

COVID 19 Health and Safety Plan

University of Auckland

Faculty/Service Division

Location.....

Version 7

25 April 2020

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ABOUT THIS DOCUMENT

This COVID 19 Site Specific Health and Safety Plan has been developed to ensure controls are in place specific to the pandemic COVID-19.

Revision and Distribution

This plan shall be subject to periodic review and amended to reflect changes with New Zealand Covid-19 Alert levels.

Revision Table

Rev No.	Issue Date	Nature of Amendment	Owner	Approved
7	25 April 20	Changes from NF Incorporated	HSW	
6	23 April 20	Review by IMT	HSW	
5	23 April 20	Document tidyup	HSW	
4	20 April 20	Full review by HSW Team	HSW	

COVID-19 CONTROL PLAN

Each faculty, service division, and all of their contractors, operating at Alert Level 3 or 2 must have in place a COVID-19 Control Plan.

This plan will guide how University of Auckland, faculties, service divisions and contractors will manage work on site, and the controls they will use to minimise the risk of COVID-19 transmission.

The COVID-19 controls are over and above the existing health and safety policy requirements for University of Auckland. It is the responsibility of the Deans of Faculties, and Directors of Service Divisions and Research Institutes to ensure that a workable COVID-19 plan is in place.

Principles

When work is taking place on site, there must also be a nominated person present on site who is responsible for administering the COVID-19 management plan. This task can be shared among multiple people from different faculties and service divisions provided they are familiar with all aspects of the management plan for the area.

These protocols apply only to work undertaken on University of Auckland property.

Faculties will need to form a separate plan to cover any requirement to undertake work outside the University within the community, including how required controls will be implemented and monitored.

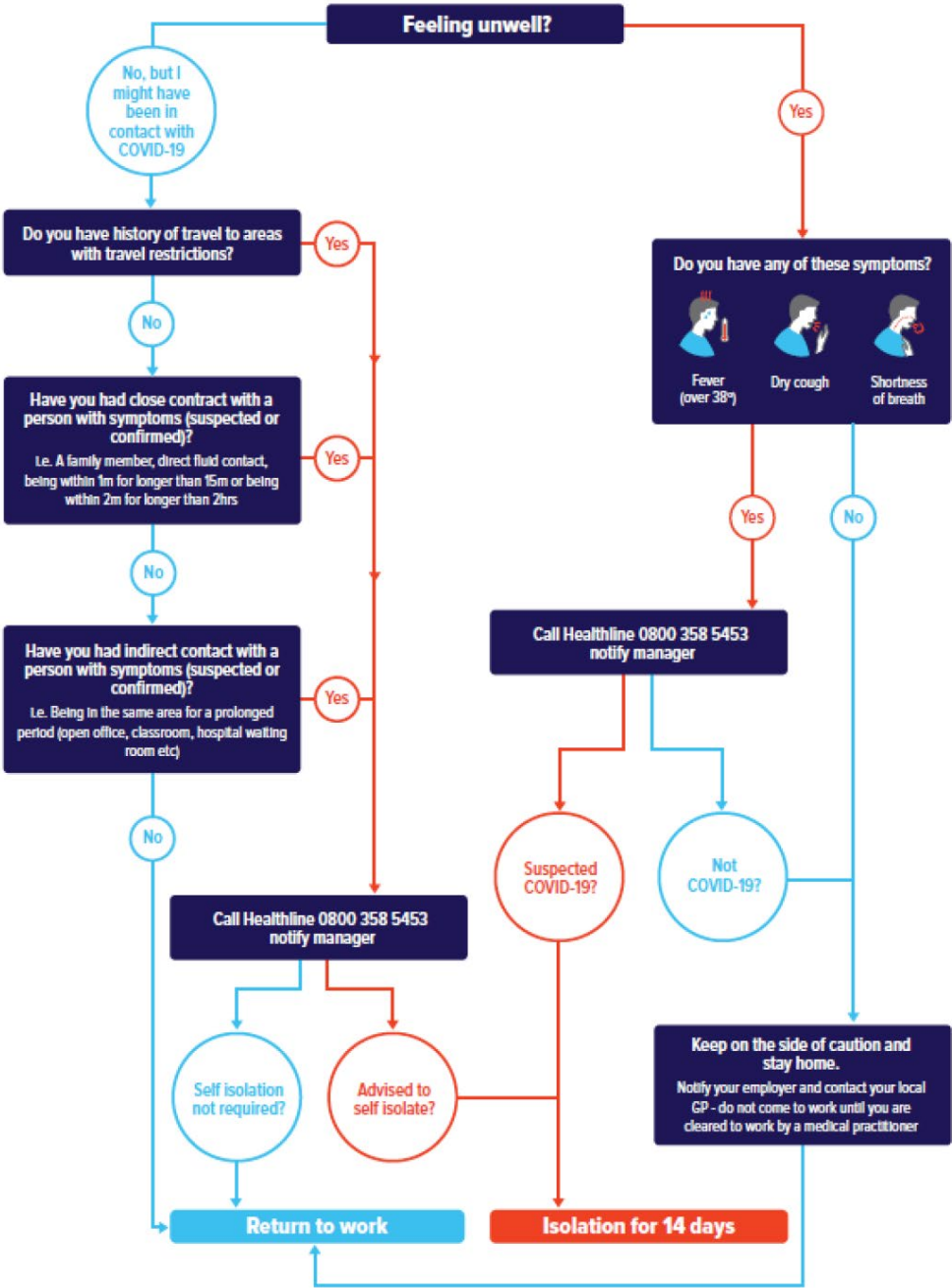
These protocols are separated into six sections:

- A. Before Arriving at the University**
- B. Entry to University property**
- C. Faculty Operations (including deliveries & visitors)**
- D. Leaving University property**
- E. Emergency Management Protocols**
- F. Monitoring/Enrolment**

A – Before arriving at the University

1. Each faculty and service division must establish work which will be undertaken during levels 3 and 2.
2. The faculty/service division must have a COVID-19 Plan detailing the steps they will take to control exposure and mitigate the effects of risks, including those present who may be suffering from or carrying COVID-19.
3. The details of the plan should be communicated to staff before they enter the University.
4. The plan must include as a minimum:
 - a. A list of all potential situations where staff will be required to work closer than 1m from another worker in order to complete tasks safely.
 - b. As additional situations arise, staff must be encouraged to identify these and have a clear process to have them added to the plan to ensure they are managed appropriately.
 - c. A resourcing plan to ensure those who do need to work within 1m of one other always work within the same groups to maintain a “bubble” that does not expose them to others.
 - d. A requirement and procedure to ensure that no staff in a high-risk category can return to the University at Alert Level 3 (e.g. over 70 or those who are immune compromised).
 - e. A process to further assess risks to those who may have family members who are immune-compromised and within their home bubble.
 - f. Consideration of whether physical distancing or PPE measures introduce new health and safety risks (e.g. because they impact communication).
 - g. A process to engage with and involve staff in developing appropriate controls to reduce or mitigate the risk.
 - h. Establishment of clear communication channels for staff to raise any concerns about the effectiveness of COVID-19 controls or identify improvement opportunities.
5. All staff and contractors must complete a re-induction to the building/ floor/ area with the COVID-19 faculty/area protocols before coming to work.
6. COVID-19 daily update (to be completed via video conference / app-based approach etc).
7. All staff and contractors should follow the Personal Health Guidelines.

Personal Health Guidelines



B – Entry to University

1. All facilities must have limited and clear entry / exit points and have clear signage. Entry will be by swipe card only.
2. No held or latched open doors.
3. Consider having one entry and one separate exit, and mark floors and/or provide signage indicating entry or exit.
4. Staff/student swipe card access will be given only to designated staff, and to specific work areas only. (No campus wide access)
5. Entry and exit must be recorded:
 - a. Access control should be able to provide daily reports for every entry/ exit point; this would only work if everyone swipes its card therefore it is paramount that each person must swipe in and out. Where this cannot be achieved, a paper register must be maintained.
 - b. Registers are to be maintained at entry and exit points to all laboratories, workshops etc.
6. All sign in registers at entry points must include:
 - a. name, full contact details, time in, floor/ area staff will be working, and health declaration.
 - b. How they accessed the floor/ area i.e. lift number/which stairwell.
7. At each entry point there must also be:
 - a. A visible 1m circle at the sign-in area (e.g. painted on ground) to help staff set their personal “bubble” prior to entry.
 - b. Wash stations with anti-bacterial soap / hand sanitiser (minimum 60% alcohol).
 - c. If appropriate the PPE required for the work undertaken.
8. Signage must be installed at each sign-in point and throughout the site outlining the commitment of the University to maintaining COVID-19 controls.
9. Ensure a clear contact person is nominated with phone number provided for any COVID-19 concerns at the site.
10. All staff entering the University must sign in and sign out every time they enter and exit. This can be done electronically where available.

11. This includes companies making deliveries, Council and Government Officials, and clients. The sign in regime is critical to allowing attendance tracking to occur in the event of a suspected or confirmed case of COVID-19.
12. An operational management plan should also consider flexible operating hours to reduce numbers within areas at any one time.

C – Faculty and Service Division Operations

1. How we work together

- a. Ensure risk assessments have been completed prior to commencing activities, incorporating COVID 19 risk assessment into the activity process.
- b. Faculties/Service Divisions should coordinate works to ensure, unless unavoidable, that only one person is operating in a single area at any given time.
- c. Eliminate where possible face-to-face meetings.
- d. Bubbles / work groups are strictly limited to no more than 10 people (level 3)
- e. All common areas shall be closed unless absolutely necessary. This includes lunch spaces, meeting rooms, breakout spaces etc.
- f. If required to be utilised common areas must be cleaned daily using an industrial cleaning regime.
- g. Signage reminding workers to wash hands regularly should be in place in all toilets/bathrooms, kitchens and other sink areas.
- h. Do not share equipment. If equipment is to be shared it needs to be disinfected before being used by the next person. This may mean some tasks will need to be undertaken by one specified person.
- i. Consider the people flow within an area, mark floors to indicate walk flows.
- j. Consider how staff walk between lab benches, can this be avoided?
- k. Consider how staff will use shared bathroom/toilet spaces. Flippable signage on the door that can be shown to have one person at a time is one option.

- l. As a last resort only – Perspex screens to be fitted in areas where staff need to work opposite one another.
- m. Staff to bring a drink bottle and lunch to work. Do not leave the University to pick up lunch during the day. All food/drink waste must be taken away from University by the staff member.
- n. Faculties/Service Divisions to review COVID-19 controls at least weekly. Reviews must involve all staff on site to seek their views on COVID-19 controls. Staff must be encouraged to suggest improvements or raise concerns.
- o. Additional PPE - including masks, visors and coveralls - that would not otherwise be recommended for the general work space is not required. Refer MoH recommendations including the PPE summary [poster](#).

The exception to this is for workers that can maintain more than 1 metre contact distance from people with potential COVID-19 symptoms but work in an environment where they are regularly touching surfaces or items touched by others – these workers may consider having disposable gloves provided and available to wear.

It is always important that people understand how to fit, wear and remove PPE correctly, therefore if staff who would not regularly do so are wearing items like gloves for their work, they should be shown how (eg [this summary from ARPHS](#))

2. Cleaning Regime

- a. Make alcohol-based hand sanitiser available throughout the faculty and show staff their location at induction.
- b. Daily cleaning of all high touch areas
- c. Cleaning and maintenance of toilets should be completed daily.
- d. Utilise appropriate detergents or disinfectant solutions for all facilities, equipment, and amenity cleaning.

See Ministry of Health website for more information about [cleaning](#)

3. University Visitors (including MPI, Police, Worksafe....)

- a. All non-essential visitors to be denied entry to site.
- b. All visitors/inspectors shall follow equivalent processes to the University staff entry provisions detailed above. Where electronic sign-in is not available, a physical register entry must be made.

- c. All visitors/inspectors to maintain at least 2m physical distancing.
- d. Where the visitor must interact with someone at the University that should be where possible a single staff member.
- e. Visitors must be encouraged not to touch anything onsite unless absolutely necessary (e.g. during statutory inspection).

4. Deliveries

- a. All faculties/service divisions should arrange all deliveries/orders by phone or online.
- b. Ensure suppliers who will make deliveries to the University have a COVID-19 plan and that Delivery Drivers will be trained in operation of the plan. If unsure, double check with Strategic Procurement Office.
- c. Delivery driver to follow same sign in and sign out processes as any other worker/visitor when arriving and leaving site.
- d. Do not take physical documentation from delivery driver. Utilise photographic proof of delivery.
- e. Maintain minimum 2m physical distancing from delivery team.
- f. Deliveries boxes/containers should be wiped with appropriate cleaning detergents prior to being placed into University circulation.
- g. Provide appropriate PPE to store person where required.
- h. Any two-person lifts required will require either use of mechanical aids, a two-person delivery team, or two staff from the same "bubble" to complete the lift. This should not be completed in a way which breaches defined bubbles.

D – Leaving the University

1. *Sign out process:*

- a. All staff, visitors and those making deliveries must swipe or sign out before they leave the lab, workshop etc.
- b. On leaving the facility at final swipe/sign out, confirm all areas entered during the full duration of the work or visit.
- c. To assist with attendance tracking in the event of a suspected COVID 19 case, all staff, contractors and visitors should note in the sign-out book if their method of transport differs from usual, and next location if they are not going straight home.
- d. All staff must inform line manager if they become unwell, or become aware they have had contact with a suspected COVID-19 case. Ensure this requirement is covered specifically at induction and that all staff have Faculty/Service Division contact details.
- e. Sign out, wash hands and use hand sanitiser before leaving the University.

E - Emergency Management Protocols

2. Risk Identification

- a. Should any staff member or site visitor be suspected of having contracted COVID-19, or become aware they have had contact with a suspected COVID-19 case, they must immediately contact Healthline, and notify the Faculty/Service Division nominated contact person. This person must then email the details to coronavirus@auckland.ac.nz
- b. Faculty/Service Division must immediately:
 - i. Stop operations for minimum 3 days (or until confirmed not COVID-19) while investigation occurs.
 - ii. University of Auckland will notify Ministry of Health (Healthline Advice & Information line: 0800 358 5453)

3. Attendance tracking:

- a. In the event of a case being identified, this will be directed by Ministry of Health/ARPHS.
- b. All communications both internally and externally, will be directed through the University's Incident Controller.

4. Cleaning

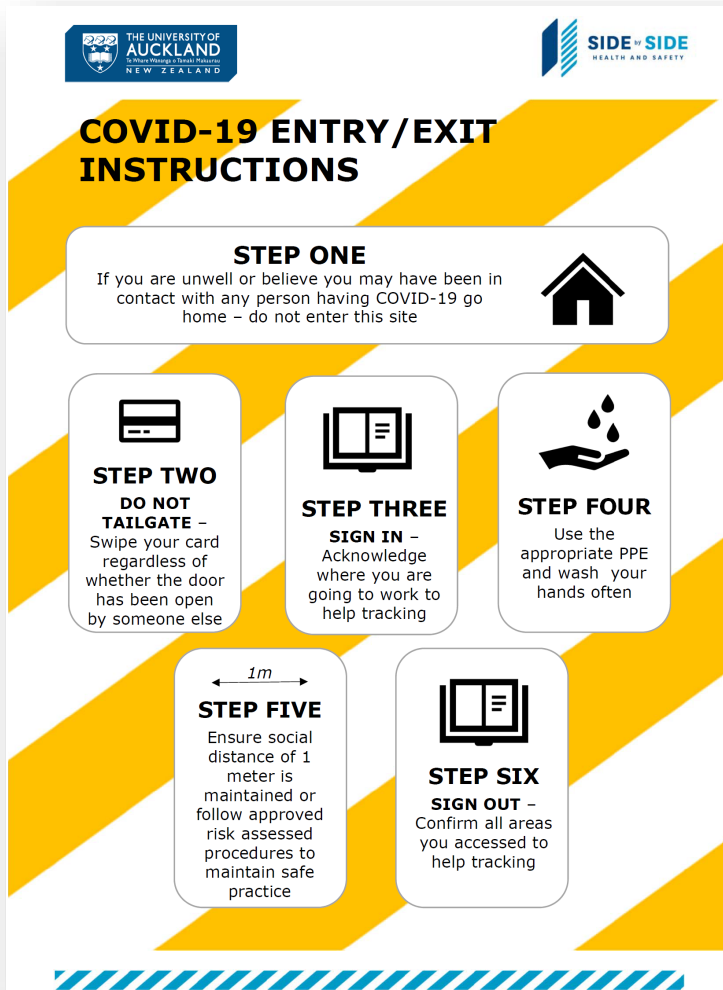
- a. Before the facility can be opened again (usually after a 3 day closure), a full sanitising clean should be completed
- b. Do not re-open the facility without specific approval from Ministry of Health.

F – Monitoring/Enforcement

We know you will follow these controls. Should you observe any non-conformances please contact your Faculty/Service contact person.

These controls will be shared with WorkSafe, Local Councils, MPI and MBIE/MOH. We expect that some/all of these entities will conduct audits against these controls.

Examples of signage:



COVID-19 ENTRY/EXIT INSTRUCTIONS

STEP ONE
If you are unwell or believe you may have been in contact with any person having COVID-19 go home – do not enter this site

STEP TWO
DO NOT TAILGATE – Swipe your card regardless of whether the door has been open by someone else

STEP THREE
SIGN IN – Acknowledge where you are going to work to help tracking

STEP FOUR
Use the appropriate PPE and wash your hands often

STEP FIVE
Ensure social distance of 1 meter is maintained or follow approved risk assessed procedures to maintain safe practice

STEP SIX
SIGN OUT – Confirm all areas you accessed to help tracking



Stop!

We want to keep you and others safe...

If you are unwell and have any of these symptoms:

- fever
- cough
- shortness of breath
- sneezing or a runny nose

then please don't enter this building.

Instead of coming inside:

Report this to your manager. Also go home and please do not return to site

For updates and more information on keeping yourself safe, visit [Covid19.govt.nz](https://covid19.govt.nz)

New Zealand Government

Unite against COVID-19