

## COVID-19 safety plan (Level 3)

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required.

 $There is guidance on what to think about when you're planning a safe return to work here: \\ \underline{http://www.worksafe.govt.nz/}$ 

You  $\mbox{\it don't}$  need to send this plan to WorkSafe for review or comment.

## Company details

Business name: Skills Consulting Group

Division/group: eTEC, 364 East Tamaki Road

Date completed: 15 February 2021

Date distributed: 15 February 2021

Revision date: 1 March 2021

Manager approval:

William J. Sole

**Business Manager** 

Name of manager:

**Bill Sole** 

Worker representative consultation:

15 February 2021

Name of worker representative:

**Kirk Soudom** 

Refer to the WorkSafe guidance for constructing a COVID-19 safe work plan for full details.

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
What will be done to manage risks from restarting business after lock-down?	The E-tec premises at 364 East Tamaki Road will remain open in a limited capacity under Alert Level 3.	
	The premises will be regularly cleaned by the external cleaning contractors with particular attention given to sterilization of the toilets and cafeteria surfaces.	Business Manager
	The front entrance will remain closed at all times and signage will be attached to the door indicating to casual visitors that the premises are shut. External visitors will only be permitted by prior appointment.	
	Where possible, staff will continue to work from home under Alert Level 3, however, staff may work from 364 East Tamaki Road when it is necessary to prepare and dispatch student course materials, deliver on-line classes from the Virtual Classroom, or to carry out practical training and assessment with small groups.	
How will you ensure all your workers know how to keep themselves safe from exposure to COVID-19?	All eTEC staff have been consulted during development of this safety plan. Every staff member will be provided with a copy and the safety plan will be discussed at least once per week on an ongoing basis, through virtual team meetings using Microsoft Teams. The plan will be updated as appropriate.  Covid-19 signage will be provided throughout the premises and appropriate PPE and cleaning products will be made available to all staff. The Business Manager will ensure all staff are made aware of their rights and responsibilities.  All staff who can work from home will continue to do so.	Business Manager

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
How will you gather information on the wellness of your staff to ensure that they are safe to work?	To find out if staff are well when they come to work, we will ask basic questions about their physical and mental health.  Any staff member feeling unwell will be asked to remain at home or, if at work, be required to leave the premises immediately. Any member of staff displaying Covid-19-like symptoms will asked to seek testing as soon as possible and will not be permitted to return to work until they receive either a negative test result or have fully recovered following an appropriate time in isolation.	Business Manager
How will you operate your business in a way that keeps workers and others safe from exposure to COVID-19?	The campus at 364 East Tamaki Road will remain partially closed during Alert Level 3, except for online virtual delivery and courses that include an essential practical component as required by the EWRB.  In accordance with Ministry guidelines, eTEC will restrict class sizes to a maximum of 20 people, enforce strict Contact Tracing protocols, maintain appropriate physical distancing, and require the use of appropriate PPE and adherence to strict hygiene standards.  If more than one group is on site, each group will remain separated at all times. eTEC staff will remain with the one group for which they have responsibility.  The following information will be clearly communicated to customers prior to confirming their attendance:  Your arrival on site  You must park at the rear of the building and enter via the rear door.  Please maintain 2m physical distancing as you enter the building.  There will be signage directing you to the appropriate area, where you'll be required to clean your hands with hand sanitiser before signing a Contact Tracing Register.  This Register asks you to declare that:  you have not been in contact with anyone with Covid-19 symptoms you have not covid-19 symptoms yourself.  The Register will also require your personal contact details, so that the Government can trace you in the event of an outbreak.  Your tutor will meet you in the designated area and take you through a site induction, provide you with appropriate PPE and explain the safe distancing and hygiene protocols.  You must maintain a 1m safe distance from your classmates at all times.  Working surfaces and test equipment will be thoroughly cleaned at the start and end of each day. All tools brought to site must be cleaned using the antiseptic wipes provided, before the class commences and should be left on site until the end of your course – at that point, they will need to be thoroughly cleaned before they can be removed.  Whilst the cafeteria will be available for use, customers must bring their own food and maintain physical d	Business Manager  Facilities Manager

## COVID-19 safety plan

How will you manage an exposure or suspected exposure to COVID-19? If an employee or student is suspected, with reasonable cause, or discloses that they suspect to be infected with Covid-19, he or she will be requested to undergo medical screening and to disclose the results to the Business Manager.

Should it be confirmed that an employee or student has contracted Covid-19, this will be reported to the Government on the dedicated Healthline number: 0800 358 5453.

Any employee costs associated with the visits and test will be covered by Shift eTEC.

Should an employee unreasonably refuse to undertake the medical testing or to disclose the results to the Shift eTEC, the company will request the employee to self-isolate.

Should a student unreasonably refuse to undertake the medical testing or to disclose the results to the Shift eTEC, the student will immediately be asked to leave the premises and will not be permitted to return.

**Business Manager** 

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
How will you evaluate whether your work processes or risk controls are effective?	The plan will be formally reviewed weekly to ensure it remains appropriate and is being implemented effectively. Staff may raise concerns and suggestions with the eTEC Business Manager at any time.  The Business Manager will review Ministry of Health and other guidance daily and the safety plan will be amended as appropriate.	Business Manager
How do these changes impact on the risks of the work that you do?	The number of staff and students on site will be kept to a minimum. Shift eTEC will follow the guidelines provided by the Ministry of Health and the Ministry of Education at all times.  The new ways of working under Alert Level 3 will not increase business risk in any way not related to Covid-19 itself. The steps taken to minimize the Covid-19 risk will only enhance the safety protocols and hazard reduction normally undertaken at eTEC.  The practical implementation of the safety plan will however be discussed at least twice per week on an ongoing basis, through virtual team meetings using Microsoft Teams. The plan will be updated as appropriate.	Business Manager

Notes: