

## ALERT LEVEL 2

# COVID-19 safety plan

Use this form to document your thinking about how you and your workers will keep safe at work during the COVID-19 pandemic. Provide as much information in response to each question as possible. This information will help your workers and other people to know exactly what to do and what to expect.

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: <http://www.worksafe.govt.nz/>

You **don't** need to send this plan to WorkSafe for review or comment.

## Company details

Business name: Kauaeranga Valley Christian Camp	Manager approval:	Worker representative consultation:
Division/group:		
Contract name:	Name of manager: Philip Taylor	Name of worker representative:
Type of work: Hospitality		
Date completed: September 2021 Date distributed:		
Revision date:		

Refer to WorkSafe guidance on operating safely at alert Level 2 for more detail.

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p><b>How will you manage the risks of restarting part or all of your operations at Alert Level 2?</b></p>	<p><b>Consider:</b> Changed workforce, changed rosters, hygiene requirements (surfaces, separation, toilet), maintenance, ventilation systems.</p> <p><i>Example: Restart the line – carry out restart procedure and sterilize all touch surfaces.</i></p> <p>Staff and Guest/Camper Care: Clear communication with regard to WHO guidelines. Adapt operations under Level 2 to suit hygiene, distancing and tracing requirements.</p> <p>Consider short and long term impact of changes such as for financial planning, public relations, staff and camp culture and purpose etc.</p> <p>Have clear action plans in place for emergencies, i.e. if someone that has tested positive with Covid-19 is within, or near, or has come into contact with our bubble.</p>	<p>Camp Manager</p>
<p><b>How will you ensure all workers are able to keep themselves safe from exposure to COVID-19?</b></p>	<p><b>Consider:</b> Providing guidance, meetings to discuss distancing and hygiene, regular review.</p> <p><i>Example: Ensure our procedures are up-to-date by a daily review of Ministry of Health guidance.</i></p> <p>Regular communication with regard to hygiene practices and expectations for behavior during level 2 and ongoing. This will include the use of signage wherever necessary.</p> <p>Regular review of up to date information and guidelines from the WHO and Worksafe.</p>	<p>Administrator</p>

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<p><b>How will you gather information on your workers' wellness to ensure they are safe and well to work?</b></p>	<p><b>Consider:</b> Daily checks on workers' health, discussing options with workers, follow-up procedures for ill workers, contact tracing information.</p> <p><i>Example: To find out if workers are well when they come to work, we will ask each worker basic questions about their physical and mental health.</i></p> <p>Monitor daily how staff are feeling.</p> <p>Allow for flexible work schedules both on site and off so that staff feel comfortable acknowledging the fact they may not be feeling well.</p>	<p>Camp Manager</p>
<p><b>How will you operate your business in a way that keeps workers and other people safe from exposure to COVID-19?</b></p>	<p><b>Consider:</b> Who needs to be in the workplace, worker input into different ways of working, what other people or businesses you'll have to interact with, ensuring separation distances, disinfecting surfaces, shared equipment, equipment for remote workers, training requirements, physical separation or PPE requirements, worker transport.</p> <p><i>Example: We will review guidance on the Ministry of Health website and to be sure we are cleaning surfaces the right way with the right disinfectant.</i></p> <p><b>Social Distancing:</b> All campers will be instructed to maintain safe distances at all times, all bunkbed arrangements are to be head to toe not head to head; meals will be served at the buffet with the same servers each meal (PPE to be worn); seats will be arranged at 1m apart for students and at 2m between adult gathering and students; KVCC Staff will eat separately and maintain 2 meter distance from guest group campers; masks are mandatory for all KVCC staff when within 2 meters (or as practical) from guests and when in dining/kitchen area; only single kayaks will be used. Bathrooms will be designated for use based on adult/camper/or group distancing.</p> <p><b>Increased Hygiene:</b> Mandatory use of sanitizer upon entering dining room for all campers; tables wiped each meal with sanitizer in addition to hot soapy water; campers will use personal drink bottles rather than multi use cups; mandatory exit from and no entry to camp for any camper or guest who has flu or COVID like symptoms; instruction provided to all for hand washing, sanitizing, coughing/sneezing, etc. Sanitary wipes and sprays will be used wherever practicable to avoid transmission, and instruction will be given to minimize double handling of surfaces (i.e. adults will be encouraged to allow students to collect their own activity equipment rather than handing it to the student).</p>	<p>Camp Manager/Guest Group Host</p>
<p><b>How will you manage an exposure or suspected exposure to COVID-19?</b></p>	<p><b>Consider:</b> Isolation procedures, including proactive isolation, gathering and using workplace contact tracing information, clean down procedures, contacting Healthline.</p> <p><i>Example: Arrange safe transport home immediately and provide all workers with advice on contacting GP and/or Healthline.</i></p> <ol style="list-style-type: none"> <li>Those exposed are immediately isolated</li> <li>Immediate use of PPE</li> <li>Emergency procedures engaged including immediate shut down of program/workplace, maintain distancing at greater than 2m as person count and instructions are given</li> <li>Healthline is contacted and contact tracing information used</li> <li>Guidance from Healthline is followed including possibly: safely sanitizing all surfaces and equipment known to have been exposed to the virus, arranging safe transportation all who are potentially exposed etc.</li> </ol>	<p>All Staff</p>

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<p><b>How will you check to see if your work processes and risk controls are effective?</b></p>	<p><b>Consider:</b> Adapting plans as you find better/easier ways to do things, how to ensure workers are raising concerns or solutions, conducting regular reviews of your plan, communicating changes.</p> <p><i>Example: We need workers' feedback and some speak little English, so we will team up workers with buddies who are more fluent in English at team meetings.</i></p> <p>Daily check-ins and weekly meetings to review operations, guidelines, etc.</p>	<p>Camp Manager</p>
<p><b>How do any changes impact on the risks of the work you do?</b></p>	<p><b>Consider:</b> With workers, review existing critical risks and whether work practice changes will affect current risk management, are any new critical risks introduced due to changes in worker numbers, work practices, what new risk controls are required?</p> <p><i>Example: Regular check-ins with workers about how they're coping with the change to shift work.</i></p> <p>Daily check-ins and weekly meetings to review operations, guidelines, etc.</p>	<p>Camp Manager</p>

Notes: