

Duncan Cotterill COVID-19 Standard controls / preventative measures – last updated 1 April 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 the COVID-19 Protection Framework System or any other relevant Government framework. • Prior to entry staff, clients and visitors are made aware of the conditions of entry (see below). • The following entry conditions apply to the office: <ul style="list-style-type: none"> - You are currently feeling fit and well. - If you have had COVID-19 you are returning to the office in accordance with the Ministry of Health requirements. - If you are a household contact of a positive case of COVID-19, you have followed and met the Ministry of Health requirements before your return. - You have not been advised to get tested or self-isolate by health officials and are not currently awaiting test results. - Follow physical distancing requirements. - Hand sanitation station available on entry. • 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. • Relevant COVID-19 signage is displayed for visitors with key COVID-19 safety messages. 	Local Office Management / Coordinator / Support roles	

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2.	Working in the office	<ul style="list-style-type: none"> • Working in the office is permitted in accordance with the COVID-19 Protection Framework System or any other relevant Government framework • PPE such as face masks, hand sanitiser, anti-bacterial wipes are available throughout the office. • Face coverings are to be worn as recommended by the MOH. • 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. • No shared equipment where practicable. • Increased professional office cleaning regime is in place (including deep-clean where required). • Where practical, increase ventilation flow and open office / meeting room windows, and air conditioning utilises fresh, rather than recirculated, air where possible. 	Local Office Management / Coordinator / Support roles	
3.	Using shared common spaces (including bathrooms, meeting rooms, and kitchen facilities)	<ul style="list-style-type: none"> • Increased professional office cleaning regime is in place (including deep-clean where required) • Specified maximum people capacity for all meeting rooms and shared facilities where reasonably practicable • PPE such as face masks, hand sanitiser, anti-bacterial wipes are available throughout the office • Encourage partners and staff to have different breaktimes to reduce demand on facilities • Face coverings are to be worn as recommended by the MOH. • Physical distancing of 1m to be maintained where reasonably practical • Sanitise / disinfect clean all contact surfaces of area on a regular basis • Consult and coordinate management of shared spaces with overlapping duty holders 	Local Office Management / Coordinator / Support roles	

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4.	Attending in person meetings or engagements in the office	<ul style="list-style-type: none"> • Prior to meeting, clients and visitors are made aware of the conditions of entry (see above). • Face coverings are to be worn as recommended by the MOH. • Physical distancing of 1m to be maintained where reasonably practical. • Consider use of open-air meetings or larger areas. • Where practical, increase ventilation flow and open office / meeting room windows. 	Local Office Management /	
5.	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. • Physical distancing of 1m to be maintained where practical. 	Local Office Management /	
6.	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 	Management / People and Culture	
7.	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). • Face coverings are to be worn as recommended by the MOH. • Physical distancing of 1m to be maintained where reasonably practical. 	Local Office / Management	

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8.	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 lockdown 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	
9.	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	
10.	Ventilation	<ul style="list-style-type: none"> • Maintenance of air con • Switch HVAC to bring in fresh air 	Local Office Management	

Hygiene protocols and guidelines

General management

- **Policy:** Firm COVID-19 vaccination policy is implemented and communicated to all workers, clients, visitors and third parties.
- **Communication:** Information on Covid Control measures must be communicated to all partners, staff, visitors and clients. This includes appropriate signage.
- **Regularity:** Everyone should be regularly reminded of the Covid control measures in place and the need to follow all of the relevant procedures.
- **Implementation effectiveness:** Partners and Management shall check to ensure that appropriate procedures are being followed and that facilities provided are maintained.
- **Clear communication channels** for partners / staff to raise any concerns about the effectiveness of COVID-19 controls or identify improvement opportunities.
- **Health check:** prior to entering premises all partners and employees are required to ensure they meet the entry conditions and stay away if sick.

Mask wearing

- All individuals, including clients and visitors are required to adhere to any MOH guidance.
- Partners and employees are advised to bring their own masks to work. There are some face masks available to workers or clients on site.
- Face masks should be cleaned / changed regularly to maintain protection factor.
- Face masks should fit securely around the face, specifically covering the nose and the mouth area.

Hand and personal hygiene

- Soap or alcohol-based hand sanitiser is available in all worker areas including bathrooms, break rooms, communal areas, receptions.
- Stringent hand washing taking place.
- Provide materials to provide appropriate hand drying facilities.
- Appropriate signage is displayed on appropriate hand washing etiquette.
- Tissues and antiseptic wipes are available around the workplace.
- Employees reminded on a regular basis of good hand washing etiquette. This should also include appropriate techniques around catching coughs and sneezes.

Cleaning

- Enhanced cleaning protocols for cleaning have been put in place during the COVID-19 pandemic.
- Consider frequency of cleaning and who should be doing it.
- Signs on equipment / facilities to remind workers to clean up / wipe up after use.
- Encourage workers to report any problems
- These include enhanced cleaning by cleaning contractors and of workplaces by workers.
- Cleaning and disinfecting are done in accordance with guidance from Health authorities
- Frequently touched surfaces have all been identified for regular cleaning. (eg kitchens, door handles, meeting rooms, utility rooms, photocopier, printers etc)
- Daily cleaning of all high touch areas with check sheets indicating clean schedule.
- Cleaning and maintenance of toilets should be completed daily.
- Utilise appropriate detergents or disinfectant solutions for all facilities, equipment, and amenity cleaning.