

/ NOVEL CORONAVIRUS (COVID-19) POLICY

This policy applies to all BQH Limited locations, staff, contractors and officers. See Ministry of Health guidelines overleaf for further information.

Illness

If you are ill or feel unwell in any way whatsoever, do not come into the office. If you have been exposed to ill people or are concerned about contagion, do not come into the office.

Work Continuity and Working from Home

All staff have access to mobile computers; all of our resources are available online. It is recommended that you copy files to your desktop and disconnect from VPN/remote workstations/cloud services where possible to maintain bandwidth. Upload completed files when finished in order to maintain records and backups.

All staff may work from home if they so wish. At this stage this is not mandatory but will be reviewed in the event of community outbreaks. You are encouraged to test your connections forthwith and ensure you have a comfortable workspace at home. Please discuss your remote working plans with the office manager and request any equipment, connections or training you need to facilitate this.

You will need high-speed internet to maintain productivity and the company will reimburse you for any upgrade and / or usage charges

Meetings

Avoid face to face meetings. This includes inviting people into our office and going out to meetings. To maintain service levels, arrange to dial-in or videoconference meetings. You will find most people are happy to do this in the current environment. In some cases, site visits will be unavoidable – please remember to sanitise and apply social distancing in these circumstances.

It is recommended that you set up and test video and conferencing apps such as Skype, Zoom, MS Teams, Facetime, etc. so you are ready to attend remote meetings when needed.

You can also use facetime or conference calling from your mobile, or conference calling from your desk phone. If you need training on any of these systems, please inform the office manager as soon as possible – we should be ready and able to work by remote before we are forced to do so.

Keep a record of where you go and who you meet in your own time as well normal work records. We do not need to see this; it is recommended to make contact tracing faster and easier should medical authorities require (hint: keep your receipts and make a note of your interactions on your phone).

Travel

Do not fly. Do not use taxis or ridesharing such as Uber. Avoid public transport and shared conveyances (e.g. scooters, bike-shares, etc.). if you must attend an airport or transport hub, please let the office manager know and develop a plan to minimise contact with colleagues.

Hygiene

Wash your hands and sanitise regularly, follow guidance on coughs and sneezes; do not share equipment (phones, keyboards, safety gear, etc)

Social Distancing

Avoid personal contact such as handshakes. Keep a personal coffee cup / cutlery / crockery separately and clean these yourself; avoid sharing these items.

Put simply, the idea is to maintain a distance between you and other people — in this case, at least six feet.

That also means minimizing contact with people. Avoid public transportation whenever possible, limit nonessential travel, work from home and skip social gatherings — and definitely do not go to crowded bars and sporting arenas. (NY Times)



ADVICE FROM MINISTRY OF HEALTH

What is COVID-19?

COVID-19 is a new illness that can affect your lungs and airways. It's caused by a type of coronavirus. There are simple steps you can take to protect you and your family/whānau.

Symptoms

The symptoms of COVID-19 are:

- a cough
- a high temperature (at least 38°C)
- shortness of breath.

These symptoms do not necessarily mean you have COVID-19. The symptoms are similar to other illnesses that are much more common, such as cold and flu.

Shortness of breath is a sign of possible pneumonia and requires immediate medical attention.

We don't yet know how long symptoms take to show after a person has been infected, but current World Health Organization assessments suggest that it is 2–10 days.

If you have these symptoms and have recently been to a country or area of concern, or have been in close contact with someone confirmed with COVID-19, please telephone Healthline (for free) on 0800 358 5453 or your doctor immediately.

How it spreads

COVID-19, like the flu, can be spread from person to person. When a person who has COVID-19 coughs, sneezes or talks, they may spread droplets containing the virus a short distance, which quickly settle on surrounding surfaces.

You may get infected by the virus if you touch those surfaces or objects and then touch your mouth, nose or eyes.

That's why it's really important to use good hygiene, regularly wash and thoroughly dry your hands, and use good cough etiquette.

Prevention – how to protect yourself and others

- Cough or sneeze into your elbow or by covering your mouth and nose with tissues.
- Put used tissues in the bin or a bag immediately.
- Wash your hands with soap and water often (for at least 20 seconds).
- Try to avoid close contact with people who are unwell.
- Don't touch your eyes, nose or mouth if your hands are not clean.
- Avoid personal contact, such as kissing, sharing cups or food with sick people.
- Clean and disinfect frequently touched surfaces and objects, such as doorknobs.
- Stay home if you feel unwell.
- Call Healthline on 0800 358 5453 if you have any symptoms and have been to any countries or territories of concern or have been in close contact with someone confirmed with COVID-19.



What to do if you may have been exposed

People returning from any country except those listed in Category 2, or who may have been exposed to COVID-19, are self-isolating to keep their communities safe.

- If you returned from any country in the last 14 days, then you should self-isolate for 14 days from the date of departure.
- If you have been in close contact with a confirmed case of COVID-19 you should self-isolate for 14 days from the date of close contact.

We know from other outbreaks that self-isolation is effective, and most people are good at keeping themselves – and others – safe and well. To find out more, see our Self-isolation resource.

More information for contacts of cases in New Zealand is available at Contact tracing for COVID-19.

Dedicated Healthline 0800 number for COVID-19 health advice and information

The number is 0800 358 5453 (or for international SIMs +64 9 358 5453).

It is free and available 24 hours a day, 7 days a week.

People calling that line will be able to talk with a member of the National Telehealth Service. They have access to interpreters.

You should call that dedicated number:

- to register if you have self-isolated yourself
- for any coronavirus health advice and information and any questions you have about coronavirus, self-isolation etc.

Healthline's main number is still the one to call for non-coronavirus health concerns – 0800 611 116.

Whichever number you call, you will get professional health advice and information.

Treatment

Currently, there is no specific treatment for coronavirus, but medical care can treat most of the symptoms.

Immunisation

As this is a new virus, there is currently no vaccine available. Researchers are in the early stages of developing one.

Travelling to affected countries

The Ministry of Foreign Affairs and Trade is providing the latest advice for travellers on the Safe Travel website.

More information

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-novel-coronavirus-health-advice-general-public>

