| COVID-19 Toolbox Agenda – Protection Framework | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Record of attendance and discussions: | | | | | | |
| **Date:** | | | **Location:** | | | |
| *Attendee* | *Initial* | *Attendee* | | *Initial* | *Attendee* | *Initial* |
|  |  |  | |  |  |  |
|  |  |  | |  |  |  |
|  |  |  | |  |  |  |
|  |  |  | |  |  |  |
|  |  |  | |  |  |  |
| Before transitioning to the Protection Framework: | | | | | | |
| *Discuss symptoms of Covid-19 and remind workers to get a test and stay home if they are unwell. Encourage them to call Healthline for advice 0800 358 5433* | | | | | | |
| *Provide workers accurate information about ways to prevent the spread of infection including training on correct hand washing techniques and the safe use of PPE* | | | | | | |
| *Ensure workers are provided with relevant and timely information from the Ministry of Health about the importance and benefits of vaccination, and allow workers to access vaccinations during work hours for themselves and their dependents (without using leave or losing pay)* | | | | | | |
| *Discuss vaccination requirements (i.e., any role-based risk assessments, mandates, use of vaccination certificates).* | | | | | | |
| *Ask workers to wash hands as soon as they arrive at work, and regularly throughout the day* | | | | | | |
| *Ask workers to scan the* ***QR Code*** *(or sign in on the* ***Covid19******Manual Contact Trace Register****) as soon as they arrive at work, and when entering any other site* | | | | | | |
| *Encourage workers to enable Bluetooth on their Covid app* | | | | | | |
| *Remind workers to avoid physical contact- i.e. hand shaking* | | | | | | |
|  | | | | | | |
|  | | | | | | |
|  | | | | | | |
|  | | | | | | |
|  | | | | | | |
| Assessing and managing the risks of working at the three Protection Framework levels: | | | | | | |
| *Ensure management and workers have been adequately trained on how they will safely complete their roles while distancing* | | | | | | |
| *Complete the* ***COVID-19 Protection Framework Risk Assessment*** *with all workers to assess the risks and decide on controls* | | | | | | |
| *Encourage workers to participate in the risk assessment process – ask for their ideas* | | | | | | |
| *Discuss restrictions on onsite capacity* | | | | | | |
|  | | | | | | |
|  | | | | | | |
|  | | | | | | |
| PPE: | | | | | | |
| *Use of face coverings* | | | | | | |
| *Ensure PPE is available to all workers and customers – including disposable masks and gloves* | | | | | | |
| *Issue workers with individual PPE to avoid sharing* | | | | | | |
| *Train workers on the correct use of PPE* | | | | | | |
| *Discuss PPE disposal or cleaning procedures* | | | | | | |
|  | | | | | | |
|  | | | | | | |
| Training/ Employee Concerns: | | | | | | |
| *Remind workers that they are not required to put themselves in a position where they feel that their H&S is at risk* | | | | | | |
| *Discuss safe conflict resolution techniques in the event that customers refuse to follow Covid19 protocols* | | | | | | |
| *Encourage workers to share any concerns they have about carrying out their individual roles safely* | | | | | | |
| *Update* ***COVID-19 Protection Framework Risk Assessment*** *with any newly identified risks and controls* | | | | | | |
| *Remind workers that management are there to support them in their return to work and they are available to answer any questions the workers may have* | | | | | | |
|  | | | | | | |
|  | | | | | | |
|  | | | | | | |
| **Maintaining Standards:** | | | | | | |
| *Remind workers to:* | | | | | | |
| * *Get vaccinated* | | | | | | |
| * *Wash hair, body, and clothes every day* | | | | | | |
| * *Wash hands thoroughly when entering and exiting the site and frequently during the day* | | | | | | |
| * *Scan or sign in every time you enter any site* | | | | | | |
| * *Wash hands thoroughly after using the bathroom and before/after eating* | | | | | | |
| * *Turn away from people and cover nose and mouth (with arm) when coughing or sneezing* | | | | | | |
| * *Avoid touching your face* | | | | | | |
| * *Avoid touching others (no handshakes)* | | | | | | |
| * *Adhere to distancing requirements* | | | | | | |
| *Regularly brief workers any* ***Covid-19****,* ***MOH, MBIE, WORKSAFE*** *updates and advice* | | | | | | |
|  | | | | | | |
|  | | | | | | |
|  | | | | | | |
|  | | | | | | |

**Keep up to date with the latest guidelines and safety instructions. www.covid19.govt.nz**