



Bulletin – Tertiary Provider Bulletin

23rd April, 2020

COVID-19

This bulletin provides updates on:

- Guidance on operating at Alert Level 3
- Guidance on site access under Alert Level 3
- Guidance on tracking and tracing requirements
- Accessing hand sanitiser - update for Tertiary Education Institutions only

Guidance on operating at Alert Level 3

- All decisions about staff and students must be in line with public health requirements.
- Under Level 3, all tertiary education should still be delivered remotely, wherever possible.
- Some facilities at your tertiary organisation may open (e.g. for research, postgraduate teaching, lab/workshops, or noho-based delivery), following Ministry of Health guidelines, in particular with regards to physical distancing and hygiene. Track and tracing requirements must be in place (guidance on this on page two).
- Students who left student accommodation before lockdown, to join a “bubble” with friends, family or whānau, should remain where they are, and should not return to student accommodation under Alert Level 3.

Guidance on Site Access to tertiary education facilities now, and under Alert Level 3

- From 6.00pm on Tuesday 21 April, in addition to the set of Essential Services with automatic Site Access approval set out on the [Education.govt website](https://www.education.govt.nz/), automatic Site Access approval is also being extended to “necessary work”.
- “Necessary work” includes work required to prepare the premises for opening (and meet public health requirements) after 11.59pm on Monday 27 April 2020, as well as “minimum



basic operations required to maintain the condition or value of, or clean, the premises, plant, equipment, or goods, care for animals, acquire additional stock and to enable workers to be able to continue to work remotely from their homes”.

- Individual permission to access tertiary education facilities to undertake this “necessary work” is not required.
- Until we move to Alert Level 3 at 11.59pm on Monday 27 April, all other visits to a tertiary site for activities not covered by the above “necessary work” category still require specific Site Access approval.
- Once we move to Level 3, Site Access permission for tertiary education facilities will not be required for the limited set of activities that are allowable under Alert Level 3 (as set out in the guidance on [the Education website](#) e.g. Laboratories and workshops). Site Access permission to tertiary education facilities will still be needed for any other activity that is outside of this set of allowable activities.

Guidance on tracking and tracing requirements

- Under all Alert Levels TEOs must maintain an up-to-date log of all staff, students, contractors, etc. who go on-site at one of their tertiary facilities. In line with public health advice this is critical for tracking and tracing potential outbreaks of COVID-19.
- TEOs are also required to provide a formal letter/email to NZQA (for PTEs) and the TEC (for all other TEOs) confirming that they are collecting this information to enable tracking and tracing, and are able to provide this information to agencies on short notice, when requested.
- It is critical that TEOs have appropriate information collection mechanisms in place before opening up any facilities (in line with Alert Level 3 guidance). If a TEO does not have track and trace processes in place, then staff/students/contractors should **not be going on site**, even after we move to Alert Level 3.

Accessing hand sanitiser – update for Tertiary Education Institutions only

We have streamlined access to government contracts so you can purchase cleaning products and hygiene supplies from [NXP](#) or [Office Max](#) at preferential prices. Both suppliers have stock of all cleaning products, including hand sanitiser, and have national distribution networks.

Tertiary Education Institutions who already purchase products from these suppliers under the All of Government Office Consumables contract can continue to order through their normal channels (via the supplier’s website or 0800 number).

If you already order through one of these companies but you’ve not joined the AoG Office Consumables contract, you can continue to order through your normal channels and your pricing will be adjusted to the lower preferential pricing.

Tertiary Education Institutions who do not currently purchase from one of these two suppliers can call either of the suppliers and place an order over the phone – NXP on 0800 726 484, or

OfficeMax on 0800 426 473.

Some things to note:

- Stock will be progressively available, with large quantities available from 28 April.
- To avoid unnecessary stock level issues, orders will be monitored to ensure products are allocated fairly and efficiently. The suppliers may impose maximum order limits if required.
- You must treat all product and pricing information as confidential and must not disclose it to third parties or use it for any other purpose.
- Products purchased via this offer are for the use of students and staff only.

Things change quickly so stay up to date:

For answers to questions about Student Allowance and Living Cost payments refer to StudyLink's website <https://www.studylink.govt.nz/>.

Students can access support for urgent and unexpected costs such as food and rent here <https://www.studylink.govt.nz/in-study/urgent-costs/index.html>

For health advice, refer to the Ministry of Health's website <https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus>

For official Government information about COVID-19 (novel coronavirus), including health advice and travel restrictions visit the All-of-Government website <https://www.govt.nz/covid-19-novel-coronavirus/>

For more advice for students, visit the Ministry of Education website <http://www.education.govt.nz/novel-coronavirus-2019-ncov-3/>