

/ NOVEL CORONAVIRUS (COVID-19) POLICY

This policy applies to all BQH Limited locations, staff, contractors and officers.

Alert Level 1 House Rules

Illness

- Don't come to work if you are ill in any way
- Don't come into our office if you or a close contact may have been exposed to illness
- Don't come to our office if you're concerned about contagion

Work Continuity and Working from Home

- It is your choice to work from home or our office
- Communicate any technology needs in the normal way
- Continue to engage with colleagues in video chat if working from home

Safe365 Declarations

- Please complete your Safe 365 daily declaration before arrival at the office
- If working from home, please submit the daily declaration before 9am every day
- Please complete a declaration for external meetings and site visits
- Await management feedback on other declarations before proceeding

Hygiene

- Wash or sanitise your hands as you enter and leave the office
- Wash or sanitise your hands before and after use of shared amenities
- Follow guidance on coughs and sneezes
- Do not share equipment (phones, keyboards, safety gear, etc)
- Clean and disinfect your workstation, keyboard, mouse, phone at least weekly
- Use and wash your own crockery and cutlery; store it at your workstation
- Wipe down door handles regularly

BQH Shared Amenities

- Pool Cars may be booked if available; keep them clean. Daily declaration completed prior to use
- Disinfect kitchen and bathroom with spray and / or wipes after every use
- Sanitise keyboards between users and on completion for shared systems
- Keep left when using stairwells or narrow passages
- Keep the front door closed or barrier extended
- Visitors and service people must complete a declaration before each entry to our office



Meals

- Deliveries of ready to eat food are permitted, subject to normal hygiene procedures
- You may dine in at the café or other restaurants (please record your movements)
- Takeaway food is fine and the conference room may be used for dining
- Disinfect and wash up when you are done
- If the bin is full, take rubbish to the skip rather than overfilling or stacking

Meetings and Guests

- You may invite people into our office, subject to them registering with the forms at reception
- It is your choice to attend or not attend essential external meetings
- Essential meetings may include negotiations, site inspections, proceedings, conferences
- Checklists must be completed for all external meetings (Safe 365 App)
- It may be more efficient to attend by videoconference (to avoid travel time)

Travel

- If you intend to fly, please discuss your plans with management
- Taxis or Uber etc. may be used at your discretion, however, private vehicle use is preferred
- Avoid public transport and shared conveyances (e.g. scooters, bike-shares, etc.)
- Develop a plan to minimise contact with colleagues if you must attend a transport hub

Social Distancing

- No handshakes, hugs or kisses in the work environment
- Follow government guidance on distancing

Contact Tracing

- We recommend you use the NZ COVID Tracer App

