

COVID-19 Safety Plan Checklist

COVID-19 Safety Plan

- A COVID-19 Safety Plan has been developed for the business
- Workers and their representatives have been consulted in developing the COVID-19 Safety Plan
- The COVID-19 Safety Plan has been registered with the Ministry of Health (if applicable)
- Workers have received directions related to the wearing of the required PPE in the workplace or on a worksite, including face coverings, if required and have received appropriate training the use, maintenance and storage of PPE.

**Note: Workers includes contractors and subcontractors*

Physical distancing

- Display posters around the workplace stating the appropriate physical distancing requirement of at least a minimum 1.0 metre distance between people
- Display signs at the entrances to lifts and meeting rooms to ensure the maximum safe capacity is not exceeded
- Move workstations, desks and tables in all meeting areas further apart to comply with social distancing rules
- If possible, bring in shift arrangements so less staff are in the workplace at once
- Instruct workers to have meetings by phone or online instead of in person. If not possible, require they meet in a large space and keep meetings short
- Review regular deliveries and request contactless delivery. Check systems for e-invoicing are in place
- If possible, accept only cashless transactions
- Provide social distancing markers on the floor in areas where customers line up or where workers perform task
- Display signs asking customers to only touch objects they are going to buy
- Nominate a person on the work floor to be responsible for monitoring the required 1.0 metre distance or greater where required
- Ensure your workplace has the required floorspace to person ratio (eg 4 square metres) in any enclosed area (note this distance may change at different COVID-19 alert levels).

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Handwashing and hygiene

- Have hand sanitiser stations at entry and exit points and around the workplace
- Ensure bathrooms are well stocked with soap and single use paper towel
- Display posters with instructions on how to correctly wash hands or use sanitiser
- Instruct workers on other ways to limit the spread of germs, including by not touching their face, sneezing into their elbow, and staying home if feeling sick
- Have automatic alerts set up on computer systems to remind workers about washing hands and not touching eyes, nose and face if possible
- Instruct your workers to limit contact with others: no shaking hands or touching objects unless necessary
- Increase the number of closed bins in your workplace

Cleaning

- Ensure any areas frequented by workers or others (such as visitors to your premises) are cleaned and disinfected at least daily with appropriate products
- Instruct workers to wear protective PPE when cleaning, and wash their hands thoroughly with soap or use an alcohol-based hand sanitiser before and after wearing gloves
- Clean high contact areas and surfaces several times a day with a detergent or disinfectant solution or wipe. This includes EFTPOS equipment, elevator buttons, handrails, tables, counter tops, door knobs, sinks and keyboards
- Instruct workers to clean personal property that comes to work (such as sunglasses, mobile phones and iPads) with disinfectant, such as disinfectant wipes

Restrictions on entry

- Display signs at all entries to the premises on how many can enter or be in the workplace
- Clearly display NZ Covid Tracer app QR Code at each entrance to the workplace
- Have workers/others sign in and out of the premises

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- Obtain details of all persons entering the workplace and ensure they are sufficient enough to facilitate contact tracing if required
- Clearly identify entry and exit points to minimise interaction and allow better control of persons entering the workplace
- Clearly identify requirements for the wearing of any PPE in the workplace or on a worksite, including the requirement for the wearing of face coverings,(and gloves) if required prior to entry and exit

Monitor symptoms

- Display signs about the symptoms of COVID 19 in the workplace
- Direct workers to stay home if they are sick, and if they are displaying symptoms of COVID-19 ask them to call the Healthline team (free) on 0800 358 5453 or +643585453 for international SIMS
- Instruct workers to tell you if they are displaying symptoms of COVID 19, have been in close contact with a person who has COVID 19 or have been tested for COVID 19
- Remind staff of their leave entitlements if they are sick or required to self quarantine
- Treat personal information about individual workers' health carefully, in line with privacy laws
- Facilitate working from home, if possible, for staff who are required to self quarantine but are not displaying symptoms of COVID 19

Recording keeping

- Encourage all workers to download the NZ COVID Tracer app and use the relevant NZ COVID QR codes to maintain records of persons entering the workplace. Alternatively, keep name and mobile number or email address for all staff, visitors and contractors the required period of time. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely
- Employers should make staff aware of the NZ Covid Tracer app and the benefits of the app to support contact tracing if required
- Cooperate with Ministry of Health if contacted in relation to a positive case of COVID-19 at your workplace and notify the health and safety regulator if it is work related

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Plan ahead

- Nominate a worker or a team of workers to be a COVIDSafe marshal, officer or champion to ensure safe practices in the workplace are implemented and followed. Teach their colleagues the proper procedures listed in this checklist and the COVID-19 Safety Plan
- Develop a plan to ensure business continuity if there is a suspected or confirmed outbreak of COVID 19 in your workplace
- Consider what you will do if one of your workers is suspected or confirmed to have COVID 19, including how you will support that worker and what you need to do to ensure the workplace remains safe for other workers
- Consider if you have appropriate cleaning products and personal protective equipment available to disinfect your workplace following an outbreak. If you do not, consider options for hiring a cleaning company to do this work
- Put a protocol in place for reopening your workplace after an outbreak or quarantine period

Review

- Regularly review procedures and control measures currently in place to ensure its effectiveness
- Review procedures currently in place to ensure business is made aware of updated directions from the Ministry of Health and WorkSafe New Zealand, and the procedures are reflected of these directions. This includes regularly reviewing control measures to ensure their effectiveness.
- Review procedures and responsibilities defined to ensure control measures are updated as required

Stay informed

- Keep up to date with Government advice on controls to prevent the spread of COVID-19, including any restrictions on normal business activities, and respond accordingly
- Contact the EmploySure Advice Service on 0800 675 700 or advice@employsure.co.nz for any specific queries regarding how the advice may impact on your business and workers

This document is designed to assist you in the development of your COVID-19 Safety Plan and the management of the risks associated with COVID-19. It is supported by additional resources that should only be used in the absence of an approved, industry specific safety plan, a COVID-19 Safety Plan Self-Assessment Tool and an Infection Control in the Workplace policy that may be used as a part of your health and safety policies. Please note that EmploySure's COVID-19 Safety Plan package is not designed to replace any direction or advice from Government or health authorities. Such direction or advice may change from time to time and may alter between jurisdictions. Therefore, nothing in the package, either stated or implied, is designed to compromise any directions or advice from Government agencies. As such, you must also continue to seek the latest information relating to COVID-19 from your jurisdictional health authority or Government agency.