

## **Ara Operating Procedures for Alert Level 1 – Updated 6 October 2020**

Our principles of decision making for how Ara will resume operating on campuses under Alert Level 1 are based on the primary considerations of Safety, Health and Wellbeing of all colleagues and learners. In addition to this, is the imperative to support the nationwide safe resumption of business activities. Be Prepared. Be Vigilant.

### **Approved, Appropriate Health and Safety Measures Include:**

1. Meet with your manager to discuss any specific requirements you might have and to make a plan, where appropriate, for any specific working arrangements.
2. High hygiene levels should be maintained and personal contact tracing supported. In summary the rules are:
  - Individuals are strongly encouraged to use the Government’s Covid Tracer app, which will be supported through the provision of Government QR codes across all campuses.
  - All learners, colleagues and visitors to adhere to personal hygiene practices including regular handwashing and covering coughs and sneezes.
3. Staying away from campuses when unwell or displaying any symptoms of Covid-19. If you are unwell, please seek medical advice early.
4. Maintaining modified cleaning regimes based on guidance from the Ministry of Health, WorkSafe New Zealand and the World Health Organisation.

### **In accordance with Government guidelines, Ara has formulated and is adopting the following:**

5. Access for learners, colleagues and the general public into Ara facilities will return to pre-Covid settings.
6. Ara will continue to display Government Covid Tracer QR codes and encourage colleagues, learners and visitors to contact trace and to use Swipecards where available
7. Under Alert Level 1, learning and teaching will continue as planned.
8. We will observe the primary requirements associated with Alert Level 1 of “Be prepared and be vigilant. We are all responsible for ensuring good hygiene practices are followed - though strict physical distancing is no longer required”.
9. Access for learners and colleagues to all Ara campuses and classes, lectures, labs, workshops, tutorials, noho, common spaces, cafes, services and meetings are permitted under Alert Level 1 with a focus on following the usual, appropriate health and safety measures.
10. Under Alert Level 1, remote learning and teaching should remain available for learners and colleagues for whom a return to campuses is not yet possible.
11. Should a case be discovered on one of our campuses, a shutdown period (determined by the medical officer of health) will be required – either in part or for the whole of a campus.
12. All colleagues and learners should be able to move back to remote delivery only with just 24 hours’ notice should shut down or escalation of the alert levels be required again.

13. Learners are encouraged to contact their tutors to check for any changes to timetabled learning and otherwise, learners should reconnect with friends and colleagues and take advantage of all the facilities and services available on our campuses.
14. ICT equipment and other Ara resources that have been provided to colleagues whilst working remotely should be returned as soon as practical.
15. Workplace-based learning, that is on-site or face-to-face, should already be underway and appropriate health and safety arrangements should remain in place according to the requirements of individuals and employers.
16. The following services will be open as normal under Alert Level 1, subject to application of appropriate controls as specified by Government:
  - Ara's Early Learning Centres
  - Career Centre
  - Recreation Centre
  - Campus cafés
  - Libraries
  - Student Central
  - Admissions
  - Student Finance
  - Central Academic Records
  - ICT Service Desk
  - Visions Restaurant and The Pantry
17. All main campus-based computer labs will be available for learning and teaching, and for drop-in work.
18. Externally leased businesses are open and will be operating as normal.
19. Ara's student accommodation is open and functioning as per the standard house rules for residents and visitors. To ensure the safety of residents and colleagues, strict hygiene and cleaning protocols will remain in place.
20. Gatherings that are not directly education-related, such as speaking events open to the public, cultural events, social events, etc. will no longer be limited in number. However, approved and appropriate health and safety measures must be followed.
21. Travelling between campuses and regions is no longer restricted - though it is requested that alternative methods of communicating be considered first before moving people around (e.g. using video conferencing).
22. **On-site examinations are allowed at Alert Level 1.**

**To ensure the safety of learners and colleagues, the Government has recommended the following rules for on-site examinations:**

23. If a TEO is at the centre of or implicated in an outbreak or cluster and/or has been closed by a Medical Officer of Health, exams will not be able to take place until public health authorities give approval.
24. Anyone (students and colleagues) who is unwell should stay away.

25. Those students identified as close contacts of a confirmed case should not attend their exam(s).
26. Handwashing before entering the exam room (hand sanitiser at the entrance to the room would be ideal).
27. High touch surfaces should be cleaned regularly - before each exam session is recommended.
28. Because physical distancing will be in place for all examinations, there are no additional restrictions on the number of students attending an examination in a single venue.
29. To ensure optimal examination conditions, Ara will manage the capacity of spaces to ensure appropriate physical distancing can be maintained.
30. Students should be observed by staff on arrival checking for symptoms and asking those presenting as unwell to make arrangements to go home.
31. A room should be available to isolate a student (or staff member) who may become unwell during the exam.
32. Contact tracing systems, including the display of COVID Tracer App QR codes, should be in place.
33. Face coverings are not required in any exam setting (unless this is a normal part of that examination), however individuals who choose to wear a face covering should be supported to do so.
34. Use rooms where you can ensure good ventilation.