

TPP COVID-19 Golden Rules Level 2

Do everything you can to reduce the risk of COVID-19 transmission — we all have a part to play in keeping each other safe. These guidelines must be followed by all staff, students and stakeholders who enter a TPP campus. TPP have the right of refusal to site for anyone not following guidelines.

1. DO NOT ENTER A TPP SITE IF YOU ARE UNWELL

2. PERSONAL HYGIENE

- Wash your hands. Wash your hands. Wash your hands.
- Sneeze and cough into your elbow.

3. YOU MUST PRACTICE PHYSICAL DISTANCING

- Keep your distance when out and about:
 - 2 metres in public and in retail stores, like supermarkets and clothes shops.
 - 1 metre in most other environments like workplaces, cafes, restaurants, and gyms.
- You should wear face coverings in situations where physical distancing is not possible, like on public transport or in shops.

4. AT RISK / VULNERABLE STAFF AND STUDENTS

- People at higher risk of severe illness from COVID-19 are encouraged to take additional precautions when leaving home. Please discuss this with your tutor or leader.

5. CONTACT TRACING or students must not access TPP sites without prior approval to do so.

- Keep a track of where you've been and who you've seen (workers, contractors or customers).
- All visitors must report to reception.

6. CLEANING

- Heightened hygiene practices have been put in place for cleaning staff, with additional hygiene practices for programmes where equipment is used by multiple students / staff. Please avoid touching surfaces.
- Cleaning procedures in-class must be followed.
- Programmes that are on campus, or about to come onto a campus, have been issued with hygiene products for students and tutors to use. Please clean any shared equipment or machinery before and after use. Hand sanitiser will be available at entrance points to classrooms and disinfectant and wipes supplied in each classroom.

7. RECEPTION

- If staff at the Greymouth campus require stationery etc, please email or phone Reception. The items you require will be put in your pigeon hole.

8. GATHERINGS / MEETINGS

- All meetings that can be held by Zoom should be.
- Where meetings via Zoom are not possible they may be held with strict physical distancing and cleaning measures put in place.

9. TPP VEHICLES

- Vehicles must be booked in advance. You must wipe down inside surfaces both before and after use.

10. TRAVEL

- All staff travel requests must have their manager's prior approval.

11. STUDENT ACCOMMODATION

- Students who normally reside in TPP's accommodation will be contacted regarding their return to TPP. Returning residents must abide by TPP student accommodation rules, **including no visitors**. Strict cleaning procedures will be in place.

IMPORTANT MESSAGE !!

If you're not sure whether you're allowed to do something, the best advice is: don't do it. We want to keep things as simple as possible, follow the rules and do your part to stamp out the virus. COVID-19 is still out there. Play it safe.

