

/ NOVEL CORONAVIRUS (COVID-19) BQH FRAMEWORK


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


BQH have comprehensive internal policies in place to manage the health and safety of our people and the people we interact with. Refer to the current BQH Wellbeing & COVID-19 Policy for further information. The main points of our policy are:



- Follow Ministry of Health guidelines and Government mandates
- Don't come to work or attend external meetings if you are ill in any way. In particular, if you exhibit any COVID-19 symptoms
- Don't come into the office or attend external meetings if you cannot confirm less than 3 degrees of separation from a confirmed, suspected, or self-isolated COVID-19 case
- Use our health & safety app to complete daily declarations to assess staff wellness




BQH will adhere to the Privacy Act 2000 regarding staff vaccination status and COVID-19 test results. Copies will be stored in your personnel file and only accessible by those enforcing this policy.



This framework and accompanying policies are reviewed with feedback from management and staff. Regular reviews and raised concerns are used to adapt procedures to ensure the best method for BQH is being used whilst also aligned with Ministry of Health guidelines.

	RED	ORANGE	GREEN
<p>Exposure</p> 	<p><i>BQH staff must complete a RAT test every Sunday before entering BQH offices. BQH staff should not come into the office or physically attend external site meetings and project sites if they cannot confirm less than 3 degrees of separation from a confirmed, suspected, or self-isolated case. Follow ministry of health guidelines.</i></p>		
	<p>COVID19 Positive: Notify management as soon as possible to create a working from home plan. Self-isolate for 7 consecutive days. If you are unwell then use sick leave to recuperate. If you have mild symptoms, then work from home. Do not physically attend any external meetings or project sites. Complete a RAT on day 3 & Day 7 and send to management. Upon 7 days isolation and three consecutive days of negative test results you may return to the office.</p>		

	<p>Close contact or household member of a close contact: Self-isolate for 7 consecutive days and work from home. Do not physically attend any external meetings or project sites. Complete a RAT on day 3 & Day 7 and send to management. Upon 7 days isolation and a negative test result of yourself and your household then you may return to the office. If your household is still testing positive or having symptoms then continue to work from home.</p> <p>COVID-19 Symptoms or household member with COVID-19 symptoms: Do not come into the office or physically attend external site meetings and project sites until 24 hours after symptoms have resolved. If symptoms persist then complete a RAT.</p> <p>BQH colleague self-isolating: If a colleague is positive of COVID19 or a household contact and you have been with them since exposure, then monitor health and daily assessment of any COVID-19 symptoms for 14 consecutive days. If symptoms develop then follow protocol for casual and casual plus contact immediately.</p> <p>BQH office exposure: All staff and visitors in the office at time of exposure are deemed close contacts and to follow that protocol. BQH to notify Healthline and commence workplace contact tracing, close the office, and commence a clean down procedure.</p>
<p>Safe 365 App</p> 	<ul style="list-style-type: none"> • Daily declaration before 9am • External site meeting checklist when attending site • Client risk assessment checklist if attending an external meeting or site • Assessment of COVID-19 symptoms if you are a household member of a positive case or have symptoms for 3 consecutive days.

<p>BQH Office</p> 	<p>Working from home or office.</p> <p>Negative RAT on Sunday prior</p> <p>Proof of vaccination certificate on personnel file.</p>	<p>Working from home or office.</p> <p>Negative RAT on Sunday prior</p> <p>Proof of vaccination certificate on personnel file or a weekly COVID swab test by Sunday and produce a negative result 24 hours before entering the office for the following week, a daily temperature reading with a result of less than 37.5, and a daily o2 stat more than 95.</p>	<p>Working from home or office.</p> <p>Negative RAT on Sunday prior</p> <p>Proof of vaccination certificate on personnel file or a weekly COVID swab test by Sunday and produce a negative result 24 hours before entering the office for the following week, a daily temperature reading with a result of less than 37.5, and a daily o2 stat more than 95.</p>
<p>External Meetings</p> 	<p><i>BQH staff must confirm with meeting host that (1) all attendees are double vaccinated, (2) the room is ventilated, and (3) attendees will be physically distanced. If all 3 criteria are not met, then attend meeting via teleconference.</i></p>		
	<p>Encouraged to continue meetings via teleconference.</p> <p>Can attend meetings with safe practices including physical distancing, safe hygiene practices, and compliance with government attendance numbers.</p> <p>Must complete safe365 client risk assessment. To be asked prior to</p>	<p>Will attend meetings with safe practices including physical distancing, safe hygiene practices, and compliance with government attendance numbers.</p> <p>Must complete safe365 client risk assessment. To be asked prior to meeting and BQH staff to complete checklist.</p>	<p>Will attend meetings with safe practices including physical distancing and hygiene practices where applicable</p>

	meeting and BQH staff to complete checklist.		
<p>Internal Meetings at BQH</p> 	Can invite external people for meetings at BQH premise with vaccine certificate only. Meeting room booked with physical distancing.	Can invite external people for meetings at BQH premise with vaccine certificate only. Meeting room booked with physical distancing. Meeting room and communal equipment sanitized after use.	Can invite external people for meetings at BQH premise with no requirements for vaccine certificates or COVID tests. Meeting room and communal equipment sanitized after use.
<p>Site Visit</p> 	<i>BQH staff to use 'Super Safe Site' initiative with washing and sanitizing hands on arrival and departure, and face masks included in PPE and worn on site.</i>		
	<p>Collaboration with Project Manager/ site team for virtual site visits.</p> <p>In some instances, a site visit may be required, BQH staff may attend alone and restrict interaction with site personnel and ensure physical distancing.</p>	Will attend site with super safe site initiative.	Will attend site with super safe site initiative
<p>Hospitality during work hours</p> 	Encouraged to sit outdoors or in well ventilated spaces only, have a face mask, and stay 2m distanced from non BQH personnel if possible.		

<p>International Travel</p> 	<p><i>BQH staff are responsible to stay safe and be aware of BQH COVID-19 policy and contingency plan for unexpected events</i></p>
<p>Wellbeing & support</p> 	<p><i>COVID-19 has had a significant impact on all aspects of our daily lives. It is understandable to sometimes feel sad, distressed, worried or anxious. BQH staff are to monitor their own wellbeing as well as the wellbeing of others. Staying connected and reaching out to maintain our mental wellbeing during the COVID-19 pandemic.</i></p> <p>BQH wellbeing policy: Refer to page 40 of your staff handbook. Advise management if you are feeling overwhelmed, sad, distressed, worried or anxious. Solutions may include support from other people. Professional support, reframing how you look at work, reevaluating priorities and time off work.</p> <p>Need to talk: Free call or txt 1737 to speak with a trained counsellor. Available 24 hours a day, 7 days a week.</p> <p>www.allright.org.nz/campaigns/getting-through-together</p> <p>www.wellbeingssessions.nz</p> <p>www.health.govt.nz/covid-19-mental-wellbeing</p>