

Ara Operating Procedures for Alert Level 2 – from 9am Mon 15th February 2021

Our principles of decision making for how Ara will operate on campuses under Alert Level 2 are based on the primary considerations of Safety, Health and Wellbeing of all colleagues and learners. Ara will follow Government guidelines related to Covid-19.

Approved, Appropriate Health and Safety Measures Include:

1. High hygiene levels, along with robust contact tracing and physical distancing will be facilitated. In summary these measures are:
 - For people you work/study with, where contact tracing and hygiene measures are in place – **1m distance is encouraged where possible**
 - For people you do not know and in places where there is no contact tracing and hygiene measures – maintain 2m distance
 - Wearing masks is recommended where appropriate physical distancing cannot be maintained
 - Adhering to personal hygiene practices including regular handwashing and covering coughs and sneezes; and
 - Maintaining daily contact tracing on campuses using the Government's Contact Tracer App and by keeping manual records.
2. There are three levels of control when it comes to our campus environments to consider:
 - I. ***Controlled – Intensive***: e.g. classroom situation or open plan workspaces with high expectations around hygiene and contact tracing with **1m distance encouraged where possible**; this includes the use of PPE for close contact situations like hairdressing and osteopathy (who will therefore not need to observe the 1m rule)
 - II. ***Controlled – Less intensive***: e.g. controlled open indoor space, such as ALX Atrium or TA Block library & reception, student & academic services engagements, ICT Service Desk appointments, requires individual learners and colleagues to maintain physical distancing, contact tracing and hygiene practices; and
 - III. ***Uncontrolled***: e.g. open outdoor space without perimeter control e.g. North Green at City campus, field on Timaru campus or heartspace at Woolston. In an uncontrolled environment, it is the responsibility of the individual to follow Government guidance on physical distancing and hygiene practices.

For any of these control levels, the maximum group size of 100 should not be exceeded.

3. Contact tracing is an essential requirement:
 - Ara expects all colleagues and learners to make full use of the Government's Contact Tracer App – including enabling the Bluetooth feature
 - Ara has provided QR codes for the Government's Contact Tracer App at all sites. Colleagues and learners are expected to use these when they enter campuses
 - Colleagues with learner groups, **must use Tribal class attendance registers as a key contact tracing element**, along with reminding students to individually use the Government's Contact Tracer App for entering campuses
 - Colleagues must also keep a track of their daily interactions with others on campus; and
 - As well as using the Government's Contact Tracer App, class registers, Wi-Fi and swipe-card logs have been identified as additional sources should they be needed.

The retention of data for any extended period would only be to support potential contact tracing and no additional data, beyond that normally recorded, would be held for longer than two months.

4. Appropriate PPE will be used for close contact activities such as hairdressing, osteopathy, and beauty therapy. This will also be the case for frontline colleagues working in our Health Centre. Please discuss and coordinate requirements with Ara Facilities Management and the Manager - Health and Safety.
5. Stay away from campuses when unwell or displaying any Covid-19 like symptoms including colds, coughs, flus or respiratory problems.
6. Maintain alternative learning or working opportunities for **vulnerable learners** and colleagues. If you are concerned that you are vulnerable, speak with your tutor or manager about suitable alternative arrangements.
7. Ara will maintain modified cleaning regimes based on guidance from the Ministry of Health, WorkSafe New Zealand and the World Health Organisation.

The Ministry of Education has published specific **public health control measures for tertiary education organisations**. In accordance with these guidelines, Ara is adopting the following:

8. 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, etc.
9. We will observe the primary requirements associated with Alert Level 2 of “Whilst we are open for business, colleagues are responsible for ensuring **physical distancing, contact tracing and hygiene practices are followed**”.
10. Ara colleagues should take this time during Alert Level 2 to prepare for the potential escalation to Alert Level 3. Our DCEs are leading this activity.
11. Access for learners and colleagues to all Ara campuses and classes, lectures, labs, workshops, tutorials, noho and meetings are permitted under Alert Level 2, with a focus on following approved, appropriate health and safety measures.
12. Learners should still attend their timetabled learning classes, planned events, and/or to access learner support services.
13. Colleagues should ensure that all planned use of learning spaces is checked to ensure that our density of occupation is appropriate and is aligned to these guidelines. Any concerns to be discussed with Facilities Management.
14. ICT equipment and other Ara resources should not be moved, repurposed or removed from campuses without the approval of the Level 300 manager and in consultation with Facilities Management and ICT.
15. 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, in agreement with their manager, that they can do so safely.
16. Under Alert Level 2, remote learning and teaching should be made available to learners for whom attendance on campuses is not possible.
17. If you believe you have vulnerable learners, please discuss with your HoD or Academic Lead options to meet their learning needs at Alert Level 2.

18. All colleagues and learners should be able to move, where possible, to **remote delivery**, should campus escalation or shutdown of the Alert Levels occur.
19. 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.
20. Workplace-based learning, that is on-site or face-to-face can continue, ensuring appropriate health and safety arrangements are made with both the individuals and the employers.
21. Externally leased businesses (e.g. MoA, CAB, Plains FM) can remain on campuses but must follow Government contact tracing and hygiene requirements. A Covid-19 specific Health and Safety Plan is the responsibility of these co-located businesses to support their continuing work on campuses.
22. The following services will be open under Alert Level 2, subject to application of appropriate controls as specified by Government, including, where appropriate, making a booking:
 - Ara's Early Learning Centre
 - Career Centre
 - Recreation Centre
 - Bookshop and campus cafés
 - Libraries
 - Student Central
 - Admissions
 - Student Finance
 - Central Academic Records
 - Visions Restaurant and The Pantry
23. The Heath Centre will remain open. However, under Alert Level 2, please do not come into the Health Centre if you have any respiratory symptoms - ring your own GP or contact the Health Centre for advice on **940 7566**.
24. **Ara's student accommodation at Ōtautahi House will remain open** under Alert Level 2.
 - To ensure the safety of residents and colleagues, strict hygiene and cleaning protocols, robust contact tracing information of all those who enter the premises (including approved guests) will be maintained.
25. Computer labs will be available for supervised learning and teaching. Additionally, all drop-in suites will remain open, with physical distancing practices required.
26. **Domestic travel can be undertaken for work purposes, only within the Canterbury Region and Oamaru.** If you have a request concerning this, please raise this with your DCE in the first instance. Those travelling privately must adhere to Government guidelines.
27. **Reporting of known Covid-19 cases:** a reminder that cases of Covid-19 need to be reported to Manager – Health and Safety as soon as they become known.