

COVID-19 safety plan

Use this form to document your thinking about how you and your workers will keep safe at work during the COVID-19 pandemic. Provide as much information in response to each question as possible. This information will help your workers and other people to know exactly what to do and what to expect.

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required.

There is guidance on what to think about when you're planning a safe return to work here: <http://www.worksafe.govt.nz/>

You **don't** need to send this plan to WorkSafe for review or comment.

Company details

Business name: Mountains to Sea Conservation Trust	Manager approval: Yes	Worker representative consultation: Yes
Division/group: Whitebait Connection/ Experiencing Marine Reserves	Name of manager: Kim Jones Samara Nicholas	Name of worker representative: Sophie Journee, Laura Torre, Lorna Doogan, Nicholas Naysmith
Date completed: 11/08/20		
Date distributed: 11/08/20		
Revision date: 4/04/22		

Refer to the WorkSafe guidance for constructing a COVID-19 safe work plan for full details.

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
What will be done to manage risks from restarting business after lock-down?	<p><i>As we transition into the COVID Protection Framework: Carry out a restart procedure including communicating with any other stakeholders using our work sites e.g. Whangarei District Council Botanica staff, private landowners, public land managers</i></p> <p><i>Changed team structure and workplans.</i></p> <p><i>Changed hygiene requirements (surfaces, separation, toilet accommodations).</i></p> <p><i>Provide a copy of this COVID-19 Safety Plan to all schools, community groups and other organisations that we work with.</i></p> <p><i>Include a reference to this COVID-19 safety plan in our EMR and WBC school agreement forms with text "[The school] warrant/agrees to have read our COVID-19 safety plan which follows the government COVID-19 guidelines and will follow these guidelines as well including in respect to parents and volunteers that they bring along to field trips". It is the responsibility of the school to follow their own COVID 19 Safety Policy.</i></p> <p>Key points (4/4/2022)</p> <ul style="list-style-type: none"> • <i>There are no limits for outdoor activities, such as gatherings and events, and food and drink businesses. My Vaccine Passes must be used until 11:59pm on 4 April.</i> • <i>There is a 200-person limit for indoor gatherings and events — My Vaccine Passes must be used until 11:59pm on 4 April.</i> • <i>If My Vaccine Passes are not used after 11:59pm on 4 April, 2022,, the gathering limits remain unchanged.</i> • <i>You do not need to wear a face mask outdoors.</i> • <i>Other face mask rules remain unchanged — face masks are still required in most indoor settings.</i> • <i>There is no requirement to scan in or for a business to display a QR code poster or have mandatory record keeping.</i> 	<p><i>Northland/Auckland Regional Coordinators and their site-specific project managers.</i></p> <p><i>Other regions: Regional Coordinators</i></p>

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How will you ensure all your workers know how to keep themselves safe from exposure to COVID-19?

Ensure our procedures are up to date by regular review of Ministry of Health guidance. Reviewing WorkSafe and Ministry of Health guidance regularly and updating our internal advice as needed. Refreshing information regularly to keep safe practices front of mind. Provide information sheets and posters from the Ministry of Health website.

Monthly regional team meetings to discuss how the implementation of this plan is going including any incidents that may have arisen. Discuss hygiene and distancing.

Ensure hand sanitizer and antibacterial wipe supplies are kept topped up.

Develop and share National directive for work in NZ in relation to COVID-19 with every coordinator/contractor. Require all contractors/coordinators to fill in Google Quiz that shows they understand the changes.

Update and circulate Risk Assessment Form to include risks of COVID-19. **Continue to implement measures such as mask wearing, physical distancing and hand hygiene as important measures that help prevent the transmission of Omicron.**

All coordinators will discuss COVID-19 health and safety planning and ensure adherence to our own policy along with any requirements of the school/group COVID-19 policy on the day of field trips and on school property.

Northland/Auckland

MTSCT Co-Director (Kim Jones (WBC) & Samara Nicholas (EMR))

Other regions:

Regional Coordinators

New Zealand Government

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
How will you gather information on the wellness of your staff to ensure that they are safe to work?	<p>Daily health screening. To find out if workers are well when they come to work, we will require each worker to self-screen using our basic questions about their physical and mental health; do you have any of the following symptoms? A new or worsening cough, a high temperature (at least 38°C), shortness of breath, sore throat, sneezing and runny nose, temporary loss of smell. Rate yourself on a mental health scale of 1-10 (1 being lowest). If they tick any of the symptoms, they will be asked not to work via the form. If they score their mental health at 5 or below, the form will tell them not to work and to discuss with their Regional Coordinator. The Regional Coordinator will follow up with them and offer support. Project managers will be more flexible with when work is done to cater for changes in physical and mental health. An online checklist will be added to the Health and Safety paperwork (Pre-site assessment form).</p> <p>Regional Coordinators have regular discussions with contractors on their health.</p> <p>Follow up procedures with contractors who report feeling unwell.</p> <p>Contact tracing information kept up to date by making sure everyone present on work site is recorded on the Health and Safety paperwork (Pre-site assessment form or contact list or QR code scanning in) by the project leader on the day.</p>	<p>Project delivery leaders</p>
How will you operate your business in a way that keeps workers and others safe from exposure to COVID-19?	<p>We will review guidance on the Ministry of Health website and to be sure we are cleaning surfaces and any equipment the right way with the right disinfectant.</p> <p>As our contractors all work from home and are already set up to do so, no further equipment is required for this.</p> <p>Check, Clean, Dry footwear between sites.</p> <p>At each traffic light level change, discuss which workers will need to come into the workplace and why and how physical distancing and hygiene will be achieved.</p> <p>At each traffic light level change, discuss how we will work with other businesses or people who we interact with to ensure appropriate practices are followed by both their workers and ours. (This helps us meet HSWA overlapping duties too.) Ideally this will be done by Zoom, Google Hangouts or on the phone.</p> <p>Hand sanitizer and antibacterial are supplied and in stock.</p> <p>Regularly develop and share our COVID-19 safety plan with every coordinator/contractor. Require all contractors/coordinators to fill in a Google Quiz that shows they understand the changes.</p> <p>For site specific instructions ensure contractors/coordinators have understood processes by asking them to repeat the process back.</p>	<p>Facilities or site manager to review procedures and order supplies, cleaners to use the new supplies and follow new cleaning procedures</p>

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How will you manage an exposure or suspected exposure to COVID-19?

Contractors/coordinators who are unwell with respiratory symptoms immediately go home, and call Healthline or their GP. Arrange safe transport home immediately and provide all contractors/coordinators with advice on contacting GP and/or Healthline.

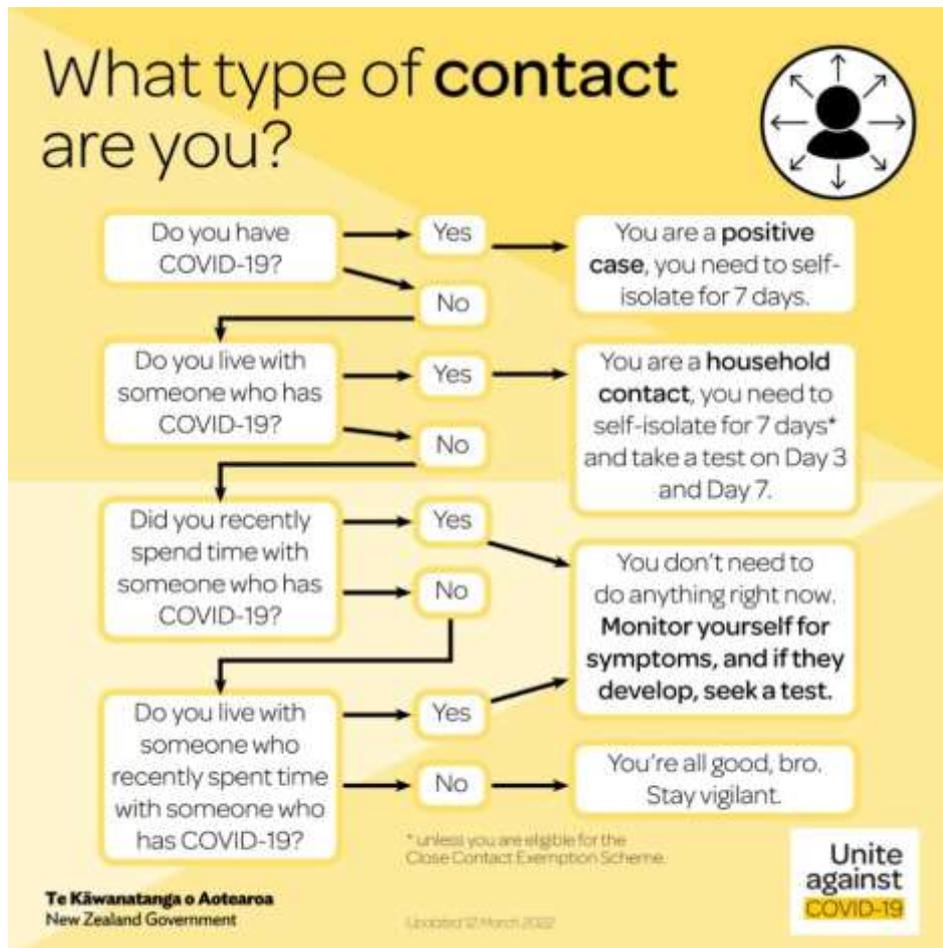
Project Site manager

If you have tested positive for COVID 19, you must self isolate

<https://covid19.govt.nz/isolation-and-care/if-you-have-covid-19/>

Ensure wipe down procedures are done to 'all tools, equipment and surfaces that the (suspected) case has been in contact with are thoroughly disinfected and wiped down in addition to the routine wipe-down and disinfection'.

Project manager to keep in contact with unwell workers and track their progress using whatever method works best e.g., email, text message or Facebook messenger.



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	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>How will you evaluate whether your work processes or risk controls are effective?</p>	<p><i>We need workers' feedback so this will be gathered in regular Health and Safety Zoom meetings. Foster an open culture of sharing so contractors feel comfortable raising concerns and solutions.</i></p> <p><i>Plans will be adapted as we find better/easier ways to do things.</i></p> <p><i>We will conduct regular reviews of this plan and communicate those changes to our contractors alongside a Google quiz that will provide us with evidence that they have read and understood the changes.</i></p> <p><i>MTSCT has considered the feedback from staff and H & S representatives</i></p> <p><i>MTSCT has considered the views and advice from the industry and funders</i></p> <p><i>Our overall stance is to continue to follow public health guidance with regards to COVID 19. Follow suit to requirements of the education sector.</i></p>	<p><i>Co-Directors and Regional Coordinators</i></p> <p><i>Contractors</i></p>
<p>How do these changes impact on the risks of the work that you do?</p>	<p><i>Regular check-ins with contractors/coordinators about how they are coping with the change to their work schedules. Ask and assess if; the changes have affected current risk management, are there any new critical risks introduced due to the changes, are any new risk controls required?</i></p> <p><i>List new critical risks in each Level if and when they are identified.</i></p> <p><u>New critical risks identified:</u></p> <p><i>The need to break social distancing requirements when performing first aid.</i> Action – ensure contractors have a mask on hand at all times.</p> <p><i>The risk of hand sanitizer catching fire on hands or when stored</i> e.g., example from WDC where a contractors hands caught fire after applying 60% alcohol hand sanitizer and touching a metal surface that caused static electricity to ignite a near invisible flame causing first and second degree burns Action: keep hand sanitizer out of the sun and let hands dry fully before touching anything.</p> <p><i>Community transmission:</i> The risk of breaking social distancing guidelines on field trips (e.g., when looking at invertebrates). Coordinators must wear masks during school delivery, especially during times where it is difficult to social distance.</p> <p><i>Public transport and regional level differences:</i> All people 12 years or older must wear masks on public transport including aircraft during all traffic light levels.</p>	<p><i>Co-Directors and Regional Coordinators</i></p> <p><i>Contractors</i></p>

Mountains to Sea Conservation Trust (MTSCT) directive

Mountains to Sea Conservation Trust (MTSCT) directive for programme delivery in New Zealand in relation to COVID-19 for:

- MTSCT Contractors
- All programme and regional coordinators of WBC and EMR programmes
- Volunteers for WBC and EMR programmes and activities

We must follow Ministry of Health directives, and these are always evolving.

MTSCT has also prepared the following guidelines for our coordinators, volunteers and contractors based on the government's and Ministry of Health's guidelines for what is permitted and recommended under the different Traffic Light colours of the COVID-19 Protection Framework Levels. You can view the detailed level information here: <https://covid19.govt.nz/traffic-lights/covid-19-protection-framework/>

The nature of our mahi - outdoors with good ventilation by default reduces risk of transmission. We also usually only work with one school bubble at a time and we have good record keeping.

All beach boxes/equipment kits should have spare face coverings and hand sanitisers and a means to clean surfaces

In risk assessment we have considered the key point of if there is a greater risk of a worker being exposed to new variants at work than they would be in the community.

Key points

- There are no limits for outdoor activities, such as gatherings and events, and food and drink businesses. My Vaccine Passes must be used until 11:59pm on 4 April.
- There is a 200-person limit for indoor gatherings and events – My Vaccine Passes must be used until 11:59pm on 4 April.
- If My Vaccine Passes are not used after 11:59pm on 4 April, 2022,, the gathering limits remain unchanged.
- You do not need to wear a face mask outdoors.
- Other face mask rules remain unchanged – face masks are still required in most indoor settings.
- There is no requirement to scan in or for a business to display a QR code poster or have mandatory record keeping.

Assessment

- We are already working with both vaccinated and unvaccinated during school and high school delivery
- With the Omicron variant, research shows that people who are fully vaccinated (including boosters) have a somewhat lower chance overall of catching the virus if they're exposed to it, and have less chance of developing severe symptoms
- However, there is likely to be little difference in transmission between vaccinated and unvaccinated people, which is the risk that an infected person might pass it to someone else.
- Overall, while vaccination status doesn't prevent an infected person from spreading the virus, it does help to protect someone who is vaccinated by limiting the chance of infection and the seriousness of the disease itself.
- What this tells us is that vaccinations still have an incredibly important role to play in minimising the risks of catching Omicron and preventing serious illness. That's why we still strongly recommend receiving all doses of the vaccine, but at this stage of the pandemic we don't see it as a practical measure we can have in place as a health and safety control in our workplaces.
- Auckland is now past the peak of the Omicron outbreak, which also reduces the risk as there is less community transmission, and this is anticipated to continue to decrease over the coming weeks.

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- The majority of our work occurs outdoors in the lower risk environment
- Other measures such as mask wearing, physical distancing and hand hygiene continue to be important measures that help prevent the transmission of Omicron.

There is a diversity of opinions amongst our staff with regards to risk so we will therefore offer other ways to continue control, mitigate and manage risk (but not limited to)

- Avoid working in indoor settings such as small classrooms, work only in well ventilated or larger spaces such as halls
- Continue to use personal health screening
- Continue to wear medical grade masks (these are available to you)
- Continue to wear masks even in the outdoor setting when physical distancing of 2m is difficult

When my vaccine passes might continue to be used after 11.59 4th April

- If an event is already advertised to be a vaccine pass event
- When an event partner or funder require it
- When a third party provider (charter for example) require it
- When a regional provider deems it appropriate for their region

If a event is a 'my vaccine pass' event, it must be CLEARLY advertised. Sport NZ have released some simple guide diagrams

Indoors

<https://sportnz.org.nz/media/5006/indoors-table.pdf>

Outdoors

<https://sportnz.org.nz/media/5005/outdoors-table.pdf>

For schools:

Refer to COVID-19 safety plan. Include a reference to this COVID-19 safety plan in our EMR and WBC school agreement forms with text "The school agrees to have read our COVID-19 safety plan which follows the government COVID-19 guidelines. The school agrees to follow these guidelines, including parents and volunteers they bring along to field trips". It is the responsibility of the school to follow their own COVID-19 Safety Policy.

Schools are open under all the traffic lights for both vaxxed and non-vaxxed, these settings are taken on the outdoor activity. That means that MTSCCT and it's programmes (EMR & WBC) will work with both vaccinated and unvaccinated school students.

Someone with COVID 19 symptoms can be withdrawn from the activity. Consider where that person could isolate to keep everyone safe

Mask Mandate

Masks are no longer mandatory for outdoor settings. Facemasks are mandatory indoors when not exercising except at swimming pools. Medical facemasks required for customer-facing workers (indoors) Mask wearing is an additional safety measure for mitigation of risks at our events from 4th April onwards.

The N95 and P2 masks, filter out airborne particles when worn correctly, are considered by experts to be effective at protecting against the spread of Covid-19 – which transmits via aerosols produced by a person's breath.

Surgical masks, which are less effective, also offer more protection than cloth face masks. However, cloth masks are still sufficient for the general public.

When should facemasks be worn

<https://covid19.govt.nz/prepare-and-stay-safe/keep-up-healthy-habits/wear-a-face-mask/>

Disposable N95/P2 particulate respirators

Disposable high-filtration masks or particulate respirators generally offer the highest level of protection, when used correctly.

Particulate respirator masks range in model, price, availability and suitability. They are identified by which international regulatory standards they meet. For example, N95 is a US standard, KN95 is a Chinese standard, and P2 is a New Zealand/Australian respiratory standard. The world-wide demand for these masks has been very high.

In New Zealand P2/N95 particulate respirator masks are used by healthcare staff who are at highest risk of infection, especially those who are looking after COVID-19 patients. Staff working in specific high-risk areas such as the border and managed isolation facilities also wear these masks.

Some members of the public may choose to use respirator masks if they are available. It is important that anybody wearing a respirator follows the manufacturer's instructions on how to put the mask on correctly to ensure there are no gaps.

To be most effective particulate respirators need to have a very tight seal around the face. There are specific tests used in industries and health care settings to ensure that a respirator is providing the best protection. See [how to use a face mask safely](#).

If the correct procedures for using a particulate respirator are not used, these masks are not that much better at preventing infection than a well-fitting medical mask.

- As a general rule, you should wear a face mask whenever you are indoors. The exceptions are at your home or your place of work if it is not public facing.
- When it is hard to physically distance from people you do not know, we encourage you to wear a face mask.
- Everyone must wear a mask that is attached to the face by loops around the ears or head. This means people can no longer use scarves, bandannas or t-shirts as face coverings.
You do not need to wear a mask when exercising.

General Notes:

- Recommendation for event planning - increased consultation with iwi/hapū and community stakeholders with COVID safety. Communication of expectations on the day in advance is key. Clear messaging to teachers, parents and volunteers. So there are no surprises on the day.
- Don't forget to assign a sanitisation monitor!
- Increased attention to volunteer guidelines and expectations for the day - brief the volunteers about how best to use their mask and when you want them to use it - obviously when gearing participants up, but suggest they bring a bag for their mask and suggest having a container for the team to place them in while in the water . Have a volunteer zone that roped off to public for them to be able to relax and eat and drink without their mask etc
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Face masks for EMR

- Masks can't be worn in the water while snorkelling, use the boogie board to help maintain social distance
- Coordinators could continue to wear a mask while on land and have the option to do safety briefings without the mask - at a 2m distance. This will need to be communicated with the group/school to ensure everyone is comfortable without compromising the communication of H&S information.
- Mask on while gearing up participants. For both crew and volunteers. Ask supervisors from the school bubble to have more of a role in gearing up.
- For coordinators/volunteers, masks to be removed as close as to getting into the water as practical - Volunteers/coordinators are responsible to store their own mask somewhere safe, socially distanced and easily accessible.
- Ensuring no masks/rubbish left behind. Best protocol for coordinators to remove discarded masks - washing/sanitising hands after.
- Masks not mandatory for participants on kayak days while on the water.

General public health advice:

- Regularly disinfect surfaces; wash and dry hands, cough into elbow, don't touch your face; stay home if you're sick, report flu-like symptoms.

Testing:

- Testing of all potential cases of COVID-19 for people who meet the case definition (i.e. are displaying relevant symptoms). Tests will take place at dedicated Community-Based Assessment Centres (CBACs) or designated practices.
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For COVID-19 health advice and information, contact the Healthline team (for free) on 0800 358 5453 or +64 9 358 5453 for international SIMS

The World Health Organisation has named the Novel coronavirus (2019-nCoV) '**COVID-19**'. FYI a virus name must not reference any place, person or animal to avoid stigma.

We are basing our actions on the information and recommendations from the Ministry of Health, which triggers different phases of our own Safety Management Plan (SMP). This helps make sure we are doing the right things, and not overreacting or under reacting.

Key points:

- If you're sick, arrange back up for scheduled programme delivery or postpone and do not go to work and put others at risk around you that may be more vulnerable to sickness than you.
- Think about what you would do if you had to self-isolate for two weeks. How can you be prepared?
- Be extra vigilant with implementing our gear sanitisation and hygiene policies e.g., soaking snorkels for the appropriate time in the recommended dilution of Saniwise between uses, encouraging hand washing by ensuring participants have access to handwashing resources/facilities before eating etc.
- Use the coordinator work and personal COVID 19 preparedness plan from Mountains to Sea Wellington. Add additional information about possible people that could stand in for EMR at short notice if you are isolating for example. E.g. a volunteer that has come to many events and has snorkelling experience

Covid- 19 – How do we manage the risk?

NZ Ministry of health guidelines

The most important thing to do is practice good hygiene.

This means:

- covering coughs and sneezes with disposable tissues or coughing/sneezing into your elbow
- disposing of used tissues appropriately in a bin
- washing hands for at least 20 seconds with soap and water and drying them thoroughly, or using hand sanitiser (at least 60% alcohol):
 - before eating or handling food
 - after using the toilet
 - after coughing, sneezing, blowing your nose or wiping children's noses
 - after touching public surfaces
 - trying to keep 2 metres away from people who are unwell

The measures above are especially important for people who have existing health conditions, such as those with diabetes, renal failure, chronic lung disease or compromised immune systems.

- Avoid close contact with other people who are sick.

Work with any venues you utilise to incorporate some practical tips for reducing spread of disease when dealing with groups of people sharing space.

- Require catering options that are prepacked or have catering staff serve food (wearing gloves/ one per dish), i.e. avoiding shared utensil use.
- Encourage good hand washing (*signage and housekeeping reminders*)
- Arrange for hand sanitizer stations to be put out and shared items to have frequent wipe downs

Please refer to the link below to remain informed of recent events and updates:

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

Information regarding providing rescue breaths during CPR:

MTSCT recommends all WBC and EMR providers check their first aid kits and ensure face shields are included.

Here are some links to places to get face shields and alternatives:

- 50 reusable masks for NZD \$205.70 <https://www.laerdal.com/nz/doc/115/Laerdal-Face-Shield>.
- The other mask is the pocket mask which can be used as a barrier between you and the patient. When emergency services arrive their equipment will connect straight onto it. <https://www.laerdal.com/nz/doc/113/Laerdal-Pocket-Mask>



Figure 1. St John first aid kits come with one included:

Pocket masks are handy to have for coordinators to use if it makes them feel more comfortable doing CPR (even without the risk of COVID-19), but not a necessity. Some places say put a towel or wear face mask while doing it. It comes down to if you need to get air into someone you have to do what you can as safely as possible. All we can do is just follow these recommendations. Being first responders, we are not left with many options.

Further information around first responders providing rescue breaths whilst performing CPR:

Continuous Evidence Evaluation (CEE) and Consensus on Science with Treatment Recommendations (CoSTRs)

ILCOR has implemented a continuous evidence evaluation process to ensure timely delivery and dissemination of the highest-quality resuscitation science evidence evaluation and consensus on treatment recommendations. It is essential that all members of the resuscitation community—policy makers, organizations, healthcare professionals, patients, and the public—have easy and timely access to the most current evidence.

<https://costr.ilcor.org/document/covid-19-infection-risk-to-rescuers-from-patients-in-cardiac-arrest>

We suggest that in the current COVID-19 pandemic, lay rescuers who are willing, trained and able to do so, consider providing rescue breaths to infants and children in addition to chest compressions (good practice statement).

In suggesting that lay rescuers consider compression only CPR and public access defibrillation, the writing group noted that the majority of out of hospital cardiac arrests occur in the home where those providing resuscitation are likely to have already been in contact with the person requiring resuscitation; that accessibility to personal protective equipment for aerosol generating procedures is likely to be limited; there may be significant harm from delaying potentially lifesaving treatment if resuscitation is deferred until arrival of personnel with suitable personal protective equipment.

In suggesting that lay rescuers who are willing, trained and able to do so, consider rescue breaths in addition to chest compressions, the writing group considered that bystander

rescuers are frequently those who routinely care for infants and children. In that case, the risk of the rescuer newly acquiring COVID-19 through provision of rescue breaths is greatly outweighed by improved outcome for infants and children in asphyxial arrest who receive ventilations.

Ngā mihi, MTSCT Management