

# COVID-19 RESPONSE PLAN

## HOW TO USE THIS TEMPLATE

Replace the text highlighted in grey with the relevant information pertaining to your current circumstances.

If you need any assistance while working through this information, please feel free to call our Business Advice line on 0800 543 543.

## **INSERT BUSINESS NAME -19 Workplace Procedure**

### **COVID-19 EMPLOYEE GUIDELINE**

If you have been in close contact with someone who has tested positive for Covid-19:

- Inform your Manager by phone
- Do not come into the office/worksite
- Get tested – public testing station or doctor
- Self-Isolate for 14 days (get tested again towards the end of the quarantine period)

If you have Covid-19:

- Inform your Manager by phone
- Do not come into the office
- Follow Ministry of Health instruction for isolation and care provision

If you are self-isolating you may still be able to work off-site, so all staff should ensure they take laptop, power supply and work phones home each night.

### **DEFINITION: CLOSE CONTACT**

- You were within 2 metres of someone who has COVID-19 for a total of 15 minutes or more.
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them).
- You shared eating or drinking utensils.
- They sneezed, coughed, or somehow got respiratory droplets on you.

## WORKPLACE RESPONSE TO EMPLOYEE CLOSE CONTACT OR A CONFIRMED CASED OF COVID-19 AT THE PREMISES:

**INSERT BUSINESS NAME** treats suspected close contact the same way as it treats a confirmed case.

**Important: In all cases **INSERT BUSINESS NAME** will observe the confidentiality of the affected person notifying they have been a close contact or have tested positive to Covid-19.**

### WORKPLACE GUIDELINE

- **INSERT BUSINESS NAME** will notify the Ministry of Health and support all efforts and requests to help stop the spread of Covid-19.
- The affected person will be asked to leave the building (if they are present) and to follow the employee guideline above.
- Manager to identify and contact all staff/clients and visitors who may be at risk (in close contact) with affected person.
- If affected person has been in the office/worksites since the close contact/or two weeks prior to the positive test then
  - Office/worksites is closed for 48 hours for a deep clean (including toilets)
  - Other offices/worksites in, near and around **INSERT BUSINESS NAME** offices to be notified as soon as possible.
- All at risk people will be informed by phone, and if not contactable by phone then through text and/or email, and suggested to self-

isolate for 14 days, and referred to their healthcare providers for testing.

Note: Staff asked to self-isolate may still be able to work off-site, so all staff should ensure they take laptop, power supply and work phones home each night.

## STAFF WELLBEING

- Regular contact with staff via phone, Teams or Zoom <insert any additional communication platforms your workplace uses>
- Ensure their wellbeing and health is good.
- If an active case is identified in the workplace observe confidentially around the case and ensure wellbeing and health to affected person and family/close contacts.

## STAFF OPERATING PLAN

a guideline Create for each of your departments and how they will operate under all various levels. Below is a template to fill in for each department and each team within these departments.

DEPARTMENT NAME:

Notes: Regular contact with staff via phone, Teams or zoom. Ensure their wellbeing and health is good. Ensure phones diverted when working from home.

EXAMPLE:

	Level 4	Level 3	Level 2	Level 1
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<b>Payroll</b>	Work remotely from home.	Work remotely from home.	Can be done from Office or Home.	Return to normal processes
	All Payroll Documents scanned and Authorised Electronically.	All Payroll Documents scanned and Authorised Electronically.	Management Accountant and Finance Manager can rotate between Office and Home if needed.	
	Payment online.	Payment online.		
	Online Payslips available for staff.	Online Payslips available for staff.		

## OTHER OPERATIONS AND PROCEDURES

If you deal with other stakeholders such as customers, suppliers, visitors, ongoing programmes or services that require additional procedures in place, add these below for each Alert Level.

List each of your additional areas of contact and what changes will be made to how these operate during each level. Also add in things like:

### Contact Tracing

- Where the QR code is placed
- What additional contact tracing methods you have in place?

### Cleaning/Sanitising

- Who will be cleaning the site and how often?

## **CONTACT INFORMATION**

**Include contact details of each key staff member at your worksites who should be contacted in the event of an active case:**

LOCATION:

CONTACT NAME:

CONTACT INFORMATION:

POSITION:

### **Management**

Include the contact details of each management team member.

DEPARTMENT:

MANAGER:

CONTACT INFORMATION:

### **Contact for Deep Cleaning:**

Include your cleaning company contacts for each of your worksites.

LOCATION:

COMPANY:

CONTACT INFORMATION: