

## / 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

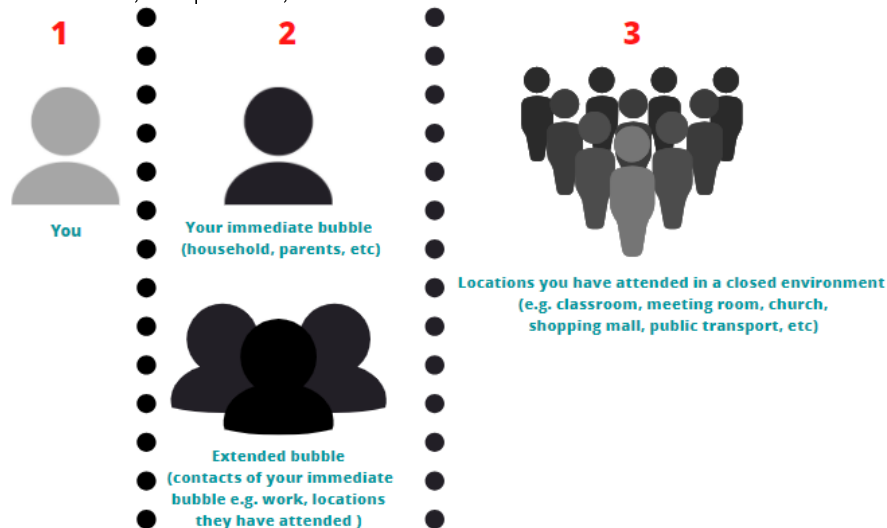
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- Don't come to work if you are ill in any way
- Don't come to our office if you're concerned about contagion

#### Close or Casual Contacts

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- Don't come into the office if you cannot confirm less than 3 degrees of separation from a confirmed, suspected, or self-isolated case



- Advise management in the first instance if this applies to develop a plan
- Work from home until advised otherwise by management

#### 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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- Use of Safe365 through your mobile app or through the Safe365 website
- 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
- Complete Site Visit/ External Meeting checklist for each meeting you attend
- 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. Protocol for meeting requests:
  1. Ask for alternative meeting options
    - Can this be done by Video conference?
    - Can this be done with phone conference or a phone on speaker?
  2. Ask for their COVID19 management plan
    - Will there be more than 10 people at this meeting? (Auckland only)
    - Will social distancing be achievable?
    - Will wearing a mask be mandatory?
- If an unfavourable answer is received to any of the above points, then contact management. Await management feedback before proceeding

## Travel

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- Do not use taxis or ridesharing such as Uber
- Avoid public transport and shared conveyances (e.g. scooters, bike-shares, etc.)





- After use of a domestic flight you must work from home for 7 days minimum (day 1 starts after day of return to Auckland) and until receiving a negative COVID19 test result. If a test cannot be done, then contact management.
- 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

### When to test

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- If you believe you have any of the COVID19 symptoms
- If you have any close or casual contacts that are suspected, confirmed or self-isolating
- If you have travelled overseas recently, or been in contact with someone who has recently travelled

### Suspected or Confirmed Positive COVID-19 result

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- We encourage the use of COVID19 tracer app for all staff
- Contact management to develop a plan
- Complete a COVID19 test
- Self-isolate, work from home until further notice and do not attend any external meetings
- After 14 days complete another COVID19 test



## / 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.

### Close contact definition

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- Direct physical contact with person
- Living in the same household
- Presence in the same room/ location
- face-to-face contact in any setting within two metres of a case for 15 minutes or more
- Having been in a closed environment (eg, a classroom, meeting room, church, hospital waiting room, or conveyance other than aircraft)

### Casual contact definition

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A casual contact is defined as someone who has had contact with a person while they were infectious with COVID-19, but doesn't meet the criteria for a close contact.



## 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.

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

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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

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

## Immunisation

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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

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

## More information

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

