

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: Mountains to Sea Conservation Trust	Manager approval: Yes	Worker representative consultation: Yes
Division/group: Whitebait Connection/ Experiencing Marine Reserves	Name of manager: Kim Jones Samara Nicholas	Name of worker representative: Nina Pivac, Sophie Tweddle, Isabel Krauss
Date completed: 29/04/20		
Date distributed: 01/05/20		
Revision date: TBC		

Refer to the WorkSafe guidance for constructing a COVID-19 safe work plan for full details.

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
What will be done to manage risks from restarting business after lock-down?	<p><i>As we transition into new alert levels: Carry out a restart procedure including communicating with any other stakeholders using our work sites e.g. Whangarei District Council Botanica staff, private landowners, public land managers</i></p> <p><i>Changed team structure and workplans.</i></p> <p><i>Changed hygiene requirements (surfaces, separation, toilet accommodations considered as many public toilets are closed in Level 3).</i></p>	<p><i>Northland/Auckland Regional Coordinators and their site-specific project managers (Sophie Tweddle and Isabel Krauss)</i></p> <p><i>Other regions:</i></p> <p><i>Regional Coordinators</i></p>
How will you ensure all your workers know how to keep themselves safe from exposure to COVID-19?	<p><i>Ensure our procedures are up to date by a daily review of Ministry of Health guidance. Reviewing WorkSafe and Ministry of Health guidance regularly and updating our internal advice as needed. Refreshing information regularly to keep safe practices front of mind. Provide information sheets and posters from the Ministry of Health website.</i></p> <p><i>Weekly team meetings to discuss how the implementation of this plan is going any incidents that may have arisen. Discuss hygiene and distancing.</i></p> <p><i>Order top up hand sanitizer and antibacterial wipe supplies.</i></p> <p><i>Develop and share National directive for work in NZ in relation to COVID-19 with every coordinator/contractor. Require all contractors/coordinators to fill in Google Quiz that shows they understand the changes.</i></p> <p><i>Update and circulate Risk Assessment Form to include risks of COVID-19.'</i></p>	<p><i>Northland/Auckland</i></p> <p><i>MTSCT Co-Director (Kim Jones (WBC) & Samara Nicholas (EMR))</i></p> <p><i>Other regions:</i></p> <p><i>Regional Coordinators</i></p>

COVID-19 safety plan

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<p>How will you gather information on the wellness of your staff to ensure that they are safe to work?</p>	<p><i>Daily health screening. To find out if workers are well when they come to work, we will require each worker to self-screen using our basic questions about their physical and mental health; do you have any of the following symptoms? A new or worsening cough, a high temperature (at least 38°C), shortness of breath, sore throat, sneezing and runny nose temporary loss of smell. Rate yourself on a mental health scale of 1-10 (1 being lowest). If they tick any of the symptoms they will be asked not to work. If they score their mental health at 5 or below we will follow up with them and offer support. Project managers will be more flexible with when work is done to cater for changes in physical and mental health. An online checklist will be added to the Health and Safety paperwork (Pre-site assessment form).</i></p> <p><i>Regional coordinators have regular discussions with contractors on their health.</i></p> <p><i>Follow up procedures with contractors who report feeling unwell.</i></p> <p><i>Contact tracing information kept up to date by making sure everyone present on work site is recorded on the Health and Safety paperwork (Pre-site assessment form) by the project leader on the day.</i></p>	<p><i>Project delivery leaders</i></p>
<p>How will you operate your business in a way that keeps workers and others safe from exposure to COVID-19?</p>	<p><i>We will review guidance on the Ministry of Health website and to be sure we are cleaning surfaces and any equipment the right way with the right disinfectant.</i></p> <p><i>Under level 3 we will only conduct urgent fieldwork with a maximum of two contractors onsite ensuring separation distances are adhered to, surfaces are disinfected, shared equipment is wiped clean between uses, and contractors do not share transport to work sites.</i></p> <p><i>As our contractors all work from home and are already set up to do so, no further equipment is required for this.</i></p> <p><i>Check, Clean, Dry footwear between sites.</i></p> <p><i>At each Level discuss which workers will need to come into the workplace and why and how physical distancing and hygiene will be achieved.</i></p> <p><i>At each Level discuss how we will work with other businesses or people who you interact with to ensure appropriate practices are followed by both their workers and yours. (This helps you meet HSWA overlapping duties too.) Ideally this will be done by Zoom, Google Hangouts or on the phone.</i></p> <p><i>Extra hand sanitizer has been ordered. Antibacterial wipes have been ordered.</i></p> <p><i>Regularly develop and share our COVID-19 safety plan with every coordinator/contractor. Require all contractors/coordinators to fill in Google Quiz that shows they understand the changes.</i></p> <p><i>For site specific instructions ensure contractors/coordinators have understood processes by asking them to repeat the process back.</i></p>	<p><i>Facilities or site manager to review procedures and order supplies, cleaners to use the new supplies and follow new cleaning procedures</i></p>
<p>How will you manage an exposure or suspected exposure to COVID-19?</p>	<p><i>Ensure workplace contact tracing information is gathered. Keep a register of people entering or leaving workspaces - full name (not nickname), contact telephone number, address (for workers) or the name of the visitor's business, reason for visit and duration. For fieldwork this will be done using the pre-site assessment sheet. For shared workspaces like He Kakano this will be done with a paper register. This will be uploaded to Google Drive at least weekly.</i></p> <p><i>Contractors/coordinators who are unwell with respiratory symptoms immediately go home, and call Healthline or their GP. Arrange safe transport home immediately and provide all contractors/coordinators with advice on contacting GP and/or Healthline.</i></p> <p><i>Contractors/coordinators with respiratory symptoms who have tested negative for COVID 19 are able to stay home until they've been symptom-free for 24 hours.</i></p> <p><i>Ensure wipe down procedures are done to 'all tools, equipment and surfaces that the (suspected) case has been in contact with are thoroughly disinfected and wiped down in addition to the routine wipe-down and disinfection'.</i></p> <p><i>Project manager to keep in contact with unwell workers and track their progress using whatever method works best e.g. email, text message or Facebook messenger.</i></p>	<p><i>Project Site manager</i></p>

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<p>How will you evaluate whether your work processes or risk controls are effective?</p>	<p><i>We need workers' feedback so this will be gathered in weekly Health and Safety Zoom meetings. Foster an open culture of sharing so contractors feel comfortable raising concerns and solutions.</i></p> <p><i>Plans will be adapted as we find better/easier ways to do things.</i></p> <p><i>We will conduct regular weekly reviews of this plan and communicate those changes to our contractors alongside a Google quiz that will provide us with evidence that they have read and understood the changes.</i></p>	<p>Co-Directors and Regional Coordinators</p> <p>Contractors</p>
<p>How do these changes impact on the risks of the work that you do?</p>	<p><i>Regular check-ins with contractors/coordinators about how they are coping with the change to their work schedules. Ask and assess if; the changes have affected current risk management, are there any new critical risks introduced due to the changes, are any new risk controls required?</i></p> <p><i>Regarding the work that we can do under Level 3, there will be no new additional risks due to changes in worker numbers and work practices that could affect current risk management.</i></p> <p><i>List new critical risks in each Level if and when they are identified.</i></p> <p><u>New critical risks identified:</u></p> <p><i>The need to break social distancing requirements when performing first aid.</i> Action - ensure contractors have a mask on hand at all times.</p> <p><i>The risk of hand sanitizer catching fire on hands or when stored</i> e.g. example from WDC</p> <p><i>where a contractors hands caught fire after applying 60% alcohol hand sanitizer and touching a metal surface that caused static electricity to ignite a near invisible flame causing first and second degree burns Action: keep hand sanitizer out of the sun and let hands dry fully before touching anything.</i></p>	<p>Co-Directors and Regional Coordinators</p> <p>Contractors</p>

Notes: Most recent email updates:

Info for events in Level 2 (taken from Ministry of Health website 26/05/20)

Attending events and gatherings

The following people should avoid attending events of any size:

- anyone who is unwell
- anyone who is a confirmed or probable case of COVID-19

- anyone waiting for a test result for COVID-19
- anyone who is self-isolating. [Read more about self-isolation.](#)

How to minimise the risk of getting sick at a gathering or event of any size

The most important thing to do is practice good hygiene. This means:

- Keeping 2 metres away from people you don't know
- Covering coughs and sneezes with disposable tissues or coughing/sneezing into your elbow
- Disposing of used tissues appropriately in a bin
- Washing hands for at least 20 seconds with soap and water and drying them thoroughly, or using hand sanitiser:
 - before eating or handling food
 - after using the toilet
 - after coughing, sneezing, blowing your nose or wiping children's noses
 - after touching public surfaces

He Kakano community Nursery protocols for Level 3 and 2 (to WBC/EMR Northland contractors):

During the weekdays 8-430 you need to text or call the botanica cell number to let them know you will be coming in. Botanica cell number is 0274770518. Either Rose, Deborah or Florence will be there. you will need to give your name and number.

Tracing. If you enter the nursery please write down your name, [reason for visit], time and number on the sheet on the bench in case we need to trace back.

When entering the gate either call botanica to come and open the gate for you (handy if you need to take your vehicle in) to save any contact, OR, if after 'open' hours spray the handle of the gate and the key with the disinfectant spray provided on the pump cage to the right of the gate.

Protocols for WBC Auckland and Northland team conducting water testing/inanga habitat and spawning surveys at Levels 3 and 2:

- Please follow the protocol that has been agreed with Council:
 - Ensure that you have read and understood the MTSCCT Covid-19 [Safety] Plan
 - Contact any private landowners (where applicable) to gain permission for survey access
 - Complete an UPDATED RAFs for each survey site, using the most recent RAFs template
 - If working alone, complete a FIF. Allocate a buddy in your bubble or use the team WhatsApp group to find a buddy
 - If working with another coordinator, meet on site (carpooling OK in Level 2 as long as you can maintain a 1m social distance) and ensure you stay 2m apart (in Level 3) and 1m apart (in Level 2) at all

times. Try to limit sharing of equipment. Carry hand sanitiser and use regularly especially after sharing equipment and before eating.

- *Once on site, complete a Pre-site Assessment form, listing any hazards and how these will be mitigated. If anyone 'breaches' your 2m bubble whilst on site, make a note of their name and telephone number (if possible).*
 - *Carry an Incident Reporting Form and complete this form for any incident at or above a Level 3 on the severity scale. Always carry a First Aid kit with you that includes a face mask.*
 - *After the survey, thoroughly clean all field equipment with detergent*
 - *Scan and upload all field survey sheets, including the pre-site assessment form, to the appropriate file in the G:Drive*
 - *Send a copy of any Incident Report Form to Sophie T (Auckland) or Isabel Krauss (Northland) once at home, so that she can send it to Council.*
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21 April 2020 Mountains to Sea Conservation Trust (MTSCT) directive

Mountains to Sea Conservation Trust (MTSCT) directive for programme delivery in New Zealand in relation to COVID-19 for:

- MTSCT Contractors
- All programme and regional coordinators of WBC and EMR programmes
- Volunteers for WBC and EMR programmes and activities

The Prime Minister's announcement on 20 April, 2020 confirmed that New Zealand will be moving from Level 4 down to Level 3 at 11:59pm on Monday 27 April. We will spend two weeks at Level 3 and then the government will announce on the 11th of May whether to extend Level 3 for longer in all of NZ OR just in some regions OR to move back to Level 4.

We must follow Ministry of Health directives and these are always evolving.

Based on the latest information and consultation with you all and our partners, we have decided to postpone our national MTSCT wananga to the school holidays of April 2021. Same time, same place - different year!

MTSCT has also prepared the following guidelines for our coordinators, volunteers and contractors based on the government's and Ministry of Health's guidelines for what is permitted and recommended under the different Levels. You can view the detailed level information here:

<https://covid19.govt.nz/assets/resources/tables/COVID-19-alert-levels-detailed.pdf>

CRISIS LEVEL DELIVERY PROTOCOL- In relation to managing MTSCT Contracting and EMR and WBC events and programme delivery:

Level 4

- No school or event delivery
- No travel for work purposes
- Home Based office work allowed including:
 - Possible development of online school delivery.
 - Crew working on educational resources, social media outreach, strategic planning for next season and reporting for 19/20 season

COVID-19 safety plan

- A LEARNZ style virtual trip (that has already been created).
- Skype/Google Hangout/Zoom sessions.
- Apply for funding for resource development and online alternatives to delivering our programmes.
- Desktop research and reporting.
- Creative time!
- Borders shut - no overseas visitors/interns.

Level 3

- No events, school delivery or gatherings.
- Field work is allowed if it can be done safely and provide a clean workspace and the ability to maintain social distancing and good hygiene. This includes field work such as inanga spawning surveys and Maitai Bay marine monitoring. Keep working bubbles at a maximum of 10 - ideally smaller. Social distancing should still be maintained in these 'working bubbles'.
- Travel allowed between regions for going to work (only in neighbouring regions).
- Small volunteer training sessions (theory only for EMR)
- **Contact lists gathered for all fieldwork/delivery.**
- He kakano can operate volunteer days as long as it can be done safely and provide a clean workspace and the ability to maintain social distancing and good hygiene. Keep working bubbles at a maximum of 10 - ideally smaller. Social distancing should still be maintained in these 'working bubbles'.
- No national wananga
- Borders shut - no overseas visitors/interns.

Level 2

- Gatherings only allowed for up to 100 people indoors, and up to 100 outdoors. These are total permitted numbers. Additional conditions on gatherings:
 - Physical distancing and infection prevention and control requirements must be met.
 - All gatherings must record attendees to ensure contact tracing may be conducted if necessary.
 - No participants allowed who have COVID-19 symptoms or who need to be in isolation/ quarantine for any reason.
- School delivery could resume subject to schools being comfortable with resuming (very committed schools only) *need to confirm they can provide all their own supervisors
 - In class delivery for local schools only (within the region of coordinators base).
 - Do not use mass transport if required to self isolate/quarantine, experiencing symptoms of COVID-19, awaiting a result from a COVID-19 test, suspected/probable/confirmed to have COVID-19, or if subject to an individual notice issued under section 70(1)(f) of the Health Act.
 - Local investigation delivery allowed
 - Under 100 people adventure snorkels allowed (locals only, pre registrations, excludes high risk people)
 - Field trips out of the 'home' region allowed as long as the region being visited is at level 2 or below.
- Avoid close contact with others if possible (no handshakes, hugs, hongis).
- Use of updated sanitization policy
 - Potentially have to sanitize public surfaces (ie: bathrooms) during delivery
 - Limit sharing of equipment if possible and wipe down with antibacterial wipes/spray regularly.

COVID-19 safety plan

- Snorkel leaders to remain without a group for school snorkel delivery to minimize close contact
- No volunteers on school days
- Events may proceed with new protocols in place
 - Regos update with COVID questions
 - Updated sanitization policy
 - Limited volunteer involvement
 - Use of crew for snorkel guides (can take up to 8 adults per group)
- Technically we could hold the national wananga if we met the gatherings and travel conditions but we suggest that we would only hold a national wananga under Level One.
- Borders shut - no overseas visitors/interns (subject to review - they may be allowed if prepared to go into quarantine for first two weeks).

Level 1

- National wananga allowed.
- All delivery, activities and events to resume with undated protocols and sanitization guidelines
 - Increased volunteer involvement
 - Contact lists
 - remind the public and event workers not to attend if they are feeling unwell.
 - reminding the public and event workers not to attend if they have been overseas (except the pacific) in the past 14 days.
 - ensuring your emergency management plan is up to date.
 - brief event staff/volunteers on how to practice good hygiene and making it easy for staff and attendees to practice good hygiene.
 - Overnight trips allowed
 - Events with multiple providers allowed.
 - Do not attend work events if feeling unwell - especially flu-like symptoms: fever, cough, sore throat, fatigue, shortness of breath.
 - Washing hands (or sanitising) on arrival at and departure from any school visit, event or meeting. Stock up on hand sanitiser if possible (we appreciate this is out of stock in a lot of areas and are looking into suppliers we can make orders through at the moment).
 - Make sure you are diluting Saniwise/Sanimaxx as directed from the information on the Saniwise/Sanimaxx bottle - not pouring in without measuring - for the Saniwise/Sanimaxx solution to work it needs 60 seconds soak and the correct dilution. We suggest assigning a monitor for gear sanitisation - given the importance at the moment. Stock up on Saniwise/Sanimaxx.
 - Recommend that all students, staff and adult supervisors use hand sanitizer or wash hands before commencing on a field trip and afterwards.
- Borders shut - no overseas visitors/interns (subject to review - they may be allowed if prepared to go into quarantine for first two weeks).

General public health advice:

- Regularly disinfect surfaces; wash and dry hands, cough into elbow, don't touch your face; stay home if you're sick, report flu-like symptoms.

Contact tracing:

- Ongoing contact tracing for all confirmed and probable new cases of COVID-19, with appropriate isolation measures put in place.

Testing:

- Testing of all potential cases of COVID-19 for people who meet the case definition (i.e. are displaying relevant symptoms). Tests will take place at dedicated

Community-Based Assessment Centres (CBACs) or designated practices.

- Random testing within communities (including for people who are asymptomatic) may be carried out locally to inform understanding on the spread of the virus in certain areas.

Isolation and quarantine:

- Stringent self-isolation of those who display relevant symptoms of COVID-19, test positive for COVID-19, have been in close contact with someone who tests positive for COVID-19, or mandatory quarantine/managed isolation for those who have been overseas in the last 14 days. Quarantine facilities mandated for those who do not have sufficient capacity to self-isolate effectively.

Border:

- Robust border measures in place which safeguard against the risk of COVID-19 being transmitted into New Zealand. Currently, isolation on arrival for 14 days before onward domestic travel (subject to regular review).

For COVID-19 health advice and information, contact the Healthline team (for free) on 0800 358 5453 or +64 9 358 5453 for international SIMS

The World Health Organisation has named the Novel coronavirus (2019-nCoV) 'COVID-19'. FYI a virus name must not reference any place, person or animal to avoid stigma.

We are basing our actions on the information and recommendations from the Ministry of Health, which triggers different phases of our own Safety Management Plan (SMP). This helps make sure we are doing the right things, and not overreacting or under reacting.

Key points:

- If you're sick, arrange back up for scheduled programme delivery or postpone and do not go to work and put others at risk around you that may be more vulnerable to sickness than you.
- Think about what you would do if you had to self-isolate for two weeks. How can you be prepared?
- Be extra vigilant with implementing our gear sanitisation and hygiene policies e.g. soaking snorkels for the appropriate time in the recommended dilution of Saniwise between uses, encouraging hand washing by ensuring participants have access to handwashing resources/facilities before eating etc.

Covid- 19 – How do we manage the risk?

NZ Ministry of health guidelines

The most important thing to do is practice good hygiene.

This means:

- covering coughs and sneezes with disposable tissues or coughing/sneezing into your elbow
- disposing of used tissues appropriately in a bin
- washing hands for at least 20 seconds with soap and water and drying them thoroughly, or using hand sanitiser (at least 60% alcohol):

COVID-19 safety plan

- before eating or handling food
- after using the toilet
- after coughing, sneezing, blowing your nose or wiping children's noses
- after touching public surfaces
- trying to keep 2 metres away from people who are unwell

The measures above are especially important for people who have existing health conditions, such as those with diabetes, renal failure, chronic lung disease or compromised immune systems.

- Avoid close contact with other people who are sick.

Work with any venues you utilise to incorporate some practical tips for reducing spread of disease when dealing with groups of people sharing space.

- Require catering options that are pre packed or have catering staff serve food (wearing gloves/ one per dish), i.e. avoiding shared utensil use.
- Encourage good hand washing (*signage and housekeeping reminders*)
- Arrange for hand sanitizer stations to be put out and shared items to have frequent wipe downs

Please refer to the link below to remain informed of recent events and updates:
<https://www.health.govt.nz/our-work/diseases-and-conditions/novel-coronavirus-covid-19>

Information in regard to providing rescue breaths during CPR: MTSCT recommends all WBC and EMR providers check their first aid kits and ensure face shields are included.

Here are some links to places to get face shields and alternatives:

- 50 reusable masks for NZD \$205.70 <https://www.laerdal.com/nz/doc/115/Laerdal-Face-Shield>.
- The other mask is the pocket mask which can be used as a barrier between you and the patient. When emergency services arrive their equipment will connect straight onto it. <https://www.laerdal.com/nz/doc/113/Laerdal-Pocket-Mask>

Pocket masks are handy to have for coordinators to use if it makes them feel more comfortable doing CPR (even without the risk of COVID 19), but not a necessity. Some places say put a towel or wear face mask while doing it. It comes down to if you need to get air into someone you have to do what you can as safely as possible. All we can do is just follow these recommendations. Being first responders we are not left with many options.



Figure 1. St John first aid kits come with one included:

Further information around first responders providing rescue breaths whilst performing CPR:

Continuous Evidence Evaluation (CEE) and Consensus on Science with Treatment Recommendations (CoSTRs)

ILCOR has implemented a continuous evidence evaluation process to ensure timely delivery and dissemination of the highest-quality resuscitation science evidence evaluation and consensus on treatment recommendations. It is essential that all members of the resuscitation community—policy makers, organizations, healthcare professionals, patients, and the public—have easy and timely access to the most current evidence.

<https://costr.ilcor.org/document/covid-19-infection-risk-to-rescuers-from-patients-in-cardiac-arrest>

We suggest that in the current COVID-19 pandemic, lay rescuers who are willing, trained and able to do so, consider providing rescue breaths to infants and children in addition to chest compressions (good practice statement).

In suggesting that lay rescuers consider compression only CPR and public access defibrillation, the writing group noted that the majority of out of hospital cardiac arrests occur in the home where those providing resuscitation are likely to have already been in contact with the person requiring resuscitation; that accessibility to personal protective equipment for aerosol generating procedures is likely to be limited; there may be significant harm from delaying potentially lifesaving treatment if resuscitation is deferred until arrival of personnel with suitable personal protective equipment.

In suggesting that lay rescuers who are willing, trained and able to do so, consider rescue breaths in addition to chest compressions, the writing group considered that bystander rescuers are frequently those who routinely care for infants and children. In that case, the risk of the rescuer newly acquiring COVID-19 through provision of rescue breaths is greatly outweighed by improved outcome for infants and children in asphyxial arrest who receive ventilations.

Ngā mihi, MTSCT Management