

/ WELLBEING & NOVEL CORONAVIRUS (COVID-19) POLICY

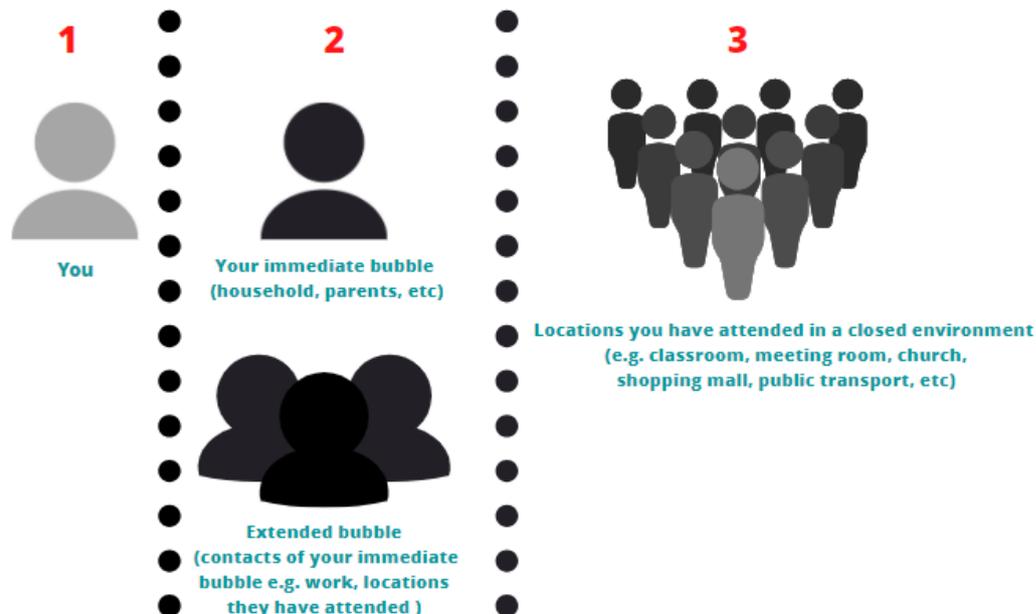
This policy applies to all BQH Limited locations, staff, contractors and officers. See Ministry of Health guidelines overleaf for further information.

Illness

- Don't come to work if you are ill in any way
- Don't come to our office if you're concerned about contagion

Close or Casual Contacts

- Don't come into the office if you cannot confirm less than 3 degrees of separation from a confirmed, suspected, or self-isolated case



- Advise management in the first instance if this applies to develop a plan
- Work from home until advised otherwise by management

Work Continuity and Working from Home

- It is your choice to work from home or our office in level 1 & 2
- Work from home under level 3 & 4
- Communicate any technology needs in the normal way
- Continue to engage with colleagues in video chat if working from home

Travel Bubbles to Approved Countries

- Normal annual leave policy applies, and a leave request must be approved by management with a leave handover plan completed prior to any holiday.
- If you decide to take a holiday overseas, then it is your responsibility to stay safe.

- Contingency plan in place for unexpected events
 - Take your surface with you and work remotely if you happen to be stuck overseas.
 - If you cannot work remotely and do not have enough leave to cover an extended period, then it will become unpaid leave. BQH will act in good faith to hold your job open for a reasonable period of time.
 - If you contract COVID-19 you can take sick leave (if available) and contact management to develop a plan.
 - Absenteeism (page 30 of staff handbook) policy still applies during unexpected events. Regular contact is expected, and contractual obligations apply.
 - If you have been sent for a business trip, then BQH will cover any expenses incurred for business-related purposes. For personal reasons you need to cover any costs, including the cost of any managed isolation that may apply.

COVID-19 Vaccinations

- Vaccination is your choice. We encourage and support workers to get vaccinated. These can be done during work hours without loss of pay.
- You do not have to tell us your vaccination status. Unless told otherwise, we will assume that you are unvaccinated.
- Following a health and safety risk assessment, if a particular role requires vaccination and you are unvaccinated or assumed unvaccinated:
 - For health and safety reasons BQH will consult you with options including changing work arrangements, alternative duties or leave (paid if available)
 - Mutual agreement to a negotiated end of employment
- In rare cases BQH will negotiate a variation to existing conditions of your individual employment agreement to require vaccination if it is deemed reasonable for the role.

Safe365 Declarations

- Use of Safe365 through your mobile app or through the Safe365 website
- 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
- Complete Site Visit/ External Meeting checklist for each meeting you attend
- 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 daily
- Disinfect courier packages with wipes or spray
- Wipe down door handles each time you use a door

BQH Shared Amenities

- Disinfect Pool Cars with spray and / or wipes after every 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

Social Distancing

- No handshakes, hugs or kisses in the work environment
- Try to maintain distance of at least a metre from other people
- Follow government guidance on distancing

When to test

- If you believe you have any of the COVID19 symptoms
- If you have any close or casual contacts that are suspected, confirmed or self-isolating
- If you have travelled overseas recently, or been in contact with someone who has recently travelled

Suspected or Confirmed Positive COVID-19 result

- We encourage the use of COVID19 tracer app for all staff
- Contact management to develop a plan
- Complete a COVID19 test
- Self-isolate, work from home until further notice and do not attend any external meetings
- After 14 days complete another COVID19 test

ADVICE FROM MINISTRY OF HEALTH

What is COVID-19?

COVID-19 is a new illness that can affect your lungs and airways. It's caused by a type of coronavirus. There are simple steps you can take to protect you and your family/whānau.

Symptoms

The symptoms of COVID-19 are:

- a cough
- a high temperature (at least 38°C)
- shortness of breath
- a sore throat
- sneezing and runny nose
- temporary loss of smell

These symptoms do not necessarily mean you have COVID-19. The symptoms are similar to other illnesses that are much more common, such as cold and flu.

Shortness of breath is a sign of possible pneumonia and requires immediate medical attention.

Some people may present with less typical symptoms such as only: fever, diarrhoea, headache, myalgia (muscle pain), nausea/vomiting, or confusion/irritability.

Symptoms can take up to 14 days to show after a person has been infected. The virus can be passed onto others before they know they have it – from up to two days before symptoms develop.

If you have these symptoms and have recently been to a country or area of concern, or have been in close contact with someone confirmed with COVID-19, please telephone Healthline (for free) on 0800 358 5453 or your doctor immediately.

How it spreads

COVID-19, like the flu, can be spread from person to person. When a person who has COVID-19 coughs, sneezes or talks, they may spread droplets containing the virus a short distance, which quickly settle on surrounding surfaces.

You may get infected by the virus if you touch those surfaces or objects and then touch your mouth, nose or eyes.

That's why it's really important to use good hygiene, regularly wash and thoroughly dry your hands, and use good cough etiquette.

Close contact definition

- Direct physical contact with person
- Living in the same household
- Presence in the same room/ location
- face-to-face contact in any setting within two metres of a case for 15 minutes or more

- Having been in a closed environment (eg, a classroom, meeting room, church, hospital waiting room, or conveyance other than aircraft)

Casual contact definition

A casual contact is defined as someone who has had contact with a person while they were infectious with COVID-19, but doesn't meet the criteria for a close contact.

Prevention – how to protect yourself and others

- Cough or sneeze into your elbow or by covering your mouth and nose with tissues.
- Put used tissues in the bin or a bag immediately.
- Wash your hands with soap and water often (for at least 20 seconds).
- Try to avoid close contact with people who are unwell.
- Don't touch your eyes, nose or mouth if your hands are not clean.
- Avoid personal contact, such as kissing, sharing cups or food with sick people.
- Clean and disinfect frequently touched surfaces and objects, such as doorknobs.
- Stay home if you feel unwell.
- Call Healthline on 0800 358 5453 if you have any symptoms and have been to any countries or territories of concern or have been in close contact with someone confirmed with COVID-19.

What to do if you may have been exposed

People returning from any country except those listed in Category 2, or who may have been exposed to COVID-19, are self-isolating to keep their communities safe.

- If you returned from any country in the last 14 days, then you should self-isolate for 14 days from the date of departure.
- If you have been in close contact with a confirmed case of COVID-19 you should self-isolate for 14 days from the date of close contact.

We know from other outbreaks that self-isolation is effective, and most people are good at keeping themselves – and others – safe and well. To find out more, see our Self-isolation resource.

More information for contacts of cases in New Zealand is available at Contact tracing for COVID-19.

Dedicated Healthline 0800 number for COVID-19 health advice and information

The number is 0800 358 5453 (or for international SIMs +64 9 358 5453).

It is free and available 24 hours a day, 7 days a week.

People calling that line will be able to talk with a member of the National Telehealth Service. They have access to interpreters.

You should call that dedicated number:

- to register if you have self-isolated yourself
- for any coronavirus health advice and information and any questions you have about coronavirus, self-isolation etc.

Healthline's main number is still the one to call for non-coronavirus health concerns – 0800 611 116.

Whichever number you call, you will get professional health advice and information.

Treatment

Currently, there is no specific treatment for COVID-19. Most people will be able to get better at home in isolation to avoid others getting it. More severe cases may need medical care in hospital.

Once a person is infected with COVID-19, their body will usually produce cells (antibodies) that 'remember' the virus. We assume these antibodies give the person immunity from the virus but it is not currently clear how long immunity lasts.

As of 24 April 2020, no study has evaluated whether the presence of antibodies to COVID-19 confers immunity to subsequent infection by this virus in humans.

Immunisation

New Zealand is securing COVID-19 vaccines through Advance Purchase Agreements with pharmaceutical suppliers.

- Pfizer
- Janssen Pharmaceutica
- Novavax
- AstraZeneca

The Pfizer vaccine has been approved to use in New Zealand for people 16 years and older. You'll need **two doses**. The second dose is given at least three weeks later. It's very important you get your second dose, you have your best protection once you have both doses.

Like all medicines, the vaccine may cause side effects in some people. These are common, are usually mild and don't last long. They may be more common after your second dose. Common side effects:

- Pain or swelling at the injection site
- Feeling tired or fatigued
- Headache
- Muscle aches
- Chills
- Joint pain
- Fever
- Redness at the injection site
- Nausea

If you are unsure about your symptoms or if they get worse, call Healthline.

Travelling to affected countries

The Ministry of Foreign Affairs and Trade is providing the latest advice for travellers on the Safe Travel website <https://www.safetravel.govt.nz>

More information

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-novel-coronavirus-health-advice-general-public>