



Hirepool

APL
WINDOW SOLUTIONS

BENEFITZ
→ Future thinkers.

Pit
Stop

FOR IMMEDIATE IMPLEMENTATION

Covid-19 / Coronavirus Response Protocol for Level 3

The Sustainable Coastlines Charitable Trust

Prepared 12 March 2020

Version 7.0 Revised 15 February 2021.

Events

At Alert Level 3 Sustainable Coastlines will not be running events at the [Flagship Education Centre](#) or in the field. Please visit the event page at www.sustainablecoastlines.org/events for information on whether your event has been cancelled or postponed, or get in touch with your Sustainable Coastlines contact.

Protocol to be Followed by Sustainable Coastlines

- 1) The Flagship Education Centre is not open during Level 3.
- 2) 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. If we are unable to find a new date, the event could be cancelled.
- 3) In line with NZ government regulations, all international volunteer programmes have been cancelled until further notice.
- 4) 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.
- 5) 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;

Sustainable Coastlines | 55 Madden Street, Wynyard Quarter, Auckland 1010

info@sustainablecoastlines.org | www.sustainablecoastlines.org



Hirepool

APL
WINDOW SOLUTIONS

BENEFITZ
→ Future thinkers.

Pit
Stop

- 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.
- 6) 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



Hirepool

APL
WINDOW SOLUTIONS

BENEFITZ
→ Future thinkers.

Pit
Stop

accrued sick leave day, at the sole discretion of the employee.

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

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) We are to be supportive of each other through this ongoing situation.
- h) 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.
- i) Avoid close contact with people who are unwell.



Hirepool

APL
WINDOW SOLUTIONS

BENEFITZ
→ Future thinkers.

Pit
Stop

- j) Avoid personal contact, such as kissing, sharing cups or food with sick people.
 - k) Wear a mask when in public
- 9) If any one 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-coronavirus/covid-19-novel-coronavirus-health-advice-general-public/covid-19-staying-home-self-isolation>

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) The most up-to-date version of this protocol will be available at <https://sustainablecoastlines.org/covid/>.