufficient facilities to work effectively remotely.</p> <ul style="list-style-type: none"> • List of essential workers – Access application approved refer control mechanisms below 	<p>Essential workers only</p> <ul style="list-style-type: none"> • List of essential workers
Access Method	<p>Students must swipe their Student ID card at the reader at the Hub entrance and log in and out of each University building using the Government contact tracing app. (Note: Student access cards will be disabled for all other building access).</p> <ul style="list-style-type: none"> • Check card reader in place and operational – Security Manager 	<p>Researchers: As per outside normal campus hours i.e. with swipe card or key access and log in and out of each University building using the contact tracing app. Staff (and post grad students) access cards will work as normal</p> <ul style="list-style-type: none"> • Access application approved (e-mail) refer control mechanisms below. • Library • sign in at Campus Security 	<p>Must be approved as essential worker and obtain access by visiting Campus Security control centre</p> <p>Log in and out of each University building using the Government contact tracing app</p> <ul style="list-style-type: none"> • List of essential workers – Access application approved refer control mechanisms below

		<ul style="list-style-type: none"> Contact tracing app and QR codes in place Refer specific access and work controls above <p>Professional Staff: As per outside normal campus hours i.e. with swipe card or key access. Staff access cards will work as normal</p> <ul style="list-style-type: none"> Access application approved (e-mail) refer control mechanisms below. Sign in at Campus Security Refer specific access and work controls above 	<ul style="list-style-type: none"> Contact tracing app and QR codes in place 	
Control mechanisms				
Access Approver	N/A	<p>Researchers: Dean</p> <p>Professional Staff: SLT Member</p>	VC or COO	
<p>Health & Precautions (Mauri Ora will oversee and supply sanitiser/wipes)</p> <p>Virtual non-contact consultations if possible</p> <p>We will follow the latest MoH guidelines for facemasks. Refer to website or staff intranet.</p>	<p>Wipes for library for users to clean work stations before and after use. Gloves for library staff handling books on click and collect. Mauri Ora to oversee</p> <ul style="list-style-type: none"> Wipes and sanitiser distributed by Campus Care via BEIMS request 	<p>Researchers: Approved research staff and students can only be in one research bubble, limited to 10 people. Bubbles cannot overlap. Supply sanitiser and arrange room set-up to enable social distancing for workspaces.</p> <ul style="list-style-type: none"> SEADI checklist – School staff Social distancing and hygiene controls - Lab Manager or Research Supervisor Periodic review – Head of School, Manager, Technical Services 	<p>Pre-approved access only</p> <ul style="list-style-type: none"> List of essential workers – Access application approved refer control mechanisms above 	

		<ul style="list-style-type: none"> • Oversight and feedback – SLT member <p>Professional Staff: Sanitiser in place and room set-up for social distancing for workspaces as above.</p> <ul style="list-style-type: none"> • Wipes and sanitiser distributed by Campus Care via BEIMS request. • Room set up – Campus Care 		
Tracking Entry/Users	<p>Students must swipe their Student ID card at the reader at the Hub entrance on entry and exit and use Government contact tracing app.</p> <ul style="list-style-type: none"> • Contact tracing app and QR codes in place <p>All students must also maintain logs of their own movements.</p> <ul style="list-style-type: none"> • Check card reader in place and operational – Security Manager • Oversight by Associate Director, Campus Living, University Librarian, and Dean as appropriate 	<p>Researchers: Must use contact tracing app when attending campus</p> <p>Professional Staff: Must use contact tracing app when attending campus</p> <p>All students and staff must also maintain logs of their own movements.</p> <ul style="list-style-type: none"> • Refer specific controls for laboratories • Social distancing, and hygiene practices • Feedback to SLT member and periodic review (frequency TBA). 	<p>Essential worker access recorded in log at control centre</p> <ul style="list-style-type: none"> • List of essential workers – Access application approved refer control mechanisms above • Contact tracing app and QR codes in place 	
Cleaning	<p>Thorough daily cleaning for occupied areas. Determine if additional sanitising regimes required.</p> <ul style="list-style-type: none"> • Hand sanitiser via BEIMS request – Campus Care 	<p>Thorough daily cleaning for occupied areas. Determine if additional sanitising regimes required</p> <ul style="list-style-type: none"> • Hand sanitiser via BEIMS request – Campus Care 	No cleaning	

	<ul style="list-style-type: none"> Contracts and Facilities Manager. 	<ul style="list-style-type: none"> Contracts and Facilities Manager. 		
Security/Marshalling Presence	<p>Campus Care overseeing library access. Security will be available for any incidents</p> <ul style="list-style-type: none"> Checks on social distancing by on site staff - Security/Campus Care or Library staff. Security Manager Contact tracing app and QR codes in place 	<p>Campus Care will be on site and informally monitor social distancing. Security will be available for any incidents</p> <ul style="list-style-type: none"> Contact tracing app and QR codes in place Checks on social distancing by on site staff 	Not required due to tightly controlled access restrictions.	
Ensuring 10 person bubble and physical distancing	<p>Rooms to be set up with spaces 1m apart. Library/Campus Care staff to oversee. Bubble restriction of 10 does not apply to library</p>	<p>Researchers: Accountable staff member responsible for enforcing 1m restriction in labs etc. Professional Staff: Rooms set up for spaces 1m apart</p> <ul style="list-style-type: none"> Refer specific access and work controls above Physical distancing and hygiene controls – Line manager 	No access	
One off visit to pick up gear from which to work from home	N/A	<p>Researchers: Must be pre-arranged date and time and approved by HoS. Maximum time of 60 mins Professional Staff: Must be pre-arranged date and time and approved by Director. Maximum time of 60 mins</p> <ul style="list-style-type: none"> Access application approved (e-mail) refer control mechanisms below. 	<p>Staff able to collect equipment with HoS/Manager approval with maximum of 60 minutes on site on TBC.</p> <ul style="list-style-type: none"> Access application approved (e-mail) refer control mechanisms below. Sign in at Campus Security 	

		<ul style="list-style-type: none"> • Sign in at Campus Security • Contact tracing app in place for staff and students 	<ul style="list-style-type: none"> • Contact tracing app in place for staff and students 	
Maintenance and repair		<p>Operations staff involved in maintenance of ICT infrastructure, facilities management and security systems can go on site only if there is no way to complete the task remotely.</p> <p>Maintaining or operating equipment and major infrastructure associated with research. Number of different staff involved must be minimised.</p> <p>Physical distancing, contact tracing and all WorkSafe requirements must be met at all times.</p>		

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Guidance for COVID-19 transition from Alert Level 3 to Alert Level 2 as at 25 June 2020

	Teaching and learning	Conducting research	Accommodation	Campus operations and student support
<p>Headline Messaging</p> <p>General: We encourage self-responsibility and common sense in the implementation of this guidance</p> <p>Unwell Staff and Students Anyone that becomes ill after returning to campus must remain at home and seek medical advice through Healthline or through their GP.</p> <p>If they are required to self-isolate and undergo testing they should be interviewed immediately either by the manager if a staff member, or Mauri Ora in case of a student, to enable the capture of as much tracing information as possible—where they have been, activities engaged in, people they have met with etc</p> <p>If the person has been in one area access should be very limited to others and approval only If a COVID-19 test is positive the area will need to be thoroughly cleaned before people can return</p> <p>Refer process for responding to positive COVID-19 case</p>	<ul style="list-style-type: none"> All courses available on-line Option to take most courses fully online for students who are unable to come to campus Safe on-campus activities for students, including, but not limited to: additional special interest lectures, seminars to enhance academic skills, tutorials Face-to-face office hours connect with academic staff, and social activities for students to re-connect with each other. In Trimester 2, the University will return to offering course-related In-person lectures and seminars for many courses In-person tutorials and other learning activities for a wider range of courses. There will still be an option to take most courses fully online for students who are unable to come to campus following move transition from AL3 	<ul style="list-style-type: none"> Campuses and other research spaces open for face to face operations with high level of safety. i.e. Physical distancing, vulnerable staff and contact tracing 	<p>Fully open for business.</p> <ul style="list-style-type: none"> Normal operations subject to returning arrangements for physical distancing, vulnerable staff/students and tracking requirements COVID-19 related assurance procedures include working with Student Health to manage unwell students, isolation, physical distancing, cleaning and hygiene. Cleaning regimes upgraded 	<ul style="list-style-type: none"> Mauri Ora will gradually return to in person doctor, nurse and counselling visits Other student services delivered remotely with a phased approach to in person services, beginning with enrolment and finance transactions, such as ID card pick-ups and verification of documents, and learning and career preparation workshops. Reception in the Hunter Building and Wellington University International and Faculty Offices open Library open on all campuses 10-5 Monday to Saturday until further notice. Subject librarian support provided at each campus University Recreation Wellington will have a staggered reopening of facilities with an initial focus on fitness. Will meet MoH requirements in place including increased cleaning Crèches open (and in touch with families directly) Marae open Buildings closed to public except for University based events and invited guests

<p>Permitted Operations</p>	<ul style="list-style-type: none"> ✓ Lectures (no number limit but need 1m distancing) ✓ Tutorials, Labs, Workshops, Noho, Assessments (no number limit). Physical distancing controls in place e.g. empty seats, chairs removed etc. ✓ Fieldwork and off-campus activities so long as physical distance 1m ✓ Online teaching arrangements for students unable to attend in person ✓ Must be able to switch to Online teaching in 24 hours if Alert Level escalates to 3 or 4 	<ul style="list-style-type: none"> ✓ Face to face research including public events, personal interviews and experiments involving human subjects if 1m distancing maintained if possible and contact tracing. Any off campus activity cannot have more than 100 persons. ✓ Physical distancing controls in place e.g. empty seats, chairs removed etc. ✓ Research in laboratories (including caring for animals and other biological material) ✓ Fieldwork and off campus activities so long as adhere to physical distance ✓ Maintaining or operating equipment and major infrastructure associated with research 	<ul style="list-style-type: none"> ✓ Halls open for all students. ✓ Hostels, halls and other residential accommodation may have social events involving people who are resident in that accommodation. Exercise restraint over the size and scale of these ✓ Students in residential accommodation may have a small number of family or close friends as visitors within accommodation, but managed so as not to result in large gatherings taking place. Social events with external visitors are not allowed within residential accommodation ✓ Student Counselling and Health Services operate face-to-face, provided physical distancing requirements can be met ✓ Standby quarantine facilities and processes in place 	<ul style="list-style-type: none"> ✓ Library open ✓ Rec centre open ✓ Retailers open ✓ ECE open ✓ Marae open (numbers limited by catering capacity). ✓ Whanau rooms open across campus ✓ Pasifika open ✓ Adams Art gallery open ✓ Auckland Office. Some staff will begin to return to the office under Alert Level 2. Access using swipe cards only and prior appointments need to be made with Student Liaison Officers. Any teaching or staff access will need to be notified so access can be arranged ahead of time ✓ Physical distancing controls in place
<p>Physical Distancing Measures A “controlled learning space” is where contact tracing and strict hygiene practices are in place eg lecture theatres, a building with perimeter control. In these spaces 1 metre physical distance should be maintained where possible.</p> <p>Contact tracing must be in place</p> <ul style="list-style-type: none"> • Where contact tracing is not in place a 2 metre physical distance should be maintained. 	<ul style="list-style-type: none"> • Learning and teaching on campus is a “controlled” learning space so physical distancing ideally 1m where possible • Seats open/closed clearly identified in all lecture theatres • Staff Offices/Workspace –refer staff row below. • Where space is insufficient roster for working in office or at home 	<ul style="list-style-type: none"> • Research on campus is “controlled” learning space so physical distancing ideally 1m where possible • Where space is insufficient roster for working in office or at home 	<ul style="list-style-type: none"> • Halls are covered under “other controlled environments”-. Where contact tracing and strict hygiene practices are in place, people should be encouraged and enabled to maintain physical distancing of 1 metre, where possible • Physical distancing and contact tracing in a communal living environment, including 	<ul style="list-style-type: none"> • The following are likely to be controlled space therefore so physical distancing ideally 1m where possible: Library RH Ground and Mezzanine Te Aro Atrium Marae • 2 metre physical distancing in Cotton St, Murphy overbridge Hub and other common spaces applies (these areas can be

<ul style="list-style-type: none"> There is no bubble concept at AL2 so there are no restrictions on groups of students mixing with others on site. However, students are still encouraged to keep 2 metre distancing from people they don't know. Staff are no longer restricted to interacting face-to-face with only one group of students 			<p>smaller bubbles, with mandatory use of hand sanitiser stations around halls</p> <ul style="list-style-type: none"> strengthened pastoral care and provide 24-hour medical responsiveness Staggered meal-times Spacing at meal-times 	<p>accessed when entering from other common areas)</p> <ul style="list-style-type: none"> Library - Seats open/closed clearly identified Roster, working from home where space insufficient Distancing marks for queues, lifts and one-way pedestrian routes
<p>Vulnerable Students (& Students in Locked Down Regions), over 70s are not automatically excluded from studying in person</p>	<ul style="list-style-type: none"> Vulnerable students use online learning If unwell/uncomfortable students must stay at home and seek medical support Regular communications 	<ul style="list-style-type: none"> Ditto 	<ul style="list-style-type: none"> If unwell must stay in Hall Regular communications 	<ul style="list-style-type: none"> If unwell must stay at home Regular communications
<p>Staff returning to normal workspaces on campus</p>	<ul style="list-style-type: none"> Work in normal workspace, provided physical distancing is achieved and hygiene protocols implemented. Directors, Managers and other leaders to work with staff to ensure high level of personal responsibility following these protocols Managers will work with their staff to plan the transition to resume working on campus, and can agree flexible working arrangements to facilitate this transition process during the coming weeks. Some staff may need a period of flexibility due to childcare, eldercare and/or public transport issues for example Staff who are vulnerable, ie: have health issues, live with 	<p>Ditto</p> <ul style="list-style-type: none"> Supervisors of post grad students (who are not also staff) are responsible for ensuring appropriate physical distancing 	<p>Ditto</p>	<p>Ditto</p>

	<p>or are the primary carer of a vulnerable person, should work from home</p> <ul style="list-style-type: none"> • Rotate staff to meet distancing requirements where staff in open planned as required. • Provide information through agreed channels e.g. Safety Representatives and specialists 			
Vulnerable Staff (under level 2 over 70s are not automatically excluded from working in person)	<ul style="list-style-type: none"> • Advise vulnerable staff or those caring for/living with vulnerable people to discuss with their manager and continue to work online • Regular communications 	Ditto	Ditto	Ditto
Cleaning	<ul style="list-style-type: none"> • Normal Cleaning and rubbish collection supplemented with sanitiser and wipes. • Initial major clean/disinfect occupied buildings • Additional cleaning around surfaces or items likely to come in contact with different students, needs to be practical • Bathrooms in common areas (High usage) i.e. HUB will have an increased frequency per day. Common areas e.g. computer labs will be cleaned with a hospital grade sanitizer and once/ week cleaning by using the "fogging" aerosol method to disinfect 	Ditto	<ul style="list-style-type: none"> • Implement deep cleaning process to commercial standard in bathrooms, kitchens. 	<ul style="list-style-type: none"> • Normal Cleaning and rubbish collection supplemented with sanitiser and wipes • Initial major clean/disinfect occupied buildings • Cleaning in kitchens as normal with a priority on cleaning high-touch areas • Central provision of sanitizers for common spaces, teams responsible for local space
Contact Tracing	<p>Students & Staff & GUESTS must register attendance when attending the University by the following means:</p> <ol style="list-style-type: none"> 1. Primary Tracking Process Part A: Staff and students complete the on-line Share Point sign in register at each location, or local school version, record time in and out Note there is a separate SharePoint site for students 2. Joint Primary (ie Backup) Tracking Process: staff and students swipe their ID card for building/room access 			

3. Secondary Tracking process: Students and Staff maintain own personal contact log
4. Back up: Paper copy sign in register available for students to record their attendance

Information collated each night by PaMI, school solutions are compatible with the ITS Share Point application for data collation.

Information collected include date, person's name and contact telephone number, location visited, time in and out

Halls use building access records for contact tracing

Link to sign in form <https://vuw.sharepoint.com/sites/COVID19Signin>

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COVID-19 Alert Level 3 guideline. Moving to Alert Level Three from Alert Level 4 as at 25 June 2020

The MoE provided guidance on how the University can operate at Level 3.

These requirements will need to be in place when transitioning to AL3 from AL4

The key elements are:

- All staff who can work from home shall do so.
- The majority of our teaching will be delivered on-line
- Student services delivered remotely
- Many of our buildings will be closed. A few are likely to remain open to allow for essential activities.
- There will be limited access to laboratories and specialist research spaces for staff and their postgraduate students. Contact tracing and physical distancing is in place.
- There will be limited access to study spaces in the Library for students who do not have suitable study spaces in their bubble.
- Arrangements for contact tracing are in place. E.g. University's contact tracing app.
- Persons who are unwell must not come to the University in any circumstances. No staff over 70yrs or those with underlying health conditions should come to the University.
- Review demand for our early childhood services before making decisions about keeping them open
- Check application of the government's contact tracing app.
- We will need to confirm opening hours and rooms to be used as outlined in the attached table

There are three building access levels as shown in the following table:

Alert Level 3 Guidance as at **25 June 2020**

	General Access	Restricted Access	Locked Down
Definition	<p>Kelburn Library open for study and click and collect access to resources.</p> <p>Individual study only. Group work in library/study spaces not permitted.</p> <ul style="list-style-type: none"> • Library checklist – Library staff • Checks on social distancing - Security/Campus Care or Library staff • Contact tracing app in place for staff and students • Hand sanitiser via BEIMS request – Campus Care • Special clean – Facilities and Contracts Manager (Cleaners). Check and confirmed (documented) 	<p>Labs & workshops where the PvC/Dean has approved the room opening for research purposes (including post grad researchers);</p> <ul style="list-style-type: none"> • SEADI checklist – School staff • Social distancing and hygiene controls - Lab Manager or Research Supervisor. Refer list in 'Specific Buildings' below • Contact tracing app in place for staff and students • Oversight by Manager Technical Services and Work Area Manager (FRI and RRI) <p>Designated workspaces for academic/professional staff who do not have the facilities to perform their job effectively from home.</p> <ul style="list-style-type: none"> • Physical distancing and hygiene controls – Line manager • Hand sanitiser via BEIMS request – Campus Care • Special clean – Facilities and Contracts Manager (Cleaners). Check and confirmed (documented) <p>There will be also be ability for staff to collect kit needed to work from home.</p>	<p>Shut with no access unless approved by VC or COO</p> <ul style="list-style-type: none"> • Record of approval (e-mail). Check against security sign in records • Signing in sheet - Campus Security • Contact tracing app in place for staff and students

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		<ul style="list-style-type: none"> Approval. E-mail record staff names and buildings accessed – Line manager 	
Specific Buildings	<p>Kelburn Library - Mezzanine floor reading room (above Hub)</p> <p>Kelburn Hub - set up as reserve capacity to be bought on stream if needed.</p> <p>Further spaces will be opened up if there is high demand.</p> <ul style="list-style-type: none"> Furniture arranged to provide correct distancing - Campus Care Attendance monitored – Campus Security in partnership with Library staff Contact tracing app in place for staff and students Oversight by Associate Director Campus Living and University Librarian 	<p>Labs & Workshops:</p> <p>77, 85, 86 Fairlie Tce</p> <p>Miramar Creative Centre</p> <p>Adam Concert Chamber 81 FT</p> <p>Electronic Music suite</p> <p>Bill Manhire House, 16 Waiteata</p> <p>Library L7 (staff only)</p> <p>Rutherford House Data Lab L4, Murphy 813</p> <p>Boyd Wilson Arena 101 and 102</p> <p>Te Aro (13 rooms)</p> <p>Laby</p> <p>Te Toki o Rata</p> <p>Cotton (Geography, Environment and Earth Sciences)</p> <p>MacDiarmid</p> <p>Robertson Building ground floor Gracefield. Refer partnership with Gracefield management and their local controls – Work Area Managers and Institute Directors and managers</p> <p>Coastal Ecology Lab</p> <p>Designated Space for Staff</p> <ul style="list-style-type: none"> Kelburn—AM 103 (20 seats). 15x power outlets. Ergonomic chairs. Pipitea—RH MZ02 (18 seats). 24x power outlets. Seminar chairs. Te Aro—room to be confirmed. 	All other buildings not referred to in previous columns (General access, Restricted access)

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		<ul style="list-style-type: none"> • Rooms available through CAD for staff to deliver and record lectures (locations to be confirmed). Advance approval from Dean will be needed. • Refer specific controls for laboratories • Social distancing, hygiene practices – Line managers • Contact tracing app in place for staff and students • Feedback to SLT member and periodic review (frequency TBA). 	
<p>Access Granted</p>	<p>Students for:</p> <ul style="list-style-type: none"> • Access to research material • Click and collect • Study on campus if they have unsatisfactory/insufficient facilities to study effectively remotely. <p>Hours 10-5 Mon-Fri</p> <ul style="list-style-type: none"> • Access application approved (e-mail) refer control mechanisms below 	<p>Researchers: Approved research staff and students involved in the research</p> <ul style="list-style-type: none"> • Access application approved (E-mail) refer control mechanisms below <p>Operations Staff: Staff in ICT, Security, Campus Care, and Property Services who need to come on site to maintain operations</p> <ul style="list-style-type: none"> • Access application approved (e-mail) refer control mechanisms below 	<p>Essential workers only</p> <ul style="list-style-type: none"> • List of essential workers – Access application approved refer control mechanisms below

		<p>Academic/Professional Staff: Who have unsatisfactory/insufficient facilities to work effectively remotely</p> <ul style="list-style-type: none"> List of essential workers – Access application approved refer control mechanisms below 	
Access Method	<p>Students <u>must</u> swipe their Student ID card at the reader at the Hub entrance and log in and out of each University building using the University’s contact tracing app. (Note: Student access cards will be disabled for all other building access)</p> <ul style="list-style-type: none"> Check card reader in place and operational – Security Manager Contact tracing app in place for staff and students Oversight by Associate Director, Campus Living and University Librarian 	<p>Researchers: As per outside normal campus hours i.e. with swipe card or key access and log in and out of each University building using the contact tracing app. Staff (and post grad students) access cards will work as normal</p> <ul style="list-style-type: none"> Access application approved (e-mail) refer control mechanisms below. Sign in at Campus Security Contact tracing app in place for staff and students Refer specific access and work controls above <p>Professional Staff: As per outside normal campus hours i.e. with swipe card or key access. Staff access cards will work as normal</p> <ul style="list-style-type: none"> Access application approved (e-mail) refer control mechanisms below. Sign in at Campus Security 	<p>Must be approved as essential worker and obtain access by visiting Campus Security control centre</p> <p>Log in and out of each University building using the contact tracing app</p> <ul style="list-style-type: none"> List of essential workers – Access application approved refer control mechanisms below Contact tracing app in place for staff and students

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		<ul style="list-style-type: none"> Refer specific access and work controls above 	
Control mechanisms			
Access Approver	N/A	<p>Researchers: Dean</p> <p>Professional Staff: SLT Member</p>	VC or COO
Health & Precautions (Mauri Ora will oversee and supply sanitiser/wipes)	<p>Wipes for library for users to clean work stations before and after use. Gloves for library staff handling books on click and collect.</p> <p>Mauri Ora to oversee</p> <ul style="list-style-type: none"> Wipes and sanitiser distributed by Campus Care via BEIMS request 	<p>Researchers: Approved research staff and students can only be in one research bubble. Bubbles cannot overlap.</p> <p>Supply sanitiser and arrange room set-up to enable social distancing for workspaces.</p> <ul style="list-style-type: none"> Periodic review – Head of School, Manager, Technical Services. Oversight and feedback – SLT member <p>Professional Staff: Sanitiser in place and room set-up for social distancing for workspaces as above.</p> <ul style="list-style-type: none"> Wipes and sanitiser distributed by Campus Care via BEIMS request. Room set up – Campus Care 	<p>Pre-approved access only</p> <ul style="list-style-type: none"> List of essential workers – Access application approved refer control mechanisms above
Tracking Entry/Users	<p>Students must swipe their Student ID card at the reader at the Hub entrance on entry and exit and use contact tracing app.</p>	<p>Researchers: Must use contact tracing app when attending campus</p> <p>Professional Staff: Must use contact tracing app when attending campus</p>	<p>Essential worker access recorded in log at control centre</p> <ul style="list-style-type: none"> List of essential workers – Access application approved refer control mechanisms above

	<p>Contact tracing app in place for staff and students</p> <p>All students must also maintain logs of their own movements</p> <ul style="list-style-type: none"> • Check card reader in place and operational – Security Manager • Oversight by Associate Director, Campus Living , University Librarian, and Dean as appropriate 	<p>All students and staff must also maintain logs of their own movements</p> <ul style="list-style-type: none"> • Refer specific controls for laboratories • Social distancing, and hygiene practices • Feedback to SLT member and periodic review (frequency TBA). 	<ul style="list-style-type: none"> • Contact tracing app in place for staff and students
Cleaning	<p>Thorough daily cleaning for occupied areas</p> <ul style="list-style-type: none"> • Contracts and Facilities Manager. 	<p>Thorough daily cleaning for occupied areas</p> <ul style="list-style-type: none"> • Contracts and Facilities Manager. 	No cleaning
Security/Marshalling Presence	<p>Campus Care overseeing library access. Security will be available for any incidents</p> <ul style="list-style-type: none"> • Checks on social distancing by on site staff - Security/Campus Care or Library staff. Security Manager • Contact tracing app in place for staff and students 	<p>Campus Care will be on site and informally monitor social distancing. Security will be available for any incidents</p> <ul style="list-style-type: none"> • Contact tracing app in place for staff and students • Checks on social distancing by on site staff 	Not required due to tightly controlled access restrictions.
Ensuring 10 person bubble and physical distancing	<p>Rooms to be set up with spaces 1m apart. Library/Campus Care staff to oversee.</p> <p>Bubble restriction of 10 does not apply to library</p>	<p>Researchers: Accountable staff member responsible for enforcing 1m restriction in labs etc.</p> <p>Professional Staff: Rooms set up for spaces 1m apart</p> <ul style="list-style-type: none"> • Refer specific access and work controls above 	No access

<p>One off visit to pick up gear from which to work from home</p>	<p>N/A</p>	<p>Researchers: Must be pre-arranged date and time and approved by HoS. Maximum time of 60 mins</p> <p>Professional Staff: Must be pre-arranged date and time and approved by Director. Maximum time of 60 mins</p> <ul style="list-style-type: none"> • Access application approved (e-mail) refer control mechanisms below. • Sign in at Campus Security • Contact tracing app in place for staff and students 	<p>Staff able to collect equipment with HoS/Manager approval with maximum of 60 minutes on site onTBC</p> <ul style="list-style-type: none"> • Access application approved (e-mail) refer control mechanisms below. • Sign in at Campus Security • Contact tracing app in place for staff and students
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