

COVID19 Planning Document (C19P)

August 2020

Summary

As at Wednesday 12th August at 12 noon, Auckland region went level 3 and the rest of NZ, moved to Level 2. This means the disease is contained, but there is a risk of community transmission.

Which means in Alert Level 2 is not life as normal.

Our Coronavirus Pandemic Planning March 2020 (CPP2020) document written 5 months ago was in response to the Alert Levels of the Coronavirus Pandemic that took effect throughout the country between March and June. The CPP2020 plan was primarily a planning document, intended to inform staff and subsequently shared with key arts organisations throughout Tai Tokerau Region as a template to be used within their own organisations to plan for the Coronavirus Pandemic.

CN has a commitment to all its employers to ensure that the work and learning environment is healthy and safe. The Coronavirus Pandemic has the ability to put the organisation at risk, our ourselves, and the artistic community whom we work with.

Due to the recent announcement we have reviewed CPP202 and have updated the information as a COVID19 risk management plan (C19RMP);

- to **reduce** the known risks for staff and the stakeholders they work with
- to be clear on NZ government COVID alert system, our organisation's protocols in relation to COVID19

The risk management plan has been revised into 3 parts

- 1) Health & Safety Preparedness includes staff wearing of masks under Alert Levels 2 to 4 and getting yourself tested
- 2) Pandemic Management Action Plan includes updates to staff protocols, prevention of infection and risk assessment for gatherings
- 3) Communications Plan includes gathering data for dissemination to our creative community.

We will continue to monitor the responses and directives from the government and Ministry of Health and implement COVID19 rules as they come to hand following Alert Level 2 status as at Wednesday 12th March 12 noon.

With community transmission now on the horizon and the potential for widespread outbreaks regionally, social media will be the norm for keeping our creative community and associated sectors regularly informed of any government directives as they arise and are implemented.

Aim The aim is to manage the risk and impact of COVID19 for the organisation by providing preventative guidelines for our staff, contractors, groups and artists who work with us.

This will be achieved through three key strategies:

1. Communication and information sharing
2. Identifying and managing possible risks including the management of an emergency plan in the case of an internal infection;
3. Business Continuity Plan

Objective The objective of the C19RMP is to provide the board and staff with the next stages of the organisation's preparedness in case an outbreak occurs in our office, the district, the region.

Alert Status **New Zealand's 4-level Alert System lists the measures to be taken against COVID-19 at each level and CN response.**

Refer to this link:

<https://covid19.govt.nz/alert-system/covid-19-alert-system/>

Alert System	Creative Northland (CN) Response
Alert Level 1 - Preparedness	we need to be ready in case COVID19 reappears in our community, help and advice to our sector, track and trace
Alert Level 2 - Reduce	risk of community transmission, alert our sector there has been a significant development in the virus, Alert Level 2 not life as normal, get tested, protect yourself and others
Alert Level 3 - Restrict	disease is not contained, alert the sector they should activate their response plans, stay in there bubbles, track and trace movements, remote working
Alert Level 4 - Eliminate	is to notify our sector to isolate as we have widespread outbreaks and await stand-down responses, keep active in your bubble, protect yourself, personal hygiene paramount

Health and Safety Preparedness

Overview

This section provides information on COVID-19, supporting websites, links and other resources can be found at the end of this document.

This information has been provided to ensure that staff, contractors, groups and artists who work with us are adequately prepared and well informed. Information will also be available on our website as updates become available.

Background Information

What is Coronavirus ?

The Coronavirus virus is one that people have no natural immunity to, can easily spread from person to person, and is capable of causing severe disease.

What are the main symptoms of the Coronavirus?

- A high fever
- Headache
- Muscle aches and pains
- Fatigue
- Cough
- Sore throat
- Shallow breathing and loss of breathe

What shall I do - action to take?

- If you have any of these symptoms, Stay at home if you feel unwell.
- If you have a fever, cough and difficulty breathing, seek medical attention and call in advance.
- Follow the directions of your local health authority or ring the Ministry of Health hotline and talk it through with them.
- Do not go to your GP

Get yourself tested -

For COVID testing in Northland go to this link

<https://www.northlanddhb.org.nz/home/covid-19/covid-19-coronavirus-community-testing-centres/>

For more information: <https://covid19.govt.nz/>

Individual Preparedness

Individual Preparedness

It is vital that we are all prepared to take care of ourselves and our whānau at home, in the event that everyone is restricted to not leaving their homes. Shops and convenience stores could close for a period of time and therefore it is essential to have at least a week's supply for both you and your whanau.

Items to have a supply of must include (but not be limited to);

- Anti-bacterial wipes, liquid (alcohol based)
- Food
- Paracetamol
- Medical supplies
- Tissues
- Latex gloves
- Face masks

Guidance should be taken from the Get Ready Get Thru website for assistance with Emergency Supplies (www.getthru.govt.nz).

Personal Hygiene

When it comes to your personal hygiene, where possible follow these simple steps to ensure your safety and the safety of others.

Put in place your own COVID19 personal management plan taking into consideration these guidelines.

- Wear a mask to cover your nose and mouth
- When you cough or sneeze do so into your elbow
- Keep to social distancing 2m apart
- Use antibacterial gloves where possible
- Tissues, placed in a bin do not throw.
- Wash your hands with soap and water or an anti-bacterial liquid.
- Dry your hands well on a paper towel
- Send your people home, if they are coughing and sneezing.

Washing and drying hands properly

This is the most important thing you can do to reduce the spread of infection.

- Wash and dry your hands regularly and properly
- When you wash your hands use soap or an antiseptic hand wash
- Dry your hands thoroughly, using a disposable towel
- Use the towel to turn off the tap and open the door
- Keep your hands away from your face as much as possible
- Wash/dry your hands after coughing, sneezing, handling tissues, after eating and grooming.

Helpful Information and Resources

Supporting Websites

- The Ministry of Health www.moh.govt.nz
- Unite Against Covid19 <https://covid19.govt.nz/>
- The Department of Labour www.dol.govt.nz
- The World Health Organisation
<https://www.who.int/healthtopics/coronavirus>

Useful Information and Resources

Wear a face covering Face coverings can help reduce the spread of COVID-19 when there are cases of community transmission.
<https://covid19.govt.nz/health-and-wellbeing/protect-yourself-and-others/wear-a-face-covering/>

Information for Creative Sector businesses

QR code posters - All businesses must display a NZ COVID Tracer QR code from 11:59am on Wednesday 19 August.

[Get your QR code poster](#)

Financial support Help is available if you're experiencing financial stress including help for businesses and foreign nationals in NZ.
<https://covid19.govt.nz/business-work-and-money/financial-support/>

STAMP OUT NZ Government

Practise Good Hygiene	Keep Track of where you've been	Stay Home if your sick
		
Wash your hands with soap. Sneeze or cough into Elbow. Clean Surfaces	If COVID19 reappears help our health services to reach people quickly to stop any further spread	If you have cold or flu symptoms you should stay home, call your doctor or healthline

Pandemic Management Action Plan

Overview

The following section outlines Creative Northlands responsibility as an employer and the action that will be taken to either eliminate, isolate or minimise the possible risk of infection.

Protocols for CN Staff during each stage of Alert Status.

New Zealand's 4-level Alert System lists the measures to be taken against COVID-19 at each level and CN responses. This table will be reviewed against the Government's criteria.

Alert System	Creative Northland Responses
Alert Level 4 - Eliminate	<ul style="list-style-type: none"> * Staff will work remotely * Stay within their bubbles as per COVID Alert system * Do not travel outside their bubbles <ul style="list-style-type: none"> ● Or attempt to travel within regional borders ● Or attempt to travel outside the region * If you have flu like symptoms get tested, inform GM/2IC
Alert Level 3 - Restrict	<ul style="list-style-type: none"> * Staff will continue to work remotely * Staff members can return to the office to pick up work files on any day at a specified time to be diarised to ensure no crossover between fellow colleagues * Staff can travel within our borders with notification * Staff cannot travel outside of our Northland borders * Staff to your bubbles at all times * If you have flu like symptoms get tested, inform GM/2IC
Alert Level 2 - Reduce	<p>At Level 2, there will be important changes to life and a gradual easing of restrictions for the community that will happen as we move towards Alert Level 1 for CN -</p> <ul style="list-style-type: none"> * Staff can return to CN offices 3 days per week with boundaries in place <ul style="list-style-type: none"> ● Staff to wear masks at all times ● Staff can begin face to face meetings with stakeholders ● Social distancing to remain in place <p><i>The CN office will remain closed to the general public until we go Level 1</i></p>
Alert Level 1 - Preparedness	<p>At Level 1 the offices will open to the general public with precautions in place -</p> <ul style="list-style-type: none"> *Masks may continue to be worn by staff on a day to day basis *General Public to sign in using COVID track and trace app *Stay home if you're sick, report flu-like symptoms. *Wash and dry hands, cough into elbow, don't touch your face. <p><i>Staff restrictions on travelling across borders will be lifted and monitored</i></p>

Prevention of Infection

The table below outlines a number of risks to the organisation but is not limited to those listed. The mitigation strategies are recommendations only.

Risks	Control	Code yellow Mitigation	Code Red Mitigation	Risk Score
Customer Focus				
Contact with prospective visitor(s)	Minimise	Application of anti-bacterial liquid is recommended, wash hands and dry	Application of antibacterial liquid is recommended. Email and call where applicable instead of visiting.	Medium
Visitors or workshop attendees are unwell	Eliminate	Advise in communication sent out that anyone who is unwell to stay home	Advise unwell participants to go home. Options of online workshops and ZOOM web based meetings, so people are not in contact	Medium
Visitor diagnosed with Coronavirus	Eliminate		Communication plan in place to all attendees regarding possible infection	High
Staff Focus				
Staff sneezes and coughs at their workstation	Minimise	Kaimahi to wipe down surface areas with anti-bacterial wipes. Wash or cleanse hands. Dispose of all tissues into the rubbish	Kaimahi to wipe down surface areas with antibacterial wipes. Wash/cleanse hands. Dispose of all tissues into the rubbish bin ensuring that the plastic bag in the bin is tied up at the end of each day	
Staff Unwell	Eliminate	Kaimahi to stay at home and take sick leave. Prepare staff with laptops and devices to work remotely	Kaimahi not to come into work and to make arrangements to work from home	Medium
Staff have had contact with unwell whanau and friends outside of work hours	Eliminate	Kaimahi to stay at home and take sick leave		Medium
Staff member diagnosed with Coronavirus	Eliminate		Communication plan in place to all applicable regarding possible infection	High
Staff member has been in direct contact with someone with Coronavirus	Eliminate		Communication plan in place to all applicable regarding possible infection	High
Opening doors and windows etc	Minimise	Kaimahi to wipe down surfaces, leave doors and windows closed. Clean handles etc with anti-bacterial wipes		Low
Dishes and food preparation on site	Minimise	Staff to have their own cups and cutlery	Staff to be responsible for cleaning their own kitchen items in hot water	Low

Risk Assessment for Gatherings:

At all levels, essential services including health services, emergency services, utilities and goods transport will remain up and running. Employers in those sectors must continue to meet their health and safety obligations.

Alert system	CN Response
<p>Alert Level 1 The disease is contained in New Zealand.</p> <p>Risk assessment</p> <ul style="list-style-type: none"> Isolated local transmission could be occurring in New Zealand. <p>Measures locally</p> <ul style="list-style-type: none"> No restrictions on gatherings but organisers encouraged to maintain records to enable contact tracing. 	<p>At Level 1 we will continue to practice good hygiene, track and trace and follow Level 1 regulations as per Ministry of Health requirements.</p> <p>*Stay home if you're sick, report flu-like symptoms. * Wash and dry hands, cough into elbow, don't touch your face.</p>
<p>Alert Level 2 The disease is contained, but the risk of community transmission remains.</p> <p>Risk assessment</p> <ul style="list-style-type: none"> Limited community transmission could be occurring. <p>Measure locally</p> <ul style="list-style-type: none"> No more than 100 people at gatherings 	<p>We will ensure that anti-bacterial hand sanitisers, wipes and tissues are made available for any workshops/event that occurs during Alert 2 including restrictions i.e. >less than 100.</p> <p>*Keep physical distancing of one metre in controlled environments where practicable. *Display a government issued QR code for use with the NZ COVID Tracer App *Face coverings are encouraged if you are in close contact with others you don't know.</p>
<p>Alert Level 3 High risk the disease is not contained.</p> <p>Risk assessment</p> <ul style="list-style-type: none"> Multiple cases of community transmission occurring. <p>Measures locally</p> <ul style="list-style-type: none"> Public venues closed 	<p>We will continue to provide updates and inform the community of changes.</p> <p>*People instructed to stay home in their bubble other than for essential personal movement *People must work from home unless * Wear Masks * No movement between borders</p>
<p>Alert Level 4 Likely that disease is not contained.</p> <p>Risk Assessment</p> <ul style="list-style-type: none"> Widespread outbreaks. <p>Measures locally</p> <ul style="list-style-type: none"> All gatherings cancelled and all public venues closed. 	<p>We will continue to provide updates and inform the community as information comes to hand</p> <p>*People instructed to stay home in their bubble other than for essential personal movement *People must work from home *Wear Masks *No movement between borders</p>

Communication Management Plan

The General manager will be directly responsible for notifying staff of any changes within the alert status of the country.

External Comms	Communication of the alert status of the Coronavirus Pandemic will be communicated to all staff by meetings and with the creative community through social media, Enewsletter and direct conversations.
Availability	Regular updates will be provided by the GM to the Board and Creative Northland staff/contractors. All board members/staff must ensure that they are contactable at all times, for the event of an emergency outbreak.
Art Organisations	Art Organisations will be contacted directly by the GM/Team Leader if required. If the office or any event is closed due to quarantine by the Ministry of Health, then communication with all involved will be carried out by the GM, Team Leader, marketing and creative advisor.
Alert Levels	All staff will be adequately informed of Ministry of Health Alert Level changes and impacts. Team members (staff) are encouraged to listen to MOH daily updates on the pandemic and share any information that helps us keep our creative and cultural industries informed.
Media Releases	All media releases for Creative Northland during this time to be discussed and shared with the Board Chair. Press releases (final copy) approved by GM and shared with Team Leader and added to Slack for staff.
Key Stakeholders	<p>There are a number of national bodies to keep up to date with as they respond to the pandemic.</p> <ul style="list-style-type: none"> ● Ministry of Culture & Heritage ● Creative New Zealand ● Performing Arts Association of New Zealand (PAANZ) ● New Zealand Events Association (NZEA) ● Economic Development Agencies of NZ (EDNZ) ● Funding Institute of New Zealand (FINZ) ● Museums of Aotearoa ● Tourism NZ
Media	<p>Gathering intel for dissemination to these entities during COVID19</p> <ul style="list-style-type: none"> ● Northern Advocate ● Te Hiku Media ● Ngati Hine FM ● New Zealand Media (NZME) ● Media Works ● Radio NZ
Social Media	<p>Keeping our COVID19 campaign messages alive #beviligant #LetsGo etc..</p> <p>Updating all social media platforms with continuation of COVID19 campaign with key communication messages and themes</p>