



# National Office / Porirua Exhibition Centre

11 Prosser St, Porirua

## 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 employees and contractors effectively manage prevention measures against COVID-19.

### Basic Guiding Principals

- Always Work from home if you are able.
- Never Come into the workplace if you have any cold or Flu symptoms or have symptoms of Covid-19
- Always practice Hygiene and distancing procedures – wash hands at the start and end of work 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 workers. If multiple personnel are involved, initiate isolation procedures for those personnel from that area on that shift.
4. Once the area is cleared other personnel may work in that area and the previous personnel may return after 14 days or when formally cleared through testing, or if employees 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
- ▲ Breaks / Lunchroom use
- ▲ Lockers / Bathroom use
- ▲ 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 hands following the washing guide, at start and end of shifts and when moving between work areas.</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 hands at the start and end of shift and whenever moving between areas.
- ▲ Practice social distancing.
- ▲ Gloves mandatory when in the warehouse.
- ▲ 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 or forklift steering wheels, crane remotes. Disinfectant and wipes are available for this.



### Site Preparation:

- ▲ Ensure there is adequate surface disinfectant spray and wipes onsite.
- ▲ Have hand sanitiser at each egress between areas.
- ▲ 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>▲ Deliver goods &amp; delivery docket/invoice to allocated areas only</li><li>▲ Member inquiry visits to remain in Entry Foyer</li><li>▲ All visitors, members and contractors 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 unsolicited representatives</li><li>▲ No walk-in sales without agreement via phone</li><li>▲ No Visitors to enter shared amenity areas</li><li>▲ Drivers are not to sign our paperwork</li></ul>

### Procedures:

- ▲ Limit site access to essential people only
- ▲ All visitors and contractors details must be recorded for tracing services.
- ▲ Level 1-2: Verbal approval to visit Office
- ▲ Deliveries: Parcels/boxes
  - Allocate 1 location for all couriers and suppliers to deliver goods
  - Goods and delivery docket to be left in location (where camera is located preferably)
- ▲ Drivers:
  - ▶ Drivers are not permitted to enter shared amenity areas
  - ▶ Excluding bathrooms where use necessary - Health measures must be taken to limit exposure
  - ▶ 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
  - ▶ Our staff member to note name and time

### Area Setup:

- ▲ Visitor access restricted to entry foyer / window.
- ▲ 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
- ▲ Sanitiser to be made available at reception and in shared amenity areas

## H&S - COVID-19 Breaks / Lunchroom

### Personal Action Key Points

ALWAYS	NEVER
<ul style="list-style-type: none"><li>▲ Wash/Sanitise hands before and after break/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 lunchroom</li><li>▲ Where possible: have break in an outside eating area</li><li>▲ Where possible: Office staff - have break at desk</li></ul>	<ul style="list-style-type: none"><li>▲ Leave unwashed plates/utensils out for others to touch</li><li>▲ Linger in lunchroom (think of others needing to use the space)</li><li>▲ Allow visitors to use/enter the lunchroom</li></ul>

### Procedures:

- ▲ Only two eating / drinking in the staff room at any one time
- ▲ Wash hands before and after break/use
- ▲ Surfaces cleaned after every use, in particular:
  - ▶ Table
  - ▶ Bench
  - ▶ Taps
  - ▶ Fridge and microwave handles/buttons
- ▲ Maximise staggering of breaks,
  - ▶ Ideally 1 person per 4sqr metres at a time in the lunchroom.
  - ▶ If more than one person in lunchroom, limit exposure time to 15 minutes.
- ▲ Office staff to eat lunch at their desks where practical
- ▲ Never leave unwashed plates/utensils out for others to touch
- ▲ Where possible: utilise lunch bag as an alternative to the shared fridge/s.
- ▲ Use sanitiser after clocking in/out (using Time clock)

### Area Setup:

- ▲ Hand sanitiser must be available in break rooms, and by time clocks
- ▲ Cleaning spray and wipes available on table and bench.
- ▲ Leave lunchroom 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, in particular regarding safety management via toolbox meetings, the following protocols and procedures should be implemented during a level 3 lockdown.

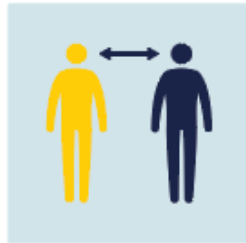
#### Procedures:

- ▲ 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.
- ▲ Shift handovers to be managed via whiteboard, and phone call between supervisors

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