

HEALTH, SAFETY AND WELLBEING STANDARD: WORKING ON CAMPUS AT ALERT LEVEL 2

VERSION: 2.1

DATE: 14 August 2020

APPROVAL: Director Health, Safety and Wellbeing

This standard as approved forms part of the Health and Safety Framework of the University as approved by the Massey University Council.

INTRODUCTION

This standard has been prepared for Massey University to assist in managing and reducing the risks associated with transmission of Covid-19 within a university environment during the current pandemic. It must be read in association with all existing Massey University policies, procedures and standards and Government-issued guidance for operating within the Covid-19 Alert Levels.

This standard provides a set of minimum expectations that the University has established, and while individual schools or departments may choose to exceed these minimum standards, they may not remove requirements without the written permission of the relevant SLT member AND Director of Health, Safety and Wellbeing.

Managers of staff working on campus are responsible for ensuring that this standard is met, and should consider these requirements when making arrangements for work to commence at Level 2.

MINIMUM HEALTH AND SAFETY REQUIREMENTS AT LEVEL 2

The following measures must be met at Alert Level 2 by all staff and students:

- Those persons who are sick and have cold or flu symptoms must stay home and NOT come onto campus, even if symptoms are currently being managed with medications. Students living on campus who are sick should ensure minimum contact with others while symptomatic and remain in self-isolation.
- Anybody who is deemed vulnerable (those who are immune-compromised, pregnant, or over the age of 70) should continue to work and/or study from home.
- Mental health and wellbeing should be prioritised over productivity
- University business meetings should not take place face-to-face, and should utilise audio-visual methods as appropriate.
- Everyone on campus is to maintain physical distancing, with a minimum of 1 metre distance between people known to each other, and 2 metres for others.
- All persons entering a university building are to adhere to contact tracing requirements at all times using the Contact Tracer App and associated QR codes.
- All staff and students must have access to handwashing facilities (or hand sanitiser as an alternative), and practice good hygiene practices such as covering coughs/sneezes and washing hands regularly.
- Contingency plans should be in place to enable all activities to cease should the campus be closed at short notice.
- Face coverings should be worn in situations where physical distancing is not possible, and in environments where contact tracing is inherently challenging.

HEALTH AND SAFETY REQUIREMENTS FOR SPECIFIC ACTIVITIES AT LEVEL 2

Teaching

- Lectures and other teaching activity should be undertaken online wherever possible, with exceptions only where authorised by the relevant PVC, where these are likely to list NF grades. The online teaching may be undertaken from a campus office, provided physical distancing protocols are observed with other staff on campus.
- Any authorised in-person teaching (including tutorials, workshops and labs) or assessments must be limited in numbers to ensure that physical distancing requirements and contact tracing requirements can be met at all times.
- Hand sanitiser should be made available at the entry to any teaching spaces.
- Shared equipment or surfaces should be disinfected between users.
- Where activities require close supervision in order to ensure the safety of staff or students these activities should be reviewed to determine alternative methods of supervision, or not undertaken.

Work Integrated Learning (includes practicums and placements)

- Staff responsible for work integrated learning should discuss arrangements with the organisation hosting the student, to ensure that appropriate public health measures that apply to that workplace are managed.
- Students should continue to follow all instructions provided by the host organisation relating to infection control, hygiene and safety.

Research

- Physical distancing should be maintained at all times, and there is no close personal contact with human research participants permitted.
- Any required human biological samples should be collected by the participant, and provided safely without contact
- Application of sensors or monitoring equipment to human subjects is not permitted, however the participant may apply these themselves under supervision in some situations.
- Shared equipment or surfaces should be disinfected between users.
- Contact tracing requirements must be met at all times in controlled environments.

Fieldwork

- All fieldwork must meet current travel requirements, including the use of appropriate modes of transportation.
- Contact tracing must be in place and maintained at all time by the fieldwork leader.
- Any fieldwork must still be approved as per [existing procedures](#), and any H&S plans developed as part of this application must include controls specific to Covid-19

Travel

- Travel now requires SLT member signoff prior to the journey taking place
- An appropriate mode of transportation must be used that maintains physical distancing between passengers for short journeys.
- Longer journeys should be minimised where there are multiple persons who are travelling.
- Alternatives should be explored where possible to avoid the need for travel – such as use of video-conferencing facilities.
- Any person who is sick, or is classed as vulnerable, should not travel.

Events

- Events that are not related directly to education or teaching purposes must not involve more than 100 people, and should not involve members of the public.

- Physical distancing and contact tracing requirements must be met at all times.

Office-Based Work

- Where staff do not need to be physically on campus to undertake their roles, they should continue to work from home.
- Open-plan arrangements must be reviewed to ensure physical distancing requirements can be maintained. This may require a change in arrangements, such as spreading out to use spaces not currently utilised, or rostering staff between home and campus to minimise numbers using an open plan environment at any given time.
- Shared equipment or surfaces should be disinfected between users.
- Physical distancing and contact tracing requirements must be met at all times.

Residential Accommodation

- Physical distancing and contact tracing requirements must be met at all times.
- External visitors are not permitted within residential accommodation.

Commercial Operations

- All commercial operations must adhere to the public health control measures that apply to that type of business. Information on these measures can be found at **[covid19.govt.nz](https://www.covid19.govt.nz)**