



FOR IMMEDIATE IMPLEMENTATION

Covid-19 / Coronavirus Response Protocol for Level 2

The Sustainable Coastlines Charitable Trust

Prepared 12 March 2020
Version 9.1 Revised 2 March 2021.

We have committed to stakeholders that we will be fully transparent about our protocol. This protocol will be shared with partners, collaborators and other stakeholders as the Coronavirus journey continues.

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Alert Level 2 - reduce:

The disease is contained, but the risk of community transmission remains.

- Keep your distance when out and about (ideally 2 metres).
- 1 metre from others in most other environments, unless there are mitigating measures. Examples of times where you should keep 1 metre between groups include cafes, church groups, gatherings, restaurants and retail stores.
- Public venues can open but must comply with conditions on gatherings, and undertake public health measures.
- Gatherings of up to 100 people outdoors per defined space are allowed while maintaining physical distancing and contact tracing requirements.
- Schools and Early Childhood Education centres are open, with distance learning available for those unable to attend school, such as people self-isolating.
- Inter-regional travel is permitted.

Events — General

In following Ministry of Health guidelines, Sustainable Coastlines events come under the definition of 'event facilities' for both indoor and outdoor events. Event facilities can operate at Alert Level 2.

Event facilities can have up to 100 people within any defined space, defined as a single indoor or outdoor space separated from other spaces.

Event Directors are to:

- 1) Assess how many people can safely be within a defined space and still maintain 1 metre physical distancing. This could mean the facility needs to have fewer than 100 people in a defined space.
- 2) Make it clear to attendees that they need to keep 1 metre physical distance from people they do not know, where possible.
- 3) Encourage people to bring a face covering should they find themselves in a situation where they are unable to keep 1 metre away from people they don't know.
- 4) Ensure that if a place has more than 1 defined space, people are not

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intermingling between the defined places. This includes when entering, leaving, or using the toilet. It does not include workers.

General guidelines for food and drink at events

- 1) **Food/kai:** Our main preference is that **no food** is to be served during events until further notice. That said, if a partner insists on catering then the following must be followed:
 - a) Caterers must be selected carefully to make sure they are following strict COVID-19 health and safety regulations, we must review their most recent COVID-19 protocol before booking.
 - b) All/any packaging must be wiped/sanitised before being set on the table.
 - c) Food is to be set out on compostable plates already portioned to minimise any unnecessary lingering and/or touching of items.
 - d) Attendees are to line up with 1m distancing and collect their food one by one.
 - e) Any food touched must be eaten or thrown away.
 - f) Gloves must be worn by food preparers and servers at all times.
- 2) **Drinks:** Phoenix drinks may be brought to site for some events. They must be transported in closed boxes and opened on site for refrigeration. One designated SC staff member will be responsible for the handling of all the drinks from storage to the volunteer. They will present the drinks on a table with spacings between each beverage, allowing the volunteers to line up and take a beverage without touching any of the other bottles.

Love Your Water / Love Your Coast Events

Gatherings of up to 100 people allowed outside while maintaining 1 metre physical distancing where possible and contact tracing requirements. Please see the definition under 'Events — general' above.

Event preparation:

- 1) Any Event Director may, as this situation unfolds:
 - a) Cancel or postpone any event, at their sole discretion, including booked and ad hoc events at The Flagship Education Centre, if they

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are not happy with the level of risk presented, as this situation continues; Any Event Director who elects to cancel or postpone an event must communicate this with stakeholders along with their rationale of risk reduction in a timely manner.

- b) Elect to adapt the delivery model for an event, including for example:
 - i) Requesting a copy of any collaborating organisations' protocol for review
 - ii) Implementing physical separation, 1 metre distances during an event (for example, sending groups to different sites and doing online presentations prior to the event to reduce any gatherings).
 - iii) Adapting the delivery model for an event to bring it below a chosen threshold (such as events with fewer than 100 people only)

An Event Director who wishes to continue with an event will ensure the following:

It is communicated with all event attendees that:

- a) If they, or anyone they live with feels ill, please do not attend.
 - b) All attendees should follow cough and sneeze etiquette:
 - c) Cough or sneeze into your elbow or a tissue (dispose of tissue immediately).
 - d) Bring gloves to the event if you have them available at home. Although we will have freshly washed gloves for those who need.
 - e) Wash and sanitise your hands regularly.
 - f) Social distancing of 1m must be adhered to for those outside your bubble.
 - g) The event may be cancelled at late notice due to the unfolding situation.
 - h) Our full Covid-19 Protocol is available on request.
- 2) Deliveries: Event manager must request a contactless delivery of any deliveries to be left on site.
- 3) All equipment must be prepared by staff wearing protective gloves and all

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equipment must be sanitised/washed, all vehicles must have sanitiser wipes available to wipe down handles and steering wheels.

- 4) Extra hand sanitiser and soap must be ordered and available prior to the event.
- 5) An extra staff member/volunteer must be available to help with control of physical distancing.

During an Event

- 3) Staff are recommended to travel 1 person per vehicle, however if necessary 2 people can travel in a vehicle with as much space between them as possible (the driver and one passenger). Passengers should sit in the rear left-hand seat, as far from the driver as possible.
- 4) The event manager must ensure one staff member is dedicated to ensuring attendees sign in on the COVID Tracer app or fill out the contact tracing form for each participant. The form must be filled out by a staff member to avoid contamination. ALL attendees' names must go on the contact tracing form or in the COVIDTracer app, regardless of whether they have registered online or not. For sign-in purposes, we can print off the online registrations and mark people off as they arrive, but their names and details must then go on the contact tracing form or COVID Tracer app.
- 5) Cleaning stations will be set up with at least 2m between each station and extra soap and hand sanitiser available.
- 6) The Health and Safety talk will reiterate all new COVID-19 related protocols for the day.
- 7) We actively reiterate with people throughout the day that 1m social distancing is required throughout the day.
- 8) We will invest in a loud hailer for each office where we don't have one.

Pack down of Event.

- 1) Staff must have a designated equipment drop area for attendees to leave equipment and an area for rubbish sacks.
- 2) Staff are to wear gloves while dealing with event equipment. Masks are optional.
- 3) All commonly used equipment (such as spades, tables, etc.) where workers

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may have come in contact with are to be cleaned and sanitised at the end of the working day, before loading up the vehicles.

- 4) All waste and PPE must be securely and safely removed from site at the end of each day.
- 5) Unloading of equipment at HQ must be staggered so that no more than 4 people are in HQ at a time.
- 6) Clean and sanitise other surfaces (such as vehicle handles and light switches) before leaving HQ.

Flagship Events

Event managers must ensure:

- 1) This protocol is available to all event attendees.
- 2) It is communicated with all event attendees that:
 - a) If they, or anyone they live with feels ill, please do not attend.
 - b) All attendees should follow cough and sneeze etiquette: Cough or sneeze into your elbow or a tissue (dispose of tissue immediately)
 - c) Wash and sanitise your hands regularly.
 - d) Social distancing of at least 1m must be adhered to.
 - e) The event may be cancelled at late notice due to the unfolding situation.
- 4) All equipment used (such as chairs, tables etc) where people may have come in contact with are to be cleaned and sanitised before and at the end of the event.
- 5) All waste and PPE must be securely and safely removed from the flagship at the end of the event.
- 6) Contact tracing must be recorded.

Supported Events/DIY/Citizen Science kits

- 1) DIY/Citizen Science kits are available but the following protocol must be in place:

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- a) DIY kits will have a stand down period of 3-7 days when returned to ensure no lingering contamination.
 - b) If in Auckland, customers are asked beforehand to book in a pick up and drop off time and to adhere to social distancing rules when collecting their DIY kits.
 - c) If outside of Auckland, we use a contactless service with Castle Couriers so expect a package waiting on your doorstep.
 - d) Customers are also asked to clean equipment before returning including washing and drying any gloves they have used.
 - e) Upon return of any kits, staff must ensure they wear correct PPE and clean and sanitise all returned equipment. Gloves are to be taken to the dry cleaners as soon as possible.
- 1) Supported Events:
 - a) Equipment- (please follow the above DIY kit protocol)
 - b) Social distancing must be adhered to.
 - c) No event should have more than 100 people without adequate social distancing within each defined space.
 - d) Contact tracing must be recorded thoroughly.

Education

- 1) LYC and LYW presentations are available either pre-recorded or over a booked zoom meeting.
- 2) Online education programmes will go ahead as normal.
- 3) Where possible all LIEP engagements should be conducted online.
- 4) Planning, booking and connecting with teachers included in all education activities should continue.

Litter Intelligence

Training Workshop/survey/audit:

- 1) The "classroom" portion of the workshop to be delivered online/via Zoom and survey/audit training to observe the below face-to-face protocol
- 2) If any workshops, surveys or auditing do go ahead face to face the following protocol must be used:
 - a) If anyone planning to attend feels ill, please do not attend.

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- b) Social distancing of at least 1m must be adhered to.
 - c) Contact tracing must be recorded.
 - d) All equipment is to be sanitised before and after use.
- 3) Surveys take place out in the open and attendees are to keep at least 1m away from others:
- a) Observe cough and sneeze guidelines.
 - b) Encourage everyone to wash their hands regularly.
 - c) Wipe all equipment with antibacterial spray and cloth.
 - d) Wear clean gloves at all times.
- 4) Audits and workshops while observing social distancing:
- a) Discuss whether the numbers of participants can be scaled down. Can some people call in with video conferencing (using tools such as Zoom or Skype) to help
 - b) Wipe down all surfaces with antibacterial spray before and after the audit.
 - c) Ensure that attendees observe physical distance where possible.
 - d) Assign roles within the auditing party (the following is just an example, and scope of roles can be adjusted according to your numbers):
 - One or two people categorising litter.
 - One counting each litter category and writing the count on a piece of paper and adding it into the box.
 - One person weighing the category and adding this number clearly to the piece of paper.
 - One or two people using the tech platform and paper survey form to record data.

LIEP Teacher Professional Development Trainings:

1. Where possible all LIEP engagements should be conducted online.
2. If anyone planning to attend feels ill, please do not attend.
3. Social distancing of at least 1m must be adhered to; activities will be modified to maintain social distancing.
4. Contact tracing must be recorded.
5. All equipment is to be sanitised before and after use.
6. Gloves will be provided for attendees to elect to use.
7. Observe cough and sneeze guidelines and encourage everyone to wash their

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Protocol for staff - Sustainable Coastlines

- 1) 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.
- 2) If anyone:
 - a) shows **any** elevated fever or symptoms (a cough or shortness of breath) of acute respiratory illness:
 - i) Alert your manager(s). Managers should inform LT.
 - ii) Call the Healthline on 0800 358 5453 to enquire if they qualify for official testing.
 - iii) They are then to inform their manager(s) as to the result of this conversation.
 - iv) 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.
 - v) 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.
- 3) 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.

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- a) 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, on consultation with their manager.
- 4) Managers will be asked to consider lining up tasks that can be performed remotely.
- 5) All staff will wear masks when out and about and in the office where 1m physical distancing isn't possible.
- 6) We are to be supportive of each other through this ongoing situation.
- 7) There will be no discrimination against anyone who elects to work from home, take sick days or self-isolate.
- 8) Avoid personal contact, such as kissing, sharing cups or food with sick people.
- 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-coronavirus/covid-19-novel-coronavirus-health-advice-general-public/covid-19-staying-home-self-isolation>
- 10) Keep physical distancing to 1 metre, and avoid:
 - Handshakes
 - Hongi
 - Hugs
 - Other person-to-person contact
- 11) We practice cough and sneeze etiquette around the office. Cough or sneeze into your elbow or by covering your mouth and nose with tissues.
- 12) Don't touch your eyes, nose or mouth if your hands are not clean.

Returning home after work

Stopping the spread of COVID-19 from work to home

To stop the possible spread of COVID-19, it is important that when you return home after work, you take all the necessary precautions to ensure that you and everyone in your bubble are safe. Here are five simple guidelines to follow:



No touching

When you return home, try not to touch anything until you have cleaned your hands properly.



Shoes

Remove your shoes, do not walk through the house with them on - leave them outside.



Items

Leave non-essential items at work and disinfect items you have used at work that you have to keep with you, e.g. mobile phones.



Clothes and bags

Place your clothes and bags in a container and wash in a hot washing machine cycle.



Shower

Have a shower and make sure to clean your hands, wrists, arms, neck, nails and areas that might have been exposed.

IVHQ Programme

- 1) Currently all booked international volunteer placements have been rescheduled to start no earlier than 3rd May 2021, this will continuously be updated as we learn more about travel restrictions in NZ.



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Review

- 13) The Leadership Team will review this document fortnightly and will ensure any updates are shared with Staff, partners and the board of trustees.
- 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) This protocol will be available on the Sustainable Coastlines website.
 - d) Any stakeholders who are sent this protocol, will be sent any updated versions as they are created and directed [to this live link](#).