



Alert Level 2 Guidelines

Guidelines for OP

7 September 2021



Ensuring the health safety and wellbeing of staff and learners is paramount at all times, and none more so than during the COVID-19 pandemic and as Otago Polytechnic transitions through the various levels. These guidelines are specific to **Level 2 – REDUCE**.

Any questions about the application of these guidelines should be sent to covid-19@op.ac.nz

Key points for Level 2

- You **must** bring a face covering/mask with you to campus.
- You **must** scan the COVID-19 QR Code at entrances to OP buildings or record your details on the manual sign in sheets.
- Gatherings (including events and ad-hoc gatherings) of more than 50 people indoors and 100 people outdoors are not permitted. This does not apply to classes/workshops.
- Some of OP's facilities (e.g. Tapuae, on-campus cafes, the library etc.) will have additional COVID-19 requirements. Please familiarise yourself with those if you plan to access those services.

OP Overview

- People who are at higher risk of severe illness from COVID-19 are encouraged to stay home where possible but may choose to be on campus. Further information about/for people at higher risk are on the [COVID-19 website](#). If you consider yourself to be at higher risk, and are concerned about returning to campus, please contact your Formal Leader to discuss your situation and how we can support you to safely return to campus or continue to work from home.
- All staff working on campus need to complete an online induction course titled 'COVID-19 Level 2 – Working on Campus' module which is deployed to staff via email.
- Classrooms and workshops **must** keep class registers in EBS.
- All staff and students must connect to an OP wireless network on arrival if they have a mobile device. This will be used to aid tracing inside our buildings.
- All staff must keep a record of who they come in to contact with each day. This will enable efficient and effective contact-tracing, if required. You can do this in the NZ COVID Tracer App as a Diary entry or alternatively you can keep your own records.
- Members of the public will be expected to register their visit to OP and must report to the main customer services area of campus in the first instance (both Dunedin and Cromwell). Staff who 'host' visitors to campus are expected to provide relevant information about OP's Level 2 guidelines to those visitors.
- At Level 2, work related travel is restricted to that deemed essential only. If you believe you have a trip planned between 7 September and 1 October that is essential, please contact the CIMT team on covid-19@op.ac.nz.

Learning & Teaching Support

- Learning and teaching can be conducted on campus from **13 September**.
- Remote teaching and learning arrangements **must** remain available for vulnerable staff and learners, as well as those who are still in the Auckland region and cannot return to campus. Academic areas need to contact their learners to find out whether any will require distance learning support. If a dual teaching mode will present challenges to you, please contact your Head of Programmes or Head of College.
- All staff and learners **must** be in a position to move to fully remote delivery on 24 hours' notice.
- Academic staff who need support with online delivery should contact their AcCap Partner, and make use of the online resources on the [LTD page of Tūhono](#).
- Please work with your providers of workplace-based learning, to understand the impact on their learning of the Level 2 restrictions.
- Te Pā Taurira Student Accommodation and Cromwell Student Accommodation are open for residents and are welcoming residents back from other Level 2 areas from the 8th of September. Residents currently in Auckland must remain there. Guidance will be provided to residents and staff specifically.
- Learner support services will be provided remotely and in person by Te Punaka Ōwheo, the Student Success Team, Student Health and our Chaplains.

Personal hygiene

Staff and learners must take measures to stay safe and well. This includes:

- Continue to practice physical distancing – stay at least 1 metre away from others (2 metres in public areas).
- Regularly wash and dry hands thoroughly
- Don't touch your face
- Cough and sneeze into your elbow
- Regularly disinfect surfaces
- Stay home if you are sick
- Get tested for COVID-19 if you have cold or flu like symptoms – call your GP or Healthline and stay away from work / study.

Facemasks

- The use of face covering is strongly encouraged whenever you leave your home.
- Staff and learners **must** bring a face covering with them to campus.
- Face coverings **must** be worn when in public areas (such as Customer Services, and the Hub unless you are eating or drinking). Wearing a face covering while at your desk, when meeting in small groups, or when teaching a class is not required, but you may wish to do so if you would feel more comfortable.
- You need to bring your own face covering from home. If you do not have any, or need a replacement throughout the day, supplies of facemasks are available from Campus Services. Please email CED@op.ac.nz if you require facemasks for you or your learners.
- It is recommended that these facemasks are replaced daily or if there is a significant amount of moisture on the inside of the mask. If you are using your own fabric face covering, it should be washed daily.
- Please be kind and respectful of personal preferences when it comes to wearing face coverings on campus. This will feel a bit different to what we're used to, and it's important we look after each other.

Workspace Hygiene

- OP campuses will continue to be cleaned thoroughly daily, by our usual cleaning company.
- Wipes and other cleaning products will be made available for staff working on campus to undertake cleaning of work surfaces / machine controls they have used throughout the day.
- It is recommended that the surfaces that will be used by individuals are wiped when they arrive on campus, during the working day and just before they leave.
- Hand sanitiser will be made available to all work areas where staff will be working on campus.

Work/Study Areas

- While keeping to your bubble is no longer required, we encourage you to do what you can to limit interactions with others.
- It is recommended, where practical, that you interact with your own school and service area groups with physical distancing of one metre between people.
- Social gatherings and staying on campus for longer than is required is discouraged.
- Staff working on campus in a desk-based environment may be required to temporarily sit in an alternative workspace, or work from home, if physical distancing of 1 metre cannot be maintained between members.
- Directional signage (posters and arrows on the ground) may be present in some buildings to support the flow of foot-traffic through buildings and support distancing requirements.

Wellbeing

Returning to campus may cause concern or anxiety for some staff and learners.

By adhering to these guidelines, and practicing good personal hygiene and physical distancing, the chances of becoming infected with COVID-19 remain low.

- If any staff need additional support to manage their concerns about returning to campus, they should contact their Formal Leader or the People and Culture team – peopleandculture@op.c.nz
- Staff can utilise the [EAP service](#)
- If learners need support, they can contact Student Success studentsuccessdn@op.ac.nz, TPO TePunakaOwheo@op.ac.nz, or Student Health studenthealth@op.ac.nz