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| Tertiary Education Site Access Exemption COVID-19  |

# [Insert Name of the Tertiary Institution/Organisation Here]

[Provide the name of the Tertiary Education Institution or Organisation and its address and the name and title of the person filling out this request ie Vice Chancellor, Chief Executive or equivalent]

# Access to the site

This process relates to requests for access to tertiary education sites where this is not already covered by the general list of essential services:  <https://www.mbie.govt.nz/about/open-government-and-official-information/coronavirus-covid-19/essential-services/>

As we have previously indicated, essential services cover a number of functions provided by TEOs, including support services for students in residential accommodation.

This form applies if the highest alert level is in play, i.e. Alert Level 4. Alert Level 4 requires movement outside a person’s home for exceptional reasons only. This is essential to keep people safe and to stop the spread of COVID-19.

Therefore the threshold to get permission to access a tertiary education site must be for exceptional circumstances only and not for desirable or routine matters. Access will only be considered in the following instances:

* + Securing the site
	+ Access to IT servers and IT equipment critical to delivering distance education
	+ Essential Contractors in the event of damage at a tertiary institute or organisation
	+ Removing fire hazards
	+ Use of tertiary education site for health purposes relating to COVID-19]

Please explain why access is needed, why it is an emergency, and what the consequences of this request not being approved are. Note approval will only be given in exceptional circumstances and will not be provided for precautionary reasons.

Access will not be granted for routine matters such as ground and maintenance and cleaning of tertiary education sites or to access non-essential objects or materials.

# Date and Time of Access

[Insert Date and time of requested access here]

# Name and Title of Person(s) Access

Insert name and title of person/s accessing the site and any other information necessary here.

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| **Contact phone number**  | Insert contact number of person or company accessing here |

# Health and Safety

The [person must be named here] accessing the site agrees to abide by regular health and safety rules of the site and will undertake to follow public health requirements as issued during the state of emergency for COVID 19. For the access to and collection of critical equipment it must be “contactless” one person only, and no person to person contact.

# Note: Submitting the form

**Upon completion please submit to the Secretary for Education at iona.holsted@education.govt.nz**

# Approved / Not Approved

[Space for electronic signature of the Secretary for Education to be added when a decision has been made]

Iona Holsted
Secretary for Education