

# Standard Operating Procedure

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Procedure title	General Operating Procedures for Competenz at Alert Level 1
Procedure owner	GM People and Culture
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## Scope

These procedures cover all employees of Competenz while the **New Zealand Government COVID-19 Alert Level 1** is in place. These procedures will be reviewed and amended from time to time during Alert Level 1. **For all team members outside of Auckland only.**

## Office Access Procedure

Step	Key Points
<b>1. Working from the office</b>	<ul style="list-style-type: none"> <li>» All Competenz offices (outside of Auckland) are open and are our primary place of work.</li> <li>» You may continue to work remotely, in agreement with your manager and if you are able to meet the productivity requirements of your role and Health &amp; Safety requirements for your workspace.</li> <li>» You may continue to work from home if you are especially vulnerable to respiratory illnesses.</li> </ul>
<b>2. Check your own health. Ensure that you have NO COVID-19 or other cold or flu symptoms</b>	<ul style="list-style-type: none"> <li>» Check your own health each morning before any potential attendance at a Competenz office.</li> <li>» Ensure that you do not have any COVID-19-related symptoms.</li> <li>» If you are ill or have any respiratory illness symptoms, let your manager know and do not attend work at an office that day.</li> <li>» Seek medical advice.</li> </ul>
<b>3. Visitor access</b>	<ul style="list-style-type: none"> <li>» Normal visitor sign-in and access procedures resume. This means that all visitors are signed in and have given contact details. QR codes must be displayed at all offices.</li> </ul>
<b>4. Maintain good hygiene standards.</b>	<ul style="list-style-type: none"> <li>» Wash your hands with soap and water when you first arrive and periodically throughout your time in the office.</li> <li>» If any staff are required by customers to wear PPE e.g. Gloves, masks or hand sanitiser this can be ordered by your office representative through the OfficeMax portal the same as if you were requesting stationery. If you are unsure this can also be ordered by Ciara Reidy on your behalf.</li> </ul>
<b>5. Clean Shared equipment and surfaces after each use</b>	<ul style="list-style-type: none"> <li>» Wipe down and sanitise the photocopier after you use it.</li> <li>» Wipe down and sanitize and kitchen surfaces after you use them.</li> </ul>

## Contact Tracing & Health Declarations

<b>6. Employee Contact Tracing</b>	<ul style="list-style-type: none"> <li>» Employees are advised to maintain their own records of where they have been and who they have been meeting with in in case these are required for contact tracing purposes. These records can be paper based or electronic.</li> </ul>
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	<ul style="list-style-type: none"> <li>» Any employee who is contacted by the Health Department for contact tracing purposes must notify their manager and general manager so that any related risk can be assessed by Competenz.</li> </ul>
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**Undertaking business travel.**

**Travel may be undertaken to and from Auckland.**

<b>Step</b>	<b>Key Points</b>
<b>7. Check your own health</b>	<ul style="list-style-type: none"> <li>» Check your own health each day before any travel.</li> <li>» Ensure that you do not have any COVID-19 related symptoms.</li> <li>» If you do have any of these symptoms, let your manager know and do not travel that day.</li> <li>» Seek medical advice.</li> </ul>
<b>8. Maintain hygiene standards</b>	<ul style="list-style-type: none"> <li>» Keep sanitiser, sanitising wipes or soap and water and a towel with you in your car, so that you can clean your hands and steering wheel, handles etc.</li> <li>» Sanitizer and other products should be purchased and will be reimbursed.</li> </ul>
<b>9. Keep a record of your trip</b>	<ul style="list-style-type: none"> <li>» Ensure Outlook is updated and an accurate record of your travel, meetings, who you have been with and locations is maintained.</li> </ul>