

/ NOVEL CORONAVIRUS (COVID-19) POLICY

This policy applies to all BQH Limited locations, staff, contractors and officers. Refer to our government's advice at <https://covid19.govt.nz/> for guidance, rules and information. Let us know if you or a close contact is ill and we will work with you to develop a continuity and reintegration plan.

Alternative Working

We are now in our working from home phase; all staff should be familiar with systems through previous use on home days or when out of the office. Entry to the office is by arrangement with PH only until further notice.

Work Continuity and Working from Home

All staff have 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 must work from home. At this stage this is mandatory but will be reviewed in as further guidance is received from government. Should you need assistance with your connections or ensuring you have a comfortable workspace at home, please discuss with management. If necessary, 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

Do not attend 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. Make alternative arrangements for site visits – photos, video records, etc.

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. Do not use 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.

Should you or any members of your household, or any person you are in close contact with return from international travel, you are required to work from home for at least 14 days. Please also follow government policy on whether and to what extent you are required to formally self-isolate. The greater of any isolation duration between this policy and public policy applies.

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)