

COVID-19 safety plan

Use this form to document your thinking about how you and your workers will keep safe at work during the COVID-19 pandemic. Provide as much information in response to each question as possible. This information will help your workers and other people to know exactly what to do and what to expect.

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required.

There is guidance on what to think about when you're planning a safe return to work here: <http://www.worksafe.govt.nz/>

You **don't** need to send this plan to WorkSafe for review or comment.

Company details

Business name: Glenfield Community Centre	Manager approval: 15 May 2020	Worker representative consultation: 10 May 2020
Division/group: Centre		
Date completed: 10 May 2020		
Date distributed: 10 May 2020	Name of manager: Nigel Green, Centre Manager	Name of worker representative: N/A
Revision date:		

Refer to the WorkSafe guidance for constructing a COVID-19 safe work plan for full details:

<https://worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/covid-19-advice-for-businesses-operating-at-alert-level-3/>

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
What will be done to manage risks from restarting business after lock-down?	<p>'Deep clean' of entire Centre prior to reopening at Level 2.</p> <p>Review room capacities in light of World Health Organisation (WHO) recommendations around 1 metre social distancing (Level 2).</p> <p>Maintain a maximum of 100 persons at the Centre at any one time (including Staff, Governance, Tenants, Hire Groups and their users/clients, Families, and the general public).</p> <p>Review and update existing Health and Safety policy and procedure to ensure it meets recommended Government guidelines and standards: (https://tinyurl.com/ya6j7nla).</p> <p>Ensure all Hire Groups sign and return a copy of the updated 'Health and Safety Guidelines' outlining Level 2 protocols in and around the Centre.</p> <p>Update signage to incorporate multi-lingual information and instructions around social distancing, washing hands, and staying safe under Level 2.</p> <p>Make available Personal Protective Equipment (PPE) to Staff, and install any required for general use around the Centre by Hire Groups and users.</p> <p>Ensure Staff have access and input into the development of all new protocols.</p> <p>Offer Staff support around Mental Health and Wellbeing: (e.g. https://www.mentalhealth.org.nz/).</p> <p>Confirm new cleaning protocols with contract cleaners and security.</p> <p>Display a copy of this Safety Plan at the main entrance to the Centre.</p>	<p><i>Centre Manager</i></p> <p><i>Centre Manager, Governance</i></p> <p><i>Centre Manager, Office Administrator</i></p> <p><i>Centre Manager</i></p>

COVID-19 safety plan

How will you ensure all your workers know how to keep themselves safe from exposure to COVID-19?

Ensure our procedures remain up-to-date through a regular review of Ministry of Health guidance around Covid-19.

Remind Staff of the need to maintain:

- Correct social distancing, including during breaks;
- Good hygiene, particularly hand hygiene and good cough/sneeze etiquette; and
- Track and trace records to facilitate contact tracing if required.

Ensure Staff are provided with PPE including information on how to operate it correctly.

Remind Staff to stay home if they are feeling sick for any reason.

Support people with flu-like symptoms to self-isolate and get tested.

Safety plan to be circulated to all staff for comment before commencing back at Level 2 and whenever there are any significant changes to procedures or practices.

Official COVID-19 posters and information sheets to be placed around the Centre for the benefit of public and staff.

Operational procedures to be discussed with all staff prior to starting work at Level 2.

Best practice guidelines issued by Government Departments, Auckland Council and Governance Board will be reviewed by the Centre Manager as they are released, and procedures updated as needed.

These changes will be shared with the team by the Centre Manager as soon as they are made.

Feedback from the team will be sought at all times and integrated into the safety plan as required if anyone discovers unsafe practices or finds a safer way of working.

Centre Manager

*Centre Manager,
GELC Manager*

New Zealand Government

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
How will you gather information on the wellness of your staff to ensure that they are safe to work?	<p>It is vital that staff who are unwell or suffering symptoms consistent with COVID-19 don't come into contact with other staff.</p> <p>If workers have COVID-like symptoms they should not come back to work until they have either recovered or have been tested and cleared from having COVID-19.</p> <p>The symptoms are:</p> <ul style="list-style-type: none"> • a new or worsening cough; • a high temperature (at least 38°C); • shortness of breath; • sore throat; • sneezing and runny nose; and • temporary loss of smell. <p>Any member of staff who considers themselves vulnerable (due to age, pre-existing medical condition or because someone in their bubble is vulnerable) should let the Centre Manager know immediately.</p> <p>If any staff member is asked to be tested for Covid-19 they will require medical clearance (copy to be provided to Centre Manager) before they are allowed to come back to work.</p> <p>Discuss options with Staff, particularly around the need to keep personal Track and Trace information and to if sick, to stay home, seek medical advice and, if they are concerned they may have corona-virus symptoms, to get tested.</p> <p>Make Staff aware of Health and Wellbeing resources (e.g. The Permah Mental Health Survey: https://permahsurvey.com/, and Mental Health Foundation resources: https://www.mentalhealth.org.nz/).</p> <p>Provide access to free flu-shots.</p>	<p><i>Centre Manager, GELC Manager</i></p>

COVID-19 safety plan

How will you operate your business in a way that keeps workers and others safe from exposure to COVID-19?

Any staff member, hirer, child or member of the public showing possible Covid-19 symptoms should not enter the building under any circumstance.

These messages will be reinforced with official posters and information around the Centre.

Any staff member or any other adult developing symptoms during their time on site will be asked to leave immediately. The space that the person has been in will be disinfected.

All staff and any visitors coming on site will sanitise their hands, put on gloves or wash their hands with soap and warm water for at least 20 seconds as soon as they enter or leave the building.

The glass windows around the Reception office will remain closed while staff are on site and if a staff member is required to leave the office (for example to show a hirer around) then physical distancing of at least 2 metres will be maintained at all times.

Staff to maintain physical distancing of at least 1 metre at all times between each other while on site unless they are part of their own home "bubble".

We have confirmed our contract Cleaner has adequate processes to ensure that all cleaning of the Centre meets Ministry of Health requirements including the use of food-grade disinfectant.

We will introduce surface cleaning of spaces and equipment including communal areas such as the kitchen and toilet areas in between each hire during administration hours. These will be sprayed with appropriately diluted disinfectant with the disinfectant left on surfaces for at least 30 seconds before wiping dry. Surfaces to include: door handles, table tops, bag hooks, taps, bathroom surfaces and any other communal areas considered appropriate. All communal surfaces will be disinfected at least once an hour while hirers are on site. A cleaning register will be placed in these spaces and updated regularly.

Hire groups will be restricted to one space in the evenings (no shared spaces) and requested to leave equipment for our contract cleaners to clean and pack down.

Hire groups will be provided with a copy of this plan and be required to sign a health and safety protocol explaining the need for social distancing in room setup, use of PPE (like hand sanitiser, disinfectant wipes, etc.), and to maintain track and tracing records that can be made available to the requisite authority on request (e.g. by Ministry of Health).

We will provide all hire groups with timely communication around these steps including on our website and in social media.

All procedures will be regularly reviewed and staff and hirers informed of any changes.

Centre Manager and Staff to review procedures.

Office Administrator to order PPE supplies.

Commercial Cleaners to use appropriate supplies and follow approved cleaning procedures

How will you manage an exposure or suspected exposure to COVID-19?

Managing confirmed or probable cases:

Any staff member or adult who develops symptoms while on site will be asked to leave immediately. Staff should stay home until they have had a negative test result, been cleared to return by a medical professional and have been symptom free for 24 hours.

Healthline will be contacted with any questions about symptoms: 0800 358 5453.

The Centre Manager will be the main point of contact for any contact from Auckland Public Health Service or any other Government agency in regards to managing our response.

If there was a confirmed or probable case linked with the Centre, we will be advised of that by the Medical Officer of Health.

Local health authorities will work with the Centre to agree a plan. That will happen quickly and support will be provided to assist us to communicate with and support our Centre, community and staff.

If the person or persons who are a confirmed or probable case have attended the Centre when they could have been infectious (which could start 2 – 3 days prior to having symptoms), the Centre will be **closed for at least 72 hours** to allow time for contact tracing and a clean of the space to align with Ministry of Health guidelines.

Close contacts at our Centre would be anyone who had:

- face-to-face contact in any setting within two metres of a case for 15 minutes or more; and/or
- having been in a closed environment (e.g. hospital waiting room) within 2 metres of a case for 15 minutes or more.

Centre Manager

COVID-19 safety plan

Close contacts will be required to self-isolate and will need to monitor for symptoms.

There is information about self-isolation and Factsheets for contacts on the COVID19.govt.nz and Ministry of Health websites.

Further closure for up to 14 days:

In addition to closure for 72 hours for contact tracing, health authorities could require closure for longer periods of time, up to 14 further days.

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>How will you evaluate whether your work processes or risk controls are effective?</p>	<p>Daily Team meetings will be held and H&S will be a standing item to be discussed so Staff can raise any questions.</p> <p>Incident reporting will be continued.</p> <p>Staff will be encouraged to note any concerns and if they cannot remedy them then to share them with the Centre Manager as a matter of urgency if they feel there is a risk that has not been addressed. These changes will be communicated to the Centre Manager through the use of incident report forms.</p> <p>The Centre Manager will review the safety plan weekly and whenever new guidance comes from Government Agencies, Public Health officials and any other reputable sources.</p> <p>The Governance Board will review safety plans, incident and accident reports at their monthly meetings and be informed as soon as possible after any significant issue or change in government advice or guidance.</p>	<p><i>Centre Manager, GELC Manager</i></p> <p><i>Governance</i></p>
<p>How do these changes impact on the risks of the work that you do?</p>	<p>The Centre Manager and Governance Board will review expert advice and guidance in deciding whether it is safe to operate under the conditions current at the time of review.</p> <p>Staff will review their current practices in line with the additional health and safety requirements that need to be met to operate safely under Level 2. Work practices may need to be altered to enable the 1m physical distancing between adults. Staff will need regular check-ins to ensure they are managing what areas they can in order to build organisational resilience.</p> <p>Management and Staff will review current work practices and have been consulted on this document to ensure that wherever possible all risks are addressed and mitigated or removed.</p>	<p><i>Centre Manager, GELC Manager, Governance</i></p>

Notes: