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FOR IMMEDIATE IMPLEMENTATION

Covid-19 / Coronavirus Response Protocol for Traffic Light System The Sustainable Coastlines Charitable Trust

Version 1.0 created 26 November 2021

Version 1.1 updated 1 December 2021

We have committed to stakeholders that we will be fully transparent about our protocols. This protocol will be shared with partners, collaborators, employees, contractors, interns, volunteers, and other stakeholders.

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Traffic Light System / Protection Framework Overview

- The NZ government has announced the next stage of the COVID-19 response plan with a protection framework to give people more freedom and allow more businesses to open while minimising the spread of the virus.
- The COVID-19 Protection Framework is a 3-level “traffic light” system - Red, Orange and Green - that hinges on high rates of people being fully (double) vaccinated and the use of vaccination passes (certificates) in higher-risk settings.
- New Zealand will move to the new system at 11.59pm on 2 December, with Auckland in Red, and other regions expected to be in Orange. The government will announce the regional settings on 29 November.
- The various levels have different restrictions based on the threat COVID-19 case numbers pose to the health system and people’s safety. To shift between levels, the government will consider various things, e.g. vaccination coverage, the level of community transmission, the capacity of the health and case management systems.
- In case of an outbreak, moving up levels and localised or wider lockdowns (similar to Alert Levels 3 or 4) will still be an option.
- **Sustainable Coastlines has decided to opt in vaccination certificates to protect the most vulnerable and be able to operate under the extended freedom that the system offers. This applies to all events, and meetings held at Sustainable Coastlines or anywhere else on behalf of Sustainable Coastlines, but does not apply to DIY events or events such as litter surveys and audits enabled by but not delivered by Sustainable Coastlines.**
- [Find out more about the protection framework at COVID19.govt.nz](https://www.covid19.govt.nz)



Guidelines for each colour of the Traffic Light System

In following the Ministry of Health guidelines, Sustainable Coastlines events come under the definition of ‘event facilities’ for both indoor and outdoor events.

RED

	With vaccine certificates
Events (responsibility of the Event Director)	<p>Events can run with the following limitations:</p> <p>People must be seated and separated when in an indoor setting.</p> <p>Limit of 100 people indoor or outdoor, with minimum 1 metre physical distance between all people.</p> <p>This could mean the facility needs to have fewer than 50 people in a defined space.</p> <p>System in place to scan people’s vaccination certificate</p> <p>Include Covid Protocol information in all event information and H&S briefing</p>
Other protection	<p>Face coverings are mandatory when interacting within less than 2 metres of the public at events, indoors and outdoors.</p> <p>Contact tracing mandatory at all events and at the Flagship</p>
Office	Work from home encouraged



ORANGE

	With vaccine certificates
Events	<p>Events can run with no limits</p> <p>System in place to scan people’s vaccination certificate</p> <p>Include Covid Protocol information in all event information and H&S briefing</p>
Other protection	<p>Face coverings are encouraged when interacting within less than 2 meters of the public at events indoors and outdoors.</p> <p>Contact tracing mandatory at all events and at the Flagship</p>
Office	Work from home encouraged

GREEN

	With vaccine certificates
Events	<p>Events can run with no limits</p> <p>System in place to scan people’s vaccination certificate</p> <p>Include Covid Protocol information in all event information and H&S briefing</p>
Other protection	Contact tracing mandatory
Office	Working arrangements as normal

Event Directors are to:

- 1) Assess how many people can safely be within a defined space and still maintain physical distancing. Make it clear to attendees that they need to keep 2 metre physical distance from people where possible if not in your home or work bubble.

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- 2) Encourage people to wear a face covering when indoors or less than 2 metres apart outdoors. See details of government guidance on face coverings [here](#).

General guidelines for food and drink at events:

Catering and food sharing is permitted as long as food can be distributed without sharing utensils (individual portions rather than shared dishes) at Red level. No restrictions for food sharing at Orange and Green levels.

Event planning and directing

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 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, 2 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 prior to the event that:

- a) **All attendees over the age of 12 need to present a valid vaccination certificate which will be scanned through the official NZ Pass Verifier app.** Attendees under 12 have to be accompanied by a fully vaccinated adult.
- b) If they, or anyone they live with feels ill, please do not attend.
- c) If they, or anyone they have been in close contact with, are waiting for a Covid test result please do not attend
- d) All attendees should follow cough and sneeze etiquette

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- e) All attendees should wear a face covering when interacting less than 2 metres from other people (at registration for instance).
- f) Bring gloves to the event if you have them available at home. Although we will provide freshly washed gloves for those who need them.
- g) Wash and sanitise your hands regularly.
- h) The event may be cancelled at late notice due to the unfolding situation.
- i) Our full Covid-19 Protocol is available on request.

Deliveries: Event manager must request a contactless delivery of any deliveries to be left on site.

Equipment: All equipment must be prepared by staff wearing protective gloves (face covering optional) and equipment such as tables, water containers, spades, must be sanitised/washed, all vehicles must have sanitiser available to wipe down handles and steering wheels.

Sanitiser: Extra hand sanitiser and soap must be ordered and available prior to the event.

Staffing: Sufficient staff members/interns must be available to help with scanning.

During an Event

- 1) Staff must wear face covering (covering their mouth and nose) when interacting less than 2m from people. Face coverings have been provided to staff and interns and must be washed after each use.
- 2) The event director must ensure at least 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 and scan their vaccination certificate. 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 COVID Tracer 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.
- 3) Cleaning stations will be set up with at least 2m between each station and extra soap and hand sanitiser available.
- 4) The Health and Safety talk will reiterate all new COVID-19 related protocols for the day.
- 5) We actively reiterate with people throughout the day that 2m social distancing is required.
- 6) We will invest in a loud hailer for each office where we don't have one.

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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, water containers etc.) where workers 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, including any food or drinks, and PPE must be securely and safely removed from site at the end of each day.
- 5) Clean and sanitise other surfaces (such as vehicle handles and light switches) before leaving HQ.

Flagship Events and Meetings

Event managers / meeting organisers must ensure that:

- 1) This protocol is available to all event attendees.
- 2) It is communicated with all event attendees well ahead of their attendance or booking that:
 - a) **All attendees over the age of 12 need to present a valid vaccination certificate which will be scanned through the official NZ Pass Verifier app.**
 - b) If they, or anyone they live with feels ill, please do not attend.
 - c) All attendees should follow cough and sneeze etiquette: Cough or sneeze into your elbow or a tissue (dispose of tissue immediately)
 - d) Wash and sanitise your hands regularly.
 - e) Social distancing of at least 1m must be adhered to.
 - f) The event may be cancelled at late notice due to changes in Covid Protection Framework situation.
- 3) Signage at our Flagship and HQ clearly communicates that only fully vaccinated people can visit the premises.
- 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.

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6) Contact tracing **must** be recorded, **including staff**.

Supported Events/DIY/Citizen Science kits

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

- a) DIY kits will have a stand down period of **7 days** when returned to ensure no lingering contamination.
- b) Volunteers are asked to book in a pick up and drop off time and to adhere to social distancing rules when collecting their DIY kits and use the Covid Contract Tracer app when entering our premises.
- 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.

Supported Events:

- a) Equipment (please follow the above DIY kit protocol)
- b) People should adhere to the government protection framework guidelines: <https://covid19.govt.nz/alert-levels-and-updates/covid-19-protection-framework/>
- c) Contact tracing must be recorded.
- d) For events organised by community volunteers, it is up to the organisers to decide if they would like to request vaccine certificates, according to the traffic light level they are in and the Covid Protection Framework rules. SC staff should follow safety measures such as wearing a face covering when less than 2m from people outside of their work or home bubble, sanitise hands, and use the contact tracing app.

Travel

Travel is permitted under the Traffic Light System for fully vaccinated people even if 2 regions are at different colours. However if you are in a red colour region and travelling to an orange or green one, please check that the groups/organisations you will be visiting are ok with it prior to booking your trip. To give an additional level of assurance to these groups in this scenario, we will look into rapid antigen testing once they become available.

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Education

- 1) Education programmes will go ahead as normal, but online options will be made available when possible.
- 2) Planning, booking and connecting with teachers included in all education activities should continue.
- 3) Vaccination certificates will be required for staff, parent helpers and students over the age of 12 to participate in any SC organised activities outside the classroom. At school, the school policy will apply.

Litter Intelligence

Training Workshop/survey/audit:

- 1) The "classroom" portion of the workshop to be delivered online/via Zoom when at Red level and survey/audit training sessions need 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) **All attendees over the age of 12 need to present a valid vaccination certificate which will be scanned through the official NZ Pass Verifier app.**
 - b) If anyone planning to attend feels ill, please do not attend.
 - c) Social distancing of at least 2m must be adhered to.
 - d) Contact tracing must be recorded.
 - e) All equipment is to be sanitised before and after use.
 - f) All attendees should wear a face covering
- 3) Surveys take place out in the open and attendees are to keep at least 2m away from others:
 - a) Observe cough and sneeze guidelines.
 - b) All attendees should wear a face covering
 - c) Encourage everyone to wash their hands regularly.
 - d) Wipe all equipment with antibacterial spray and cloth.
 - e) 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) All attendees should wear a face covering

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- e) 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. **All attendees over the age of 12 need to present a valid vaccination certificate which will be scanned through the official NZ Pass Verifier app.**
2. If anyone planning to attend feels ill, please do not attend.
3. Social distancing of at least 2m 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. All attendees should wear a face covering
7. Gloves will be provided for attendees to elect to use.
8. Observe cough and sneeze guidelines and encourage everyone to wash their hands regularly.

Protocol for staff - Sustainable Coastlines

- 1) If anyone:
 - a) shows **any** elevated fever or symptoms (a cough or shortness of breath) of acute respiratory illness, they should
 - i) Alert their manager immediately. Managers should inform LT.
 - ii) Get a test and stay home until they get a negative test result
 - iii) Keep their manager informed
 - 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.

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- 2) 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.
 - 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 a sick leave day, in consultation with their manager.
- 3) All staff to use the Covid Tracer App when using the Sustainable Coastlines premises
- 4) Be supportive of each other through this ongoing situation.
- 5) There will be no discrimination against anyone who elects to work from home, take sick days or self-isolate.
- 6) Avoid personal contact, such as kissing, sharing cups or food with sick people.
- 7) If any staff member, contractor, intern 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>
- 8) Keep physical distancing to 2 metre when interacting with the public, and avoid:
 - Handshakes
 - Hongi
 - Hugs
 - Other person-to-person contact
- 9) Practice cough and sneeze etiquette around the office. Cough or sneeze into your elbow or by covering your mouth and nose with tissues.
- 10) Don't touch your eyes, nose or mouth if your hands are not clean.
- 11) Keep the shared spaces tidy, especially the kitchen. Wash your own dishes as soon as you are finished with them.**



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12) If closing the Flagship at the end of the day please put the hand towel and dish towel in the laundry basket. When opening the Flagship please set up a clean hand towel and dish towel.

IVHQ Programme

1) Currently all booked international volunteer placements have been paused, this will continuously be updated as we learn more about travel restrictions in NZ.

Review

13) The Leadership Team will review this document quarterly 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 relevant 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 with whom we are conducting events or meetings will be sent this document.