

## / 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.

### Alert Level 2 House Rules

#### Illness

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- Don't come to work if you are ill in any way
- Don't come into our office if you or a close contact may have been exposed to illness
- Don't come to our office if you're concerned about contagion

### Work Continuity and Working from Home

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- It is your choice to work from home or our office
- Communicate any technology needs in the normal way
- Continue to engage with colleagues in video chat if working from home

### Safe365 Declarations

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- Please complete your Safe 365 daily declaration before arrival at the office
- If working from home, please submit the daily declaration before 9am every day
- Await management feedback on other declarations before proceeding

### Hygiene

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- Wash or sanitise your hands as you enter and leave the office
- Wash or sanitise your hands before and after use of shared amenities
- Follow guidance on coughs and sneezes
- Do not share equipment (phones, keyboards, safety gear, etc)
- Clean and disinfect your workstation, keyboard, mouse, phone at least daily
- Use and wash your own crockery and cutlery; store it at your workstation
- Disinfect courier packages with wipes or spray
- Wipe down door handles each time you use a door

### BQH Shared Amenities

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- Pool Cars should not be booked without management approval
- 1 in 1 out rule in kitchen and bathroom
- Use signs to indicate rooms are in use
- Disinfect kitchen and bathroom with spray and / or wipes after every use
- Sanitise keyboards between users and on completion for shared systems
- Use meeting rooms for breaks if safe to do so
- Keep left when using stairwells or narrow passages
- Keep the front door closed or barrier extended
- Visitors and service people must complete a declaration before each entry to our office



## Meals

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- Deliveries of ready to eat food are permitted, subject to normal hygiene procedures
- Do not dine in at the café or other restaurants during your working day
- Takeaway food is fine and the conference room may be used for dining
- Disinfect and wash up when you are done
- If the bin is full, take rubbish to the skip rather than overfilling or stacking

## Meetings and Guests

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- Do not invite people into our office for meetings or for any other purpose
- Do not attend meetings outside the office unless a plan has been agreed with management

## Travel

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- Do not fly
- Do not use taxis or ridesharing such as Uber
- Avoid public transport and shared conveyances (e.g. scooters, bike-shares, etc.)
- Develop a plan to minimise contact with colleagues if you must attend a transport hub

## Social Distancing

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- No handshakes, hugs or kisses in the work environment
- Try to maintain distance of at least a metre from other people
- Follow government guidance on distancing



## / ADVICE FROM MINISTRY OF HEALTH

### What is COVID-19?

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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

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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

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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

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- 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>

