



# Forrester Park Exhibition Centre

Norwood Street, Dunedin

## H&S - COVID-19 Management System

### Introduction

This COVID-19 Management System manual is an addition to our standard Dogs NZ H&S Management System. This program has been developed to assist Forrester Park Management Committee effectively manage prevention measures against COVID-19.

### Basic Guiding Principals

- Do not enter the building if you have any cold or Flu symptoms or have symptoms of Covid-19
- Always practice Hygiene and distancing procedures – wash or sanitise hands at the start and end of classes/events and whenever moving between areas
  - Stay a minimum of 2 meters away from people
  - Increase cleaning frequencies, particularly on communal/shared contact surfaces such as door handles, printers, or photocopiers
  - Wipe down surfaces intended for use before preparing food/beverages. Wipe down all surfaces after use
  - Never use another person's computer or phone

### Business Continuity / Escalation Plan

Further policies or alterations will be made if there are actual or potential disruptions, including managing COVID-19 cases or if supply chain is significantly affected.

If a potential or confirmed case is discovered at our site, the following actions will be taken:

1. Isolate the person(s) involved and ensure they receive the appropriate medical help.
2. Isolate potentially affected product/materials and undertake thorough antibacterial cleaning of potentially affected workplace areas.
3. Assess the potential likelihood of transmission to others and undertake testing (where possible), isolating potentially affected people. If multiple persons are involved, initiate isolation procedures for those people.
4. Once the area is cleared other people may compete/train in that area and the previous people may return after 14 days or when formally cleared through testing, or if persons with symptoms produce a negative test.
5. Communicate to any affected parties as required.

### COVID-19 H&S Critical Risks

Critical Risk Definition: A workplace function or activity, or a combination of workplace hazards capable of causing death or serious injury.

Critical Contagion Risks specifically introduced by COVID-19 have been identified as the following:

- ▲ Hygiene and Distancing General Practices
- ▲ Visitors to Site
- ▲ Kitchen and Judges room
- ▲ General Office Use
- ▲ Grounds/ Arena Operations
- ▲ Meetings

## H&S - COVID-19 Hygiene and Distancing

### Personal Action Key Points

ALWAYS	NEVER
<ul style="list-style-type: none"> <li>▲ Wash or sanitise hands following the washing guide, at start and end of classes/events and when moving between areas in the building.</li> <li>▲ Stay a minimum of 2 meters away from other people.</li> <li>▲ Do not touch your face.</li> <li>▲ Increased cleaning frequencies, particularly on communal / shared contact surfaces such as door handles, printers, or photocopiers.</li> <li>▲ Never use another person's computer or phone.</li> </ul>	<ul style="list-style-type: none"> <li>▲ Make Physical contact, i.e. shaking hands.</li> </ul>

### Procedures:

- ▲ Wash or sanitise hands at the start and end of classes/events or whenever moving between areas.
- ▲ Practice social distancing.
- ▲ Transmission is highest through sneezing or coughing, ensure you do this away from others and into a tissue or your elbow if necessary, not your hands. Do not touch your face.
- ▲ Increase cleaning frequencies, particularly on communal/shared contact surfaces such as door handles. Disinfectant and wipes are available for this.



### Site Preparation:

- ▲ Ensure there is adequate surface disinfectant spray and wipes onsite.
- ▲ Have hand sanitiser at 3 identified areas within the building
- ▲ Ensure First Aid kits are stocked with appropriate PPE for infection control, including face masks and gloves.



## H&S - COVID-19 Visitors to Site.

### Personal Action Key Points

ALWAYS	NEVER
<ul style="list-style-type: none"><li>▲ All visitors, members and contractor's details must be recorded for tracing purposes.</li><li>▲ No visitors to use shared amenity areas.</li></ul>	<ul style="list-style-type: none"><li>▲ No Visitors to enter shared amenity areas</li></ul>

### Procedures:

- ▲ Limit site access to essential people only
- ▲ All visitors and contractor's details must be recorded for tracing services.
- ▲ Level 1-2: Verbal approval to visit building
- ▲ Deliveries: Parcels/boxes
  - Allocate 1 location for all couriers and suppliers to deliver goods
  - Goods and delivery docket to be left in entrance
- ▲ Drivers:
  - ▶ Drivers are not permitted to enter shared amenity areas
  - ▶ If Drivers are required to leave their cab for unloading, they must wait outside, or in an isolated safe area.
  - ▶ Drivers are not to sign our paperwork
  - ▶ Authorised person to note name and time

### Area Setup:

- ▲ Visitor access restricted unless permission given by authorised personnel at the building.
- ▲ Place signs at entry to site – restrictions to access and safety measures that must be followed
- ▲ Place sign in area where goods are to be left when there are planned deliveries
- ▲ Sanitiser to be made available at all entrances and exits of the building

## H&S - COVID-19 Kitchen

Personal Action Key Points

ALWAYS	NEVER
<ul style="list-style-type: none"><li>▲ Wash/Sanitise hands before and after kitchen use</li><li>▲ Wipe down surfaces intended for use before preparing food/beverages</li><li>▲ Wipe down surfaces intended for use before preparing food / beverages and wipe down all surfaces after use.</li><li>▲ Limit number of people in kitchen</li></ul>	<ul style="list-style-type: none"><li>▲ Leave unwashed plates/utensils out for others to touch</li><li>▲ Allow visitors to use/enter the kitchen</li></ul>

### Procedures:

- ▲ Wash or sanitise hands before and after kitchen use
- ▲ Surfaces cleaned after every use, in particular:
  - ▶ Table
  - ▶ Bench
  - ▶ Taps
  - ▶ Fridge and microwave handles/buttons
- ▲ Never leave unwashed plates/utensils out for others to touch

### Area Setup:

- ▲ Hand sanitiser must be conveniently available in all areas
- ▲ Cleaning spray and wipes available
- ▲ Leave internal doors open if practical to increase airflow and avoid contact with door surfaces.

## H&S - COVID-19 Meetings

### Personal Action Key Points

ALWAYS	NEVER
<ul style="list-style-type: none"><li>▲ Observe 2m distancing guidelines.</li><li>▲ Have essential meetings in open spaces where practical.</li><li>▲ Use tools like Teams or Zoom where possible.</li></ul>	

Meetings are still a requirement, regarding safety management via toolbox meetings, the following protocols and procedures should be implemented during a level 3 lockdown.

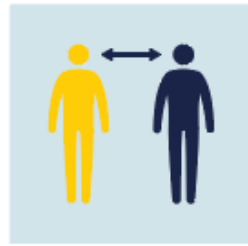
#### Procedures:

- ▲ Non-essential meetings cancelled.
- ▲ If a confidential meeting must be held, limit the number of people in the room and observe 2m distancing guidelines.
- ▲ Wipe down the table after meeting is completed.
- ▲ Use teleconferencing facilities where possible.

PREVENTION



Wash hands with soap/sanitiser, at least 20 seconds



Practice Social distancing (2 meters)



Don't touch your face



Keep objects and surfaces clean

SYMPTOMS



Fever



Cough



Shortness of Breath



Sore Throat



If you have symptoms, stay at home in isolation



Cover nose and mouth with a tissue or elbow when sneezing or coughing

ALWAYS: ✓

- ✓ Work from home if you are able to.
- ✓ Practice hygiene and distancing procedures
- ✓ Minimise interactions onsite, by splitting into teams
- ✓ Wipe down surfaces before and after your shift:
  - Desks and benches
  - Machine Consoles / Remotes
  - Door Handles
  - Printers

NEVER: ✗

- ✗ Use another person's computer or phone.
- ✗ Come into the workplace if you have symptoms of COVID-19