

ALERT LEVEL 2

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: Agave Azul Ltd	Manager approval:	Worker representative consultation:
Division/group:		
Contract name:	Name of manager: Kiersten Kneisel & Isaac Delgado Mendoza	Name of worker representative:
Type of work: Restaurant		
Date completed: 13/05/20 Date distributed: 14/05/20		
Revision date: 26/04/20		

Refer to WorkSafe guidance on operating safely at alert Level 2 for more detail.

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
How will you manage the risks of restarting part or all of your operations at Alert Level 2?	<p>Consider: Changed workforce, changed rosters, hygiene requirements (surfaces, separation, toilet), maintenance, ventilation systems.</p> <p><i>Example: Restart the line – carry out restart procedure and sterilise all touch surfaces.</i></p> <p>We have reduced the number of staff per shift, so that they can easily maintain 1 meter distance from one another.</p> <p>We disinfect all regularly handled surfaces (e.g. door handles, light switches etc.) upon opening and closing daily.</p> <p>We disinfect all new items (e.g. delivered food and beverages) before bringing into the premises</p> <p>We disinfect all surfaces regularly touched by customers between groups (e.g. tables, glasses, eftpos machines)</p>	<p>Engineering supervisor Duty Manager</p>
How will you ensure all workers are able to keep themselves safe from exposure to COVID-19?	<p>Consider: Providing guidance, meetings to discuss distancing and hygiene, regular review.</p> <p><i>Example: Ensure our procedures are up-to-date by a daily review of Ministry of Health guidance.</i></p> <p>We ask our staff to review this plan regularly and ask questions</p> <p>We meet with our staff regularly to check how the plan is working and answer questions</p> <p>We note any issues that arise, discuss how to proceed and inform staff of changes/updates</p> <p>When we see staff not adhering to the guidelines we address this</p> <p>We make sure to monitor the information released by the government so that we can update our policies and practices</p>	<p>Administrator Manager</p>

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<p>How will you gather information on your workers' wellness to ensure they are safe and well to work?</p>	<p>Consider: Daily checks on workers' health, discussing options with workers, follow-up procedures for ill workers, contact tracing information.</p> <p><i>Example: To find out if workers are well when they come to work, we will ask each worker basic questions about their physical and mental health.</i></p> <p>We have instructed our staff to let us know if they are not feeling well. If they have symptoms of COVID-19 we ask that they not come to work.</p> <p>We check in with our staff at the beginning of each shift to see if they are feeling okay to work</p> <p>All staff must sign in upon arriving and departing from work</p> <p>If a worker is ill we will follow up by phone to find out what we can do to support them (e.g. sick leave etc.)</p> <p>Consider: Who needs to be in the workplace, worker input into different ways of working, what other people or businesses you'll have to interact with, ensuring separation distances, disinfecting surfaces, shared equipment, equipment for remote workers, training requirements, physical separation or PPE requirements, worker transport.</p>	<p>Team leaders Duty Manager & Manager</p>
<p>How will you operate your business in a way that keeps workers and other people safe from exposure to COVID-19?</p>	<p><i>Example: We will review guidance on the Ministry of Health website and to be sure we are cleaning surfaces the right way with the right disinfectant.</i></p> <p>We have changed our roster, so that staff can maintain 1 meter distance from each other.</p> <p>Delivery people are asked to leave products at the back door and not enter the premises. They are asked to sign a contact tracing form at the back door.</p> <p>Workmen are allowed to enter the premises but asked to do so before any staff arrive and sign a contact tracing form.</p> <p>All surfaces are disinfected on opening/closing. Frequently used surfaces are disinfected regularly throughout service</p> <p>PPE equipment is provided for all workers and they are directed to wear it at all times. All products are disinfected before being brought into the premises</p> <p>Dine in customers are seated. All tables are 1 meter apart. All tables are disinfected between groups. Groups can be 10 people maximum. One server is designated to each table. No more than 75 people on premises at a time.</p> <p>Takeaway customers are given a time to pick up their food. It is placed outside if it has already been paid for. If not, customers are allowed to come in to collect it at the agreed upon time</p> <p>Tape on floor at 1 meter spacing from entrance to bar. Table at front door asking customers to wait to be seated.</p>	<p>Facilities manager to review procedures and order supplies, cleaners to use the new supplies and follow new cleaning procedures Manager & Duty Manager</p>
<p>How will you manage an exposure or suspected exposure to COVID-19?</p>	<p>Consider: Isolation procedures, including proactive isolation, gathering and using workplace contact tracing information, clean down procedures, contacting Healthline.</p> <p><i>Example: Arrange safe transport home immediately and provide all workers with advice on contacting GP and/or Healthline.</i></p> <p>Arrange safe transport home immediately and provide Healthline contact info</p> <p>Inform staff of suspected exposure, direct to Healthline, direct to self-isolate until further notice, direct not to come to work</p> <p>Seek immediate guidance from Hospitality NZ and Healthline on how to proceed</p> <p>Close down premises immediately, disinfect and wait for all clear to re-open</p> <p>Provide healthline and government with all contact tracing information</p>	<p>Site manager Manager</p>

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<p>How will you check to see if your work processes and risk controls are effective?</p>	<p>Consider: Adapting plans as you find better/easier ways to do things, how to ensure workers are raising concerns or solutions, conducting regular reviews of your plan, communicating changes.</p> <p><i>Example: We need workers' feedback and some speak little English, so we will team up workers with buddies who are more fluent in English at team meetings.</i></p> <p>Ask for employee feedback</p> <p>Ask for customer feedback</p> <p>Regular discussions with employees on issues and questions that arise</p> <p>Communicate updates/changes with customers and employees</p>	<p>Team leaders Manager</p>
<p>How do any changes impact on the risks of the work you do?</p>	<p>Consider: With workers, review existing critical risks and whether work practice changes will affect current risk management, are any new critical risks introduced due to changes in worker numbers, work practices, what new risk controls are required?</p> <p><i>Example: Regular check-ins with workers about how they're coping with the change to shift work. Regularly check in with workers about their physical and mental health</i></p> <p><i>With reduced staff rosters – make sure that workload is kept manageable. Prioritise safety and well-being over service. Tell customers that there may be a longer wait than usual or turn customers away if needed.</i></p>	<p>Team leaders Manager</p>

Notes: