

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 26 August, 2020	Overarching principles for TEOs	What this means for...			
		Teaching and learning	Conducting research	Accommodation and student support	Campus operations and management
Level 4 - Lockdown	Principles for TEOs under Alert Level 4				
<p>Status: <i>Likely that disease is not contained</i></p> <p>National measures:</p> <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). • Rationing of supplies and requisitioning of facilities possible. • Reprioritisation of healthcare services. 	<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. • 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. • Where access to a tertiary site has been approved for an Essential Service, use the minimum number of people to complete the task, after consideration of workplace safety and workload. • At-risk people¹ (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. • 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. • Caring for biological materials, and other specimens used in research is not allowed, unless confirmed by the Secretary for Education as an Essential Service. • Maintaining or operating equipment and major infrastructure associated with research is not allowed, unless confirmed by the Secretary for Education as an Essential Service. • 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. • 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 a student accommodation remains open, strict physical distancing, infection prevention measures², and ‘bubbles’ should be maintained at all times. 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. • Student service, 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, with approval from the Secretary for Education. 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"> • 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 activities³ may require approval from the Secretary for Education. Physical distancing requirements must be maintained at all times. • 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, etc. • 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 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.

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.

Updated as at 17 February 2021	Overarching principles for TEOs	What this means for...			
Level 3 - Restrict	Principles for TEOs under Alert Level 3	Teaching and learning	Conducting research	Accommodation and student support	Campus operations and management
<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 <u>public transport</u> from 31 August. • 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. • All organisations must display a government issued QR code for use with the NZ COVID Tracer App by 19 August. • 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.⁷ • 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. 	<ul style="list-style-type: none"> • Education facilities may provide education services under the principles below and the detailed guidelines to the right: <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 must be <u>limited to 20 people or less</u>. Each such group is considered a 'bubble' and must not interact with any other student/staff bubbles of 20⁴. ○ Anyone who is not 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.). ○ 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>⁵, such as physical distancing, along <u>with Worksafe requirements</u> must be met at all times. This includes the requirement to display the official NZ COVID Tracer QR code posters in a prominent place at or near the main entrances, and to 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 can be generated and placed outside different rooms or separated areas within the TEO's facilities to allow more accurate contact tracing. ○ The Ministry recommends that students bring face coverings or masks with them when attending on-site activities, and make use of these where appropriate, 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 tertiary provider, etc. ○ Large classes of more than 20 people, and any 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. ○ Vulnerable people (or those caring for/living with vulnerable people) should not be asked to carry out any on-site activities. • Any educational facilities affected by COVID-19 will directed 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 of more than 20 people are not allowed. • Small classes, labs, workshops, tutorials, noho, and meetings (of 20 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. Each class/group of 20 people or less is considered a single 'bubble' and should not interact with any other student/staff bubbles of 20. No overnight noho marae are allowed. • If a tertiary facility is open (i.e. for research, post-graduate teaching, etc.), then students/staff may travel within the alert level 3 area to attend these classes. • 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. • 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"> • All face-to-face research activities are not allowed, 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 must 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 accommodation⁶, 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 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 • Contract tracing measures are critical and must be strictly enforced for student accommodation, including the placement of NZ COVID Tracer QR code posters at or near main entrances. • Students may move into new student accommodation if relocating on a permanent or long-term basis and needing to travel into, out of, or through an Alert Level 3 area to do so. Students will require some evidence to show at the boundary, e.g. proof of enrolment or proof of accommodation arrangements. However, the Ministry recommends students remain in their current accommodation if they can. • Student service, 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. • 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. 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. • Gymnasiums, recreation areas, break out areas, and student commons–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 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 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.

⁶ This does not include private flats, which should follow general guidelines for homes/rentals.

Updated as at 17 February 2021	Overarching principles for TEOs	What this means for...			
		Teaching and learning	Conducting research	Accommodation and student support	Campus operations and management
<p>Level 2 - Reduce</p> <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 of up to 100, go shopping, or travel domestically, if following public health guidance. • No more than 100 people at gatherings, including weddings, birthdays and funerals and tangihanga • While Level 2 generally restricts gatherings <u>to 100</u>, in some situations a lower transitional limit may apply. See https://covid19.govt.nz/ for detail any transitional restrictions. 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>. • 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 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. • It is safe to send your children to schools, early learning services and tertiary education. There will be appropriate measures in place. • People at higher-risk of severe illness from COVID-19 (e.g., older people and those with underlying medical conditions, especially if not well-controlled) may work and study, if they agree with their employer or education provider that they can do so safely. 	<p>Principles for TEOs under Alert Level 2</p> <ul style="list-style-type: none"> • All on-site activities at tertiary education facilities can take place, such as classes, lectures, labs, workshops, tutorials, noho, and meetings, provided the necessary <u>public health control measures for TEOs</u> are in place. • Remote learning and teaching arrangements should remain in place to allow the TEO to manage capacity and for ‘at risk’ students and staff. • <u>Contact tracing information</u> must be collected 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. A ‘controlled learning space’ may be a lecture theatre, a lab, a classroom etc. ‘Other controlled environments’ include residential accommodation. • As part of this contact tracing process, TEOs are now <u>required to display</u> the official NZ COVID Tracer QR code posters in a prominent place at or near the main entrances, and to ensure (to the greatest extent practicable) that each person entering the facility scans the QR code or provides appropriate details to enable contact tracing. Additional QR code posters can be generated and placed outside different rooms or separated areas within the TEO’s facilities to allow more accurate contact tracing • The Ministry recommends that students bring face coverings or masks with them when attending on-site activities, and make use of these where appropriate, 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 tertiary provider, etc. 	<ul style="list-style-type: none"> • Classes, lectures, labs, workshops, tutorials, noho, and meetings are allowed, but should be strictly managed to ensure public health control measures for TEOs are in place, such as contact tracing. Overnight noho marae are allowed. • There are no size restrictions for lectures and classes at alert level 2, though TEOs should limit capacity to enable physical distancing of one metre, where possible.⁸Gatherings 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 gatherings, 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 different Alert Levels can be found here 	<ul style="list-style-type: none"> • All research and related activities are allowed, provided public health control measures for TEOs 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. 	<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 for TEOs. • Contact tracing all residents, staff, and visitors who go onsite at a residential accommodation facility is critical. This should include the use of official NZ COVID Tracer QR code posters. • Maintaining ‘bubbles’ is not required, including within student accommodation, and shared kitchens and communal areas are allowed to open. • Social events with external visitors should not be held in student accommodation, though small social events involving other 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 may travel domestically (movement to an Alert Level 3 area is covered under Level 3 advice above) to their student accommodation (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. • Student counselling & health services are allowed to operate face-to-face, provided public health control measures related to that type of business are met. 	<ul style="list-style-type: none"> • All operations and management staff are allowed on site, in line with public health control measures for TEOs. • 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. • Libraries may open in accordance with the public health control measures for TEOs. • Recreation areas (e.g. sports grounds, tennis courts etc.), may reopen, but should operate in accordance with the public health measures for apply sports. • Staff may travel domestically (other than in the alert level 3 area), provided they ‘travel safely’ and adhere to Ministry of Transport guidelines for travel.

⁵ ‘Infection control measures’ for TEOs under Level 3 include: ensuring physical distancing of 1m, contact tracing, ensuring workshops etc. must be 20 people or less and must not change, classes are limited to 2 hours and 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 sanitized between groups). Worksafe requirements can be [found here](#).

⁶ This does not include private flats, which should follow general guidelines for homes/rentals.

⁷ <https://covid19.govt.nz/covid-19/alert-system/alert-level-3/#workplaces-and-businesses>

⁸ At Alert Level 2.5 further restrictions apply around the size of gatherings and capacity limits. From 18 September TEOs must clearly indicate the capacity limits for large teaching and learning spaces to support physical distancing with a maximum limit of 100 people. This applies to level 2.5 in Auckland and to any future localised application of alert level 2.5.

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 required 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 on-site examinations at different Alert Levels 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 not required for student accommodation. Tertiary accommodation providers are required 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.