

/ COVID-19 RESILIENCE

This policy applies to all BQH Limited locations, staff, contractors and officers. We refer to our government's advice at <https://covid19.govt.nz/> for guidance, rules and information. We require our personnel to inform us if they or a close contact is ill so we can work with them to develop a continuity and reintegration plan if needed.

Alternative Working

We are now in flexible working phase; Staff may decide whether they work from home or from the office; daily declarations must be completed regardless of location. All staff are familiar with systems through previous use on home days and when working remotely. Entry to the office is by arrangement with management only until further notice.

Work Continuity and Working from Home

All personnel have mobile computers; all BQH resources are available online. We have recommendations in place to maintain bandwidth and these are functioning well with several connection options. Record retention and backup is functioning normally and includes cloud and physical offsite redundancy.

All personnel must work from home. At this stage this is mandatory but will be reviewed as further guidance is received from government. Management and IT support is available to assist with connections or ensuring personnel have a comfortable workspace at home.

Personnel require high-speed internet to maintain productivity and the company reimburses the costs of any upgrade and / or usage charges as needed.

Meetings

Staff may attend essential meetings outside the office subject to completion of a Safe365 checklist and management approval. BQH offices should not be used to host guests until further notice. Video conferences are recommended wherever possible for efficiency as well as health and contact minimisation reasons.

We are capable and experienced in the use of video and conferencing apps such as Skype, Zoom, MS Teams, Facetime, etc. and we are ready to attend remote meetings when needed.

We also use facetime or conference calling from our mobiles, or conference calling from our desk phones. All personnel are completely trained in these systems and support is available to troubleshoot any issues as they arise.

We have asked our personnel to keep a record of where they go and who they meet in their own time as well normal work records. We do not need to see this; it is recommended to make contact tracing faster and easier should medical authorities require.

Travel

Staff may fly, use taxis or Uber (etc.) subject to completion of relevant checklists and management approval.; do not use public transport and shared conveyances (e.g. scooters, bike-shares, etc.). if personnel attend an airport or transport hub, they are instructed to let the office manager know and develop a plan to minimise contact with colleagues.

Should personnel or any members of their households, or any persons they are in close contact with return from international travel, they are required to work from home for at least 14 days and also follow government policy on whether and to what extent they are required to formally self-isolate. The greater of any isolation duration between this policy and public policy applies.

Hygiene

Reminders are in place to wash hands and sanitise regularly, to follow guidance on coughs and sneezes; and to not share equipment (phones, keyboards, safety gear, etc).

Social Distancing

We have asked our personnel to avoid personal contact such as handshakes, to keep a personal coffee cup / cutlery / crockery separately and clean these themselves; to avoid sharing these items.

Put simply, the idea is to maintain a distance between you and other people — in this case, at least six feet.

That also means minimizing contact with people. Avoid public transportation whenever possible, limit nonessential travel, work from home and skip social gatherings — and definitely do not go to crowded bars and sporting arenas. (NY Times)



Effective from: 21-Mar-20

Updated: 1-Jun-20

Effective to: Further Notice



Getting Back to Normal

BQH are prepared for the increased accountability across all aspects of our current operations and see this as a positive change in our industry. Our policy includes:

1. Washing and sanitizing hands on arrival and departure from the office or site, and after rest breaks
2. Equipping all staff with a personal bottle of hand sanitizer and low level instrument grade disinfectant wipes
3. Face masks included in our PPE attire and worn when appropriate
4. Social distancing as per Government recommendations
5. Following BQH house rules

We have implemented specific COVID-19 hazard management protocols as part of our Safe365 system. Use of this system now includes the following checklists:

Daily Declaration [COVID-19]

To be completed every morning as a personal Health and Safety checklist for yourself and your colleagues

External Meetings

To be completed prior to any meeting outside BQH premises

Site Visit

To be completed prior to any site visit

Using a BQH Vehicle

To be completed prior to using a BQH pool Jeep

Working from Home Set Up – Health and Safety Check

To be completed when commencing work from home or for any physical changes to location and conditions

