

## COVID-19 safety plan (Level 3 – Step Two)

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: <a href="http://www.worksafe.govt.nz/">http://www.worksafe.govt.nz/</a>

You  $\mbox{\bf don't}$  need to send this plan to WorkSafe for review or comment.

## Company details

Business name: Skills Consulting Group Limited

Division/group: E-tec, 364 East Tamaki Road

Date completed: 20 September 2021

Date distributed: 20 September 2021

Revision date: 11 November 2021

Manager approval:

William J. Sole

**Business Manager** 

Name of manager:

Bill Sole

Worker representative consultation:

20 September 2021

**12 November 2021** 

Name of worker representative:

**Kirk Soudom** 

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

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
What will be done to manage risks from restarting business after lock-down?	The E-tec premises at 364 East Tamaki Road will remain open in a limited capacity whilst Auckland is at Alert Level 3 – Step Two.	
	The premises will be regularly cleaned by the external cleaning contractors with particular attention given to sterilization of the toilets and cafeteria surfaces.	Business Manager
	The front entrance will remain closed at all times and signage will be attached to the door indicating to casual visitors that the premises are shut. External visitors will only be permitted by prior appointment.	
	Where possible, staff will continue to work from home under Alert Level 3 – Step Two, however, staff may work from 364 East Tamaki Road when it is necessary to prepare and dispatch student course materials, deliver on-line classes from the Virtual Classroom, or to carry out practical training and assessment with small groups.	
How will you ensure all your workers know how to keep themselves safe from exposure to COVID-19?	All E-tec staff have been consulted during development of this safety plan. Every staff member will be provided with a copy and the safety plan will be discussed regularly on an ongoing basis, through virtual team meetings using Microsoft Teams. The plan will be updated as appropriate.  Covid-19 signage will be provided throughout the premises and appropriate PPE and cleaning products will be made available to all staff. The Business Manager will ensure all staff are made aware of their rights and responsibilities.  All staff who can work from home will continue to do so.	Business Manager

## **DESCRIBE WHAT YOU WILL DO** WHO IS RESPONSIBLE To find out if staff are well when they come to work, we will ask basic questions about How will you gather their physical and mental health. information on the wellness of your Any staff member feeling unwell will be asked to remain at home or, if at work, be Business Manager staff to ensure required to leave the premises immediately. Any member of staff displaying Covid-19-like that they are symptoms will asked to seek testing as soon as possible and will not be permitted to return to work until they receive either a negative test result or have fully recovered safe to work? following an appropriate time in isolation. How will you The E-tec campus at 364 East Tamaki Road will remain partially closed during Alert operate vour Level 3 – Step Two, except for online virtual delivery and courses that include an business in a way essential practical component as required by the EWRB. that keeps workers In accordance with Ministry guidelines, E-tec will restrict class sizes to a maximum of and others safe Business Manager 24 people (plus a tutor), enforce strict Contact Tracing protocols, maintain from exposure appropriate physical distancing, and require the use of appropriate PPE and to COVID-19? adherence to strict hygiene standards. If more than one group is on site, each group will remain separated at all times. eTEC staff will remain with the one group for which they have responsibility. The following information will be clearly communicated to customers prior to confirming their attendance: Your arrival on site You must park at the rear of the building and enter via the rear door. You must wear a face mask at all times whilst inside the building. Please maintain 2m physical distancing as you enter the building and scan the Covid-19 QR code poster displayed at the entrance. There will be signage directing you to the appropriate area, where you'll be required to clean your hands with hand sanitiser before signing a Contact Tracing Register. This Register asks you to declare that: you have not been in contact with anyone with Covid-19 symptoms you have no Covid-19 symptoms yourself. The Register will also require your personal contact details, so that the Government can trace you in the event of an outbreak. Your tutor will meet you in the designated area and take you through a site induction, provide you with appropriate PPE and explain the safe distancing and hygiene protocols. You must maintain a 1m safe distance from your classmates at all times. Working surfaces and test equipment will be thoroughly cleaned at the start and end of each day. All tools brought to site must be cleaned using the antiseptic wipes provided, before the class commences and should be left on site until the end of your course – at that point, they will need to be thoroughly cleaned before they can be removed. Whilst the cafeteria will be available for use, customers must bring their own food and maintain physical distancing of 2m at all times. The number of chairs available will be limited to ensure only one group can use the area at a The Facilities Manager will review procedures for cleaning of the toilets and cafeteria Facilities Manager and order supplies. Cleaners will use the new supplies and follow new cleaning procedures. The ICE campus at 364 East Tamaki Road will re-open during Alert Level 3 - Step 2. ICE will be running block courses with face-to-face practical training sessions from Monday 15<sup>th</sup> November 2021. E-tec has agreed arrangements in place with ICE to ensure there is no physical mixing of E-tec and ICE trainees or staff. These include using separate entrances, separate work areas and toilets and staggered breaks.

## COVID-19 safety plan

How will you manage an exposure or suspected exposure to COVID-19? If an employee or student is suspected, with reasonable cause, or discloses that they suspect to be infected with Covid-19, he or she will be requested to undergo medical screening and to disclose the results to the Business Manager.

Should it be confirmed that an employee or student has contracted Covid-19, this will be reported to the Government on the dedicated Healthline number: 0800 358 5453.

Any employee costs associated with the visits and test will be covered by E-tec.

Should an employee unreasonably refuse to undertake the medical testing or to disclose the results to the E-tec Business Manager, the company will request the employee to self-isolate.

Should a student unreasonably refuse to undertake the medical testing or to disclose the results to the E-tec Business Manager, the student will immediately be asked to leave the premises and will not be permitted to return.

**Business Manager** 

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
How will you evaluate whether your work processes or risk controls are effective?	The plan will be formally reviewed weekly to ensure it remains appropriate and is being implemented effectively. Staff may raise concerns and suggestions with the E-tec Business Manager at any time.  The Business Manager will review Ministry of Health and other guidance daily and the safety plan will be amended as appropriate.	Business Manager
How do these changes impact on the risks of the work that you do?	The number of staff and students on site will be kept to a minimum. E-tec will follow the guidelines provided by the Ministry of Health and the Ministry of Education at all times.  The new ways of working under Alert Level 3 – Step Two will not increase business risk in any way not related to Covid-19 itself. The steps taken to minimize the Covid-19 risk will only enhance the safety protocols and hazard reduction normally undertaken at E-tec.  The practical implementation of the safety plan will however be discussed at least twice per week on an ongoing basis, through virtual team meetings using Microsoft Teams. The plan will be updated as appropriate.	Business Manager

Notes: