

Guidelines for Tertiary Education Organisations on how to operate under different Alert Levels

At every Alert Level, the following principles apply:

- TEOs should maintain their ability to comprehensively deliver courses remotely, and should be in a position to transition to fully remote learning as soon as possible (if required).
- If the Alert Level **is lowered**, TEOs may choose how best to transition their delivery and operations, as long as they are meeting the minimum new Alert Level requirements (e.g. TEOs may choose to continue with online delivery for an extended period, even if this is not required at the new Alert Level).
- If the Alert Level **is raised**, TEOs should transition to the new requirements by the time the new Alert Level comes into effect.
- Any staff or student who feels unwell or exhibits symptoms of COVID19 should immediately contact the TEO where they work/study/live to let them know, along with their General Practitioner.
- There should be careful isolation of anyone displaying relevant symptoms of COVID-19, test positive for COVID-19, have been in close contact with someone who tests positive for COVID-19, or have been overseas in the last 14 days.
- Organisations operating under any Alert Level should ensure that appropriate public health control measures specific for TEOs, along with Worksafe guidelines and normal Health and Safety requirements, are in place before they resume operations. These requirements differ depending on the Alert Level.
- A separate set of **Guidance for TEOs on how to run on-site examinations** at different Alert Levels can be found [here](#).

Updated as at 3 September, 2021	Overarching principles for TEOs	What this means for...			
		Teaching and learning	Conducting research	Accommodation and student support	Campus operations and management
Level 4 - Lockdown Status: <i>Likely that disease is not contained</i> National measures: <ul style="list-style-type: none"> • People instructed to stay at home (in their bubble) other than for essential personal movement. • Educational facilities closed. • Safe recreational activity is allowed in local area. • Travel is severely limited. • All gatherings cancelled and all public venues closed. • Businesses closed except for essential services (e.g. supermarkets, pharmacies, clinics, petrol stations and lifeline utilities). • Face coverings are mandatory on public transport and at essential businesses and services. • Rationing of supplies and requisitioning of facilities possible. • Reprioritisation of healthcare services. 	Principles for TEOs under Alert Level 4 <ul style="list-style-type: none"> • All tertiary educational facilities must be closed, with the exception of necessary student accommodation, and those deemed as 'Essential Services'. • Student accommodation facilities may remain open to enable students to self-isolate, where necessary. • Very limited additional site access is allowed for approved purposes that providers will not need to apply for permission for (see Conducting research and Campus operations and management). • Where access to a tertiary site is permitted, a minimum number of staff should be onsite for a minimum amount of time, contact tracing systems and infection prevention measures must be in place, and physical distancing¹ must be maintained at all times. If there is more than one staff member on site, staff must wear a face covering. • Any other site access will require an exemption from the Director-General of Health. The threshold for exemptions is extremely high.² • Providers must continue to deliver education remotely, where possible. • Workplace-based learning is subject to the policies and practices being applied to that type of workplace. • At-risk people³ (or those caring for/living with at-risk people) should not be asked to carry out any on-site activities. • Gatherings of people at tertiary facilities is not allowed. 	<ul style="list-style-type: none"> • All face-to-face classes, labs, workshops, tutorials, noho, and meetings are not allowed, and should be run remotely, where possible. • Where necessary, staff may be onsite for the purpose of collating and arranging for the delivery of educational resources to students who are otherwise unable to access resources remotely, and undertake contactless deliveries to those students. Staff undertaking deliveries must wear a face covering and keep physically distanced from others (2-metres). There must be no physical contact between staff and the person receiving the educational resources. (Students are not permitted to pick up educational resources from TEOs.) • Staff are also allowed onsite to collect essential items to allow themselves to work remotely from their homes. • Workplace-based learning that is on-site or face-to-face should not proceed, except in very limited circumstances (e.g. where a student is working at an Essential Services, such as a Hospital). Any on-site workplace-based learning must be managed within the COVID-related restrictions being applied to that workplace. Pastoral care for workplace based learners must be provided remotely. • Examinations and assessments may not be conducted on-site or face-to-face, but should be remotely, where possible. 	<ul style="list-style-type: none"> • All face-to-face and lab based research activities must stop (with the exception of activities supporting the government's response to COVID-19). • Research meetings, workshops, conferences, etc. may continue online. • Caring for animals used in research is allowed, but the number of different staff involved should be minimised. • Limited scientific services are designated as essential (e.g. significant research facilities, including animal facilities, clinical trials, and infrastructure that requires constant attention (for example, samples, collections, and storage facilities), that are important to New Zealand). TEOs may only continue research if it is allowed under Schedule 2 of the current health order. • The above restrictions do not apply to any activities being conducted at the direction of the Ministry of Health required to manage COVID-19. 	<ul style="list-style-type: none"> • Student accommodation, such as hostels and halls of residence, can remain open and in a position to provide appropriate support to allow students to self-isolate, as required. Students staying in halls, etc., are able to leave the accommodation under the same restrictions as apply to those living at home/in rentals (i.e. only for exercise and picking up essential goods). Where student accommodation remains open, strict physical distancing, infection prevention measures, and 'bubbles' should be maintained at all times, including meal service. For example, close contact should be limited to people of the same 'bubble' (which may be a single floor in a halls of residence); common social and recreation areas should be closed (except those shared by a single 'bubble'); and there should be split shift access to common areas for staff. Students are not permitted to change their accommodation unless the very limited circumstances in which changing accommodation is allowed apply, or they have an exemption from the Director-General of Health.⁴ • Student services, such as counselling and health services should continue to operate, with consultations delivered online or over the phone where possible. In extreme circumstances (e.g. during a critical incident), face-to-face visits with a student may be allowed. On-site pharmacies are allowed to operate as an Essential Service, and medical staff may provide face-to-face consultations where necessary (e.g. flu vaccinations, unwell patients requiring a hands-on diagnostics etc.). 	<ul style="list-style-type: none"> • Maintenance and management of facilities and ICT infrastructure is allowed if the task is essential to operations, and there is no way to complete the task remotely. Examples include: maintaining IT servers and IT equipment critical to delivering distance education, securing the site, removing fire hazards, or essential contractors in the event of damage at a tertiary organisation. Preparing TEO premises for opening in advance of an Alert Level change is also allowed. A minimum number of staff should be onsite for a minimum amount of time. If there is more than one staff member on site, staff must wear a face covering. • Deep Cleaning and additional sanitising regimes should be implemented. • Management services are not allowed on-site, and should continue their activities remotely; for example, Chief Executive/Vice-Chancellor's office, College offices, finance, HR, planning. • Libraries, computer labs, gymnasiums, recreation areas, break out areas, and student commons-places must be closed (except in student accommodation, where common areas shared by the same 'bubble' may remain open). • On-campus food retail venues should be closed (except those required for feeding residents of student accommodation).

¹ **Physical distancing** at Alert Level 4 means people must keep 2 metres apart at all times outside home.

² TEOs that consider that they need to access sites for reasons other than the approved purposes should contact the TEC to discuss this. Please email customerservice@tec.govt.nz, with the subject "site access enquiry", or get in touch with your TEC Relationship Manager.

³ The term "**at-risk people**" used in this table refers to people at most risk of severe illness from COVID-19. The key determinant of COVID-19 becoming a severe illness is the existence of underlying medical conditions, especially if these conditions are not well controlled. Relevant conditions include serious respiratory disease, serious heart conditions, being over 70, or immunocompromised.

⁴ See 'Leaving or relocating home' and 'Individual exemptions' at the Unite against COVID-19 website: [Permitted movement at Alert Level 4 | Unite against COVID-19 \(covid19.govt.nz\)](https://www.unite.co.nz/Permitted-movement-at-Alert-Level-4-|Unite-against-COVID-19-(covid19.govt.nz)).

Updated as at 28 September, 2021	Overarching principles for TEOs	What this means for...			
		Teaching and learning	Conducting research	Accommodation and student support	Campus operations and management
<p>Level 3 - Restrict</p> <p>Status: <i>High risk that disease is not contained</i></p> <p>National measures include:</p> <ul style="list-style-type: none"> • People instructed to stay home in their bubble other than for essential personal movement. • Physical distancing of 2m outside home, or 1m in controlled environments (e.g. schools, workplaces). • Wearing a face covering is mandatory on public transport and at essential services and businesses. • People must stay within their immediate household bubble, but can expand this to connect with close family/whānau, or bring in caregivers, or support isolated people. This extended bubble must remain exclusive. • Those responsible for certain businesses, facilities and events will need to ensure that visitors scan the QR code for their place or gathering with the COVID-19 Tracer App, or provide details in a contact tracing record. • Must work from home unless that is not possible. • Businesses can open, but cannot physically interact with customers and must follow the golden rules for business.⁹ • Low risk local recreation activities are allowed. • Public venues are closed. • Gatherings of up to 10 people are allowed for wedding services, funerals and tangihanga. • Travel between alert level areas is highly limited. • People at high risk of severe illness encouraged to stay home where possible, and take additional precautions when leaving home. They may choose to work. 	<p>Principles for TEOs under Alert Level 3</p> <p>Education facilities may provide education services under the principles below and the detailed guidelines to the right:</p> <ul style="list-style-type: none"> • All teaching and other activities <u>should be done remotely</u>, wherever possible. • <u>Where it is not possible to deliver teaching online</u>, some facilities may remain open (e.g. for research, post-graduate teaching, lab/workshops, or noho-based delivery). • Any class, workshop, etc. that cannot be delivered online and remains open should be <u>limited to 10 people or less</u>. Each such group is considered a 'bubble' and should not interact with any other student/staff bubbles of 10⁵. Contact tracing information that identifies which student/staff bubbles have met, and where and when they have met should be collected. • Anyone who is not a student/staff should not go on-site at a tertiary education facility ('staff' includes contractors – e.g. plumber and electricians may go on site to do repairs etc.). In the case of split Alert Levels, students/staff may not travel from an Alert Level 4 area to a TEO or student accommodation in an Alert Level 3 area. • Distance learning provision should remain available for all students. • Courses where <u>close contact is unavoidable must remain online only</u>. • For any on-site activities, <u>appropriate infection control measures</u>⁶, such as physical distancing and face coverings, along <u>with Worksafe requirements</u> must be met at all times. • TEOs should have contact tracing systems in place for all staff and students onsite. TEOs should display the official NZ COVID Tracer QR code posters in a prominent place at or near main entrances, and ensure (to the greatest extent practicable) that each person entering the facility scans the QR code or provides details to enable contact tracing. Additional QR code posters should be generated and placed outside different rooms or separated areas within TEO facilities to allow more accurate contact tracing. • Staff and students should bring face coverings or masks with them when attending on-site activities. Face coverings must be worn at student health services and pharmacies where these are open. They are strongly recommended at all other times, particularly where physical distancing may be difficult; for example, in a confined space with other students or staff, such as in workshops, lifts, transportation organised by the TEO, etc. • Large classes and outdoor gatherings on tertiary sites are not allowed. • Workplace-based learning is subject to the policies and practices being applied to that type of workplace. • At-risk and vulnerable people (or those caring for/living with vulnerable people) should not be required to carry out any on-site activities unless they are fully vaccinated. However, they may work on site if they wish to and it is safe for them to do so. • Any educational facilities affected by COVID-19 will directed to be closed. 	<ul style="list-style-type: none"> • All teaching, meetings, and other usual on-site activities should be done remotely, wherever possible. • Large classes/lectures are not allowed. • Small classes, labs, workshops, tutorials, noho, and meetings (of 10 people or less) should be run remotely wherever possible. Where remote delivery is not possible, these activities, involving 10 people or less, may continue but must be strictly managed to ensure infection control measures, such as physical distancing and mask wearing if appropriate, are met. Each class/group of 10 people or less is considered a single 'bubble' and should not interact with any other student/staff bubbles of 10. Contact tracing information that identifies which student/staff bubbles have met, and where and when they have met should be collected. The Ministry strongly recommends that overnight noho marae are not held. • If a tertiary facility is open (i.e. for research, post-graduate teaching, etc.), then students/staff may travel within their Alert Level 3 region to attend class or work if permitted by their TEO. In the case of split Alert Levels, students/staff may not travel from an Alert Level 4 area to an educational entity in an Alert Level 3 area. • Workplace-based learning that is on-site or face-to-face should not proceed, except in very limited circumstances where that type of business is allowed to continue operations, such as a hospital. Any on-site workplace-based learning must be managed within the COVID-related restrictions being applied to that workplace. Pastoral care for workplace based learners must be provided remotely. • On-site examinations are only allowed at Alert Level 3 for existing student/staff bubbles of 10, where it has not been possible to deliver teaching online. Further guidance for TEOs on how to run on-site examinations at different Alert Levels can be found here. • Any workplace-based examinations or assessments must be carried out in line with the policies and practices being applied to that type of workplace. 	<ul style="list-style-type: none"> • Face-to-face research activities should not be conducted, including public events, personal interviews, and experiments involving human subjects. These should be conducted remotely, where possible. • Research activity based in laboratories are allowed but should be strictly managed to ensure appropriate infection control measures, such as physical distancing and contact tracing, are met. • Caring for animals and other biological materials used in research is allowed, but the number of different staff involved in these activities should be minimised. • Maintaining or operating equipment and major infrastructure associated with research is allowed, but number of different staff involved in these activities should be minimised. 	<ul style="list-style-type: none"> • Student accommodation⁷, such as hostels, halls of residence, and self-contained flats should remain open and in a position to provide appropriate support to allow students to self-isolate, as required. Contact tracing measures are critical and should be strictly enforced for student accommodation. Staff should ensure anyone entering the facility scans a NZ COVID Tracer QR code or provides details to enable contact tracing. Those staying in student accommodation are able to leave under the same restrictions as apply to those living at home/in rentals (e.g. to attend class if permitted by their TEO). Where a student accommodation remains open, strict physical distancing, infection prevention measures, and 'bubbles' should be maintained at all times, including meal service. For example, close contact should be limited to people of the same 'bubble' (which may be a single floor in a halls of residence); common social and recreation areas should be closed (except those shared by a single 'bubble'); and there should be split shift access to common areas for staff. • Students in Alert Level 3 areas may change their accommodation, in line with the permitted purposes for travel and essential personal movement. Students in an Alert Level 3 area are permitted to return to their principal home or place of residence in an Alert Level 2 area, or relocate their home or place of residence on a permanent or long-term basis as a result of attending tertiary education in an Alert Level 2 area. When travelling across an alert level boundary, students must carry evidence of a negative COVID-19 test result, or a medical certificate confirming they do not have COVID-19 symptoms and, for a particular physical or other need, are unable to have a COVID-19 test. You must get tested or be examined within 72 hours of crossing the Alert Level boundary. (We strongly recommend that accommodation providers request that students provide this evidence before moving into accommodation.) Students must also carry evidence of their purpose of travel and destination e.g. proof of accommodation arrangements. See Personal travel across an Alert Level boundary Unite against COVID-19 (covid19.govt.nz) for more information. Students intending to move into tertiary student accommodation (in an Alert Level 2 or 3 area) should contact their provider to facilitate this. Once in an Alert Level 2 area, students who have relocated from Alert Level 3 are able to follow Alert Level 2 rules, including attending their tertiary provider and participating in social gatherings, consistent with public health requirements. Students should, however, be alert to symptoms and get tested if any symptoms develop. Students may also move out of their accommodation in an Alert Level 3 area if they are relocating on a permanent or long-term basis to accommodation in an Alert Level 3 area. Students must not change their accommodation if they have been directed by a medical officer of health to isolate. • Student services, such as counselling and health services should continue to operate, with consultations delivered online or over the phone where possible. Where virtual, non-contact consultations are not possible (e.g. during a critical incident), face-to-face consultations are allowed. Face coverings must be worn at healthcare facilities. On-site pharmacies are allowed to operate in line with the public health requirements that apply to that type of business, and medical staff may provide face-to-face consultations where necessary (e.g. flu vaccinations, unwell patients requiring a hands-on diagnostics etc.). 	<ul style="list-style-type: none"> • Operations staff involved in the maintenance of ICT infrastructure, facilities management, and security services may go onsite, but only if there is no way to complete the task remotely. Contact tracing systems should be in place and physical distancing must be maintained at all times. • Cleaning regimes should be implemented in line with Ministry of Health guidance: COVID-19: Cleaning for businesses and education centres Ministry of Health NZ. • Management support (e.g. Chief Executive/Vice-Chancellor's office, College offices, finance, HR, planning, etc.) should work remotely, wherever possible, but can meet and work on-site if necessary, provided physical distancing requirements are met. • Staff should only travel within an Alert Level 3 area where it is immediately essential to delivery of teaching and learning or for effective management and governance functions. Any travel, for both students and staff, is subject to broader restrictions on personal movement. • Gymnasiums, recreation areas, break out areas, and student commons must be closed (except in student accommodation, where common areas shared by the same 'bubble' may remain open). • It is recommended that TEOs put up signs around campus stating that there <u>must be no gatherings</u>. • Libraries and computer labs may remain open where they are essential to education delivery⁸ and can be operated using closely monitored personal distancing conditions. Face coverings are recommended. • On-campus food retail venues should be closed to customers (except those required for feeding residents of student accommodation) but may operate for delivery or contactless collection, in compliance with relevant infection control measures. Staff must ensure anyone entering the venue scans the NZ COVID Tracer QR code or provides details to enable contact tracing.

⁵ For example, a student may attend a class, lab or workshop with a group of other students (of up to 10 students and staff), but not then move on to multiple other classes with different groups. The staff member should not have multiple 'bubbles' of students.

⁶ 'infection control measures' for TEOs under Level 3 include: ensuring physical distancing of 1m, contact tracing, ensuring workshops etc. involve groups of 10 people or less and do not change, indoor classes take place in a well-ventilated area, and shared equipment are sanitised between use. TEOs should, where possible, ensure separate bathroom facilities are used by each class bubble (unless they are sanitised between groups). Face coverings are strongly recommended. Worksafe requirements can be [found here](#).

⁷ This does not include private flats, which should follow general guidelines for homes/rentals.

⁸ There is a high bar for an activity to be considered essential to education delivery. Access to libraries or computer labs should only be allowed when the delivery of education cannot occur remotely, e.g., for research, post-graduate teaching, labs or noho-based delivery.

⁹ <https://covid19.govt.nz/covid-19/alert-system/alert-level-3/#workplaces-and-businesses>

Updated as at 28 September 2021	Overarching principles for TEOs	What this means for...			
Level 2 - Reduce	Principles for TEOs under Alert Level 2	Teaching and learning	Conducting research	Accommodation and student support	Campus operations and management
<p>Status: <i>Disease is contained, but risk of community transmission remains</i></p> <p>National measures:</p> <ul style="list-style-type: none"> • People can connect with friends and family, and socialise in groups, go shopping, or travel domestically, if following public health guidance. • No more than 100 people at indoor and outdoor gatherings – including weddings, birthdays and funerals and tangihanga. Note that ‘gathering limits’ do not apply to education-related activities on a TEO campus. • Keep physical distancing of two metres from people you don’t know when out in public or in retail stores. Keep one metre physical distancing in controlled environments like workplaces, where practicable. • Wearing a face covering is mandatory on <u>public transport</u> and at essential services and businesses. • Sport and recreation activities are allowed, subject to conditions on gatherings, contact tracing, and – where practical – physical distancing. • Public venues can open but must comply with public health measures. • Health and disability care services operate as normally as possible. • Businesses can open to the public, but must follow public health guidance including in relation to physical distancing, face coverings and contact tracing. Alternative ways of working encouraged where possible (e.g. remote working, shift-based working, physical distancing, staggering meal breaks, flexible leave). • All organisations must display a government issued QR code for use with the NZ COVID Tracer App. • Those responsible for certain businesses, facilities and events will need to ensure that visitors scan the QR code for their place or gathering with the COVID-19 Tracer App, or provide details in a contact tracing record. • It is safe to send your children to schools, early learning services and tertiary education. There will be appropriate measures in place. 	<ul style="list-style-type: none"> • Many on-site activities at tertiary education facilities can take place, such as classes, lectures, labs, workshops, tutorials, and meetings. • These detailed guidelines outline both required and recommended public health measures for TEOs, including capacity limits, contact tracing, physical distancing and face coverings. TEOs may implement additional public health protocols on campus, e.g. requiring face coverings to be worn, to meet the health and safety needs of their campus community, and should do so in consultation with staff and students. • Remote learning and teaching arrangements should remain in place to allow TEOs to manage capacity limits and appropriate physical distancing, and for ‘at risk’ students and staff. • TEOs should have contact tracing systems in place for all staff, students and visitors onsite. TEOs should display the official NZ COVID Tracer QR code posters in a prominent place at or near main entrances, and ensure (to the greatest extent practicable) that each person entering the facility scans the QR code or provides details to enable contact tracing. Additional QR code posters should be generated and placed outside different rooms or separated areas within TEO facilities to allow more accurate contact tracing. • In particular, TEOs should ensure contact tracing information that identifies which students and staff (and any other visitors) have been in each ‘controlled learning space’ and ‘other controlled environments’ and at what time, is collected. A ‘controlled learning space’ may be a lecture theatre, a lab, a classroom etc. ‘Other controlled environments’ include residential accommodation. • Staff and students should bring face coverings or masks with them when attending on-site activities. Face coverings must be worn at student health services, pharmacies, banks and retailers on campus. They are strongly recommended at all other times, particularly where physical distancing may be difficult; for example, in libraries, or in a confined space with other students or staff, such as in workshops, lifts, transportation organised by the TEO, etc. • At-risk and vulnerable people should not be required to carry out any on-site activities unless they are fully vaccinated. However, they may work on site if they wish to and it is safe for them to do so. 	<ul style="list-style-type: none"> • Classes, lectures, labs, workshops, tutorials, and meetings are allowed, but should be strictly managed to ensure public health control measures are in place, such as contact tracing and physical distancing. • The Ministry strongly recommends that overnight noho marae are not held. • Capacity limits for large teaching and learning spaces of a maximum of 200 staff and students, with physical distancing of 1-metre, are strongly recommended. Where course enrolment exceeds recommended capacity limits, TEOs should offer courses online and/or implement alternative in-person teaching and learning arrangements. • TEOs should have protocols in place to ensure staff, students and visitors maintain physical distancing when entering and leaving teaching and learning spaces as appropriate – for example, ‘one-way doors’ for entrances and exits, adjusting timetabling to provide more time in between classes, or requiring face coverings if 1-metre physical distancing is not practicable. • Face coverings are strongly recommended for students and staff in teaching and learning spaces. While face coverings are not mandatory under the Health Order, providers have their usual rights to set rules for conduct on their premises. • Gatherings that are not directly education-related, such as speaking events open to the public, cultural events, social events, etc. should follow the public health control measure that apply to that type of gathering, including any restrictions on number of attendees. <u>Graduation ceremonies</u> are not directly education-related, and must therefore follow the normal rules that apply to gatherings. • Close-contact courses may resume and should operate in accordance with the public health control measures that apply to that specific occupation (e.g., hairdressing). This applies whether the training is conducted in the workplace, or on-site at a tertiary facility. • Workplace-based learning can resume for most businesses, and should be managed within the public health control measures that apply to that workplace. • Pastoral care for workplace-based learning may be delivered face-to-face, and should be managed within the public health control measures that apply to that workplace. • Guidance for TEOs on how to run on-site examinations at Alert Level 2 can be found here. 	<ul style="list-style-type: none"> • All research and related activities are allowed, provided appropriate public health control measures are in place. This includes: <ul style="list-style-type: none"> ○ Face-to-face research activities, including public events, personal interviews, and experiments involving human subjects, ○ Research activity based in laboratories (including caring for animals and other biological material), ○ Maintaining or operating equipment and major infrastructure associated with research is allowed, ○ Activities in studios, theatres (but not involving the public) and spaces that creative and humanities disciplines use are allowed. • Public health control measures for research and related activities include: <ul style="list-style-type: none"> ○ Physical distancing of at least 1-metre, ○ Face coverings, which are strongly recommended in research and laboratory spaces, ○ Controlled group sizes, subject to health and safety assessments, ○ Contact tracing systems. 	<ul style="list-style-type: none"> • Student accommodation, such as hostels and halls of residence, may be open to all students, but should operate in line with public health control measures. • Student accommodation staff and residents are not required to wear face coverings at tertiary hostels and halls of residence, but are encouraged to do so in shared and communal areas (except for eating and drinking). • Contact tracing all residents, staff, and visitors who go onsite at a residential accommodation facility is critical. Staff should ensure anyone entering the facility scans a NZ COVID Tracer QR code or provides details to enable contact tracing. • Maintaining ‘bubbles’ is not required, including within student accommodation, and shared kitchens and communal areas are allowed to open. However, physical distancing of 1-metre is recommended in these areas. • Social events with external visitors should not be held in student accommodation, though small social events involving residents are ok. • A small number of family or close friends may visit, but TEOs should manage this to ensure these visits do not turn into a social event. • Students in Alert Level 2 areas may travel domestically to student accommodation in an Alert Level 2 area (whether that’s a private flat or a tertiary accommodation such as a Halls of Residence). No documentation (e.g., proof of residence) is required for domestic travel within Alert Level 2 areas, unless students will be crossing alert level boundaries (e.g. driving from Hamilton to Northland when Auckland is at Alert Level 3 or 4). • Students in Alert Level 2 areas may also return to their primary home or place of residence in an Alert Level 3 or 4 area. Students must carry evidence of their purpose of travel and destination if returning home from an Alert Level 2 area to an Alert Level 3 or 4 area, e.g. proof of accommodation arrangements. For more information, see Personal travel across an Alert Level boundary Unite against COVID-19 (covid19.govt.nz). • If necessary, students may travel from an Alert Level 2 area into, through, and out of an Alert Level 3 or 4 area (in one trip) to attend an education entity in an Alert Level 2 area to participate in an education programme in which they are enrolled. Returning home into, through, and out of an Alert Level 3 or 4 area (in one trip) afterwards is also allowed. For example, a student may drive from their home in Waikato to their TEO in Northland when Auckland is at Alert Level 3 or 4, and return home. They must carry evidence of their purpose of travel and destination (e.g. proof of enrolment and proof of residential address, for their return trip), and photo ID. See Personal travel across an Alert Level boundary Unite against COVID-19 (covid19.govt.nz). • Student counselling & health services are allowed to operate face-to-face, provided public health control measures related to that type of business are met. Face coverings must be worn at healthcare facilities. 	<ul style="list-style-type: none"> • All operations and management staff are allowed on site, in line with public health control measures. Staff in non-public facing roles should maintain a 1-metre distance from each other. Staff in public-facing roles (e.g. student services and other roles not in controlled learning spaces) should maintain a 2-metre distance from students and visitors, and face coverings are strongly recommended. TEOs may implement limits on the number of people in some spaces to allow everyone to safely physically distance. • Cleaning regimes should be implemented in line with Ministry of Health guidance: COVID-19: Cleaning for businesses and education centres Ministry of Health NZ. • Libraries may open in accordance with the recommended public health control measures for TEOs, where access is restricted to staff and students. This includes physical distancing of 1-metre, and face coverings are strongly recommended. Where a TEO library is publicly accessible, it should operate in accordance with the public health control measures that apply to public libraries (physical distancing of 2-metres, and mandatory face coverings), and staff must ensure anyone entering the facility scans the NZ COVID Tracer QR code or provides details to enable contact tracing. • On-campus businesses such as gyms, pharmacies, cafes, restaurant, etc., should operate in accordance with the public health control measures that apply to that type of business (including where these businesses operate on shared premises e.g. learning hubs). These may include gathering limits, physical distancing, contact tracing, and face covering requirements. • Recreation areas (e.g. sports grounds, tennis courts etc.), may reopen, but should operate in accordance with the public health measures that apply to sports. • Staff may travel domestically between Alert Level 2 areas only, provided they ‘travel safely’ and adhere to Ministry of Transport guidelines for travel. If necessary, travelling from an Alert Level 2 area into, through, and out of an Alert Level 3 or 4 area (in one trip) to work at an education entity in an Alert Level 2 area is allowed. Returning home into, through, and out of an Alert Level 3 or 4 area (in one trip) afterwards is also allowed. For example, a staff member may drive from their home in Waikato to their TEO in Northland when Auckland is at Alert Level 3 or 4, and return home. They must carry evidence of their purpose of travel and destinations (e.g. a letter from their TEO and proof of residential address, for their return trip), and photo ID. See Business travel across an Alert Level boundary Unite against COVID-19 (covid19.govt.nz).

Updated as at 17 November 2020	Overarching principles for TEOs	What this means for...			
		Teaching and learning	Conducting research	Accommodation and student support	Campus operations and management
<p>Level 1 - Prepare</p> <p>Status: <i>The disease is contained in New Zealand</i></p> <ul style="list-style-type: none"> Wearing a face covering is mandatory on all public transport in to, out of, or within Auckland, and on all domestic flights across New Zealand, from Thursday 19 November. More information, including exemptions, can be found here. <p>The Golden Rules for everyone at Alert Level 1:</p> <ol style="list-style-type: none"> If you're sick, stay home. Don't go to work or school. Don't socialise. If you have cold or flu symptoms call your doctor or Healthline and make sure you get tested. Wash your hands. Wash your hands. Wash your hands. Sneeze and cough into your elbow, and regularly disinfect shared surfaces. If you are told by health authorities to self-isolate you must do so immediately. If you're concerned about your wellbeing or have underlying health conditions, work with your GP to understand how best to stay healthy. Keep track of where you've been and who you've seen to help contact tracing if needed. Use the NZ COVID Tracer app as a handy way of doing this. Businesses should help people keep track of their movements by displaying the Ministry of Health QR Code for contact tracing. Stay vigilant. There is still a global pandemic going on. People and businesses should be prepared to act fast to step up Alert Levels if we have to. People will have had different experiences over the last couple of months. Whatever you're feeling — it's okay. Be kind to others. Be kind to yourself. 	<p>Principles for TEOs under Alert Level 1</p> <ul style="list-style-type: none"> All on-site activities at tertiary education facilities can resume as normal, including classes, lectures, labs, workshops, tutorials, noho, meetings, etc. All staff and students should return to on-campus activities. TEOs (along with all businesses and services) are <u>required</u> to display the official NZ COVID Tracer QR code posters in a prominent place at or near the main entrances, even at Alert Level 1. This helps enable individuals (i.e. staff, students, and visitors) to keep track of where they have been. TEOs may also continue to collect contact tracing information through other mechanisms so long as they protect peoples' privacy and safety. TEOs are not required to maintain physical distancing. Remote learning and teaching systems should be maintained in case of a move to a higher alert level. TEOs should be ready to move up alert levels at short notice (i.e. be ready to implement the required public health control measures of each level) If a staff or student is concerned about their wellbeing, or has underlying health conditions, they should work with their GP or other health professional to understand how best to stay healthy. 	<ul style="list-style-type: none"> All teaching and learning activities may run as normal, with no COVID-19-related restrictions other than what would normally be required under the Health and Safety Act and relevant Worksafe regulations. This means that classes, lectures, labs, workshops, tutorials, noho (including overnight noho marae), close-contact courses, workplace-based learning, pastoral care, and meetings, etc. may all run as normal. Guidance for TEOs on how to run <u>on-site examinations</u> at Alert Level 1 can be found here. 	<ul style="list-style-type: none"> All research and related activities are allowed as normal, with no COVID-19-related restrictions other than what would normally be required under the Health and Safety Act and relevant Worksafe regulations. 	<ul style="list-style-type: none"> Student accommodation, such as hostels and halls of residence, may operate as normal, with no COVID-19-related restrictions other than what would normally be required under the Health and Safety Act and relevant Worksafe regulations, and the Pastoral Care Code. Maintaining 'bubbles', physical distancing, restricting visitors or social events, etc. are <u>not required</u> for student accommodation. Tertiary accommodation providers are <u>required</u> to display the official NZ COVID Tracer QR code posters in a prominent place at or near the main entrances of accommodation facilities. Shared kitchens and communal areas are allowed to open as normal. Students may travel domestically as normal, though strict border control measures will still be in place for anyone entering New Zealand, including students or staff. Student counselling & health services are allowed to operate as normal. 	<ul style="list-style-type: none"> All operations and management staff are allowed on site, as normal. On-campus businesses such as gyms, pharmacies, cafes, restaurant, etc. may operate as normal, with no COVID-19-related restrictions other than continuing to use NZ COVID Tracer QR Codes, and what would normally be required under the Health and Safety Act and relevant Worksafe regulations, and the Pastoral Care Code. Libraries, recreation areas (e.g. sports grounds, tennis courts etc.), etc. may operate as normal. Staff may travel domestically as normal, though strict border control measures will still be in place for anyone entering New Zealand, including students or staff.