

LEVEL 2 GUIDELINES FOR NMIT STUDENTS

Please take time to read this information explaining how NMIT is gradually returning to a safe mix of on-campus and online teaching, in line with Government guidance.

A. When will classes re-start?

1. We are able to return to delivering 'practical' and hands on sessions on campus in the week commencing 18th May 2020. Each Curriculum Area will provide updated timetable details to their students by the end of Friday 15th May.
2. There will be a phased return to campus for 'non-practical/ theory' sessions on specified days over the week starting 18th May 2020. Up to 50% of this teaching can be scheduled on campus; the remainder of theory classes will continue to be taught online. This will help us all make a safe transition back to campus. Curriculum Areas will contact students with the timetable details for their specific classes so students will know when they can come onto campus.
3. Please be patient as NMIT works on finalising timetables, and room bookings. All students need to check their usual communication system (Moodle forums, MyNMIT, Teams) regularly to get the latest information about any classes.
4. Only attend campus if you have a timetabled session with a room booking scheduled for on-campus delivery. Please check your timetable carefully so you know when teaching is on campus, and when it is online.
5. If you're at greater risk of your health being impacted by COVID-19 [COVID-19 At Risk Factsheet](#) and unable to come on campus, please let your tutor know and discuss this situation with them. NMIT will continue to provide online teaching as much as possible.
6. Work placements and off-campus activities, such as noho or field trips, will be scheduled as soon as is possible.
7. All campus buildings will be open from 8.00am to 5.00pm (see note B.10 below for exceptions).

B. How will NMIT ensure strict public hygiene?

1. NMIT is following government guidance provided to all tertiary education organisations [TEC COVID-19 Information](#). Campuses have had a deep clean and fog spray, vehicles have been cleaned and formal inspections have been carried out across campuses.
2. Buildings and classrooms will have hand sanitiser at the entrance points. In no circumstances can anyone remove hygiene supplies from these points.
3. NMIT will provide tutors with the materials to clean equipment (such as the mouse and keyboards in computer labs, or an instrument/tool) before each class begins.
4. The cleaning regime has been increased. Roving cleaning will be carried out throughout the day and classrooms, classroom equipment and buildings will also be fully cleaned at the end of every day.
5. Where possible, classrooms will be set up to allow one metre distancing between people.



6. If a programme activity involves contact closer than one metre (such as carrying out a hair treatment) NMIT will follow the professional guidelines for that specific industry and/or maintain the requirements of a 'controlled learning space'.
7. When using an NMIT vehicle for course activities the NMIT staff driver will keep a paper register of all passengers. Your vehicle drivers are responsible for sanitising surfaces before use and cleaning supplies will be available outside H Block in the carpark.
8. Everyone is required to follow NMIT signage in all our buildings, corridors, lifts, stairwells and the libraries to help us all move safely on campus.
9. Our Curriculum Area receptions are not open for enquiries. If you need to talk with an NMIT staff member, then please do this by phone or email.
10. Most facilities are open, but with reduced hours and reduced services. The sports turf is only available for teaching and learning. Car parking is open. The Fishbowl and Kōwhai Lounge are closed. Ake Ake café will open with reduced hours and services. The Library is open 9am – 5pm but only to lend/return resources. The Library is not open as a place to study or socialise. Requirements regarding physical distancing and hygiene must be observed at all times. [NMIT Nelson Library website](#)
11. Every person on campus needs to take responsibility for their own health, hygiene and behaviours while we're in Alert Level 2; people are welcome to bring their own hand sanitiser if they choose. 'Go home, stay home' applies to anyone who feels unwell, and please get a test.

C. How will NMIT manage contact tracing?

1. In line with government requirements, NMIT will use multiple means to trace students and staff who are in a controlled learning environment.
2. Tutors will complete an electronic register of students' attendance in all classes. Timetables will be set up with 30 minute gaps between room bookings. This allows one group to entirely exit before the next group enters.
3. Where possible, tutors will retain a seating plan for their sessions. If a group of students uses the same room repeatedly, we encourage you to return to the same seat in that room.
4. All students and staff will complete paper registers in each office and classroom / controlled learning space. Everyone should have their own pen. Completed paper registers from every classroom will be placed in the building drop-box by each tutor before leaving the building each day.
5. Logging onto an NMIT computer on campus provides NMIT with a further means of contact tracing for staff and students, reflecting the requirement for multiple contact tracing methods.
6. Please ensure that your MyNMIT profile has your correct mobile phone number so they can be quickly contacted if necessary. If it has changed since your studies started, please update your details.

D. Looking after our wellbeing

1. If you are a learner at greater risk of your health being impacted by COVID-19 [COVID-19 At Risk Factsheet](#), please let your tutor know you will be studying online. If you're unable to use a device at home, please inform your tutor as NMIT may be able to assist with this.
2. If you have any questions, please call or email your tutor, programme coordinator or administrator. If you are unsure how to make contact, please call 0800 422 733 to get this contact information. Please also check our FAQ page set up for all our students [NMIT Students COVID-19 FAQs](#)
3. NMIT is continuing to make online counselling available call **021 246 6711** or email wellbeing@nmit.co.nz.
4. SANITI is able to provide support and guidance for students. Contact details can be found here [SANITI](#).
5. Please support each other and be kind to one another as we gradually return to campus. If you see anything that concerns you, please let a staff member know, in case NMIT can follow this up.