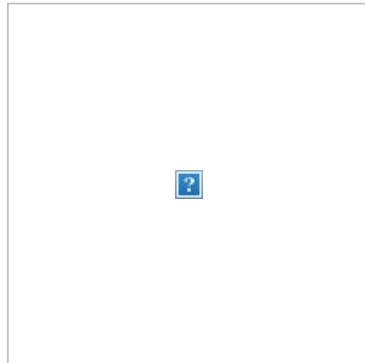


From: [Communications](#)
To: [Tracey Robinson](#)
Subject: COVID-19 | 25 March 2020
Date: Wednesday, 25 March 2020 5:24:05 PM

No images? [Click here](#)



Kia ora koutou,

No doubt today has been a very busy day. Setting up workstations at home, arranging what materials you need from work, thinking about student support requirements during this time, and organising children and other family members. Please remember to be kind to yourself and practice patience with yourself, as well as others, as we transition into a new normal.

I did want to share a quick example of our amazing UC community at work. On Saturday night a survey was quickly formulated and sent to our students, to help identify those that would have difficulties accessing studies online. With this information the academic work stream has worked with the IT team to supply computers and enable these students to continue their studies. Students were contacted yesterday and our logistics team stayed late and opened today to enable pick up of these in a safe way. Today as we enter lockdown, we have some very grateful students, who have one less pressure in this time of uncertainty.

From today you will see fewer all-staff

emails and more communications targeted to specific groups. HR's Intranet FAQ page will be live tomorrow.

In this update:

- Video message from Cheryl and Tori
- IT – remote access FAQs
- Library – online resources and support
- Keeping everyone safe – self isolation form
- Urgent mail deliveries
- UC Rec & Sport goes online

Video message from Cheryl and Tori

UC is still here for you; but campus has moved to your house. In the video message Cheryl thanks you for your dedicated work during this unprecedented time and suggests you look at some of those things that have been on the back burner. Tori encourages students to connect with support resources and see what UCSA is moving online including virtual MONO and the Foundry Quiz.

[Watch video>](#)



IT services – remote access

IT is currently working through 400 Assyst tickets and prioritising setting people up for remote access. Please be patient. Academic staff are requested to please delay general Assyst tickets for two to three days while these urgent ones are completed. Check the staff tab [here for all IT information and resources](#).

Remote access FAQs

How do I register for Remote Access?

1. You must register for [Remote Access – watch the video](#)
2. When working from home use [off](#)

[campus staff and visitor](#) – see the tab
(Off campus staff and visitors)

3. Your desktop computer power must remain on in order to Remote Access to your desktop.

Can I take my work computer home?

- If you have a UC laptop you can take this home.
- If you have a UC desktop, our preference is to use your home device and remote into our UC desktop.
- If you do not have a home device or internet service, please advise your manager (Your manager will deem if your role is critical and log an [ITS Assyst Request](#)).
- Our preference is that you don't take your desktop home.

Can I take my monitors home?

- Yes, you must register the asset ID with your manager before taking it off campus and it must be returned in the same condition.

If you are taking any IT assets off campus, please register the asset ID, with your manager.

If you need any advice or help refer to the ITS Website, if your request is urgent please call the ITS Service Desk on ext 95000.

Library – online resources and support

Access to information services

The library has temporarily turned off access to **Kanopy streaming videos** during the lockdown period. Access will resume on 20 April to accommodate Term Two online teaching. In the meantime, users will continue to have access to Kanopy videos we have currently licenced.

As the libraries are now closed, where a physical text is needed for future teaching, alternatives are in place or are under investigation. Please continue to contact your [subject librarian](#) for assistance or use [AskLIVE online chat](#) for assistance.

Loan dates have been extended to 24 April and maximum renewals raised from six to eight. This should ensure no fines will be incurred during this time, but please contact the library if any problems occur.

All New Zealand and overseas libraries have suspended physical supply of books on **interloan**. Please continue to [request interloans](#) as normal as the library may be able to supply these electronically.

A list of **resources** that publishers have now provided online [is available here](#).

Elsevier is opening up access to 256 textbooks (free of charge for three months) on the ScienceDirect platform to help support institutions during the COVID-19 pandemic. See [this website for details](#)

A number of publishers are also [providing free access to journal articles about COVID-19](#)

Learning and teaching support

Most subject librarians are now working from home, offering learning and research support online for students and academic staff. Subject librarians are liaising with academic staff to ensure they have the resources they need available for students during the lockdown period and when teaching starts again.

Enquiry services

There will be two main contact points - [AskLIVE](#), our online chat service and email to xxxxxxx@xxxxxxxxxx.xx.xx. AskLIVE will

remain available from 8.30am-20.30pm weekdays and 10.30am-20.30pm on weekends.

Keeping everyone safe – self isolation form

These forms are not intended for everyone to fill in as we head into nationwide lockdown – see www.covid19.govt.nz. Please **only** complete [the form](#) for any of the following reasons so UC can support you and help trace any contacts should the need arise:

- You are confirmed as having COVID-19
- Had close contact with a suspected OR confirmed COVID-19 case
- Recently arrived from overseas
- Immune system compromised
- Symptomatic/Unwell

Reminder: If you hear of a possible or confirmed case of COVID-19 amongst our UC community while we are isolated in different places, please promptly inform UC's Incident Management Team so we can provide support and follow up with these people. Please contact the [EOC IC Mailbox](#) with the following info:

- Student or staff name
- Student or staff ID number
- Hall they were/are resident in (if applicable)
- Contact details
- Any other information that will allow us to contact them.

If possible, please encourage the person to complete a [Self-isolation Form](#) which will be online soon

Urgent mail collection:

UC warehouse will be receiving mail and courier packages weekdays between 10am – 12noon during the lockdown.

If you are expecting urgent mail we can redirect this to your personal address. Please contact Tracy Ford on 027 809 7109 or 03 369 2183 or email

xxxxx.xxxx@xxxxxxxxxx.xx.xx

UC Rec & Sport goes online

UC Rec & Sport has the lowdown on how to stay active at home. Physical activity is essential for mental wellbeing so make time in your routine to join a familiar class or try something new.

Yesterday the team recorded 30 pieces of content for online, in four venues – BAT, CORE30, HIIT30, Yoga, Pilates and Pump type workouts, all of varying lengths, with different teachers. And staff have equipment at home to create and upload more workouts!

Find livestreamed and recorded group fitness classes via the [UC Rec & Sport YouTube](#) and [Facebook Channels](#). Please be mindful of your current fitness level and any medical conditions you have – start off gently and rest when you need to.

Keep yourself moving at home – add this to your daily routine

A calendar invite has been sent to help you stay well during our lockdown period. It's optional to accept.

- Stand up
- It's time to stretch.
- Push your hands up high.
- Wave them around.
- Now what? – check out some of the options above

Check out [Youtube](#) for a range of 5, 15 and 50 minute workouts

Check out the [RecCentre Facebook](#) page (live sessions coming soon)

Download the Rec & Sport app for a daily workout from the [Apple App Store](#) and [Google Play](#)

Make sure your home work space is set up to maximise your health and wellbeing... do an [Ergo assessment](#).

A calendar invite has been sent to help you stay well during our lockdown period. It's optional to accept.

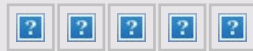
Today's communication to students can be found [here](#)>

If you would like support from UC, please contact xxxxxxxxx@xxxxxxxxxx.xx.xx or phone 0800 827 748 or 03 366 3999.

He Waka Eke Noa. We are all in this together.

Ripeka Tamanui-Hurunui

Incident Controller



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New Zealand
Free call: 0800 VARSITY or phone: +64 3 364 2555

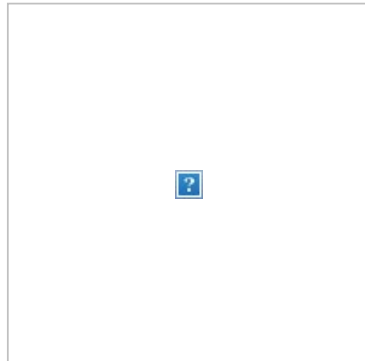
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[Unsubscribe](#)

From: [Communications](#)
To: [Tracey Robinson](#)
Subject: COVID-19 | 26 March 2020
Date: Thursday, 26 March 2020 5:26:31 PM

No images? [Click here](#)



Kia ora koutou,

I hope you've found time to enjoy the beautiful Waitaha Canterbury weather today. You might feel like you have been receiving a lot of information as the COVID-19 situation has evolved over these past days and weeks. From today, we will be taking a break from daily all-staff emails and returning to UC's usual communications during term break. You can catch up on recent messages and find information in these places:

- All-staff emails are available on the Intranet page [2020 Staff Announcements](#). You will also find student updates in this area
- [Intercom](#) continues to feature blogs, focusing on wellbeing
- HR have created a [Covid-19 FAQ Intranet page](#) to answer your questions about working from home, leave, wellbeing and more

Please email xxxxxxxx@xxxxxxxx.xx.xx or phone 0800 827 748 or 03 366 3999 if you have any questions.

The campus is now in lockdown and is only accessible to essential staff. Security is

checking the Arts Centre location and plant rooms regularly. Power has been turned off to all but essential services.

In this update:

- Reminder: flu vaccines
- Self-isolation register
- IT – download Zoom to your home device
- Working from home tips and resources for entertaining everyone

Flu vaccines

The UC Health Centre is open and operating as an essential service. Flu vaccines for eligible staff with qualifying medical conditions or who are aged 65 and over are now available. Patients must be a New Zealand resident or citizen to meet this criteria. Flu vaccines will be available to UC staff outside the eligibility criteria from mid-April.

The Government will be managing supplies centrally due to high demand. We will let you know when vaccines are available, however it will be after mid-April. This applies to all Health Centres. Flu vaccinations do not protect you from COVID-19, but they do provide significant protection from different strains of Flu.

Eligible patients include:

- Pregnant women
- People aged 65 years and older
- People aged under 65 years with any eligible medical conditions including those with chronic lung disease or diabetes and those receiving chemotherapy or who have compromised immunity.
- Children aged 4 years or under who have been hospitalised for respiratory illness or have a history of significant

respiratory illness

[See full details of eligibility criteria.](#)

Self-isolation register

It's really important to fill in a self-isolation form and complete the process for the following specific reasons. This ensures UC and the IMT has the information needed to respond quickly and support those affected.

Specific reasons include:

- You are a confirmed case of COVID-19
- You had close contact with a suspected OR confirmed COVID-19 case
- You recently arrived from overseas
- You have a compromised immune system
- You are symptomatic/Unwell.

You can also fill this in on behalf of another staff member or student.

IT – download Zoom to your home device

IT Services have processed 200 of the 400 Assyst requests mentioned earlier in the week, and they are still there to help during the lockdown period - [log an Assyst ticket](#).

- Use this [helpful guide](#) to get Zoom up and running on your device.
- If you are having trouble using Zoom on your UC device, it is recommended that you download Zoom onto your personal device.

Working from home tips and resources for entertaining everyone

Check out UC's [Intranet Wellbeing page](#) for resources that may be of use to you and/or your family (working from home,

exercising, parenting etc). If you've found something good you'd like to share with your colleagues, email it to xxxxx.xxxxx@xxxxxxxxxx.xx.xx to add to the page.

New Zealand Geographic: '[Together at Home](#)' – the New Zealand Geographic team have created fantastic free and interactive daily activities/challenges for the thousands of kiwis working from home with their families during the lockdown.

Your Place Events are hosting a **Poetry Slam at Your Place - #2** on Facebook. Or check out [Rachael Kable's The Mindful Kind podcast](#) about working from home.

Working from home tips and tricks:

1. Create a morning routine: Having a morning routine is essential for setting the scene for a productive day. Do something that makes you happy i.e. morning walk, coffee or yoga.
2. Get dressed: Choose an outfit for the day, something that will make you feel confident and comfortable for your day.
3. Create a space for working: Set up a space that is yours and purely for working. Make sure you have a comfortable chair with good back support.
4. Make a schedule and stick to it: Create a working schedule with your manager. Establish working hours and stick to them as best you can. This is important for maintaining a healthy work life balance.
5. Make the most of working from home: Go for a walk or phone a friend during your break. Treat yourself.
6. Set boundaries: Turn off your phone and laptop when your working day is over. Set an automatic reply on your emails at the end of each day to let

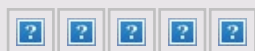
others know your hours of work.

Even though you won't be hearing from us as regularly, please stay connected with UC through Intercom and our social media channels, and keep in touch with your manager and colleagues. Be kind to yourself and those around you.

He waka eke noa. We are all in this together.

Ripeka Tamanui-Hurunui

Incident Controller



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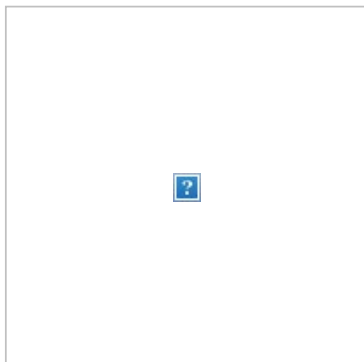
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From: [Communications](#)
To: [Tracey Robinson](#)
Subject: COVID-19 update | UC campus re-opens as we move to Alert Level 2 (teaching and learning remains online for Term 2)
Date: Monday, 11 May 2020 7:17:04 PM

No images? [Click here](#)



Kia ora koutou,

We are excited that the Government announced today that Aotearoa New Zealand will move to Alert Level 2 on Thursday 14 May 2020.

UC's priority continues to be the safety and wellbeing of our students and staff, while supporting the Government in eradicating COVID-19 from New Zealand.

Further to our email [to staff on 1 May](#) outlining Alert Level 2 at UC, we can now provide more information about returning to campus to our controlled learning environment, with specific tertiary education operator guidelines. Read more [here](#)>

Full details are available on the UC webpage [Covid-19: Access to campus under Alert Level 2](#), which explains the processes of safety guidelines, location tracking, physical distancing, and cleaning and hygiene, as well as all related resources, templates and reference documents.

VC live webinar Tuesday 12 May

Our Vice-Chancellor | Tumu Whakarae Professor Cheryl de la Rey will hold a live Zoom webinar Tuesday 12 May at 9.45am – 10am. You will have received an Outlook calendar invite to [register](#) (it will also be recorded).

The principles of Alert Level 2 at UC are:

- Campus will be open to students and staff on Thursday 14 May. Safety measures including location tracking (to support contact tracing measures), physical distancing, hygiene and health and safety protocols will be in place.
- While campus will be open, **UC will continue to deliver undergraduate lectures (and taught postgraduate) lectures, tutorials, laboratories and assessments online for the remainder of Semester 1 (including exams from 8 to 20 June) – there is no change to this.**
- As staff you will be able to return to campus once your College/service unit's [Alert Level 2 Safety Plan](#) has been approved and communicated to you. **Please wait to hear from your line manager before you return to campus.**
- People at high risk of severe illness from COVID-19, or those caring for/living with people in this category, are encouraged to stay home. There may be other reasons as to why a return to work needs to be managed, we encourage you to raise any issues with your line manager and HR representative.
- Staff with school age children are not expected to return to campus until schools have resumed. Our transition back to campus will be flexible, keeping our students and staff safe is our highest priority.
- As mentioned, bring your **Canterbury Card** to campus to scan into buildings.

If you need a replacement Canterbury Card please phone the Security team on 0800 823 637.

- We will also use [QR codes](#) to record entry into buildings and larger spaces. Please pre-register to avoid congestion on campus: instructions are [here](#). Posters around campus will support the use of QR codes. Staff are encouraged to keep a personal log of movements as well. Posters outlining this process will be clearly visible around campus.
- UC must be prepared to manage a COVID-19 outbreak on campus in line with Ministry of Health guidance.
- Students may choose to return to campus in Semester 1 where this will be beneficial to studies (e.g. to access workstations or research data; use warm and quiet spaces to study; access specialist equipment etc). See the email sent to students today [here](#) and the email to postgraduate students [here](#).
- We know many of our students will be excited to reunite with friends, flatmates and neighbours, however socialising in large numbers brings risks. We are encouraging them to play it safe.
- **People who are unwell must not come to the campus – please stay home.**

Which facilities will be open?

- **Halls**
UC-affiliated halls of residence are welcoming students back under Alert Level 2. Students have been advised to contact their provider to ensure a safe and welcoming return.
- **Library**
Common spaces such as the library will also strictly observe the 1 metre rule (like at the supermarket). Additional cleaning, germ shield application and hand sanitiser will continue to be provided, particularly in high use areas.

The updated hours for Puaka-James Hight are weekdays 9am to 9pm, weekends 10am to 6pm.

- **Computer labs and study spaces**

Study commons will also be open in Karl Popper, Ernest Rutherford, Engineering Core, Erskine basement and Undercroft but also subject to physical distancing. Laboratory and field-based research will be approved if it can meet Alert Level 2 guidelines and travel restrictions. Postgraduate students and staff who require access to research facilities will be supported to return to campus, again with Alert Level 2 restrictions carefully observed.

- **UC RecCentre**

UC's RecCentre will reopen on Monday 18 May for a phased return of services - full details will be updated on their [Covid-19 website](#) from this evening. New measures will include physical distancing, extra hygiene and cleaning, a booking system via the app, reduced operating hours and reduced class sizes. Online classes will continue throughout Alert Level 2 via [Youtube](#) and [Facebook](#). Memberships will remain on hold until 21 June.

- **Cafes and food outlets on campus**

There will be a delay in cafes and food vendors opening while they work through health and safety plans and gauge demand for services, so you will need to bring your own food to work.

Parking

UC will reimburse or credit any staff and students who held UC parking permits during COVID-19 Alert Levels 3 and 4. Thank you for your patience and support while we worked through the process. See [UC parking permits during COVID-19 restrictions](#) on Tu ki te tahi for full details.

Supporting students

UC has a guide for staff on how to [Support Students in Distress](#). Work on an updated version of the guide is currently underway, but the existing one provides a wealth of useful information to support you to identify and assist any students experiencing psychological or emotional distress at this time.

More information

If you have any questions please email xxxxxxxx@xxxxxxxx.xx.xx.

We are looking forward to seeing you safely back on campus **but remember if you feel unwell do not come to the campus – play it safe and please stay home.**



Kia kaha, kia maia, kia manawanui | Be strong, be brave, be steadfast.

Nga mihi,

Steve Gibling

Incident Controller



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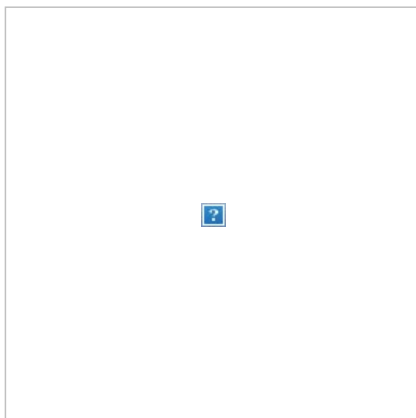
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[Unsubscribe](#)

From: [UC Communications](#)
To: [Claire O'Connell](#)
Subject: Covid-19 | Moving to Covid Alert Level 4
Date: Tuesday, 17 August 2021 9:30:32 PM

No images? [Click here](#)



Kia ora koutou,

This evening, the Prime Minister confirmed Aotearoa New Zealand will move to Covid-19 Alert Level 4 from 11.59pm tonight, Tuesday 17 August.

You can keep up-to-date with the latest Government information on Alert Level 4 [here](#).

Following the announcement by the Prime Minister, the Vice-Chancellor has activated the Incident Management Team, and the Vice-Chancellor and Incident Controllers are the decision-making authority.

The University of Canterbury campus will be closed from 11.59 Tuesday 17 August, with the exception of student accommodation and those providing essential services, which includes Health Centre staff, pharmacy staff, security, and other essential staff.

Please **do not try to access campus** unless you are on the essential staff list. Essential staff will be advised. If you aren't contacted and think you should have been, please email xxxxxxxx@xxxxxxxx.xx.xx.

Working from Home

UC staff are to work from home from Wednesday 18 August. You are welcome to collect computer equipment, including laptops and monitors, before 11.59pm this evening.

At this stage please do not remove any office furniture from University of Canterbury buildings. Refer to the [UC Covid Information page](#) for more on [working from home](#).

Teaching and learning

All classes have been cancelled for the remainder of this week. Tests, assignments and other assessments will not take place during this time. Course coordinators are asked to start considering rescheduling or modifying assessment to accommodate the lockdown. Students are being told to refer to AKO | Learn for the latest course information, so please keep learn up to date, even if it is to say details will be available at a later date.

Please prepare yourself for the possibility of online teaching and learning from Monday 23 August, including potentially running assessments online.

Student accommodation

The Accommodation team has been working closely with halls of residence to ensure appropriate measures are in place. Students should check with their individual hall for details.

Events and Gatherings

Under Alert Level 4 all gatherings and events are cancelled, and all venues closed.

Travel arrangements

If you are currently in Auckland, contact Orbit to make arrangements to return home as soon as possible.

If you have any University-related travel planned for anywhere in New Zealand over the next seven days you **must pause these travel plans** until lockdown is lifted from the whole of New Zealand.

If you have visited Auckland, the Coromandel or locations of interest (published in the [Government Covid website](#)) since Thursday 12 August you should follow isolation recommendations on the [Government Covid website](#).

Health and wellbeing

Look after yourself and others in these uncertain and unique times. Check out the

[online wellbeing hub](#) where there's a wealth of handy information covering [anxiety and stress](#) and [mind and body](#), for both staff and students.

People at Higher Risk

People with underlying health conditions are most at risk of Covid-19 becoming a severe illness. The University will work closely with these staff and students to ensure their individual needs are met.

If you have symptoms of cold or flu call Healthline on [0800 611 116](#) and get advice about being tested.

Taking this action is in the best interests of us all and as complicated as our situation is, it's important to remember we remain in a better position compared to other parts of the world. Let's focus on what each of us can do to ensure a return to normal life as soon as possible.

If you have any questions, visit the [UC Covid information page](#), speak to your line manager or email

xxxxxxxx@xxxxxxxx.xx.xx. Click here to see the [student communication](#).

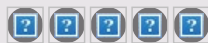
We have done this before, and we will get through this together.

We will be back in touch tomorrow.



Kia kaha,

Iain MacPherson
Incident Controller



Forward

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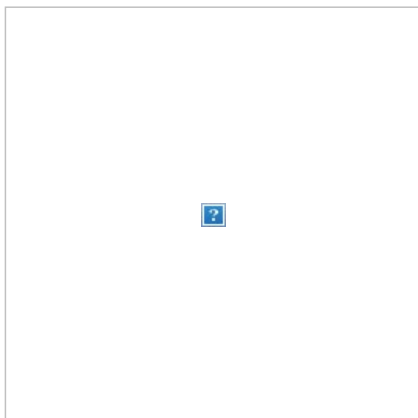
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From: [UC Communications](#)
To: [Claire O'Connell](#)
Subject: Covid-19 update - Monday 23 August
Date: Monday, 23 August 2021 7:50:15 PM

No images? [Click here](#)



Kia ora koutou,

Following Prime Minister Jacinda Ardern's announcement today, Aotearoa New Zealand will continue at Alert Level 4. For all regions outside of Auckland this will continue until at least 11.59pm, Friday 27 August. For the latest up-to-date information visit the [Government Covid-19 website](#).

At this time the Incident Management Team continues to be activated, and the Vice-Chancellor and Incident Controllers are the decision-making authority.

I hope you were able to enjoy your weekend with your bubble and that you got out into the sunshine today. This time last week we didn't expect to be in this position and it is ok to not be at your best as a result. What is important is that you look after yourself and those around you. Take some time to get fresh air and connect with your bubble and colleagues. [EAP services](#) remain open during Alert Level 4 if you would like counselling support.

Teaching and Learning

All Teaching and assessment continues online under previously advised level 4 arrangements.

Accessing campus for equipment

From tomorrow, August 24, all staff

(teaching and professional) will be able to come to campus and collect computer items and files only (no furniture is to be taken from campus at this stage) to allow you to continue working from home. If you would like to collect items you will need to report to the Security Office, 114 Ilam Road to sign in. You will also need to:

- wear a mask
- observe physical distancing
- have your Canterbury Card
- have a mobile phone on your person and provide your number to the Security team
- be prepared to wait for access (it could take time as numbers are strictly limited onsite)

Once you've signed in, you will be escorted to your office to collect your required materials. You will need to report back to the Security Office to sign out, then leave campus immediately.

You will be able to access campus every day (including Saturday and Sunday) from 8am. The last departure from the Security Office is at 5.30pm each day.

Students are not permitted to pick-up resources from campus.

Student access to devices

If students don't have access to a device suitable for online study, or don't have a suitable internet connection, please encourage students to email xxxxxxxx@xxxxxxxx.xx.xx with their full name, date of birth, student ID number, current physical address, contact phone number, and an outline of their situation. They will then be contacted on the phone number provided for arrangements to be made.

University Travel

There is currently no university travel permitted under Alert Level 4 restrictions. This will be revised when alert levels change and the following restrictions will apply for staff and students wanting to travel on University business:

- Canterbury region in Level 3: no domestic travel permitted
- Canterbury region in Level 2: domestic business travel, deemed essential, may proceed with SLT approval only, and to other regions in level 1 or level 2.

Postgraduate Research Students

For doctoral students, extensions to candidature milestones and/or UC Doctoral scholarships may be considered at a later date - currently there are no changes. If you have questions about Doctoral candidature or milestones, email the PGRO xxxxxxxxxxxxxxxxxxxx@xxxxxxxx.xx.xx. Please continue to check in with your postgraduate research students and reassure them that UC will prioritise their access to campus when it is safe to do so.

The [UC Covid information page](#) is regularly updated and has a wealth of information. If you have any questions about UC's Covid response, please email xxxxxxxx@xxxxxxxx.xx.xx or speak to your line manager.

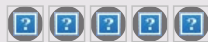
Today's communication with students is [here](#).

Thank you for your ongoing support and care of each other and our students.



Kia haumaruru te noho,

Ripeka Tamanui-Hurunui
Incident Controller



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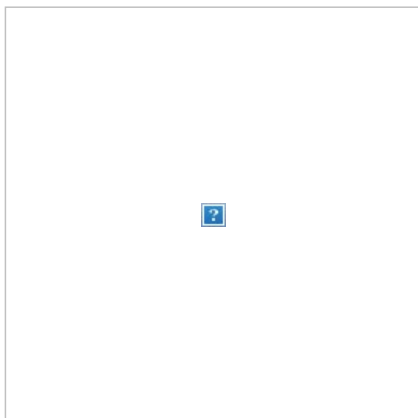
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From: [UC Communications](#)
To: [Claire O'Connell](#)
Subject: Covid-19 update – Tuesday 31 August
Date: Tuesday, 31 August 2021 7:26:20 PM

No images? [Click here](#)



Kia ora koutou,

Prime Minister Jacinda Ardern has confirmed that all of Aotearoa New Zealand, except Auckland and Northland, will move to Alert Level 3 from 11.59pm tonight.

The Incident Management Team and the Vice-Chancellor have decided how teaching and learning, and the university's other operations, will proceed under the lower alert level, based on the latest guidelines provided by the Tertiary Education Commission (TEC). The Alert Level 3 guidelines have been updated from those introduced last year, acknowledging the more infectious nature of the Delta variant.

Access to campus

Under Alert Level 3 all teaching, assessments, meetings and other usual on-site activities will continue to be carried out online wherever possible.

However, a process has been developed in line with the new TEC guidelines to ensure some safe access to the University of Canterbury campus on a very limited basis.

Academic staff can apply to carry out teaching and research activity on campus or as field work under Alert Level 3. This will be limited to postgraduate research students, final year honours students and in specialised programmes, final year

undergraduate students.

- This will only be available for teaching and research that cannot be carried out online and will be limited to groups with a maximum size of 10 people including staff.
- Access to campus under Alert Level 3 will be strictly managed and we encourage staff to read and thoroughly familiarise themselves with the process to prevent any inconvenience.

For more detailed information about the application process, [click here](#).

Please note that processing and review will be required for each application. Staff will be notified of the outcome as soon as possible, but this may take several days.

Please email

xxxxxxxxxx@xxxxxxxx.xx.xx with any questions or concerns.

Accessing campus for equipment

During Alert Level 3, staff can arrange to collect their personal chair from their office.

To collect your chair, **please report to security** and the security team will guide you to the building for access. Please remember to bring your chair back upon your return to campus.

If for any reason you're unable to access campus for pickup, please email [UC Protect](#) to request a delivery.

Bubble management on campus

If a class, workshop or lab that cannot be delivered online is granted permission to be held on campus, the number of people involved must be limited to 10 people or less.

Each of these groups is considered a separate "bubble" and **must not interact** with any other student or staff bubble.

Each bubble of 10 or less will be strictly managed to ensure appropriate infection control measures, such as physical distancing of 1 metre and mask wearing,

are being met.

- Classes will be limited to two hours and with shared equipment sanitised between use.
- Everyone must sign in and out at Security each day and they must scan the building QR Code and swipe their identification cards to access spaces. This is required in order to enable contact tracing of individuals in the event of possible exposure to the virus.
- Students and staff may travel within their region to attend class or work.

Study spaces

There will be limited study spaces on campus for students who cannot do so from home and strict protocols will need to be followed. If students require this service or need more information, they can email xxxxxxxx@xxxxxxxx.xx.xx.

Face coverings

Staff and students should bring face coverings with them, and wear them at all times while on campus. Face coverings should be worn when accessing services like UC Security, UC Health and in situations where physical distancing may be difficult.

Support for staff and students

Thank you to all the staff who filled out the Pulse survey to let us know how you are feeling. We are currently analysing the results. In the meantime, we would like to remind staff whose wellbeing might not be so good to reach out for help through your line manager or through the services that are available such as:

- Employee Assistance Programme (EAP)
– 0800 327 669,
www.eapservices.co.nz
- Chaplaincy services – Reverend Dr John Fox, 027 357 1628,
xxx.xxx@xxxxxxxx.xx.xx
- Ministry of Health Need to talk? – Free phone or text 1737
- Lifeline – 0800 543 354 or text HELP to 4357 for free, 24/7, confidential support

This can be a tough time for us all, so make sure you take opportunities to get fresh air and connect with your bubble and colleagues.

Keeping active is an important part of mental health and wellbeing. Just a reminder that all staff can now access the UC Rec&Sport App for free until at least 30 September 2021.

Vaccines

Don't forget to [book your appointment to get your vaccine](#) if you haven't already. You don't need to use sick leave to attend a vaccination appointment or to take a family member to be vaccinated.

More information

The [UC Covid information page](#) is regularly updated and has a wealth of information. If you have any questions about UC's Covid response, please email xxxxxxxx@xxxxxxxx.xx.xx or speak to your line manager.

Today's email to all students is [here](#).

For the latest information visit the [Government Covid-19 website](#).

We will be in touch again soon. Dealing with uncertainty is difficult and it's okay to not be at your best at the moment. What is important is that you look after yourself and those around you.



Kia aroha ki te tangata
(we extend care and empower others),

Leanne Keenan
Incident Controller



Forward

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