

COVID-19 safety plan at Alert Level 2

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

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| Business name: Skills Consulting Group Limited | Manager approval: William J. Sole Business Manager | Worker representative consultation: 12 May 2020 14 May 2020 28 August 2020 18 February 2021 |
| Division/group: eTEC, 364 East Tamaki Road | Name of manager: Bill Sole | Name of worker representative: Kirk Soudom |
| Date completed: 11 May 2020 | | |
| Date distributed: 12 May 2020 | | |
| Revision date: 18 February 2021 | | |

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? | <p>The premises at 364 East Tamaki Road will fully re-open on Thursday 18 February 2021.</p> <p>eTEC will display an NZ COVID Tracer QR code poster at both the front and rear entrances to the building and staff and customers will be asked to use it. Anyone who does not use the NZ COVID Tracer app will be asked to sign the eTEC Contact Tracing Register.</p> <p>If appropriate, staff will continue to work from home under Alert Level 2, however, staff may work from 364 East Tamaki Road whenever necessary.</p> | <i>Business Manager</i> |
| How will you ensure all your workers know how to keep themselves safe from exposure to COVID-19? | <p>eTEC 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 at least once per week on an ongoing basis, through face-to-face and virtual team meetings. The plan will be updated as appropriate.</p> <p>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.</p> | <i>Business Manager</i> |

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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 isolated from others and be provided with a disposable mask. They will be required to undergo medical screening and to disclose the results to the Business Manager.

Business Manager

Staff assisting any person suspected to be infected will wear appropriate PPE (mask, gloves and safety glasses) and follow hand hygiene procedures.

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 611 116.

Should an employee unreasonably refuse to undertake the medical testing or to disclose the results to the Shift eTEC, 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 Shift eTEC, the student will immediately be asked to leave the premises and will not be permitted to return.

If a person is confirmed to be infected, the Business Manager will identify who had close contact at the premises (those who had contact within two metres for 15 minutes or more within the previous 24 hours). All staff and students in close contact will be sent home for isolation. Any affected person will not be permitted to return until they receive a negative test result or have fully recovered following an appropriate time in isolation.

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| | DESCRIBE WHAT YOU WILL DO | WHO IS RESPONSIBLE |
|--|--|---------------------------|
| How will you evaluate whether your work processes or risk controls are effective? | <p>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 eTEC Business Manager at any time.</p> <p>The Business Manager will review Ministry of Health and other guidance daily and the safety plan will be amended as appropriate.</p> | <i>Business Manager</i> |
| How do these changes impact on the risks of the work that you do? | <p>The number of staff and students on site will be kept to a minimum. Shift eTEC will follow the guidelines provided by the Ministry of Health and the Ministry of Education at all times.</p> <p>The new ways of working under Alert Level 2 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 eTEC.</p> <p>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.</p> | <i>Business Manager</i> |

Notes: