



# COVID-19 Alert Level 2 Health and Safety Plan

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MinterEllisonRuddWatts

# MinterEllisonRuddWatts

## Alert Level 2 Health and Safety Plan

This Alert Level 2 Health & Safety Plan (L2 H&S Plan) is applicable to all our staff (including employees and contractors) and partners of MinterEllisonRuddWatts (“the Firm” or “We”) and all other visitors to our workplace.

	Our activity	Responsibility
<b>Managing our risks</b>	<ol style="list-style-type: none"> <li>Under the NZ Government’s COVID-19 guidelines we can work remotely from home and/or work safely from our premises.</li> <li>Before being given authorisation to work from, or temporarily visit, our offices, all such persons must read and agree to comply with our COVID-19 Policy (including answering the health questionnaire via our contact tracing app) and the L2 H&amp;S Plan.</li> <li>We have conducted, and will continue to conduct, regular checking and/or surveying of our staff regarding their preferences for their work location under the start and during Alert Level 2. This is factored into the work models and form the basis of any split-shift work, rostered work, staggered start, break and finish times.</li> <li>We have implemented a deep hygiene cleaning programme in our offices meeting Ministry of Health guidelines, including surfaces, toilets and high touch points.</li> <li>As a PCBU<sup>1</sup> we will share the L2 H&amp;S Plan with:               <ol style="list-style-type: none"> <li>our staff and partners;</li> <li>our contractors, visitors and clients;</li> <li>our landlords and other tenants (as appropriate), to ensure common areas such as lifts, main reception areas etc, are safe to enter.</li> </ol> </li> <li>We continue to contact all staff (by RP or manager, and the HR team) to check our staff remote working set-ups and mental wellbeing. RP and managers will continue to hold regular video calls or in person meetings with teams and individual 1:1s.</li> <li>We provide regular leadership updates with online forums, newsletters and webinars to ensure staff are informed and receive regular communications. This includes communicating to all staff details of our Employee Assistance Programme support via our external provider, Benestar<sup>2</sup> senior people to talk to – such as partners, leadership and our AnchorME Ambassadors.</li> </ol>	<ul style="list-style-type: none"> <li>HR Director</li> <li>Operations Manager</li> <li>Chief Executive</li> </ul>
<b>Keeping us safe from COVID-19 exposure</b>	<ol style="list-style-type: none"> <li>We have implemented a COVID-19 Policy and L2 H&amp;S Plan and regularly update and communicate this to our staff, partners, contractors and visitors (including clients).</li> <li>Our policies and procedures are regularly updated with information released by the NZ Government and Ministry of Health. This is reviewed by our Management Team and internal legal counsel and Board (as required).</li> <li>Our COVID-19 policy includes (but is not limited to):               <ol style="list-style-type: none"> <li>staff must immediately notify their RP, Manager or HR team if they are undergoing testing for COVID-19, and the results of the testing;</li> <li>partners, contractors, clients and visitors must immediately advise the HR team or the Operations Manager if they are undergoing testing for COVID-19, and the results of the testing;</li> </ol> </li> </ol>	<ul style="list-style-type: none"> <li>HR team</li> <li>HR Director</li> <li>Operations Manager</li> <li>Management Team</li> <li>Internal Legal Counsel</li> <li>Board</li> </ul>

1. Person Conducting a Business or Undertaking (PCBU) under Health and Safety at Work Act (2015)

2. Benestar – a private and confidential (currently online/phone) counselling service for employees and family members available by calling 0800 360 364 or visiting [benestar.com](https://www.benestar.com)

	Our activity	Responsibility
	<ul style="list-style-type: none"> <li>c) staff, partners, contractors, clients and visitors must not enter the workplace if they are feeling unwell or sick. They are not to enter the workplace until they have been symptom-free for 48 hours;</li> <li>d) if staff or partners have been authorised to work from the office, they must read and agree to comply with the COVID-19 Policy, the L2 H&amp;S Plan and answer the health and safety questionnaire contained within the contact tracing app (QR codes).</li> <li>e) staff, partners, contractors, clients and visitors must keep a physical distance of at least 1 metre away from all other people in our workplace;</li> <li>f) advice to continue to practise good personal hygiene using guidance from the Ministry of Health.</li> </ul> <p>4. The HR team keep private and confidential information regarding staff and partners who are vulnerable during this time (such as those who have underlying medical conditions) and ensure that those staff/partners do not enter the workplace during Alert Level 2.</p>	
<p><b>Working safely under COVID-19 Alert Level 2</b></p>	<ul style="list-style-type: none"> <li>1. Under the NZ Government's COVID-19 guidelines we can work remotely from home and/or work safely from our premises.</li> <li>2. Any staff and partners who are given authorisation to work from, or temporarily visit, our offices are provided with our COVID-19 Policy and the L2 H&amp;S Plan. As a pre-condition, these staff and partners must complete a H&amp;S questionnaire / checklist prior to being approved to enter our workplace. This may be done via our contact tracing mechanisms, that are likely to use QR codes.</li> <li>3. Policies, guidance and tips are communicated widely on our online forums and signage is visible within our offices.</li> <li>4. We will ensure that the maximum number of people on our premises at one time (under adherence to physical distancing requirements) is not exceeded, by use of our COVID-19 Policy and contact tracing mechanisms. This may mean that our staff and partners work in a split-shift pattern, with staggered start, break and finish times.</li> <li>5. Staff and partners should adhere to the NZ Government's guidance regarding a safe mode of transport to and from our offices. If the mode of transport is public (ie. train, ferry or bus) staff and partners must also adhere to the guidelines provided by the transport operator. One metre physical distancing is always required.</li> </ul>	<ul style="list-style-type: none"> <li>▪ HR Director</li> <li>▪ Operations Manager</li> </ul>
<p><b>Managing an exposure or suspected exposure to COVID-19</b></p>	<ul style="list-style-type: none"> <li>1. Under our COVID-19 Policy, staff and partners are to contact the Ministry of Health Healthline on 0800 358 5453 immediately and follow self-isolation guidelines. Staff and partners must then immediately inform their RP/manager or the HR team if they suspect they have been exposed to COVID-19. They must keep their RP/Manager or the HR team informed (as applicable) immediately when they become aware of the status of their COVID-19 testing and outcome.</li> <li>2. If a staff member or partner has been exposed or suspects they have been exposed to COVID-19 and they have previously been given authorisation to work in, or visit, our offices under COVID-19 Alert Level 2, the HR Director and/or Operations Manager will advise all other people who are in the office at the same time, as per Ministry of Health guidelines, of the suspected potential exposure. <ul style="list-style-type: none"> <li>a) The staff member or partner involved will be immediately self-isolated from other people at work and arrangements will be made for the staff member/partner to be transported home safely;</li> <li>b) We will contact Healthline on 0800 358 5453 to notify and implement advice given;</li> <li>c) We will implement the clean-down procedures as quickly as practicable and the office where the suspected exposure to COVID-19 may be closed; and</li> <li>d) We will inform our landlords as quickly as practicable and adhere to their health and safety plans.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ HR Director</li> <li>▪ Operations Manager</li> <li>▪ Chief Executive</li> </ul>

	<b>Our activity</b>	<b>Responsibility</b>
<b>Evaluating our risks and our plans</b>	<ol style="list-style-type: none"> <li>1. We will regularly review our COVID-19 Policy and L2 H&amp;S Plan and update it as required with any additional information provided by the NZ Government, Ministry of Health, and staff and partners.</li> <li>2. We will continue to consult, co-operate and co-ordinate with other PCBUs located in our premises and with our clients, contractors and other visitors to the workplace.</li> <li>3. Updates to policies and/or plans are communicated widely, via regular online forums (email, Watts News, Mintranet) and team meetings and check-ins.</li> </ol>	<ul style="list-style-type: none"> <li>▪ Management Team</li> <li>▪ Internal Legal Counsel</li> </ul>

*Author: Christine Brotherton, HR Director*

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