# COVID-19 Level 2 Safety Plan for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Please ensure you customise this to align with the processes and procedures for your business)*

## Overview

New Zealand has the Delta variant of COVID-19 in the community. New Zealand is in Alert Level 2 which means that there are still significant restrictions on our day-to-day lives at work.

This plan provides an overview of how we as a company will manage COVID-19 in our business to keep workers and customers safe.

## Our People Staying safe and well

We have safe hygiene practices in place to:

* Regularly disinfect and clean surfaces that are regularly touched/handled.
* Wash and dry hands thoroughly and regularly.
* Not touch faces.
* Stay home if workers are sick.
* Manage workers with COVID-19 flu like symptoms.

## Contact Tracing

It is important to be able to carry out effective contact tracing in the event of a reported COVID-19 infection. We will:

* Our people will keep a register of contact details of people they have been in direct contact with for client/customer contacts/visits.
* This includes a record of where they have been, when and who with.
* Comply with the mandatory contact tracing requirements by signing in or using the NZ Covid Tracer App and scanning in on the workplace QR Codes for all businesses visited.

## Safe Work Practices

Our workplace must be able to operate safely. To reduce the risk to our people and customers we will:

* Identify and manage any high-risk employees/contractors (e.g., immune-compromised, respiratory issues).
* Identify and manage any high-risk customers/clients.
* Work remotely where possible.
* Limit (or eliminate) if possible, physical interaction with and between customers.
* Keep a minimum of one metre between workers (e.g., in vehicles and some workplaces). Otherwise, a minimum of two metres between workers and customers.
* Split shifts/teams and have different start/finish/break times.
* When working from home or in alternate workplaces we will:
	+ Review the equipment and the ergonomic set-up of work areas.
	+ Maintain regular contact with employees.
* To ensure good hygiene practices in the workplace we will:
	+ Wash hands regularly.
	+ Sneeze/cough into our elbow.
	+ Ensure workers have access to hand sanitiser, soap and water.
	+ Regularly disinfect/clean high use areas (e.g., EFTPOS Terminals, counters, lunchrooms, bathrooms).
* Make sure workers have the right PPE and know how to use it effectively. E.g.:
	+ Gloves will be worn where they are touching surfaces or items touched by others (refer to Glove Use Information Leaflet).
	+ Masks will be worn when working in close contact with other people (within 1m) – including those with a high health risk.
* Look after the mental health of staff:
	+ Many employees will be worried about their future employment, personal finances, their ability to work from home (family pressures, internet use), using new technology and ways of working (e.g., online meetings) etc.
	+ We will make sure we keep in regular contact and have honest conversations with them.
	+ We will provide support in the form of an Employee Assistance Programme (EAP) if required.
* Follow normal work practices to manage other hazards/risks as appropriate/required.

## Emergency Procedures

* If they are sick workers will:
	+ Notify their manager.
	+ Stay at home.
* If workers have flu like symptoms, they will be required to:
	+ Go into self-isolation immediately.
	+ Contact Healthline on 0800 358 5453 or their doctor and check if they should get tested.
	+ Get tested for COVID-19.
	+ If they are waiting for test results, they must follow the self-isolation requirements.
* For other emergencies, our normal emergency procedures will be followed.