FOR IMMEDIATE IMPLEMENTATION

Covid-19 / Coronavirus Response Protocol for Level 3

The Sustainable Coastlines Charitable Trust

Prepared 12 March 2020

Protocol to be Followed by Sustainable Coastlines

1) SC has purchased a thermometer for each staff member and intern and asks that they check their temperature on a daily basis before coming to work. Reinforce through communications that this is voluntary, but strongly recommended.

2) SC will fund and encourage a voluntary seasonal influenza vaccine jab for all staff and interns. The purposes of this are:
   a) To enhance the wellbeing of our staff, and;
   b) To reduce the risk of simultaneous infection this winter, and;
   c) To enhance our ability to accurately diagnose and attribute infection, and;
   d) To reduce risk to our business activities.

3) If anyone:
   a) shows any symptoms (a cough or shortness of breath) of acute respiratory illness or
   b) exhibits a temperature of 100.4 degrees F / 37.8 degrees Celsius, that they must stay at home until they drop below this temperature consistently for at least 24 hours (two daily readings below this level consecutively) and any symptoms disappear, upon which time they contact the LT by phone and undertake the following measures:
      i) They will then be instructed to call the Healthline on 0800 358 5453 to
enquire if they qualify for official testing.

ii) They are then to inform their manager(s) as to the result of this conversation who may inform the board.

iii) Any costs for testing or screening (including travel to or from the staff member, intern or volunteers’ place of residence) will be covered by Sustainable Coastlines.

iv) It will be communicated to staff that the temperature reading measure also removes any subjectivity from a self-assessment of whether symptoms exist and is a measure designed to keep them as safe as possible.

c) There will be no need for any investigation if a staff member chooses to work from home – they will be allowed to either complete a paid day of work remotely, or take sick leave as a precautionary measure. Specifically, staff will not be required to provide a medical practitioners note (Doctors’ certificate) if they elect to either work from home or take an accrued sick leave day.

d) The above measures will also permit employees to flexibly elect to stay home to care for a sick family member, by either working from home or taking an accrued sick leave day, at the sole discretion of the employee.

4) Managers will be asked to line up tasks that can be performed remotely.

5) The Flasghip Education Centre is not open during Level 3

6) All events have been postponed until Level 2 and all stakeholders and event sponsors will be kept updated and receive support to reschedule any booked events over this period.

7) In line with NZ government regulations, all international volunteer programmes have been cancelled until further notice.

Risk Reduction Measures

8) Every staff member will be communicated the above and the below measures for prevention:
a) Don’t touch your eyes, nose or mouth if your hands are not clean.

b) Staff will not travel for work.

c) We are to minimise unnecessary contact and stay within our bubbles, avoiding:
   i) Handshakes
   ii) Hongi
   iii) Hugs
   iv) Other person to person contact

d) We practice cough and sneeze etiquette around the office, Cough or sneeze into your elbow or by covering your mouth and nose with tissues.

e) Put used tissues in the bin or a bag immediately.

f) Wash your hands with soap and water often (for at least 20 seconds). At the Flagship – staff are encouraged to use the sink in the kitchen, or the public toilets where soap is available. Hand sanitiser is to be communicated as a less-effective back-up measure only.

g) The Flagship Education Centre is not open during Level 3.

h) We are to be supportive of each other through this ongoing situation.

i) There will be no discrimination against anyone who elects to work from home, take sick days or self-isolate. Any discrimination about this may be cause of Serious Misconduct.

j) Avoid close contact with people who are unwell.

k) Avoid personal contact, such as kissing, sharing cups or food with sick people.

l) Wear a mask when in public

9) If anyone staff member, intern or volunteer needs to self-isolate, they are to follow the guidelines set out by the Ministry of Health: https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-c
Review

10) The Leadership Team will review and discuss the unfolding situation and report to the board on a weekly basis.

   a) Any decision to close Sustainable Coastlines premises, including offices, storage spaces and The Flagship Education Centre, will be communicated to all staff, board members, interns and volunteers.

   b) Any resulting amendments to this protocol will be communicated to all staff, board members, interns and volunteers.

   c) Any stakeholders who are sent this protocol, will be sent any updated versions as they are created.