

**12 August 2020**

Dear Staff

You will all be aware by now that we are currently under Covid-19 Level 3 restrictions until at least Friday night. The Government are constantly monitoring the situation and will regularly update New Zealanders as more information comes to light. We should be prepared for the possibility of Level 3 being extended or possibly escalated to Level 4, but we can expect advance notice of this from the Government sometime on Friday.

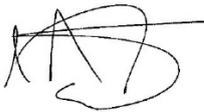
In the meantime, we are all practised in managing our workloads from home, and tutors are to continue with online teaching, with student services providing support. Should anyone need to go to the campus to collect belongings or IT equipment, do remember to sign in and out at the reception area as contact tracing remains all-important. The hand sanitisers are at various places around the campus, so please make use of these.

The recommendation at this stage is to use a face-mask as a mask can help reduce the spread of Covid-19 when there are cases of community transmission. If you don't have a mask, you can wear a scarf or bandana around your nose and mouth. Otherwise remember the basic advice:

Stay home if you're sick, report flu-like symptoms.  
Wash and dry hands, cough into elbow, don't touch your face.

Our All Staff meeting scheduled for this Friday will be a shortened version and will be online. You should have received an updated Zoom meeting invite with the link. We look forward to catching up with you all on Friday morning.

Please look after yourselves and check in on each other.

A handwritten signature in black ink, appearing to be "S Alavi".

Sam Alavi  
Group Chief Executive