

COVID-19 safety plan

Resource: <http://www.worksafe.govt.nz/>

Company details

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	WHAT WE WILL DO
<p>What will be done to manage risks from restarting business after lock-down?</p>	<ul style="list-style-type: none"> • Ensuring we have the correct workers with suitable skill sets and resources being available to work and the use of different team rostering arrangements in order to maintain separate working bubbles. • The office will have a full disinfectant clean with appropriate hygiene arrangements before any additional staff occupy the work spaces following level 3 /4 • Maintenance to be carried out for printers, computers, equipment and tools that haven't been used during alert level 4 and /or will ensure the servicing requirements for Vehicles is booked appropriately – e.g. Warrants of fitness, servicing and Registration. • Good air quality and ventilation is particularly important. Check date that Aircon was last serviced and schedule a recheck, clean and service even though it has been operating during our normal work days efficiently. • Ensure that appropriate signage as required by Health and safety is displayed if required for any direct contact in the office setting out our policies and requirements.
<p>How will we ensure all our workers know how to keep themselves safe from exposure to COVID-19?</p>	<p>We need to ensure our workers have access to the right information about keeping themselves well during the pandemic. This will mean we are able to maintain good work and hygiene practices in line with our plan.</p> <p>Provide our workers with guidance on keeping well while travelling between home and work. This includes what steps should be taken for shopping and visits to locations both for business and personal. This also includes:</p> <ul style="list-style-type: none"> • Providing information in the form of a Return to work Plan, access to all Health and safety documents (either stored locally or having the Links available). • Discussing with each individual physical distancing and hygiene both prior to commencing work and in any team meetings (keeping in mind the need to continue physical distancing) • reviewing Work Safe and Ministry of Health guidance regularly and updating our internal advice as needed • Refreshing information regularly to keep safe practices front of mind. Referring to Ministry of Health Website for updates and guidance.

WHAT WE WILL DO

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

We need to consider who needs to be in the workplace, different ways of working, what other people or businesses we'll have to interact with, how we ensure separation distances, disinfecting surfaces, shared equipment, equipment for remote workers, training requirements, physical separation or PPE requirements, and worker transport.

We need to have COVID-19 risk controls in place to be able to operate at alert level 3. The primary controls are:

- supporting people with flu-like symptoms to stay home
- ensuring physical distancing
- disinfecting surfaces
- maintaining good hygiene, including hand hygiene and good cough/sneeze etiquette
- keeping records to facilitate contact tracing – both for work and personal

In most work situations personal protective equipment (PPE) other than that routinely required for the work isn't recommended (Refer info@cecc.org.nz for information and links). If workers are worried about working without PPE, it is important you engage with your manager about the underlying reasons for your concerns. We will discuss why and which controls we have chosen.

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

Despite all our best efforts, it's possible a worker or other person at work may start to show symptoms consistent with COVID-19. This could happen either while they are at work or after they interacted with people outside of work.

There will be a time delay between symptoms developing, testing, and getting test results. In most cases the person will not have COVID-19.

Unless advised otherwise continue to operate but our plan needs to ensure that:

- Maintain a register of where risk has been identified eg "Close call" or "Near Miss" in regard to a potential risk of being infected
- Workers who are unwell with respiratory symptoms immediately inform their manager, go home, and call Health line or their GP.
- Workers with respiratory symptoms who have tested negative for COVID 19 are able to stay home until they've been symptom-free for 24 hours.
- If a worker has tested positive, and we are contacted by a public health unit, we need to provide clear information regarding the worker's contacts at work and out of work. We will wait for public health to contact us. They will provide advice about any further actions we are required to take. We need to consider who at our workplace is best to liaise with the public health unit if they call.
- The work area of the unwell worker is disinfected in accordance with the cleaning procedures that we have implemented.
- That we have information about who was in contact from when the worker is suspected to have contracted COVID-19 because this will assist with contact tracing
- We have a system for keeping in contact with unwell workers and tracking their progress.

We must plan how to identify people at work who have been in close proximity to someone suspected or confirmed as having COVID-19. The best way to do this is to keep a register of people entering or leaving the premises or work space.

The minimum information we need is:

- full name (not nickname)
- contact telephone number
- address (for workers) or the name of the visitor's business
- Reason for visit and duration.

We may like to monitor:

- how we will make sure the register is being used and maintained correctly
- where the register will be located and who is best to make the entries
- whether we divide our work space into zones and limit movement between the zones
- Whether we will supervise visitors who aren't at our site regularly.

Minimizing contact between people and providing good information about contacts may lessen the impact on our business.

