**Policy on controlling the risks of COVID-19 transmission in the workplace.**

In order to restrict and reduce the risk of infection in the workplace, we (as a Person Conducting a Business or Undertaking – PCBU) will:

* have systems in place that assess the risk of and prevent, detect, and control the risk of infection;
* conduct a risk assessment on the roles within our workplace to determine controls that we will put in place to minimise the risk of infection, including any vaccination requirements for Workers and the use of vaccination certificates for Workers, Customers and Visitors;
* ensure Workers are provided with relevant and timely information from the Ministry of Health about the importance and benefits of vaccination, and allow Employees to access vaccinations during work hours for themselves and their dependents (without using leave or losing pay);
* ensure Employees, Contractors and other persons who directly or indirectly provide work are provided with suitable information, instruction, training and supervision in the precautions to follow;
* ensure information is obtained from and shared with other PCBU’s we work with;
* ensure sufficient resources are available to secure effective prevention and control of infection, including accessible supplies of PPE (including disposable masks and gloves);
* ensure an appropriate standard of ventilation, cleanliness and hygiene is maintained throughout the premises and that the premises and equipment used are maintained in good physical repair and condition;
* ensure that a suitable cleaning schedule is in place and followed including routinely cleaning all frequently touched surfaces in the workplace;
* ensure there are suitable and sufficient tissues, hand washing facilities, sanitizer and no-touch bins where appropriate;
* educate all Workers on cough and sneeze etiquette, safe use of PPE, and correct hand washing technique;
* ensure suitable information is provided (including displaying signage) to Customers and Visitors, including the importance of record keeping/scanning, correct hand washing techniques, use of face coverings, social distancing, and any vaccination certificate requirements;
* ensure contact tracing processes are in place, including ensuring QR codes and manual Contact Trace Registers in prominent places. Encourage Workers to enable Bluetooth on the COVID-19 app;
* ensure all Workers co-operate with our control of infection procedures;
* operate in accordance with Ministry of Health and all of Government requirements, including but not limited to (as required):
  + compliance with vaccination mandates as set out in the COVID-19 Public Health Response (Vaccinations) Order 2021.
  + compliance with COVID-19 protection framework protocols at all levels.
  + compliance with localised lockdowns.
  + compliance with travel and border restrictions.
  + compliance with requirements to work from home.
  + implementing public health measures.
  + restricting Worker, Customer and Visitor numbers onsite.
  + **actively encouraging Workers to self-monitor for COVID-19 symptoms and if symptoms develop, get a test, and stay at home until they receive a negative test result AND until 24 hours after symptoms resolve.**
  + ensuring information regarding infection is passed on to any other person, as necessary.
  + ensuring individuals who develop an infection are identified promptly and that they isolate while receiving the appropriate treatment and care.
  + informing the Ministry of Health of any outbreaks relating to infection and following any instructions received.
  + informing WorkSafe of any breaches to COVID-19 compliance.
  + receiving external advice if necessary.