

PURPOSE

An exposure incident is when a staff member or someone else while working might have been exposed to the virus.

- This can be distressing for both the individual and the employer involved.
- This response plan will ensure that we are prepared and know what to do.
- The Exposure Incident Report must be used to record the incident and gain vital information such as close contacts, this information may help health officials.

This COVID-19 Exposure Response Plan sets out what we are going to do as a business if there is a suspected or confirmed case of COVID-19.

The things that make a difference are to:

- Get individuals who may have been exposed into self-isolation and arrange for testing.
- Start working with the Ministry of Health to trace contacts as quickly as possible.

This plan outlines key actions, key equipment and personnel in the event of a reported or suspected case of COVID-19 in the workplace.

ISOLATE

Any individual reporting the following symptoms **should** not be at work:

- A cough
- A high temperature (at least 38°C)
- Shortness of breath
- Sore throat
- Sneezing and runny nose
- Temporary loss of smell.



A high temperature.
(At least 38°C)



Coughing



Breathing problems

They should immediately go into self-isolation and contact Healthline for free on **0800 358 5453** or call their doctor immediately.

CLEAN

Clean and sanitise any surfaces that the individual has been in touch with.

Consider their work role and what tasks they perform i.e. have they been using tools or equipment, vehicle etc. that can be used by someone else.

COMMUNICATE

Communicate with the individual. They **should** self-isolated for 14 days or not return to work until given **all clear** by a trained medical practitioner.

Ensure that all interested parties are made aware of any exposure incident regardless whether the individual tests positive or not for COVID-19

Remember that not all people with these symptoms will have COVID-19 and not all those who test positive will necessarily be unwell.

Mental wellbeing and support are pivotal during this time. Keep in contact.

Ensure the individual and others who may have been in contact with them are aware of and have access to Assistance if required, such as Employee Assistance Programs (EAP's).

Keep the wider workforce informed. Misinformation or lack of information is not helpful at this time.

There are a large number of good resources available at covid19.govt.nz

WHAT KEY ACTIONS HAVE BEEN TAKEN / WILL BE TAKEN?	WHEN	RESP

If there is a suspected or confirmed case of COVID-19 is at work



ISOLATE

Isolate the individual from others and provide a disposable mask, if available, for them to wear.



INFORM

Ring Healthline on **0800 358 5453** or call the individuals doctor immediately. Follow the advice of health officials.



TRANSPORT

Ensure that they have transport to their home or to a medical facility.



CLEAN

Clean the area where they were working and all places they have been. This may mean evacuating those areas. Use PPE when cleaning.



IDENTIFY

Identify who at the workplace and others had close contact with the infected individual in previous 24 hours. Send those people home to isolate. Allow them to raise concerns.



CLEAN

Clean the area where those in close contact were working and all common areas they have been. This may mean evacuating those areas. Use PPE when cleaning.



REVIEW

Review risk management controls relating to COVID 19 and review whether work may need to change. Keep others up to date on what is happening.

If the suspected or confirmed case of COVID-19 is not at work when diagnosed



INFORM

Ring Healthline on **0800 358 5453** or call the person's doctor immediately. Follow the advice of health officials.



IDENTIFY

Identify who at the workplace had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those individuals home to isolate. Allow others to raise concerns.



CLEAN

Clean the area where the infected person and their close contacts were working and all common areas they have been. This may mean evacuating those areas. Use PPE when cleaning.



REVIEW

Review risk management controls relating to COVID-19 and review whether work may need to change. Keep others up to date on what is happening.

REMEMBER

- Medical advice should be sought on the requirement to close the entire workplace if necessary.
- Workers assisting the person suspected or confirmed with COVID-19 should be provided with appropriate PPE, if available, (gloves and a mask). They should also follow hand hygiene procedures.
- Notify Worksafe NZ.
- Follow the advice of health officials at all times.