

RETURNING TO QRC LIFE



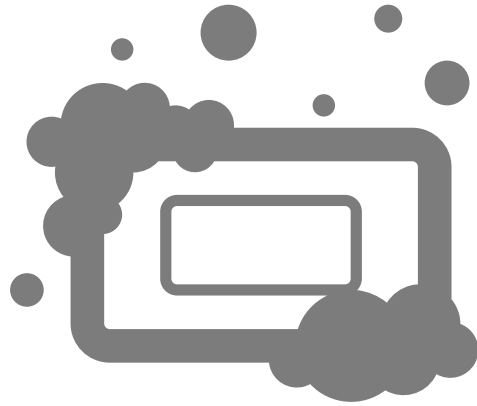
Under Alert Level 2



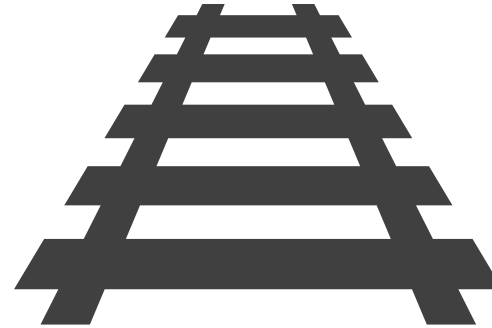
KEY OPERATIONAL CONSIDERATIONS



WE ARE OPERATING IN
A NEW LANDSCAPE



OPTIMAL HYGIENE
PRACTICES ARE A NEW
NORMAL



TRACKING
MOVEMENTS IS A
REQUIREMENT



ENCOURAGING 1M
SOCIAL DISTANCING
WHERE POSSIBLE

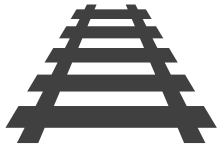


WE ARE OPERATING IN A
NEW LANDSCAPE WITH
CONTINUED RISK.

- 1 QRC LIFE HAS TO ADAPT TO MITIGATE THE RISK
- 2 RETURNING TO QUEENSTOWN & CAMPUS FACILITIES DEMANDS INDIVIDUAL RESPONSIBILITY
- 3 THERE IS AN EXPECTATION ON THE QRC COMMUNITY TO CONDUCT THEMSELVES APPROPRIATELY DURING THIS TIME.



OPERATIONAL GUIDELINES FOR QRC HOUSE



To comply with contact tracing requirements QRC House, including the café, is only open to CURRENT STUDENTS, STAFF & CONTRACTORS (cleaners / maintenance etc). No external individuals to enter. AS such we are considered A CONTROLLED ENVIRONMENT . Activity on site will be monitored to facilitate easy and complete contact tracing if required. Student attendance records, a current staff & student master contact list and the visitor sign-in books will provide the relevant information if & when required.



- **Personal hygiene** - All individuals entering QRC house on either floor 1, 2 or 3 are expected to sanitise their hands using the pump bottles located just inside the doorways. Loose sanitiser units will be distributed in each classroom
- Classroom configuration – each term group will be allocated a home room where all classes will be carried out for the duration of April term to reduce the risk of contamination occurring between groups & rooms
- Posters advocating good handwashing / personal hygiene practice will be distributed across campus.
- Regular cleaning schedule directed at high-touch surface areas – door handles, bathrooms, bannisters, desk tops
- Awareness of illness and requirement to enter self-isolation until cleared

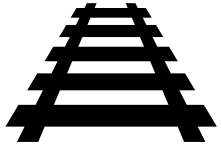


Students are ENCOURAGED to practice 1m social distancing WHERE POSSIBLE. This will be facilitated by:

- Visual Indications in key areas
- No gathering in corridors or stairways.
- Moving along the left side of corridors & stairways.
- Timetables will be planned to ensure lowest number of students on campus at one time.

The logo for Queenstown Resort College (QRC) features the letters 'QRC' in a white, stylized, cursive font on a red background.

OPERATIONAL GUIDELINES FOR QRC LODGE



To facilitate contact tracing requirements QRC Lodge is only open to **CURRENT RESIDENTS, STAFF & CONTRACTORS** as necessary. **GUESTS & VISITORS** are not allowed in the building at Alert Level 2. The current resident roll & visitor sign in book will be available for contract tracing if required.



Hand sanitising units to be placed in key high-use areas throughout the lodge. 2 x external to main entrance, 1 x entrance to bar/dining, 1 x doorways to all wings, 1 x communal kitchen.. In addition to availability of sanitiser:

- Posters advocating good handwashing practice will be distributed in all communal areas & wings.
- Regular cleaning schedule directed at high-touch surface areas – door handles, bathrooms, bannisters, communal areas
- Awareness of illness and requirement to enter self-isolation until cleared
- Promotion of uptake of seasonal Flu Jab (prior to arrival)
- **HEALTH SCREENING UPON ARRIVAL INTO LODGE – STUDENTS & ACCOMPANYING FAMILY MEMEBERS**



Residents are encouraged to practice 1m social distancing within the lodge. This will be facilitated by:

- Dinner service to be rotated through two sittings & breakfast will be actively monitored
- No gathering in corridors or stairways & moving along the left side of corridors & stairways.
- Twin share rooms must not host gatherings of more than 4 people & single rooms not more than 2 people. We encourage you to maintain good social distancing etiquette at all times.
- Communal areas open but avoiding each others direct breathing space and personal touch where possible.
- Limit on use of communal kitchen – max 8 people. Sign up form for timeslots.

***PROVISIONAL
OPERATIONAL
GUIDELINES
FOR QRC LODGE
- MEALS**

**AWAITING GOVT GUIDELINES
FOR HALLS OF RESIDENCE*



Dinner served in 2 sittings: 6:00 pm / 6:30 pm (2 wings per sitting)
Saved dinners are available only to residents who are unable to attend scheduled sittings due to their paid external employment.
Breakfast will run daily from 7:00 am - 7:45 am & be actively managed



Kitchen hands available to assist with serving / clearing.
Menu altered where possible to assist ease of service.

**increase work hours, responsibility for kitchen hand/s*



Dining layout to assist 1m social distancing requirements



Surfaces & touch items (containers / toasters / handles etc) cleaned by kitchen hand after each service



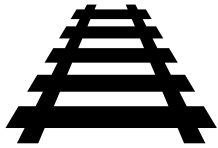
Clearing station in dining hall set-up to remove students from kitchen



**HAND WASH &
DISINFECTANT BEFORE
ENTERING DINING
AREA**



OPERATIONAL GUIDELINES FOR SHOTOVER LODGE



To facilitate contact tracing requirements Shotover Lodge is only open to **CURRENT RESIDENTS** (external long-term, current students, alumni), **STAFF & CONTRACTORS** as necessary. **GUESTS & VISITORS** are not allowed in the building at Alert Level 2. The current resident roll & visitor sign in book will be available for contract tracing if required. All Staff live onsite.



Hand sanitising units to be placed in key high-use areas throughout the lodge. 1 x external to main entrance, 1 x reception, 1 x main doorways to all wings, 1 x communal kitchen. 1 x communal lounge. In addition to availability of sanitiser:

- Posters advocating good handwashing practice will be distributed throughout the lodge..
- Regular cleaning schedule directed at high-touch surface areas – door handles, bathrooms, bannisters, desk tops
- Awareness of illness and requirement to enter self-isolation until cleared
- Promotion of uptake of seasonal Flu Jab (prior to arrival)
- **HEALTH SCREENING UPON ARRIVAL INTO LODGE – STUDENTS & ACCOMPANYING FAMILY MEMEBERS**



Residents are encouraged to practice 1m social distancing within the lodge. This will be facilitated by:

- No gathering in corridors or stairways & moving along the left side of corridors & stairways.
- Twin share rooms must not host gatherings of more than 4 people & single rooms not more than 2 people. We encourage you to maintain good social distancing etiquette at all times.
- Communal areas open but avoiding each others direct breathing space and personal touch where possible.
- Limit on use of communal kitchen – max 8 people. Sign up form for timeslots.

EXPECTATIONS ON STUDENTS @ LODGES



MAKING GOOD CHOICES AND CONSIDERING THE WIDER IMPACT OF YOUR BEHAVIOUR IS VERY IMPORTANT.

QRC & THE WIDER QUEENSTOWN COMMUNITY WILL NOT OPERATE WITH THE FREEDOM OF THE PRE-COVID ENVIRONMENT. CHOOSE TO ACCEPT THE CHANGE.

YOU HAVE JUST EXPERIENCED THE ALTERNATIVE.



Excessive partying without sticking to the social distancing rules is not acceptable.



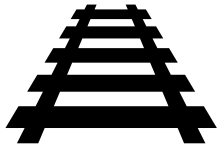
The checklist of 'to-do's' just got bigger and all residents of the lodge are expected to comply to make the administration of this as straight-forward as possible.



The terms and conditions of your residency have been amended to reflect the new operating environment. Please read these carefully & be aware of your obligations.



OPERATIONAL GUIDELINES FOR QRC CAFÉ



To facilitate contact tracing requirements the café / common room will only be open to students and staff during level 2. It will operate within the confines of a controlled environment



- Hand sanitising units located at both doorways to café.
- Posters advocating good handwashing practice / COVID messaging will be distributed within café.
- Regular cleaning schedule directed at high-touch surface areas – door handles, tables, counter
- PPE provided for staff if requested
- No cross between till & coffee/food service without thorough handwashing (allocated staff members)



Patrons are encouraged to practice 1m social distancing within the café. This will be facilitated by:

- Configuration of internal layout
- Floor markings for service queue
- 'Pick-Up' terminal established for coffee / food orders
- Timetabling to manage high-use peaks.
- Allocation of additional common room area. 502/3 ?

HEALTH & WELLBEING



- Obtain your seasonal flu jab before heading back to Queenstown
- Daily health awareness checks for staff & students
- Immediate requirement to remain at home / in room if any symptoms of illness
- Ensure lodge manager, student services or manager are aware of suspected illness
- Visit GP / Call healthline for medical advice if required
- Return to work / study only when cleared to do so.



SELF ISOLATION PROTOCOL

Taken unwell @ QRC House:

Removed from classroom / office

Provided care in room 207 / 8

Assisted to return home observing 2m distancing.

Unwell at Lodges – Single Room

Remain in room

Call manager to inform of symptoms

Manager will facilitate medical advice

Remain in self isolation 14 days unless cleared with negative test result

Unwell at Lodges – Twin Room

Remain in room

Call manager to inform of symptoms

Manager will facilitate medical advice

Remain in self isolation 14 days unless cleared with negative test result

→ Room mate moved to single room
Self-Isolation protocol 14 days
Test required to proof negative

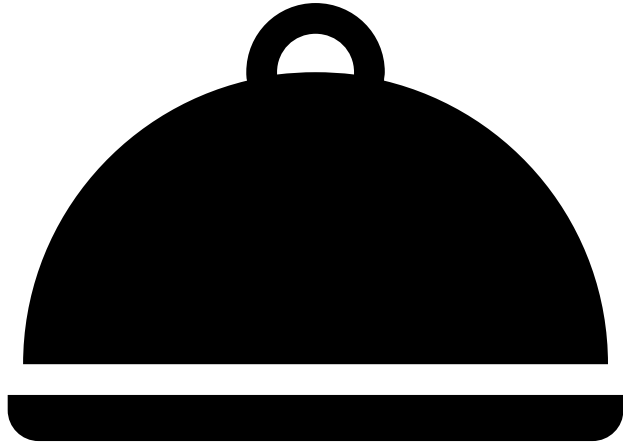


COMMUNITY RESPONSIBILITY IS TO

MANAGE YOUR HEALTH



LODGE OPERATIONAL CONSIDERATIONS - POSITIVE CASE



- Meals are still provided & will be left at room door (contactless). Breakfast & dinner as per lodge schedule.
- Utensils / Cup remain in room. Plates removed & sanitised in dishwasher & allocated to self-isolated students.



- Twice daily phone call to student to check health status.
- Medication provided to rooms if required
- Medical assistance facilitated if concerns raised.
- Allocated staff on call – ratioed to number of cases



- Unwell student to remain in allocated room – room mate moved.
- Ability to scale up availability of rooms (twin x 2)
- Cleaning kits provided to room & contract clean when recovered.
- Laundry allocated at given times.

SELF- ISOLATION KITS

- Wellbeing Guide & Useful Contacts
- Expectations of conduct
- Utensils
- Cup
- Mug
- Tea / Coffee / Milk
- Cleaning Kit – disinfectant / clothes
- Tissues
- Paracetamol
- Online Shopping Availability
- Wi-Fi Pack



Protect yourself and others from COVID-19



Wash your hands with soap and water often (for at least 20 seconds). Then dry.



Cough or sneeze into your elbow or by covering your mouth and nose with tissues.



Clean and disinfect frequently touched surfaces and objects, such as doorknobs.



Don't touch your eyes, nose or mouth if your hands are not clean.



Put used tissues in the bin or a bag immediately.



Stay home if you feel unwell.

For updates and more information on keeping yourself safe, visit [Covid19.govt.nz](https://covid19.govt.nz)
New Zealand Government

Unite against COVID-19

We can all slow the spread

We all need to work together if we want to slow the spread of COVID-19. Unite against the virus now.



Be kind. Check-in on the elderly or vulnerable



Washing and drying your hands kills the virus



Cough or sneeze into your elbow



Stay home if you are sick

Find out more at [Covid19.govt.nz](https://covid19.govt.nz)

New Zealand Government

STL_M_2020

Unite against COVID-19



Washing and drying your hands kills the virus

Wash often. Use soap. 20 seconds. Then dry. This kills the virus by bursting its protective bubble.

Find out more at [Covid19.govt.nz](https://covid19.govt.nz)

New Zealand Government

Unite against COVID-19



THE AVERAGE ARM LENGTH IS 70-75 CMs



ALERT LEVEL 2: KEEP OTHERS AT ARMS LENGTH

SOCIAL



DISTANCING



is a new normal

RESOURCES

https://covid19.govt.nz/assets/resources/COVID-19_A4-Info-Sheet_Self-isolation_v2.pdf