



# Institute of Management New Zealand

## Level Two Health and Safety Procedures

### Public Workshops

Updated 18 February 2021

#### Introduction

This safety plan has been developed in line with the New Zealand Government and WorkSafe guidelines. This plan will be updated as appropriate in line with any updates provided by the New Zealand Government and/or WorkSafe.

IMNZ will continue to work closely with each of our third party venues to ensure the controls implemented at each site align to IMNZ's safety procedures, and the government's required controls, so we can safely operate under alert level 2. We see the venues we hire to run our courses as an extension of our workplace and an environment which can be highly controlled in terms of safety measures.

The government has Level 2 controls on their Covid-19 website. Those that we see as relating specifically to IMNZ and the third party venues we hire are outlined below.

- All businesses can operate if they can do so safely.
- Everyone; workers, contractors and customers, with cold or flu-like symptoms are to stay home
- All public venues must keep records to enable contact tracing, displaying the QR code poster is mandatory.
- Everyone must comply with 1 metre distancing controls in the workplace.

Each of our venues will have appropriate cleaning, contact tracing and 1 metre distancing rules in place so that we can provide a safe learning environment for our customers.

#### IMNZ Worksafe Plan

Area	Action
What will be done to manage risks from restarting IMNZ after lock-down (Auckland only)?	IMNZ public courses will continue under L2, our full course schedule details the dates of delivery. IMNZ have had assurances from each of our hired venues that they have appropriate procedures in place for Alert Level 2. IMNZ facilitators have been fully consulted with and inducted into the health and safety plan for the safe delivery of public workshops.
How will you ensure all your workers know how to keep themselves safe from exposure to COVID-19?	IMNZ facilitators have been consulted during development of this safety plan. Every facilitator has been provided with a copy of this safety plan, and the plan will be discussed regularly and on an ongoing basis for the duration of Alert Level 2. The plan will be updated as appropriate. IMNZ will ensure all facilitators are made aware of their rights and responsibilities.

<p>How will you gather information on the wellness of your facilitators and your customers to ensure that they are safe to work/attend workshops?</p>	<p>Any facilitator who is feeling unwell will be asked to remain at home or, if they become unwell during the workshop, will be required to leave the venue premises immediately. Any facilitator displaying Covid-19-like symptoms will be asked to seek testing as soon as possible and will not be permitted to return to work until they receive either a negative test result.</p> <p>To find out if customers are physically well we will ask basic questions about their health in our pre-workshop communication. Any customer who is feeling unwell will be asked to remain at home or, if they become unwell during the workshop, will be required to leave the venue premises immediately. Any customer displaying Covid-19-like symptoms will be asked to seek testing as soon as possible. IMNZ will actively follow up with all customers to ensure appropriate communication in regard to whether there was a Covid-19 risk to others in the workshop. Appropriate health authorities will also be contacted in the event of a positive test result.</p>
<p>How will you operate to keep people safe from exposure to COVID-19?</p>	<p>IMNZ's hired venues will be fully open under Alert Level 2. IMNZ workshop sizes are limited at a maximum of 16 people.</p>
<p>How will you manage an exposure or suspected exposure to COVID-19?</p>	<p>If a facilitator discloses that they may be infected with Covid-19, they will be required to undergo medical screening and to disclose the results to an appropriate representative within IMNZ. Should it be confirmed that a facilitator has contracted Covid-19, this will be reported to the appropriate health authority and advice taken on how to manage containment and disclosure of contact tracing information. If a customer discloses that they may be infected with Covid-19, this will be reported to the appropriate health authority and advice taken on how to manage containment and disclosure of contact tracing information.</p>
<p>How will you evaluate whether your work processes or risk controls are effective?</p>	<p>The plan will be reviewed at the conclusion of each workshop to ensure it remains appropriate and is being implemented effectively. Facilitators may raise concerns and suggestions with IMNZ at any time. IMNZ will regularly review the Ministry of Health guidelines and this safety plan will be amended as appropriate.</p>
<p>How do these changes impact on the risks of the work that you do?</p>	<p>The ways of working under Alert Level 2 will not increase business risk in any way not related to Covid-19 itself.</p>