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

At every Alert Level, the following principles apply:

- Providers must maintain their ability to deliver courses remotely, and should be in a position to transition to fully remote learning within 24 hours.
- If the Alert Level is lowered, providers may choose how best to transition their delivery and operations, as long as they are meeting the minimum new Alert Level requirements (e.g. providers 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, providers must transition to the new requirements by the time the new Alert Level comes into effect (providers should be in a position to transition within 24 hours).
- To enable contact tracing in the event of a confirmed or probably COVID-19 case, TEOs must collect data (names, contact details, buildings visited, etc.) on all staff, students, contractors etc., who are working, living, or visiting a tertiary education facility (including student accommodation) – a log of this information may be requested by officials on short notice.
- Any staff or student who exhibits symptoms of COVID19 should immediately contact the TEO where they work/live to let them know, along with their GP.
- There must be stringent self-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 of the below Alert Levels must ensure that appropriate infection control measures, such as physical distancing and contact tracking, are in place before they resume operations. Worksafe guidelines must also be followed (these may differ depending on the Alert Level).

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<th>Overarching principles for TEOs</th>
<th>Teaching and learning</th>
<th>Conducting research</th>
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<td><strong>Principles for TEOs under Alert Level 4</strong></td>
<td>All face-to-face classes, labs, workshops, tutorials, noho, and meetings are not allowed, and should be run remotely, where possible.</td>
<td>All face-to-face and lab based research activities must stop (with the exception of activities supporting the government’s response to COVID-19).</td>
<td>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.</td>
<td>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. Some on-site activities may require approval from the Secretary for Education.</td>
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<tr>
<td>National measures:</td>
<td>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).</td>
<td>Research meetings, workshops, conferences, etc. may continue online.</td>
<td>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).</td>
<td>No way to complete the task remotely.</td>
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<tr>
<td>People instructed to stay at home (in their bubble) other than for essential personal movement.</td>
<td>Any on-site workplace-based learning must be managed within the COVID-related restrictions being applied to that workplace.</td>
<td>Caring for animals used in research is allowed, but the number of different staff involved should be minimised.</td>
<td>Where a student accommodation remains open, strict physical distancing, infection prevention measures, and ‘bubbles’ should be maintained at all times.</td>
<td>Some on-site activities may require approval from the Secretary for Education.</td>
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<tr>
<td>Educational facilities closed.</td>
<td>Pastoral care for workplace based learners must be provided remotely.</td>
<td>Caring for biological materials, and other specimens used in research is not allowed, unless confirmed by the Secretary for Education as an Essential Service.</td>
<td>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.</td>
<td>Physical distancing requirements must be maintained at all times.</td>
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<td>Safe recreational activity is allowed in local area.</td>
<td>Examinations and assessments may not be conducted on-site or face-to-face, but should be remotely, where possible.</td>
<td>Maintaining or operating equipment and major infrastructure associated with research is not allowed, unless confirmed by the Secretary for Education as an Essential Service.</td>
<td>Student service, such as counselling and health services should continue to operate, with consultations delivered online or over the phone where possible.</td>
<td>Deep Cleaning and additional sanitising regimes should be implemented.</td>
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<td>Travel is severely limited.</td>
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<td>Staff involved in significant research facilities that require constant attention (e.g. samples, collections, and storage facilities) that are important to NZ, should apply to the Secretary for Education to be considered as an Essential Service.</td>
<td>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, etc.</td>
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<td>All gatherings cancelled and all public venues closed.</td>
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<td>The above restrictions do not apply to any activities being conducted at the direction of the Ministry of Health required to manage COVID-19.</td>
<td>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).</td>
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<td>Businesses closed except for essential services (e.g supermarkets, pharmacies, clinics, petrol stations and lifestyle utilities.</td>
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<td>On-campus food retail venues should be closed (except those required for feeding residents of student accommodation).</td>
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<tr>
<td>Rationing of supplies and requisitioning of facilities possible.</td>
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<td>On-campus food retail venues should be closed (except those required for feeding residents of student accommodation).</td>
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<td>Reprisalisation of healthcare services.</td>
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1 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.

2 Physical distancing at Alert Level 4 means people must keep 2 metres apart at all times outside home. At Alert Level 3, physical distancing on site at a tertiary education facility means remaining 1 metre away from people at all times.

3 Further information on when approval is required for Site Access to a tertiary facility can be found here. Note that Site Access permission is not required under Alert Levels 3 and below, provided appropriate infection control measures are in place.
## Level 3 - Restrict

### Status:
High risk that disease is not contained

### National measures:
- People instructed to stay home in their bubble other than for essential personal movement. Bubbles can be extended for care/communication.
- Schools (Years 1 – 10, and ECE centres can safely open. Children should learn at home if possible.
- Physical distancing of 2m outside home, or 1m in controlled environments (e.g. schools, workplaces).
- Must work from home unless that is not possible.
- Businesses can open, but cannot physically interact with customers.
- Low risk local recreation activities are allowed.
- Public venues are closed.
- Gatherings of up to 10 people are allowed for weddings, funerals and tangihanga.
- Healthcare services use virtual, non-contact consultations if possible.
- Inter-regional travel 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.

### What this means for...:
- **Teaching and learning**
  - All teaching, meetings, and other usual on-site activities should be done remotely, wherever possible.
  - Large classes/lectures of more than 10 people 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 may continue but must be strictly managed to ensure appropriate infection control measures, such as physical distancing, 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.
- **Conducting research**
  - All face-to-face research activities must stop, including public events, personal interviews, and experiments involving human subjects. These should be conducted remotely, wherever possible.
  - Research activity based in laboratories may continue but must be strictly managed to ensure appropriate infection control measures, such as physical distancing, are met.
  - Laboratory facilities should not have multiple 'bubbles' of students.
  - If a tertiary facility is opened (i.e. for essential services, such as 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.
- **Accommodation and student support**
  - Student accommodation, 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.
  - Those staying in student accommodation are able to leave under the same restrictions as apply to those living at home/in rentals.
  - Strict physical distancing and 'bubbles' should be maintained at all times, in line with broader government guidelines.
  - For example, close contact should be limited to people of the same 'bubble' (which may be a single floor in a hall 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.
- **Campus operations and management**
  - 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. Relevant infection control measures, such as physical distancing, must be maintained at all times.
  - Deep Cleaning and additional sanitising regimes should be implemented.
  - Management support (e.g. Chief Executive/Vice-Chancellor’s office, College offices, finance, HR, planning, etc.) should work remotely, wherever possible, but are allowed to meet and work on-site if necessary, provided physical distancing requirements are met.
  - Staff should only travel 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.
  - Gymsnasiums, recreation areas, break out areas, and student common-place must be closed (except in student accommodation, where common areas shared by the same 'bubble' may remain open).
  - It is recommended that TEOs put signs around campus stating that there must be no gatherings.
  - Libraries and computer labs may remain open where they are essential to education delivery and can be operated using closely monitored personal distancing conditions, and with recording of attendance to enable contact tracing.
  - 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.

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For a students 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 must not have multiple 'bubbles' of students.

*Infection control measures* for TEOs under Level 3 include: ensuring physical distancing of 1m at all times, contact tracing, and ensuring workshops etc., must be 10 people of less and must not change. Worksafe requirements can be found here.

This does not include private flats, which should follow general guidelines for homes/rentals.
## Level 2 - Reduce

### Status:
Disease is contained, but risk of community transmission remains

### National measures:
- Physical distancing of one metre outside home.
- Gatherings of up to 100 people indoors and 500 outdoors allowed while maintaining physical distancing and contact tracing requirements.
- Sport and recreation activities allowed.
- Public venues can open.
- Health services operate as normally as possible.
- Most businesses open, and business premises can be open for staff and customers with appropriate measures in place. Alternative ways of working encouraged.
- Schools and ECE centres open, with distance learning available for those unable to attend school (eg self-isolating).
- People advised to avoid non-essential inter-regional travel.
- 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.

### Prerequisites for TEOs
- Tertiary education facilities can open, with arrangements made for vulnerable students and for any students located in a region that is still operating under a higher Alert Level.
- Most on-site activities are allowed, but must be managed to ensure physical distancing requirements are met.
- Gatherings of more than 100 people indoors (or 500 outdoors) are not allowed. Conditions on gatherings (eg physical distancing and contact tracing) need to be met.
- Remote teaching and learning arrangements should remain available for all students (e.g. for vulnerable students/staff), and all students/staff must be in a position to move to fully remote delivery on 24 hours’ notice.
- Vulnerable people (or those caring for/living with vulnerable people) should not be asked to carry out any on-site activities.

### Overarching Principles for TEOs

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<td>Classes, lectures, labs, workshops, tutorials, roho, and meetings (of less than 100 people) are allowed, but must be strictly managed to ensure physical distancing requirements are met (e.g. contact tracing, 1 metre between students, etc.).</td>
<td>Face-to-face research activities, including public events (of less than 100 people), personal interviews, and experiments involving human subjects, are allowed.</td>
<td>Student accommodation, such as hostels and halls of residence, should remain open for all students, but must be strictly managed to ensure physical distancing requirements are met.</td>
<td>Operations and management staff are allowed on site.</td>
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<tr>
<td>Lectures of over 100 people are not allowed under any circumstances.</td>
<td>Research activity based in laboratories (including caring for animals and other biological material) is allowed.</td>
<td>Student counselling &amp; health services are allowed to operate face-to-face, provided physical distancing requirements can be met.</td>
<td>Staff should only travel 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. There is a general advisory to minimise non-essential travel.</td>
</tr>
<tr>
<td>Workplace-based learning can resume for most businesses, and should be managed within the COVID-related restrictions being applied to that workplace.</td>
<td>Maintaining or operating equipment and major infrastructure associated with research is allowed.</td>
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<td>Libraries, computer labs, gymnasiums, recreation areas, break out areas, and student commons–place, and on-campus food retail venues are allowed to open, but must be managed to ensure physical distancing requirements are met.</td>
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<td>Pastoral care for workplace.</td>
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<td>Examinations and assessments may be carried out on-site or in the workplace if physical distancing requirements are met, and line with policies being applied to that type of workplace.</td>
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<td>Computer labs, computer rooms, gymnasiums, recreation areas, break out areas, and student commons–place, and on-campus food retail venues are allowed to open, but must be managed to ensure physical distancing requirements are met.</td>
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