

Duncan Cotterill COVID-19 Standard controls / preventative measures – last updated 19 September 2022

Standard controls / preventative measures

Below are the standard control and preventative measures that are reasonably practicable for us to implement and are currently in place to eliminate or minimise the risk of persons within our workplace being exposed to and transmitting COVID-19.

Item	Risk factor / activity / task	Standard controls / preventative measures	Responsibility	Review
1.	Entry to offices	<ul style="list-style-type: none"> • Entry to offices is permitted in accordance with conditions of entry (see below). • The following entry conditions apply to the office: <ol style="list-style-type: none"> 1. You are currently feeling fit and well. 2. If you have / have had COVID-19, you have complied with the Ministry of Health requirements before entering or returning to the office. 3. If you are / were a household contact of a positive case of COVID-19 you have complied with the Ministry of Health recommendations. 4. You have not been advised to get tested or self-isolate by health officials and are not currently awaiting test results. 5. You will follow all reasonable health and safety measures as required by the Duncan Cotterill. • Senior People and Culture Manager is notified when there is any confirmed COVID-19 positive case, or if the Partner or employee is required to isolate. 	Local Office Management / Coordinator / Workforce	
2.	Working in the office	<ul style="list-style-type: none"> • PPE such as face masks, hand sanitiser, anti-bacterial wipes are available throughout the office as required. • Staff are reminded to practice good hand hygiene and to clean workstations and all high-frequency touchpoints regularly. • Change rosters or seating to accommodate vulnerable workers. • Increased professional office cleaning regime remains in place (including deep-clean where required). 	Local Office Management / Workforce	

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3.	Attending in person meetings or engagements in the office	<ul style="list-style-type: none"> • Clients and visitors are made aware of the conditions of entry (see above). • PPE such as face masks, hand sanitiser, anti-bacterial wipes are available throughout the office as required. 	Local Office Management / Workforce	
4.	Attending in person meetings or engagements off site outside of the office (including client meetings, conferences, social events and meals)	<ul style="list-style-type: none"> • All Partners and employees are to adhere to the entry conditions prior to meeting or attending another workplace (as above). • All partners and staff are required to comply with all third party health and safety requirements and COVID-19 protocols. • Face coverings are to be worn as recommended by the MOH. 	Local Office Management / Workforce	
5.	Vulnerable and high risk workers, vulnerable and high risk household members (as defined by MOH)	<ul style="list-style-type: none"> • Consult and engage with affected persons • Relocate workstations and redistribute tasks where reasonably practicable • Working from home • Team support • PPE such as face masks, hand sanitiser, anti-bacterial wipes are available throughout the office as required. • Vulnerable workers may wear a face mask while working in the office. 	Management / People and Culture	
6.	Travel (including accommodation, local taxis, airport/flights, car transport etc)	<ul style="list-style-type: none"> • All Partners and employees are to meet the office entry conditions prior to meeting or attending another workplace (as above). 	Local Office / Management	
7.	Working from home	<ul style="list-style-type: none"> • IT Provision, office equipment / set up for remote workers • Advice on ergonomic set up of workstation • Follow-up procedures for working at home • Partners and managers are reminded to check-in on staff wellbeing, particularly during isolation periods, call trees / buddy systems implemented • Flexible working arrangements available to employees where reasonably practicable and as required • Mental health and wellbeing measures available 	Management /IT / Workforce	

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8.	Mental health and wellbeing	<ul style="list-style-type: none"> • EAP services • Information provided to workforce for both external and internal support services • Medical / professional support provided where needed • Partners and managers are reminded to check-in on staff wellbeing, particularly during isolation periods, call trees / buddy systems implemented 	Management / People and Culture	
9.	Ventilation	<ul style="list-style-type: none"> • Maintenance of air con • Switch HVAC to bring in fresh air 	Local Office Management	