## **Our Commitment**

* 1. “Company” is committed to Healthy Work and Wellbeing by minimising any risk of Covid-19 transmission when returning to work by following government rules and recommendations and following the Covid-19 Alert System.
	2. Workers are protected by this policy where they feel they have been subjected to potential harm, risk or have been exposed to Covid-19 transmission due to returning to work.
	3. This policy will be made available to all workers including contractors. New workers will be given a copy of this policy at their induction. Managers and supervisors will remind workers of the policy from time to time.

## **Definition**

2.1 **New Zealand COVID-19 Alert System levels:**

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| **LEVEL** | **RISK ASSESSMENT**  | **RANGE OF MEASURES (can be applied locally or nationally)** |
| **Level 4 – Eliminate** Likely that disease is not contained  | Sustained and intensive transmissionWidespread outbreaks | People instructed to stay at homeEducational facilities closedBusinesses closed except for essential services (e.g. supermarkets, pharmacies, clinics) and lifeline utilitiesRationing of supplies and requisitioning of facilitiesTravel severely limitedMajor reprioritisation of healthcare services |
| **Level 3 – Restrict**Heightened risk that disease is not contained  | Community transmission occurring ORMultiple clusters break out | Travel in areas with clusters or community transmission limitedAffected educational facilities closedMass gatherings cancelledPublic venues closed (e.g. libraries, museums, cinemas, food courts, gyms, pools, amusement parks)Alternative ways of working required, and some non-essential businesses should closeNon face-to-face primary care consultationsNon acute (elective) services and procedures in hospitals deferred and healthcare staff reprioritised |
| **Level 2 – Reduce** Disease is contained, but the risk of community transmission growing  | High risk of importing COVID-19 ORUptick in imported cases ORUptick in household transmission ORSingle or isolated cluster outbreak | Entry border measures maximisedFurther restrictions on mass gatheringsPhysical distancing on public transport (e.g. leave the seat next to you empty if you can)Limit non-essential travel around New ZealandEmployers start alternative ways of working if possible (e.g. remote working, shift-based working, physicaldistancing within the workplace, staggering meal breaks, flexible leave arrangements)Business continuity plans activatedHigh-risk people advised to remain at home (e.g. those over 70 or those with other existing medical conditions) |
| **Level 1 – Prepare** Disease is contained | Heightened risk of importing COVID-19 ORSporadic imported cases ORIsolated household transmission associatedwith imported cases | Border entry measures to minimise risk of importing COVID-19 cases appliedContact tracingStringent self-isolation and quarantineIntensive testing for COVID-19Physical distancing encouragedMass gatherings over 500 cancelledStay home if you are sick, report flu-like symptomsWash and dry hands, cough into elbow, do not touch your face |

Source: Covid-19. (2020). *New Zealand COVID-19 Alert Levels.* Retrieved from <https://covid19.govt.nz/assets/COVID_Alert-levels_v2.pdf>

2.2 **Essential Services:** are businesses that are essential to the provision of life and those businesses that support them. Government has outlined the sectors that provide essential services on covid19.govt.nz.

## **Hygiene**

* 1. Basic hygiene measures are the most important way to stop the spread of infections. That is why we ask you to do the following:
1. hand hygiene – that is, washing hands regularly with soap and water, or cleansing with hand sanitiser
2. staying at home if you are sick
3. coughing or sneezing into a tissue or your elbow and then performing hand hygiene
4. cleaning surfaces regularly
5. avoid touching eyes, nose and mouth, the virus could infect your body this way
	1. The use of personal protective equipment (PPE), such as face masks are effective when used correctly and in the appropriate context. “Company” will provide further PPE if there is a known risk of coming into contact with Covid-19.
	2. A designated person will ensure workers are signed in and out of the workplace/site. This is to minimise the amount of people touching the same sign-in sheet.

## **Social Distancing**

* 1. Maintain at least a minimum of 2 metres (6 feet) distance between yourself and anyone who is coughing or sneezing, as recommended by the Government.
	2. Workplaces must operate safely – keeping 1 metre between workers in the same work group. It is important that interactions amongst groups of workers are limited with 2 metre social distance, therefore no workers should be unnecessarily interacting unless it is absolutely necessary.
	3. Avoid shaking hands and greet people with a wave, a nod, or a bow instead.
1. **Face Coverings**
	1. Face coverings must be worn when there is any customer contact.

## **Customers, Visitors and Contractors**

* 1. Gather information from customers, visitors, and contractors before they enter into the building or onsite:
1. have you or are you experiencing flu like symptoms?
2. have you been diagnosed or suspected of having Covid-19?
3. have you been in close contact with someone who meets the above criteria?
4. have you recently travelled overseas?
5. have you been in close contact with someone who has recently travelled overseas?

If answered yes to the above, please politely ask them not to enter site, as we do not want to risk the health of others.

All customers, visitors and contractors who can enter MUST fill in the POLC-028b Att. Sign in Register. This is to ensure we can contact trace in the event Covid-19 is detected in the workplace/site.

## **Returning to work Level 3 Covid-19 Safety Plan**

* 1. All workers will be recorded when they enter and when they leave the workplace/site to ensure we can contact trace in the event Covid-19 is detected in the workplace/site.
	2. Refer to your Company Covid-19 Safety Plan

OR

* 1. Comply with the following:
1. Start and finish times will be ***(insert times here)***
2. Split breaks will be held ***(insert times here)***
3. Follow the Hygiene and Social Distancing criteria in section 3 and 4. Manage customers, visitors, and contractors in the criteria above in section 6.
4. Office doors are to be left open, people with access control will be responsible for closing these at the end of the day.
5. Door handles to be cleaned and sanitised each morning as well as common surfaces.
6. Suppliers are only to enter site if it is necessary, all further communication will be done over the phone or video calling.
7. Meetings will be conducted where individuals have 2m separation rule. These may be conducted weekly or on a as needed basis.
8. Those staff who can work from home will be required to do so until the alert level has come down.
	1. Ensure you receive and approve a Covid-19 Safety Plan from all sub-contractors before they access workplaces under your control.

## **Employee obligations**

7.1 Staff must be seen to be complying with company processes and ensuring they are following good hygiene practises, social distancing, and following government rules. If staff are found to be purposely disregarding company processes and government rules, they will undergo further investigation and potentially a disciplinary process. “Company” has an obligation to protect workers, visitors, customers, and contractors from any risks to their health and well-being.

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| **Employer Name:** |  | **Employer Signature:** |  |
| **Date:** |  | **Review Date:** |  |

**Sign off**

Please sign below to indicate that you have read and understood the Covid-19 Return to Work Policy.

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| **Date** | **Name** | **Signature** |
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