



## Managing Health and Safety in different alert levels.

### Purpose

At Alert Level 1, the risk of exposure to COVID-19 and transmission in the community in New Zealand is very low. This means that generally, people can fully participate in society without any COVID-19 related restrictions. However, the Government continues to promote a high level of public health control measures. As providers, the safety and well-being of us as staff and the people we support is paramount. Hence, it is still important to maintain infection prevention and control measures. The table below summarises the different health and safety measures we will have in place at different alert levels:

Alert Level 1	Alert Level 2	Alert Level 3
<p>If people are sick, they should stay home (phone Healthline 0800 611 116 or their GP and get tested if they have flu or COVID-19 like symptoms).</p> <p>If people are living with someone that have flu or COVID-19 like symptoms, they should stay home as well.</p>	Same as Alert Level 1	<p>No group activities running.</p> <p>If staff are sick, they should not come in to the SkillWise building and stay home (phone Healthline 0800 611 116 or their GP and get tested if they have flu or COVID-19 like symptoms).</p>
<p>People will be encouraged to wash and dry hands frequently and follow cough/sneezing etiquette (i.e. into elbows).</p>	Same as Alert Level 1	No group activities running.
<p>If people that have entered the SkillWise building are connected to a confirmed or probable case of COVID-19. We will close for 72 hours to allow contact tracing process to begin. A full professional clean of the SkillWise building will be done. If required to be closed for a further 14 days, staff will maintain contact with the people we support via phone, virtually (e.g. Skype or Zoom) and social media streams. We will work with public health units to manage this and the direction to close will come from the Medical Officer of Health.</p>	Same as Alert Level 1	Same as Alert Level 1

Alert Level 1	Alert Level 2	Alert Level 3
<p>Stringent self-isolation of those who display relevant symptoms of COVID-19, test positive for COVID-19, have been in close contact with someone who tests positive for COVID-19, or have been overseas in the last 14 days – <a href="#">Ministry of Health information for self-isolation</a>.</p>	<p>Same as Alert Level 1</p>	<p>Same as Alert Level 1</p>
<p>The people we support will have no restrictions on personal movement within the SkillWise building.</p>	<p>People we support and those that live with people at a higher-risk of severe illness from COVID-19 (e.g. those with underlying medical conditions, especially if not well-controlled) are encouraged to stay home and contact their key Community Facilitator.</p> <p>The people we support will be encouraged to bring their own lunch, minimising the need to head out of the SkillWise building to purchase items.</p> <p>The people we support will be encouraged to stay in the rooms that their group activity occurs during breaks to minimise congregation in shared spaces.</p>	<p>No group activities running.</p>
<p>All staff can work in the SkillWise building.</p> <p>Staff required to conduct support to individuals in a community setting will be re-introduced gradually.</p>	<p>Staff at higher-risk of severe illness from COVID-19 are able to work on-site if they can do it in a safe way. Staff should discuss with their team leader whether additional control measures can be put in place, whether they can work from home, or if not, what other arrangements will apply.</p> <p>Staff will require to maintain a 1m physical distance when moving around the SkillWise building.</p> <p>Staff will do a self-assessment health check before coming to the SkillWise building.</p>	<p>Staff who have a higher risk of severe illness from COVID-19 should stay at home. If they want to come to the SkillWise facilities they will need to talk to their team leader to discuss if they can do so safely.</p> <p>Staff will do a self-assessment health check before coming to the SkillWise building.</p> <p>If staff are sick, they should not come in to the office and stay home (phone Healthline 0800 611 116 or their GP and get tested if they have flu or COVID-19 like symptoms).</p>

Alert Level 1	Alert Level 2	Alert Level 3
<p>Staff will ask each person we support on arrival some health check assessment questions prior to entering the SkillWise building. Questions will be to check for COVID-19 and flu like symptoms. Those presenting as unwell will be asked to go home (or arrange for parents or support staff to come and pick up).</p>	<p>Same as Alert Level 1</p>	<p>No group activities running.</p>
<p>Soap, water and the ability to dry hands will be provided in all bathrooms. Hand sanitisers will also be easily accessible for people to use in shared spaces and upon entry into the SkillWise building.</p>	<p>Same as Alert Level 1</p>	<p>Same as Alert Level 1</p>
<p>There are no restrictions on gatherings at SkillWise building.</p>	<p>Gatherings in the SkillWise building will be limited to the size advised by the government and public health guidelines.</p> <p>Staff will have staggered breaks to minimise congregation in shared spaces.</p> <p>The people we support will stay in the rooms they are in for group activity during break times. This is to minimise congregation in shared spaces.</p>	<p>No group activities running.</p> <p>Gatherings will not be happening in SkillWise building.</p>
<p>Contact tracing will be maintained by staff using an organisational database.</p> <p>People coming in will be encouraged to maintain contact tracing records and will have access to QR Code posters around the building for the NZ COVID Tracer App.</p>	<p>To support contact tracing staff will use an organisational database to maintain contact tracing records and only come to work in the SkillWise building on rostered days.</p> <p>The people we support will only attend activities in the SkillWise building on the days they have been assigned to attend.</p>	<p>No group activities running.</p> <p>Staff will use an organisational database to maintain contact tracing records and only come to work in the SkillWise building on rostered days.</p>

Alert Level 1	Alert Level 2	Alert Level 3
Physical distancing is not a requirement but where possible or practicable is encouraged when you are around people you don't know.	Physical distancing of 1 metre inside the SkillWise building. This also applies for face-to-face support.	No activity groups operating. If a person we support requires to have a visual welfare check, or support from community facilitators is required, or deemed appropriate, a physical distance of 2m is required. Staff will not enter homes.
Regular cleaning and disinfecting of commonly touched surfaces. Advised cleaning schedules will be displayed in each shared space.	Disinfect and clean all surfaces regularly according to the advised cleaning schedule. Advised cleaning schedules will be displayed in each shared space.	Disinfect and clean all surfaces regularly according to the advised cleaning schedule. Advised cleaning schedules will be displayed in each shared space.
PPE use will be determined by staff using guidelines in by the Ministry of Health <a href="#">document</a> and <a href="#">website</a> .	Same as Alert Level 1	Same as Alert Level 1
Staff will facilitate more than one group activity.	Same as Alert Level 1.	No group activities running.
Visitors must make an appointment prior to entering the SkillWise building. Contractors required to carry-out work in the SkillWise building and couriers may enter following entering their details using the QR code for contact tracing.	Visitors can not enter the SkillWise building. Contractors required to carry-out work in the SkillWise building and couriers may enter following entering their details using the QR code for contact tracing.	Same as Alert Level 2.