

COVID-19 Level 2

Guidelines for Staying Safe at Work

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Covid-19 Alert Level 2 General Protocols

Staying Safe at Work outlines the protocols that Toi Ohomai will apply during COVID-19 Alert Level 2 in order to keep workers and students, and all those affected by the work, safe and healthy.

The goals of this document are to:

- Keep workers, students and the wider community safe by preventing the spread of COVID-19
- Apply relevant guidance from the Ministry of Health and other Government agencies to the Toi Ohomai campuses
- Encourage a safe and respectful work environment and good communication between all stakeholders
- Sit alongside the Toi Ohomai usual health and safety controls to ensure workers and students are safe on site

New Zealand's COVID-19 alert levels

New Zealand's COVID-19 alert system specifies public health and social measures to be taken against COVID-19. The protocols in this document are designed for operating within COVID-19 alert level 2. As we move between alert levels the protocols will indicate what we need to do to operate and plan for the kinds of restrictions we may be required to put in place. This includes escalating restriction on human contact, travel and business operations.

Our commitment as an organisation:

- We are committed to working alongside Government to prevent the spread of COVID-19.
- As an Organisation, we are united against COVID-19 and will do our utmost to protect our workers, students, the wider community and New Zealand.
- We know that we're in this together – this means trusting those we work with will keep us safe and that we'll do the same for them. We recognise that we must work together by collaborating, communicating and consulting.

What does Alert Level 2 look like for Toi Ohomai

- Toi Ohomai will be open primarily for learning which can be delivered with appropriate physical distancing (1m)
- Staff or students with health vulnerabilities are encouraged to stay at home where possible, and take additional precautions when leaving home.
- Alternate ways of working are encouraged such as remote delivery, remote working, physical distancing, staggering breaks, flexible leave. Where possible our students should remain off-site and connected to distance learning.
- Courses where close contact is unavoidable (e.g. beauty) will be able to run with appropriate PPE e.g. masks and good hygiene practice including surface cleaning.
- Support staff should continue to work from home.
- Non-essential travel between campuses should be avoided – only essential travel to deliver teaching should occur. Skype meetings should take preference over travel.
- Contractors will be allowed onto campus.
- The 1m distancing rule applies as a first principle. If this needs to be encroached, then additional PPE is required.
- Common areas are open e.g. library, gym, staff tea rooms. cafes with physical distancing and contact tracing in place. The Melting Pot and Green Bean will be open for Click and Collect with a limited amount of food, Breaktime will be open with physical distancing in place. Whakatane cafe will also be open operating under Ministry of Health guidelines.

- Other than for the direct purpose of teaching, gatherings of more than 10 people are not permitted.
- We do not encourage attendance on site for prolonged periods. Once class or work activity is completed then we ask all staff, students and contractors to immediately vacate the site. Reduced attendance will support our management of COVID-19,

Toi Ohomai Protocols for Staying Safe at Work

- Signage reminding people of the COVID-19 physical distancing and hygiene protocol will be posted at relevant areas where work may be undertaken.
- Central areas such as Atea, Library, Rec Centre will be taped to indicate safe zones. Tape will be provided for tutors to tape individual learning areas.
- Furniture will be moved to the rear of classes and taped off to maintain physical distancing.
- Additional sanitary measures (such as hand sanitizer and disinfectant products) will be available to prevent the spread of COVID-19.
- Sanitisers and cleaning product will be placed in central locations for staff to obtain at the start of each working day, then returned at the end for refreshing overnight.
- Cleaning regimes for work areas and particularly toilets will be enhanced to include cleaning of door handles, locks, toilet flush and bins. Additional bins may be required for disposal of hand towels with regular removal and disposal.
- At the end of each day all accessed areas will be cleaned and sanitised as per the cleaning guide by Facilities/OCS
- All waste and disposable PPE must be securely disposed of as per the cleaning guide in bin in classroom/work area and disposed of by Facilities/OCS
- Any staff, students or contractors who may feel unwell, are to leave site immediately. They should advise this health status to the Health, Safety and Wellbeing (HSW) Manager.
- The HSW Manager will monitor any reports of health concerns and if deemed necessary, complete an Exposure Report in the event of a potential or actual exposure
- The Toi Ohomai Health, Safety and Well-being Policy must be adhered to.
- There is a zero tolerance to any intentional behaviour that breaches this plan.
- Audits will be conducted by the H&S Team and the H&S Rep Committee during level 2 to ensure compliance by all staff, students and contractors.
- These protocols will be made available to all workers, students and contractors who access the site.

Emergency Management Protocols

- Should any worker, student or contractor become suspected of having contracted COVID-19, or become aware they have had contact with a suspected COVID-19 case they must immediately report this to the Institute through either the HSW Manager and/or tutor and/or Head of Facilities.
- Upon the advice of a suspected case the site will be immediately shut down for a minimum of three days to undertake contact tracing and a further 14 days if required (i.e. a confirmed or probable case). The Ministry of Health Healthline must be contacted by the HSW Manager so that contact tracing can begin.
- Prior to the site being able to open again following a 3-day closure, a full sanitising clean should be completed and specific approval from the Ministry of Health obtained.

Physical Distancing and Hygiene Protocols

Physical distancing requires keeping a safe distance from others. The recommended distance at Level 2 is 2m for strangers and 1m in other settings. This is to avoid the spread of COVID-19 from coughing and sneezing droplets.

Keep your contact group as small as possible.

Keep a record of who you interact with each day.

All staff and students with health vulnerabilities should work remotely.

External interfaces

- Any deliveries to be received at Facilities only
- QR code registration to be used to contact trace.
- Any engagement with suppliers to be as brief as possible.
- Ask for any paperwork to be emailed to eliminate the need for contact.
- Wear gloves when handling any shared items and wash hands before and after handling any items.

Site Entry

- We will introduce staggered start and finish times for staff, students and contractors to reduce congestion and contact.
- All staff, students and contractors should wash their hands in the bathrooms before entering and leaving their classroom / workroom ([Appendix C](#)).
- Regularly clean common contact surfaces – facilities/OCS will clean classrooms / workrooms at end of each day; spray bottles/wipes will be made available for any day cleaning by staff
- Staff/students should be provided with these guidelines prior to arrival on site.

Avoid close working

- There may be exceptional circumstances where maintaining a 1m distance is unavoidable. In this instance appropriate PPE is available such as facemasks and gloves. Please note that PPE is not an assurance of protection from COVID-19. Therefore encroaching on 1m SHOULD BE EXCEPTIONAL AND MINIMAL. Additionally, PPE is in limited supply in NZ at this time.
- Anyone working in close proximity should not introduce or change members of their team.
- If you are using your own re-usable PPE this should be thoroughly cleaned after each use and not shared.
- Single use PPE should be disposed of in the bins in your working area (which will be removed at the end of each day) so that it cannot be reused.
- Increased ventilation is also good H&S practice for enclosed spaces so consider opening windows.

Toilet Facilities

- Physical distancing rules apply to the use of shared toilet facilities (cubicle dividers provide adequate physical distancing for level 2)
- Be mindful of entering and exiting the facilities while other people may be doing so at the same time.
- Wash hands before and after using the facilities.
- Enhance cleaning regimes for toilet facilities, in particular door handles, locks, toilet flush and sanitary bins.
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Eating arrangements

- During level 2 staff rooms, kitchen stations and staff room facilities will be open with physical distancing in place.
- You should not mix with other student or staff groups

- The café's will be providing take away cups only – no personal or shared cups. Staff are encouraged to provide their own cutlery and wash well after use.
- The 1m distancing rule should be followed in all meal breaks.
- All rubbish should be placed in the bin and not left for someone else to clear up.

General Hygiene

- Handwashing remains the key protection from Covid-19. This should be maintained regularly and certainly before and after accessing the site ([Appendix C](#)) and as often as you can do so.
- Any personal items brought to site must be segregated i.e. knapsacks, handbags, computer bags etc.
- Individual PPE must be kept separate from others and cleaned correctly as per the Cleaning Guide.
- All eating and drinking utensils to be cleaned by the user.

Hand Washing

- Soap and hand sanitiser will be provided by Toi Ohomai.
- Hand sanitiser will be provided in all work areas
- Regularly cleaning of bathrooms will be activated.
- If people have any concerns, or stocks are depleted – please advise Facilities or your Tutor.



Covid-19 Alert Level 2 - VISITORS COMING ONSITE

- All visitors must adhere to physical distancing.
- All visitors entering common areas and controlled environments must adhere to the track and trace systems either through QR codes or manual track and trace by their host.

Covid-19 Alert Level 2 Guide Sheet - STAFF COMING ON SITE

Before coming on site

- Pre-approval must be given by the Faculty Dean (or senior Manager) for any staff to work onsite if the campus becomes your primary work location. Any staff wanting to work onsite in an ad hoc basis must obtain approval for each visit noting that campus is not your primary work location. Access to your standard office area may not be approved to help support Facilities management/cleaning.
- Any staff who have health vulnerabilities are encouraged to work from home if they are able to. All staff should read the “Guidelines for Staying Safe at Work Level 2” and understand their responsibilities.
- All staff must complete a re-induction to site accessible from Te Aka. If they have any concerns, they should contact their Manager or one of the H&S Advisors.

Coming on site

- Staff should proceed towards their designated work area and wash their hands in the toilet facilities that will be open near their work area.
- All staff must download and use the Track and Trace Power App (see [instructions on Te Aka](#)) or complete the online manual Track and Trace on Te Aka each time they come onsite.
- There will be limited personnel across the campus. Security, Facilities and Health and Safety. Therefore, if there is a need to contact these staff you will find their contact details in ([Appendix H](#)).
- When onsite it is anticipated that most staff will be able to maintain a 1m distance between others. If there is a need to encroach on this, such as a tutor assisting a practical then PPE may be required (face masks or gloves) to be worn by that tutor. Follow the MOH PPE guide and WorkSafe guidelines ([Appendix D,E](#)).
- PPE can be ordered through Facilities but please note, our supplies are limited. Where deemed necessary, Facilities will arrange for this to be in your workshop/ classroom as assigned.
- Staggered starting times is encouraged to reduce the number of people onsite.
- All Tutors must complete Track and Trace for Students attending their classes and must complete attendance registers.

Working on site

- All work undertaken on site must be undertaken in such a way as to reduce any possible contact between workers, students and contractors
- All staff must log their movements on campus using the Track and Trace App, and manually record who they come into contact with during the day.
- Ideally do not share tools or equipment, however, if necessary, they must be disinfected before passing between users. This may mean some tasks will need to be undertaken by one individual (e.g. using a drop saw.) Note: specialist equipment will not be cleaned by our cleaning staff.
- All food/drink waste and used PPE must be disposed of in rubbish bins or taken offsite.
- Safety briefings / Toolbox talks should include
 - Correct physical distancing
 - Clean any shared equipment before/after touching
 - Correct use of PPE if necessary
 - Any questions / concerns to be captured
 - What areas are open for you to access
 - Stay home if you are not well
 - Go home if you are not needed on campus

Leaving site

- All staff must complete the Track and Trace procedure when they leave site each day.
- We recommend hand washing before leaving the site and then upon return at home ([Appendix F](#)).

IF YOU ARE AT ALL UNWELL PLEASE STAY HOME

Covid-19 Alert Level 2 Guide Sheet - STUDENTS COMING ON SITE

For those students coming onsite to campus for learning we appreciate your continued commitment to your studies and working with us during this dynamic time. You should know that your safety is paramount to us and so the following guide sheet has been prepared alongside other guidelines and protocols to ensure we all do our part in keeping COVID-19 out. If at any point you have any concerns, please do raise these with us. Kia kaha.

Before coming onsite

- If you at have health vulnerabilities you should seek medical advice before attending learning on campus.
- Before returning to campus please ensure you are familiar with and follow all instructions and guidance from your Tutor. This will include:
 - A copy of the Guidelines on Staying Safe at Work – Level 2 Covid-19
 - Which area / rooms you are to access and what times
 - Which toilet facilities on campus will be open for your use, including regular hand washing before, during and after class. These are being cleaned regularly and stocks maintained.
 - Hand sanitiser and disinfect will be available in all work areas being accessed.
- Toi Ohomai intends to apply strict protocols in accordance with our Health and Safety Policy, and the Guidelines on Staying Safe at Work – Level 2 Covid-19. These documents are available for you to review at any time.
- If you wish to use your own PPE when on campus we encourage you to do so, ensuring that these are not a further hazard to your activities eg. Mask impedes your use of equipment.

Coming on site

- Students should proceed towards their designated work area and wash their hands in the toilet facilities that will be open near their work area

Studying on site

- When onsite we ask that you maintain a 1m distance between your class-mates and turo; or 2m from strangers. If there is a need to encroach on this (no more than 1m) then PPE may be required (face masks or gloves).
- Please do not unnecessary engage with other classes / people on campus. Remain in your 'class bubble' and do not wander around the campus.
- When moving into shared areas you must complete the QR Tracker at the entrance in order to complete contact tracing. Your Tutors will complete Tracing for your classes and maintain the attendance register.
- Ideally do not share tools or equipment, however, if necessary, they must be disinfected before passing between users. This may mean some tasks will need to be undertaken by one individual (e.g. using a drop saw.)
- Staggered breaks are recommended to maintain physical distancing.
- All food/drink waste must be immediately disposed of in rubbish bins or taken off site.

Leaving site

- We recommend hand washing before leaving the site and then upon return at home ([Appendix F](#)).

IF YOU ARE AT ALL UNWELL PLEASE STAY HOME

Covid-19 Alert Level 2 Guide Sheet - CONTRACTORS COMING ON SITE

Before coming onsite

- Approval for required work must be obtained from the Operations Coordinator ([Appendix H](#)).
- Each Contractor must have a plan detailing the work they will be undertaking when onsite including a risk assessment. This must include any potential situations where workers will be required to work closer than the required 1m distancing and appropriate controls to mitigate this risk. Risk assessments must also take in account that contractors may be working in isolation and therefore need to mitigate this additional risk.
- All Contractors should follow the personal health flowchart to confirm they are safe to be on site and that no Contractor is at risk of server illness ([Appendix A](#)).
- All Contractors should understand when additional PPE may be required due to COVID-19 and when required to use face masks or gloves follow the MOH PPE guide and WorkSafe guidelines ([Appendix D, E](#)).

Coming on site

- Only Contractors who have the Operations Coordinator approval are to access the site.
- Contractors are to report to Facilities upon arrival and complete contact tracing
- Contractors will be requested to wash their hands in the specific toilet facilities directed to
- A daily register of all Contractors entering and leaving the site must be completed along with a health declaration. This register will be held in the Facilities office ([Appendix C](#)).

Working on site

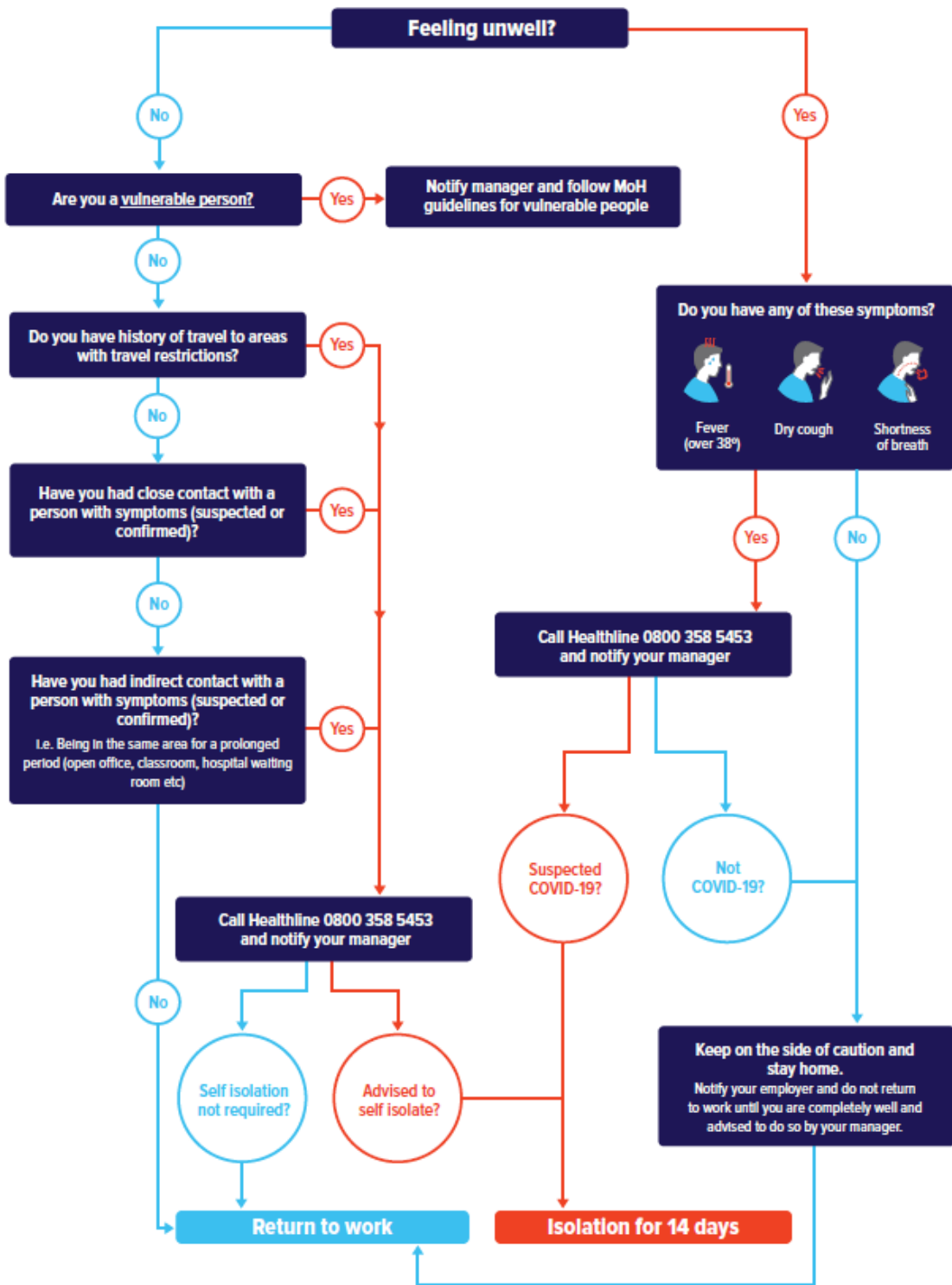
- All work undertaken on site must be undertaken in such a way as to reduce any possible contact between Contractors, Toi Ohomai staff and students.
- Toolbox talks must be held in all areas with correct physical distancing in place. Safety briefings/Toolbox talks should include:
 - Correct physical distancing
 - Clean any shared equipment before/after touching
 - Correct use of PPE if necessary
 - Any questions/concerns to be captured
 - What areas are open for you to access
 - Stay home if you are not well
 - Go home if you are not needed oncampus
- All tools, equipment, plant and vehicles must be used in alignment with the cleaning guide.
- All incidents must be reported to the Head of Facilities or the HSW Manager ([Appendix H](#)) as soon as possible and any concerns about the effectiveness of COVID-19 controls or opportunity to identify improvements should also be communicated.

Leaving site

- All Contractors must sign out as required by Facilities.
- We recommend hand washing before leaving the site and then upon return at home ([Appendix F](#)).

IF YOU ARE AT ALL UNWELL PLEASE STAY HOME

Appendix A: Personal Health Flowchart



Appendix B: Site Transportation Protocol

Workers travel to site

Employers are required to have an understanding of how workers will travel to and from site.



Workers are to travel to the site one person per vehicle



Log is to be kept to record who has arrived on site, how they travelled and who they travelled with for contact tracing purposes

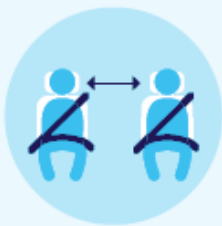


Workers must travel home in the same vehicle as they arrived in



Handwashing protocols to be observed before entering site

Any travel managed by the employer should ensure that adequate steps can be achieved for this transport – which includes:



Allowing for spaces between passengers



Hygienic washing of hands before and after the journey



Follow Vehicle Cleaning Procedures as per the **Cleaning Guide**



Restricting equipment and baggage to trailers and or separate parts of the vehicle

Required process for deliveries to site



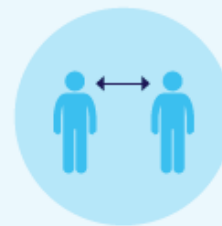
Deliveries to site should be delivered by one person only where possible



Handwashing protocols to be observed once arrived at site



Sign-in register must be completed for persons delivering goods to site



2m physical distancing rules to be applied at all times

Appendix C: Hand washing Technique



Appendix D: Safe practices when using face masks



Appendix E: Safe Practices when using gloves

You will need to use gloves:



Any time you are completing a manual task
Use your usual work safety gloves



If you are cleaning any surfaces
Use disposable gloves for this and throw them in the bin when you finish cleaning

Remember to:



Avoid touching your face while wearing gloves



Remove your gloves and then wash your hands prior to eating, drinking or smoking/vaping



Practice good hand hygiene and good cough and sneeze etiquette while wearing gloves

Appendix F: Returning home after work

Stopping the spread of COVID-19 from work to home

As an essential worker, you need to be away from home to do your job. To stop the possible spread of COVID-19, it is important that when you return home after work, you take all the necessary precautions to ensure that you and everyone in your bubble are safe. Here are four simple guidelines to follow:



No touching

When you return home, try not to touch anything



Shoes

Remove your shoes, do not walk through the house with them on. Leave them outside



Clothes and bags

Place your clothes and bags in a container and wash in a hot washing machine cycle (over 60°C)



Shower

Have a shower and make sure to clean your hands, wrists, arms, neck, nails and areas that might have been exposed

Appendix G: Cleaning Guide - Alert Level 2

Key cleaning tips

Consider your work environment and what is frequently used and touched by staff, students and contractors. The virus can be spread from person to person or by touching unclean equipment or surfaces. To stop the spread, focus efforts on cleaning areas where the virus is more likely to spread, such as the kitchen and toilet.

Physical distancing should also be practiced when cleaning offices and jobsites. Refer to the Physical Distancing and Hygiene Protocol for more information.

- Schedule regular cleaning.
- Use a suitable cleaning product.
- Use disposable cloths, if available.
- Always wear disposable gloves when cleaning. When finished, place used gloves in a rubbish bin.
- Wear disposable gloves while handling soiled items.
- Wash hands immediately after removing gloves or after handling these items.

Disinfecting cleaning aids

Cleaning aids, such as cloths or mops, must be germ-free or they'll spread germs to other surfaces. Here are some general cleaning tips to help prevent the spread of germs:

Cloths and sponges

- Use disposable cloths or paper towels when possible
- Reusable cloths should be disinfected or washed at 60C (140F) after each use

Washing-up brushes

- Wash brushes in a dishwasher regularly or clean with detergent and warm water after each use

Mops and buckets

- Use two buckets for mopping – one for detergent and the other for rinsing
- Mops and buckets should be cleaned and dried after each use

Key cleaning tips

All offices and jobsites should implement additional cleaning measures of common areas as recommended by the Ministry of Health and to help minimise the spread of COVID-19.

Regular cleaning of the workplace environment will minimise the spread of infection by reducing workers' contact with contaminated surfaces.

Clean surfaces with a suitable cleaner and/ or disinfectant and follow the manufacturer's instructions for use. When choosing a suitable cleaning product, consider what the product is effective against and the length of time the product needs to be left on a surface to clean it properly. Where possible, use disposable cloths or paper towels to clean surfaces.

Reusable cloths should be disinfected and then dried after use, as bacteria and viruses can still survive on damp cloths.

Common internal touch points may include:

- Coffee machines and water fountains.
- Common pens for sign in etc.
- Doors/door handles - Look at all reasonable opportunities to remove them.
- High-touch public surfaces such as stairwell handrails, door handles, tabletops, lift buttons, microwaves and other kitchen surfaces.
- Screens and tables should be wiped after use, including iPads, photocopiers, digital check-in scanners and desktop stations
- Clean floors with disinfectant or bleach solution, starting from one end of the premises to another (from the exit inwards).

- Wash items such as towels, tea towels and other fabrics and dry thoroughly outside or with a dryer.

Site cleaning

Before leaving the office or jobsite wipe down any tables/surfaces with soapy water or cleaning agents where possible. Each site must be cleaned and sanitised at the end of the working day or end of each shift.

Common touch points may include:

- All waste and disposable PPE must be removed from site and securely disposed of.
- All door handles, railings and personal workstation areas are wiped down with a disinfectant, such as disinfectant wipes.

Individuals are responsible for cleaning their workstation area with disinfectant wipes.

- Clean all 'high-touch' surfaces such as desks, counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, and keyboards every day with antiseptic wipes or disinfectant, including bleach solutions.

Cleaning bathrooms, toilets and showers

Clean toilets with a separate set of cleaning equipment (disposable cleaning cloths, mops, etc).

Clean sinks frequently, if they're used regularly.

Common toilet touch points may include:

- Keep the U-bend and toilet bowl clean by flushing after each use
- Limescale should be regularly removed using a descaling product
- Keep the toilet seat, handle and rim clean by using a disinfectant

Cleaning Tools and Equipment

- Clean tools and equipment before and after each day's work with a disinfectant, concentrating on points of contact such as handles.
- Wash your hands after handling tools and equipment to prevent the spread of germs
- If possible, don't share tools on-site. If sharing cannot be prevented, take precautions and follow the hand washing guide before and after each use.

Cleaning vehicles

- Have dedicated drivers when using vehicles to avoid the spread of germs
- Don't share vehicles if possible, if you need to use a shared vehicle then wipe down the common touched areas of the vehicle after each use (steering wheel, handbrake, gear stick, dashboard, handles, etc) and wash hands before and after using the vehicle ([Appendix B](#)).
- Wipe down the inside and common touched areas of the vehicle before and after each day
- Have one person per vehicle where possible. If you are required to have more than one person then keep as much distance between people as possible, open the windows to keep air circulating and passengers to face towards the window to reduce the spread of germs.
- If you need to have multiple people in a vehicle then where possible, split teams into groups and stay in those groups when you travel together.

Cleaning PPE

Work clothes to be placed in washing machines and clean reusable PPE.

Read and follow directions on the labels of laundry or clothing and detergent. In general, wash and dry laundry and clothing with the warmest temperatures recommended on the label.

When handling soiled laundry wash your hands after handling dirty laundry. All clothes and towels should be washed at 60C (140F) or at 40C (104F) with a bleach-based laundry product to prevent germs from spreading. Don't leave laundry in the washing machine – any remaining germs can multiply rapidly.

Specialist Clean

If a worker is unwell and removed from site, a specialist clean will be completed in the area/ areas identified where the worker was working and has accessed. These areas are to be isolated until a specialist clean has taken place.

All equipment and vehicles used must be cleaned down and disinfected, concentrating on points of contact such as handles, steering wheels etc. 40C (104F) with a bleach-based laundry product to prevent germs from spreading. Don't leave laundry in the washing machine – any remaining germs can multiply rapidly.

Appendix H: Key Contacts

Head of Facilities

Malcolm Hardy Malcolm.hardy@toiohomai.ac.nz 027 5544983

Operations Coordinator Mokoia

Rick Todd rick.todd@toiohomai.ac.nz 021 1901671

Operations Coordinator Windermere

Brent Hatton brent.hatton@toiohomai.ac.nz 027 2989067

Facilities Manager Mokoia

Julia Hawthorn Julia.hawthorn@toiohomai.ac.nz 027 2656098

Facilities Manager Windermere

Lizzie Reinecke lizzie.reinecke@toiohomai.ac.nz 027 8862922

Health, Safety and Wellbeing Manager

Marie Dennis marie.dennis@toiohomai.ac.nz 022 0340063

H&S Advisor

Matt Hammond matthew.hammond@toiohomai.ac.nz 027 8018899

Ministry of Health Helpline

0800 358 5453