

COVID-19 RETURN TO WORK PLAN

LEVEL 2

The purpose of this plan is to ensure a return to business operations at Alert Level 2 as implemented by the New Zealand government while preventing, as far as reasonably practicable, exposure to COVID-19 for our staff, visitors, contractors and patrons.

We will identify risks in the workplace, and where possible eliminate or minimise those risks, with the end goal being the re-opening to the public for functions and events.

Managing the risks of exposure to COVID-19

Contact Tracing

Operating under Alert Level 2 we must record everyone who visits our workplace and save their contact information.

- We will have a contact tracing register in place at all entrances to the venue, staff and visitors will be required to provide the following information:
 - Name
 - Address
 - Phone number
 - Email address
 - Date
 - Time in / out
 - Company name
- We will ensure that all staff and visitors – complete the register.

COVID-19 Health, Sickness Checks

We will monitor staff and visitors for symptoms of COVID-19, such as fever. We will:

- direct staff (whether they are at the workplace or not) to report if:
 - they are experiencing any symptoms of COVID-19.
 - they have been, or have potentially been, exposed to a person who has been diagnosed with COVID-19.
 - or is suspected to have COVID-19 (even if the person who is suspected to have COVID-19 has not yet been tested).
- encourage staff to report if they observe another worker or visitor who is displaying any symptoms.
- stop staff working if they are displaying symptoms.
- use the Exposure Response Plan & Exposure Incident Report process in the event of a suspected or confirmed case of COVID-19.
- stop staff who have contracted COVID-19 from returning to the workplace until they provide evidence, they are clear of the virus.
- position COVID-19 posters in key positions in the workplace to inform staff and visitors of good hygiene practices

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Physical distancing

One of the most effective ways to minimise the spread of the COVID 19 is to limit physical proximity between individuals. We will ensure physical distancing by:

- allowing staff to work from home, where practicable.
- rotating shifts, compressing hours, changing start and finish times, so that there are minimal staff in the workplace at one time or having staff doing one day on, one day off rotations.
- ensuring in shared offices spaces that staff desks are moved (if required) to provide ideally a minimum of 2 metres between seating positions
- encouraging staff to email or use Zoom or similar service rather than meeting at staff desks or in meeting rooms
- directing staff working to maintain physical distancing of 2 metres with strangers and with one metre physical distancing in controlled environments and minimising the time spent with strangers.
- not allowing use of meeting rooms or other spaces that will not allow for the required physical distancing.
- encouraging staff to travel to work separately (e.g. not car-pooling).
- for staff who will have to deal with visitors, contractors, implement stops/ tape that indicate 2 metre gaps or where possible physical barriers installed.
- encouraging staff to physically distance themselves in communal areas and when using lifts.
- encouraging staff if having to travel by public transport to work to:
 - travel at off peak times.
 - wash hands with soap and water for at least 20 seconds, or sanitise hands with alcohol-based hand sanitiser before and after travelling on public transport.
 - maintain physical distancing during any trip of 2 metres.
- no more than 100 people will be allowed at indoor and outdoor gatherings.
 - This will be dependent on space restrictions to ensure that all Public Health measures around physical distancing are maintained.

Where social distancing measures introduce new health and safety risks (e.g. because they impact communication), these risks will be managed using risk management processes.

Hygiene - Environmental

The amount of time that COVID-19 survives on inanimate objects and surfaces will vary. Environmental cleaning is one way to remove the virus that causes COVID-19. We will ensure:

- work areas will be deep cleaned prior to Returning to Work under level 2.
- increased cleaning regimes will be implemented especially in communal areas.
- where hot desks are available they are cleaned down prior to and after use by providing instructions and the equipment for staff to carry out cleaning.
- that frequently touched surfaces such as doors handles, handrails, windows and swipe card entry pads are cleaned and disinfected frequently.
- we will consider reducing the number of touch points for workers. for example, leaving access doors open, where appropriate, however, where fire smoke spread doors cannot be left open, increased cleaning will take place.

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- surface wipes are provided to clean and disinfect workstations, and workstation equipment such as monitors, phones, keyboards, mouses and copiers.
- gloves are provided for staff (as required) who are required to move around areas where visitors use.
- hand sanitiser is provided in communal / reception areas for use.
- visitors entering the workplace sanitise their hands upon entry.
- all deliveries are managed and where possible there will be one point of delivery with an area set aside. We will ensure:
 - all deliveries will be sanitised prior to delivery to individuals.
 - tables etc. will be disinfected after each delivery.
 - staff who handle deliveries will be provided with PPE (gloves for handling items).

We will provide bagged bins for workers, visitors to hygienically dispose of waste and rubbish such as used tissues, immediately after use.

Hygiene – Staff and others

Staff and others in the workplace are required to practice good hygiene; we expect that staff and others will:

- hand wash or sanitise when arriving at work.
- use good cough and sneeze etiquette, coughing or sneezing into their elbow or a tissue, then immediately disposing of tissues properly.
- wash hands often for at least 20 seconds with soap and water, including before and after eating and after going to the toilet.
- using hand sanitiser regularly.
- clean and disinfect surfaces of shared equipment after use.
- following daily personal hygiene requirements.
- stay more than 2 metres away from strangers and minimising the time spent within 2 metres with work colleagues, contractors etc.
- wash their cups, glasses, crockery, and cutlery after use to prevent others having to touch dirty pots.

Consultation and Communication with Our Staff and other's

We will:

- provide information about the risks of exposure to the COVID-19.
- consult on health and safety matters relating to COVID-19 and allow staff and others to express views before decisions are made.
- ensure that PCBU's we work with provide their COVID-19 plans prior to them being allowed to come into the workplace.
- communicate clearly about control measures, provide clear direction and guidance about what is expected.
- ensure that staff and others know:
 - when to stay away from the workplace.
 - what action to take if they become unwell.
 - what symptoms to be concerned about.
- remind staff and others they have a duty to take reasonable care for their own health and safety and to not adversely affect the health and safety of others.

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- provide staff and others with a point of contact to discuss their concerns, and access to support services, including any Assistance Programs (EAP).

What else will we do? We will:

- keep up to date with the COVID-19 situation. Follow advice from authoritative sources such as the Government Department of Health and check daily for any updates to safety advice.
- make sure the workplace is properly resourced to manage health & safety risks, and check that the resources are being used.
- review your policies, procedures and reporting process to ensure they remain current for any incidents, hazards and other health & safety issues that arise during this time. We will update these materials, as necessary.
- ensure these are communicated clearly and processes are followed.
- consult with our staff and ensure there is a means for them to raise any concerns about the steps that are taken to manage the risks.