

OPERATING PLAN FOR THE COVID-19 PROTECTION FRAMEWORK



This is a living document, and was last updated 05.07.2022

The university's Operating Plan for the COVID-19 Protection Framework has been developed in response to the NZ Government's Covid Protection Framework¹ which is also known as the "traffic light" system. The principles applied when considering the university's response are:

- The University will continue to be responsive to Government decisions and guidance, and in particular any legislative requirements.
- The development of the University Operating Plan for the COVID-19 Protection Framework puts people (staff and students) and their health, safety and wellbeing at the forefront of our approach and decision making.
- The University recognises our commitment to Te Tiriti o Waitangi and will ensure that decisions emphasise Māori Health priorities, recognise Māori Health inequities, and that decisions do not disadvantage Māori staff, students and communities.
- The University COVID-19 risk assessment approach will guide additional Health and Safety measures necessary to eliminate or minimise harm to others covered by this Massey University Operating Plan for the COVID-19 Protection Framework.

¹ Covid-19 Protection Framework: <https://covid19.govt.nz/alert-levels-and-updates/traffic-light-system/>

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New Zealand is at ORANGE and the settings in place currently are designed to protect the health system.

	GREEN	ORANGE	RED
<i>What the level means</i>	<i>There is limited community transmission, and our health system is ready to respond. There are no restrictions.</i>	<i>There will be community transmission of COVID-19, with increasing risks to vulnerable communities, and pressure on the health system.</i>	<i>Need to take action to protect our vulnerable communities and our health system from COVID-19.</i>
OPERATIONAL REQUIREMENTS AT EACH LEVEL OF THE TRAFFIC LIGHT SYSTEM			
Campus	OPEN	OPEN	OPEN
COVID-19 Vaccine Requirement	From 20 May 2022, vaccination is no longer a requirement when attending on-campus or undertaking in-person university activities. However, this excludes sectors where vaccinations are mandated by the Government , and some specific activities where a detailed risk assessment has identified a need for the those involved to be vaccinated. You can view the full policy here .	From 20 May 2022, vaccination is no longer a requirement when attending on-campus or undertaking in-person university activities. However, this excludes sectors where vaccinations are mandated by the Government , and some specific activities where a detailed risk assessment has identified a need for the those involved to be vaccinated. You can view the full policy here .	From 20 May 2022, vaccination is no longer a requirement when attending on-campus or undertaking in-person university activities. However, this excludes sectors where vaccinations are mandated by the Government , and some specific activities where a detailed risk assessment has identified a need for the those involved to be vaccinated. You can view the full policy here . Please note there may also be activities which will require a MyVaccinePass if required by the Government COVID-19 Protection Framework or if required by host organisations.
Face Masks	<ul style="list-style-type: none"> Face masks encouraged when moving around the campus, in public spaces and where 1m physical distancing can't be met (i.e. bathrooms, elevators, access ways) 	<ul style="list-style-type: none"> Face masks required when indoors in public spaces and inside where 1m physical distancing can't be met (i.e. close contact courses, bathrooms, elevators, access ways) Face masks are encouraged outdoors when moving around the campus 	<p>Please refer to the Mask Guidelines for full detail, in summary:</p> <ul style="list-style-type: none"> A face mask must be worn in all parts of the University, unless there is an exception or exemption – this includes for teaching, research, and all other activities and when in communal areas or moving through workspaces. Staff must use a medical-grade mask (for example a Type IIR/Level 2 mask, or N/K95) or higher. Alternatively, staff may use their own 3-layer fabric mask with micro-filter.

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		<p>Please refer to the Mask Guidelines for full detail, in summary:</p> <ul style="list-style-type: none"> • A face mask must be worn indoors in all parts of the University, unless there is an exception or exemption (see below) – this includes for teaching, research, and all other activities and when in communal areas or moving through workspaces. • Staff must use a medical-grade mask (for example a Type IIR/Level 2 mask, or N/K95) or higher. Alternatively, staff may use their own 3-layer fabric mask with micro-filter. • We recommend and encourage all students to also use medical-grade masks (and will have supplies available On-Campus) • Exceptions and exemptions include: <ul style="list-style-type: none"> ○ When working alone in a single occupancy office or meeting room. ○ In open plan offices or meeting rooms while seated and maintaining at least 1m distance from others ○ Teaching or research staff may remove their mask if they can maintain at least 2m distance from their class/team/audience while presenting ○ Staff and students are not required to wear a mask when exercising at the Rec Centre. ○ In student accommodation bedrooms. 	<ul style="list-style-type: none"> • We recommend and encourage all students to also use medical-grade masks (and will have supplies available On-Campus) • Exceptions and exemptions include: <ul style="list-style-type: none"> ○ When working alone in a single occupancy office or meeting room. ○ In open plan offices or meeting rooms while seated and maintaining a distance of greater than 1m from others ○ Teaching or research staff may remove their mask if they can maintain at least 2m distance from their class/team/audience while presenting ○ When outdoors and maintaining a distance of greater than 1m from others ○ Staff and students are not required to wear a mask when they are playing sport or engaging in recreational activities outdoors or during exercising at the Rec Centre. ○ In student accommodation bedrooms. ○ In specified circumstances at hospitality venues. <p>When the person has an official medical exemption</p>

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		<ul style="list-style-type: none"> In specified circumstances at hospitality venues. <p>When the person has an official medical exemption.</p>	
Physical Distancing	1m physical distancing encouraged	All persons must maintain a distance of greater than 1m from others at all times	<ul style="list-style-type: none"> All persons must maintain a distance of greater than 1m from others at all times Teaching and research staff should maintain a 2m distance when presenting in a teaching and learning or research setting (including activities in laboratories, specialist equipment/storage/treatment areas, workshops, exhibition spaces, studios, theatres (and other spaces that creative and humanities disciplines use).
Capacity Limits			<ul style="list-style-type: none"> Limit of 100 people in teaching and learning spaces Limits of 200 people at hospitality, events, gathering, gyms or close contact businesses
Teaching and Learning (Online)	<ul style="list-style-type: none"> No specific requirements 	<ul style="list-style-type: none"> No specific requirements 	<ul style="list-style-type: none"> No specific requirements
Teaching and Learning (On Campus)	<ul style="list-style-type: none"> No specific requirements Must give consideration to changes in levels 	<ul style="list-style-type: none"> On campus teaching is possible Consideration will be provided for students who need to be online and to accommodate potential escalation to Red Any in-person but off-campus teaching must also meet the requirements of the host premises Where programmes require close contact additional measures may be implemented 	<ul style="list-style-type: none"> Any in person teaching or learning activity or event is limited to 100 people Capacity limits applied to teaching spaces to support In-Person limits In-person teaching without a break is limited to 2 hours. Any in-person Off-Campus teaching and learning event must also meet the requirements of the host premises and be approved by the PVC or delegate PVC to approve any teaching and related activities that involve close (in-person) contact PVC to approve changes to course/programme delivery where on campus or in person is not/no longer feasible as the health and safety requirements of this Plan cannot be met or maintained Courses must maintain ability to transition to online at short notice

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Assessment and examinations (Online)	<ul style="list-style-type: none"> No specific requirements 	<ul style="list-style-type: none"> Doctoral confirmations and examinations are online No specific requirements 	<ul style="list-style-type: none"> Doctoral confirmations and examinations are online Any in-person but off-campus assessment must meet the requirements of the host premise/organisation
Assessments and examinations (On Campus)	<ul style="list-style-type: none"> No specific requirements Must give consideration to changes in levels 	<ul style="list-style-type: none"> On campus assessment and examinations are possible Consideration will be provided for students who need to be online and to accommodate potential escalation to Red Any in-person but off-campus assessment must also meet the requirements of the host premises 	<ul style="list-style-type: none"> On-campus assessments available to students enrolled in internal courses Delivery of on-campus assessments must be approved by PVC or their delegate All examinations are online
Research and related activities (including activities in studios, theatres, and other spaces that creative and humanities disciplines use) This includes laboratories, specialist equipment/storage/treatment areas, workshops, exhibition spaces.	<ul style="list-style-type: none"> No specific requirements 	<ul style="list-style-type: none"> Most research and related activities are allowed, but the University encourages a dedicated health and safety risk assessments for each activity, controlled group sizes for onsite work (including in the field), and other public health measures as appropriate (including face coverings) In studios, theatres and other spaces, high-risk activities such as singing will be carefully managed 	<ul style="list-style-type: none"> Any research activity or event is limited to 100 people Capacity limits applied to research spaces to support In-Person limits In-person research without a break is limited to 2 hours. PVC to approve any research and related activities involving close (In-Person) contact with human participants All research activities must adhere to relevant public health measures Any off-campus research activity involving other people must meet Massey requirements and also meet the requirements of the host organisation/premises
Libraries and indoor hubs such as computer labs	<ul style="list-style-type: none"> No specific requirements 	<ul style="list-style-type: none"> No specific requirements 	<ul style="list-style-type: none"> No specific requirements
Workplace-based learning, including apprenticeships,	<ul style="list-style-type: none"> Workplace-based learning (including support and assessments) is to be managed subject to the policies, 	<ul style="list-style-type: none"> Workplace-based learning (including support and assessments) is to be managed subject to the policies, 	<ul style="list-style-type: none"> Any workplace-based learning activity must meet the requirements of Massey University and the host organisation/premises, including vaccination requirements.

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practicums, internships and work placements	practices and public health control requirements that apply to that workplace, including vaccination requirements	practices and public health control requirements that apply to that workplace, including vaccination requirements	
General working arrangements	<ul style="list-style-type: none"> No specific requirements Flexible working to be managed through BAU processes which can be found here 	<ul style="list-style-type: none"> No specific requirements Area specific Business Continuity Plans are to be enacted and followed as required by managers to maintain service delivery Flexible working to be managed through BAU processes which can be found here 	<ul style="list-style-type: none"> Staff who are not providing essential and/or approved on-campus services/delivery can, as an alternative work from home Area specific Business Continuity Plans are to be enacted and followed as required to maintain service delivery
Student support and counselling	<ul style="list-style-type: none"> No specific requirements 	<ul style="list-style-type: none"> No specific requirements 	<ul style="list-style-type: none"> No specific requirements
Medical Centre	<ul style="list-style-type: none"> Phone triage prior to appointment - symptom status established. Spaced waiting rooms Face masks required Increased cleaning measures in place Respiratory / COVID Symptom Patients set entry and exits, or separate facility, staff in full PPE and set arrival times. Testing for COVID as per DHB 		<ul style="list-style-type: none"> Phone triage prior to appointment - symptom status established. Spaced waiting rooms Face masks required Increased cleaning measures in place Access : Doors may remain locked depending on requirements of the Health Centre. Respiratory / COVID Symptom Patients set entry and exits, or separate facility, staff in full PPE and set arrival times. Testing for COVID as per DHB
Gyms	No specific requirements	No specific requirements	<ul style="list-style-type: none"> Limit of 200 people and 1m distancing
Hospitality	No specific requirements	No specific requirements	<ul style="list-style-type: none"> Limits of 200 people and 1m distancing, must be seated and served unless take-away

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<p>Events (indoor/outdoor) and gatherings that are not directly education-related, including graduation, conferences, speaking events open to the public, cultural events, social events, etc.</p>	<p>No specific requirements</p>	<p>No specific requirements</p> <p>*Note: Massey mask requirements outlined above must be followed.</p>	<p>[Includes: graduation, conferences, speaking events open to the public, cultural events, social events, etc.)</p> <ul style="list-style-type: none"> • Limit of 200 people (indoors) based on 1m distancing, seated and separated – no limits on outdoor events. • If your gathering is not at or within a hospitality venue, then people do not need to sit down to eat or drink
<p>Student and staff travel</p>	<ul style="list-style-type: none"> • Domestic and International work or study related travel is permitted. • International Travel must be approved by the relevant SLT member and / or the Vice-Chancellor in accordance with Massey's COVID travel protocols until 30 June 2022 (to be reviewed in late June 2022). • Green Level fleet vehicle protocols will be updated following future Government guidance. <p>*Note: Personal travel, including travel to and from the workplace are outside the scope of this plan. Please refer to Government guidelines.</p>	<ul style="list-style-type: none"> • Domestic and International work or study related travel is permitted. • International Travel must be approved by the relevant SLT member and / or the Vice-Chancellor in accordance with Massey's COVID travel protocols until 30 November 2022 (to be reviewed in late November 2022). • Orange Level fleet vehicle protocols must be followed. Check MU website for what to do. <p>*Note: Personal travel, including travel to and from the workplace are outside the scope of this plan. Please refer to Government guidelines.</p>	<p>Work and study related domestic travel is permitted into and out of Red regions subject to any boundary restrictions or requirements in place, and subject to the approval of the relevant SLT member. This includes activities relating to research, teaching and learning, and student placements.</p> <ul style="list-style-type: none"> • Essential International Travel must be approved by the relevant SLT member and / or the Vice-Chancellor in accordance with Massey's COVID travel protocols. • Where a boundary restriction requires approval from an employer, that approval must be provided by the relevant SLT member in all cases, including for student related travel. <p>*Note: Personal travel, including travel to and from the workplace are outside the scope of this plan. Please refer to Government guidelines.</p>

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Student accommodation	<ul style="list-style-type: none"> Designated isolation spaces for those self-isolating including take away meal options 	<ul style="list-style-type: none"> Isolation protocols in place for those who require it including take away meals Timed residential meals maybe be used to enable 1m distancing in dining halls Face masks required when in communal areas Some communal areas may be closed or restricted 	<ul style="list-style-type: none"> No off-campus visitors allowed without approval from Halls Management Isolation protocols in place including take away meals Timed residential meals with number limits of 100 residents and 1m distancing, seated and separated. Face masks required when in communal areas Some communal areas closed or restricted Assigned bathrooms to establish households Financial flexibility provided in terms of differing arrivals/stays
Contracted Services			<ul style="list-style-type: none"> All contractors and unannounced or speculative visitors must sign in at Campus Operations All departmental receptions and regular contact points around campus must be prepared to receive visitors as normal and to remind visitors of protocols – examples include Rec Centre’s, CIS, Accommodation, Library etc. Hosting/requesting business unit is responsible for ensuring compliance with these requirements.
Case investigation and contact tracing			<p>Confirmed Positive Cases:</p> <ul style="list-style-type: none"> Identified via positive PCR, RATs or symptoms Notify your manager and hands@massey.ac.nz of positive test result <p>Close Contacts (household only):</p> <ul style="list-style-type: none"> Notify your manager and hands@massey.ac.nz Contacts automatically notified from online self-investigation Only highest risk contacts will be traced and required to isolate
Isolation and Quarantine	<p>Confirmed Positive Cases:</p> <ul style="list-style-type: none"> Isolate for 7 days Check MU website for what to do <p>Household Close Contacts:</p> <ul style="list-style-type: none"> Isolate for 7 days Test on day 3 and 7 or if symptomatic 	<p>Confirmed Positive Cases:</p> <ul style="list-style-type: none"> Isolate for 7 days Check MU website for what to do <p>Household Close Contacts:</p> <ul style="list-style-type: none"> Isolate for 7 days Test on day 3 and 7 or if symptomatic 	<p>Confirmed Positive Cases:</p> <ul style="list-style-type: none"> Isolate for 7 days Check MU website for what to do <p>Household Close Contacts:</p> <ul style="list-style-type: none"> Isolate for 7 days Test on day 3 and 7 or if symptomatic

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	<ul style="list-style-type: none"> Check MU website for what to do <p>Casual Contacts: Do not need to isolate. Monitor for symptoms. Get tested if symptoms develop</p>	<ul style="list-style-type: none"> Check MU website for what to do <p>Casual Contacts: Do not need to isolate. Monitor for symptoms. Get tested if symptoms develop</p>	<ul style="list-style-type: none"> Check MU website for what to do <p>Casual Contacts: Do not need to isolate. Monitor for symptoms. Get tested if symptoms develop</p>
Isolation requirements in Student Accommodation	Following: COVID -19 Approach to Isolation Guidelines in the Massey Halls <ul style="list-style-type: none"> Student Accommodation Guidance from MoE 		
Case Management Requirements for GP services	Following: MOH COVID-19 Community Response Framework Royal New Zealand College of General Practitioners COVID -19 Case Management Guidelines NZ Pathways - as outlined under relevant DHB		