

ASA Covid operating plan under traffic light system

This document should be read in conjunction with the [Massey University Operating Plan for the Covid-19 Protection Framework](#). **This version updated 28/03/2022**

ASA TRAFFIC LIGHT OPERATING PROCEDURES	GREEN KAKARIKI	ORANGE KARAKA	RED WHERO
	<p>Aims to allow almost 'normal' social and economic activity while continuing to build health system capability.</p> <ul style="list-style-type: none"> • Case numbers are kept low through testing, contact tracing and quarantine. • Hospitalisations remain at a manageable level. 	<p>Aims to avoid exponential growth in case numbers with moderate controls in place.</p> <ul style="list-style-type: none"> • Increasing community transmission and increasing pressure of the health system, or • Increasing risk to at-risk populations 	<p>Aims to protect the sustainability of the health system and the health of communities through stricter controls.</p> <ul style="list-style-type: none"> • Cases are no longer contained within the original outbreak areas • Action is required to protect the health system.
All Levels	<p>Massey University requires that everyone who comes on to the campus must hold a vaccine pass. If anyone feels unwell, particularly with any covid-like symptoms they should stay at home and seek advice from Healthline on 0800 358 5453. <u>Staff an executive should advise the general manager as soon as possible if unwell.</u> Everyone is reminded to use good hygiene practices including mask wearing (as applicable), handwashing/sanitising etc.</p>		
General Working Arrangements	<ul style="list-style-type: none"> • Everyone on campus must be able to show vaccine pass. • Staff working on campus. • All visitors to ASA office to sign in using the Microsoft Office form (QR at reception). 	<ul style="list-style-type: none"> • Everyone on campus must be able to show vaccine pass. • Staff working on campus. • Face masks must be worn at reception and in all indoor public spaces where 1m spacing cannot be met (e.g., bathrooms, lifts, access ways). • All visitors to ASA office to sign in using the Microsoft Office form (QR at reception) 	<ul style="list-style-type: none"> • Everyone on campus must be able to show vaccine pass. • Staff should expect to work from the office unless advice from MU or the government is to do otherwise. • Face masks must be worn at reception and in all public spaces where 1m spacing cannot be met (e.g., bathrooms, lifts, access ways). • Wearing face masks in the ASA office is recommended but optional. • No visitors allowed to enter ASA offices. Recommendation is that meetings are online.

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<p>Event Delivery</p>	<ul style="list-style-type: none"> • No restrictions to event delivery. 	<ul style="list-style-type: none"> • No limit restrictions apply (indoors and outdoors) • ASA staff/volunteers to wear masks at indoor events, unless eating or drinking. 	<ul style="list-style-type: none"> • ASA may offer in-person events provided government and MU event hosting restrictions are followed. <ul style="list-style-type: none"> ○ Maximum of 200 students in attendance indoors (including any ASEC or student volunteers). There is no number restriction applied to outdoor events. ○ ASA staff do not count in the 200-maximum ○ ASA staff, executive and volunteers to wear masks at indoor events – these must be N95, surgical or ASA mask with filter ○ Indoors, participants will be required to wear masks unless eating/drinking. ○ Outdoors, masks are not required. ○ Venue sizes must be adequate to allow 1.5m physical distancing ○ Ticketing or registration will continue to be used for indoor events but is not required for contact tracing ○ For events off campus, the venue’s rules will apply • Workshops and events may optionally be held online to ensure as many students as possible can be included.
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Advocacy Appointments	<ul style="list-style-type: none"> Face-to-face appointments permitted. 	<ul style="list-style-type: none"> Face-to-face appointments permitted at the discretion of advocacy staff, but masks must be worn. 	<ul style="list-style-type: none"> No face-to-face appointments.
Travel	<ul style="list-style-type: none"> ASA Travel is permitted but in the interests of budgeting and reduction of fuel emissions should be limited. 	<ul style="list-style-type: none"> Only ESSENTIAL ASA travel is permitted with meetings being held online where this is possible. 	<ul style="list-style-type: none"> ASA Travel to meetings, hui, conferences is not permitted. External meetings to be online only.
Executive	<ul style="list-style-type: none"> No restrictions. 	<ul style="list-style-type: none"> Meetings may be in person or online. Non ASEC members permitted to attend in person ASEC meetings, but masks should be worn if 1 metre distancing cannot be met. 	<ul style="list-style-type: none"> Online ASEC meetings recommended. Only ASA Executive can attend ASEC meetings in person. Other students to join remotely.