COVID-19 Safety Plan Checklist

October 2021

# COVID-19 Safety Plan

A COVID-19 Safety Plan has been developed for the business

Workers and their representatives have been consulted in developing the COVID-19 Safety Plan

The COVID-19 Safety Plan has been registered with the Ministry of Health (if applicable)

Workers have been assessed and any workers who are “at risk” have received direction from the company and have been sent home

The option of working from home has been considered

Workers have been trained in accordance with the COVID-19 Safety Plan

Workers have received directions related to the wearing of the required PPE in the workplace or on a worksite, including face coverings, if required and have received appropriate training the use, maintenance and storage of PPE

Note: Workers includes contractors and subcontractors

# Physical distancing

Display posters around the workplace stating the appropriate physical distancing requirement of at least a minimum 1.0 metre distance between people

Display signs at the entrances to lifts and meeting rooms to ensure the maximum safe capacity is not exceeded

Move workstations, desks and tables in all meeting areas apart to comply with social distancing rules

If possible, bring in shift arrangements so less staff are in the workplace at once

Instruct workers to have meetings by phone or online instead of in person. If not possible, require they meet in a large space and keep meetings short

Review regular deliveries and request contactless delivery. Check systems for e‑invoicing are in place

If possible, accept only cashless transactions

Display signs asking customers to only touch objects they are going to buy

Provide social distancing markers on the floor in areas where customers line up or where workers perform tasks

Nominate a person to be responsible for monitoring the required 1.0 metre distance or greater where required

Ensure your workplace has the required floorspace to person ratio (eg 4 square metres) in any enclosed area (note this distance may change at different COVID-19 alert levels.

# Handwashing and hygiene

Have hand sanitiser stations at entry and exit points and around the workplace

Ensure bathrooms are well stocked with soap and single use paper towels

Display posters with instructions on how to correctly wash hands or use sanitiser

Instruct workers on other ways to limit the spread of germs, including by not touching their face, sneezing into their elbow, and staying home if feeling sick

Have automatic alerts set up on computer systems to remind workers about washing hands and not touching eyes, nose and face, if possible?

Instruct your workers to limit contact with others: no shaking hands or touching objects unless necessary

Increase the number of closed bins in your workplace

# Cleaning

Ensure any areas frequented by workers or others (such as visitors to your premises) are cleaned and disinfected at least daily with appropriate products

Instruct workers to wear protective PPE when cleaning, and wash their hands thoroughly with soap or use an alcohol‑based hand sanitiser before and after wearing gloves

Clean high contact areas and surfaces several times a day with a detergent or disinfectant solution or wipe. This includes EFTPOS equipment, elevator buttons, handrails, tables, counter tops, door knobs, sinks and keyboards

Instruct workers to clean personal property that comes to work (such as sunglasses, mobile phones and iPads) with disinfectant, such as disinfectant wipes

# Restrictions on entry

Any government directions on mandatory vaccination requirements concerning restrictions on entry are followed

Display signs at all entries to the premises on how many can enter or be in the workplace

Clearly display NZ COVID Tracer app QR Code at each entrance to the workplace

Have workers/others sign in and out of the premises

Obtain details of all persons entering the workplace and ensure they are sufficient enough to facilitate contact tracing if required

Clearly identify entry and exit points to minimise interaction and allow better control of persons entering the workplace

Clearly identify requirements for the wearing of any PPE in the workplace or on a worksite, including the requirement for the wearing of face coverings,(and gloves) if required prior to entry and exit

# Monitor symptoms

Display signs about the symptoms of COVID‑19 in the workplace

Direct workers to stay home if they are sick, and if they are displaying symptoms of COVID‑19 ask them to call the Healthline team (free) on 0800 358 5453 or +643585453 for international SIMS

Instruct workers to tell you if they are displaying symptoms of COVID‑19, have been in close contact with a person who has COVID‑19 or have been tested for COVID‑19

Remind staff of their leave entitlements if they are sick or required to self‑quarantine

Treat personal information about individual workers’ health carefully, in line with privacy laws

Facilitate working from home, if possible, for staff who are required to self‑quarantine but are not displaying symptoms of COVID‑19

# Recording keeping

Encourage all workers to download the NZ COVID Tracer app and use the relevant NZ COVID QR codes to maintain records of persons entering the workplace. Alternatively, keep name and mobile number or email address for all staff, visitors and contractors the required period of time. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely

Employers should make staff aware of any government approved applications used for QR code check ins etc, such as the NZ COVID Tracer app and the benefits of the applications to support contact tracing if required

Cooperate with Ministry of Health if contacted in relation to a positive case of COVID-19 at your workplace and notify the health and safety regulator if it is work related

# Plan ahead

Nominate a worker or a team of workers to be a COVIDSafe marshal, officer or champion to ensure safe practices in the workplace are implemented and followed. Teach their colleagues the proper procedures listed in this checklist and the COVID-19 Safety Plan

Develop a plan to ensure business continuity if there is a suspected or confirmed outbreak of COVID‑19 in your workplace

Consider what you will do if one of your workers is suspected or confirmed to have COVID‑19, including how you will support that worker and what you need to do to ensure the workplace remains safe for other workers

Consider if you have appropriate cleaning products and personal protective equipment available to disinfect your workplace following an outbreak. If you do not, consider options for hiring a cleaning company to do this work

Put a protocol in place for reopening your workplace after an outbreak or quarantine period

# Review

Regularly review procedures and control measures currently in place to ensure its effectiveness

Review procedures currently in place to ensure business is made aware of updated directions from the Ministry of Health and WorkSafe New Zealand, and the procedures are reflected of these directions. This includes regularly reviewing control measures to ensure their effectiveness.

Review procedures and responsibilities defined to ensure control measures are updated as required

# Stay informed

Keep up to date with Government advice on controls to prevent the spread of COVID-19, including any restrictions on normal business activities, and respond accordingly

Contact the Employsure Advice Service on   
0800 675 697 or [advice@employsure.co.nz](mailto:advice@employsure.com.au) for any specific queries regarding how the advice may impact on your business and workers