

Standard Operating Procedure

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Procedure title	General Operating Procedures for Competenz at Alert Level 2 Auckland only
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 2** is in place for **Auckland only**. These procedures will be reviewed and amended from time to time during Alert Level 2.

Office Access Procedure

Step	Key Points
1. Request to 'work from the office'	<ul style="list-style-type: none"> Continue to work from home. If you choose to work from the Newmarket office, email Ciara Reidy stating the requested date. Ciara Reidy will maintain all requests to ensure that requests will not exceed the ability for people to maintain 1m physical distancing. No team meetings can take place in the Newmarket office. All team meetings must take place online.
2. Check your own health. Ensure that you have NO Covid-19 or other cold or flu symptoms.	<ul style="list-style-type: none"> Check your own health each morning before any potential attendance at a Competenz office. Ensure that you do not have any Covid-19 related symptoms If you do have any of these symptoms, let your manager know and do not attend work at an office that day. Seek medical advice.
3. Complete the Employee Health Declaration.	<ul style="list-style-type: none"> When you access a Competenz office for the first time at Level 2. Forward the Employee Health declaration to Ciara Reidy for filing. You may be asked periodically to complete another health declaration.
4. Sign into your office.	<ul style="list-style-type: none"> When you arrive at a regional office please use the visitors log to sign in. Sign in using your own pen. In the Newmarket office you must use your access card to gain access, and this will create a digital register of attendance, should it be needed for contact tracing purposes.
5. Visitor Access.	<ul style="list-style-type: none"> Visitor access should be by prior appointment only. Competenz employees setting up visitor meetings at any Cz site must attach the Visitor Contact Tracing & Health Declaration form to the invitation. Visitors must complete and return the Visitor Contact Tracing & Health Declaration form prior to their arrival. Forward the Visitor Contact Tracing & Health Declaration to Ciara Reidy for filing, prior to any visitor attending a meeting at any Cz site. In exceptional circumstances, offices may receive 'walk in' visitors. If the reason for the visit is deemed necessary by the Competenz employee, then the visit and meeting may go ahead. Ensure that there are hard copy Health Declaration Forms available as part of the sign in process. Scan the completed Health Dec and Contract Tracing Form to Ciara Reidy by close of business on the same day as the visit. QR codes must be displayed in all offices for visitor contact tracing also.
6. Maintain good hygiene standards.	<ul style="list-style-type: none"> Wash your hands with soap and water when you first arrive and periodically throughout your time in the office.
7. Maintain physical distance.	<ul style="list-style-type: none"> Always maintain a distance of at least 1 metre between yourself and other employees. Where possible, limit the number of people in an office elevator to adhere to physical distance protocol. Use electronic methods for sharing documents and information wherever possible.

8. Clean shared equipment and surfaces after each use.	<ul style="list-style-type: none"> Wipe down and sanitize the photo copier after you use it. Wipe down and sanitize any kitchen surfaces after you use them.
9. Sign out of your office.	<ul style="list-style-type: none"> At the end of your time in a regional office, make sure you sign out using the visitors register.
10. Face coverings	<ul style="list-style-type: none"> Should be worn when using public transport to and from work.

Travel Procedure (Domestic & use of company provided vehicles)

Step	Key Points
11. Undertaking business travel.	<ul style="list-style-type: none"> Where possible, conduct all employer and learner visits online.
12. Check your own health.	<ul style="list-style-type: none"> Check your own health each day before any travel. Ensure that you do not have any Covid-19 related symptoms. If you do have any of these symptoms, let your manager know and do not travel that day. Seek medical advice.
13. Company provided vehicles.	<ul style="list-style-type: none"> Do not take passengers in your vehicle, unless they are members of your immediate household.
14. Overnight stays.	<ul style="list-style-type: none"> Wherever possible travel should be completed within one day. If an overnight stay is required, always maintain Govt. Covid-19 Alert Level 2 protocols.
15. Maintain hygiene standards.	<ul style="list-style-type: none"> Keep sanitizer, sanitizing 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. Sanitizer and other products should be purchased and will be reimbursed. Alternatively, if any staff require 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.
16. Keep a record of your trip.	<ul style="list-style-type: none"> Ensure Outlook is updated and an accurate record of your travel, meetings, who you have been with and locations is maintained.
17. Face Coverings	<ul style="list-style-type: none"> Must be worn at all times when using public transport or flying.

Contact Tracing & Health Declarations

Step	Key Points
18. Employee Contact Tracing	<ul style="list-style-type: none"> Access to the Auckland Competenz office by employees will be by electronic card access only. As required for contact tracing purposes the Procurement & Contracts Manager will produce a report from the security system showing all employees access times and dates. All access to regional offices by employees will include the requirement to sign in using the on-site visitor register. For clarity, employees need to sign in every time they enter the premises. Before accessing any site for the first time all employees will sign an Employee Health Declaration stating that they have no Covid-19 symptoms and have no one symptomatic in their household; and, that they understand and agree that they are not to attend any Competenz site or any customer site should they develop any such symptoms in the future while Covid19 Alert levels are in operation. Employee Health declarations will be kept until the Covid-19 Alert system is ended by the NZ Government or for 1 year, whichever is later. 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. 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.
19. Visitor Contact Tracing	<ul style="list-style-type: none"> Any trades/utilities visits will be authorized by the Procurement & Contracts Manager, following the collection of contact tracing information and the receipt of a health declaration. Competenz employees setting up visitor meetings at any Cz site must attach the Visitor Contact Tracing & Health Declaration form to the invitation. Visitors must complete and return the Visitor Contact Tracing & Health Declaration form prior to their arrival. Forward the Visitor Contact Tracing & Health Declaration to Ciara Reidy for filing, prior to any visitor attending a meeting at any Cz site. All Visitor contact tracing information and health declarations will be stored securely for 4 weeks.