

## Before Arriving on Campus



- You must keep a record of all places you visit in case this information is required as part of contact tracing by the Ministry of Health. Do this on the COVID-19 App, in a diary, or a saved note on your phone.
- Update your personal contact details in Student Web Services. If you have forgotten your password, ring the IT Help Desk 06 952 7001 and then extension 70602. You must do this so we comply with the Government's contact tracing requirements.
- Do not come onto campus if you have a cold or flu symptoms. You need to be clear of all symptoms for 48 hours.
- Bring your ID card with you to get in to campus.
- Are you in one of the high risk groups (as identified by MoH)? If you feel you are vulnerable or at risk please discuss this with your lecturer. You're welcome on campus if you feel it is safe to do so.
- We recommend you bring your own food onto campus, as cafes will require social distancing and queues. Bring your own dishes and cutlery.

## Accessing Campuses



- Please do not hang around campus before or after class.

### Manawātū Campus Blocks 2/9/10

- Everyone must enter via the building's main entrance.
- Scan into the app, or sign in/out on the paper register. Please scan in if visiting other blocks, or note it on your sign in sheet.

### Manawātū Central Campus

- Everyone must enter via the main entrance 18 Princess Street.
- All students must scan in, or sign in/out in the paper register each day.
- If you visit another block on campus, please scan in for that area or note this on the same sheet you signed in on.

### Whanganui Campus

- Everyone must enter via the door off the ramp from the car park or the library entrance.
- All students must scan in, or sign in/out in the paper register each day.

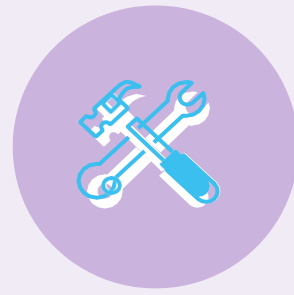
### Wairarapa Campus

- All students must scan in, or sign in/out in the paper register each day. There will be QR codes at each block. The café will also have its own QR code, please scan in if you visit it.

### Horowhenua Campus

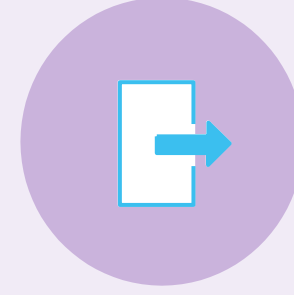
- All students must enter via the front door and either scan in, or sign in/out using the register in the front office.

## Classes on Campus



- **If you become unwell when you are on campus, you must go home immediately. Once home, you need to ring the MOH Healthline on 0800 358 5453, and update your lecturer on how you are.**
- Good personal hygiene must be practiced at all times. Hand sanitiser will be available throughout the campus and within learning areas. There will also be re-filling stations. Please make sure you are bringing a clean mask.
- Maintain physical distancing of 1m at all time, 2m from people you don't know. There will be limited seating in shared areas. If you are concerned about distancing within your classroom, please discuss it with your lecturer.
- Cleaning will take place as normal, with additional cleaning of high touch and ablution areas. Please help us keep class areas clean and tidy.
- Lifts are restricted to one person at a time. Please give priority to those with disabilities.
- If sharing equipment, please sanitise before and after sharing and storing, e.g. kitchen equipment or tools.

## Leaving Campus



- When your classes are finished you must leave the campus and the carpark. Please do not loiter in the carpark.
- If you've signed in on a paper register, you **must** sign out when leaving campus in the same place as you signed in. This is not necessary if you are using the scanning app.
- Sanitise your hands when you sign out.
- Make sure you bring home your belongings each day.
- All campuses will be cleaned and sanitized at the end of the day.
- Keep 2m apart when signing out as there may be other people waiting to do the same.
- If there is an emergency and you need to evacuate, evacuation advice overrides COVID-19 measures. Evacuate calmly but promptly, keep your mask on, and keep your distance from others if possible.

## Lecturer Protocols



- Follow the COVID-19 requirements discussed in the **Staff Guide**.
- **Communicate expectations to students.**
- Complete attendance in class.
- Follow the Ministry of Health's requirements in the areas of:
  - Physical distancing
  - Social distancing
  - Group numbers
  - Hygiene requirements.
  - Trace n Trace – either scan in, or sign in/out on paper registers.
  - Keeping a note of where you have visited/been.
  - Stay home if you are sick, if it is a minor illness you may work from home or take sick leave.
- Stay in contact with your team and your students, including those who may be in isolation or working remotely.
- These protocols are in addition to your usual health and safety responsibilities.
- Follow normal emergency procedures and ring 111.

## Guidance on Masks

Under Alert Level 2 with this Delta variant, we **strongly recommend** wearing masks on our campuses, particularly when you're moving around in corridors, stairways, and communal spaces where maintaining social distancing is difficult. We **strongly recommend** wearing one in classrooms and learning spaces if keeping a 1m distance is difficult.

In Wairarapa's Hub space and Levin's kitchen, we ask that you please wear a mask.

Staff and students are more than welcome to wear a mask throughout the day if that makes them more comfortable. **You are expected to bring your own clean mask**, however your lecturer will have some spares if you forget. Please make sure you are washing your masks regularly.

Masks must be worn in the Information Centre, and if you're in a one on one meeting with a UCOL staff member.

## Client Facing Activities

Hairdressing, beauty, training restaurants, exercise and other client-facing activities should follow industry guidelines.

## In Auckland?

Please note if you are in an Alert Level 4 area you need to remain there and cannot travel outside of Auckland.