

# KDC COVID-19 Protection Framework – Overview

<b>General settings</b>			
	<b>Red</b>	<b>Orange</b>	<b>Green</b>
	<p>Action needed to protect health system – system facing unsustainable number of hospitalisations. Action needed to protect at-risk populations.</p>	<p>Community transmission with pressure on health system. Whole of health system is focusing resources but can manage – primary care, public health and hospitals. Increasing risk to at-risk populations.</p>	<p>COVID-19 across NZ, including sporadic imported cases. Limited community transmission. COVID-19 hospitalisations are at a manageable level. Whole of health system is ready to respond – primary care, public health and hospitals.</p>
<b>Record keeping/scanning required</b>	<ul style="list-style-type: none"> <li>• Covid QR, and/or Records to be kept in accordance with privacy requirements.</li> <li>• Staff to sign in or use the QR code daily at all work locations (offices, site visits, offsite meetings etc).</li> </ul>	<ul style="list-style-type: none"> <li>• Covid QR, and/or Records to be kept in accordance with privacy requirements.</li> <li>• Staff to sign in or use the QR code daily at all work locations (offices, site visits, offsite meetings etc).</li> </ul>	<p>Still to be developed</p>
<b>Face Coverings</b>	<ul style="list-style-type: none"> <li>• Mandatory on flights, public transport, taxis, retail, public venues, recommended whenever leaving your home.</li> </ul>	<ul style="list-style-type: none"> <li>• Mandatory on flights, public transport, taxis, retail, public venues, encouraged elsewhere.</li> </ul>	
<b>Physical distancing</b>	<ul style="list-style-type: none"> <li>• 1 metre distancing from people</li> </ul>	<ul style="list-style-type: none"> <li>• 1 metre distancing from people</li> </ul>	
<b>If unwell</b>	<ul style="list-style-type: none"> <li>• Follow the <a href="#">KDC decision making tree</a> and <a href="#">healthline</a> advice.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow the KDC decision making tree and healthline advice.</li> </ul>	
<b>Policies</b>	<ul style="list-style-type: none"> <li>• Comply at all times with the Kaipara District Council Vaccine Policy and Risk Assessment.</li> </ul>	<ul style="list-style-type: none"> <li>• Comply at all times with the Kaipara District Council Vaccine Policy and Risk Assessment.</li> </ul>	

## Our Mahi

	Red	Orange	Green
<b>Working from home</b>	<ul style="list-style-type: none"> <li>• Work from home if appropriate to your role or workplace.</li> <li>• Requires Manager approval</li> <li>• An ergonomic assessment is required.</li> <li>• If you do not have an ergonomic office set up at home, you can work from the office</li> </ul>	<ul style="list-style-type: none"> <li>• Work from home if appropriate to your role or workplace.</li> <li>• Requires Manager approval</li> <li>• An ergonomic assessment is required.</li> <li>• If you do not have an ergonomic office set up at home, you can work from the office</li> </ul>	
<b>Workplaces – offices, library, Taharoa Domain</b>	<ul style="list-style-type: none"> <li>• Open</li> <li>• Movement between offices discouraged</li> <li>• Limit movements within offices where possible</li> <li>• 1 metre distancing from people always</li> <li>• Sanitise desks and equipment at the start and end of each day – wipes provided</li> <li>• Facemasks to be worn (unless exempt), except when:                             <ul style="list-style-type: none"> <li>○ at your desk (provided 1 metre distance from others, if not then masks at desks are required)</li> <li>○ eating or drinking</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Open</li> <li>• Limit movement between offices where possible.</li> <li>• 1 metre distancing from people always.</li> <li>• Sanitise desks and equipment at the start and end of each day – wipes provided</li> <li>• Facemasks to be worn (unless exempt), except when:                             <ul style="list-style-type: none"> <li>○ at your desk (provided 1 metre distance from others, if not then masks at desks are required).</li> <li>○ eating or drinking</li> </ul> </li> </ul>	
<b>Meetings at work between staff - including staff meetings, training, and events</b>	<ul style="list-style-type: none"> <li>• 1 metre distancing from people and facemasks to be worn</li> <li>• Meeting rooms will indicate max capacity</li> </ul>	<ul style="list-style-type: none"> <li>• 1 metre distancing from people and facemasks to be worn</li> <li>• Meeting rooms will indicate max capacity</li> </ul>	
<b>Meetings rooms maximum capacity</b>	<ul style="list-style-type: none"> <li>• Meeting rooms max capacity #:                             <ul style="list-style-type: none"> <li>○ Tokatoka – 6</li> <li>○ Wairoa – 5</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Meeting rooms max capacity #:                             <ul style="list-style-type: none"> <li>○ Tokatoka – 6</li> <li>○ Wairoa – 5</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>○ Maungaraho – 4</li> <li>○ Mangawhai – TBC</li> <li>○ Pahi – TBC</li> <li>○ Tara Creek – TBC</li> <li>○ Te Whai – TBC</li> </ul>	<ul style="list-style-type: none"> <li>○ Maungaraho – 4</li> <li>○ Mangawhai –</li> <li>○ Pahi –</li> <li>○ Tara Creek –</li> <li>○ Te Whai –</li> </ul>	
<b>Consultants or contractors at KDC Workplaces</b>	<ul style="list-style-type: none"> <li>• Consultants or contractors need to be fully vaccinated if they are in a high-risk category or entering a CVC site.</li> <li>• All meetings to be held online</li> </ul>	<ul style="list-style-type: none"> <li>• Use online meetings where possible</li> <li>• 1 metre distancing from people and facemasks to be worn</li> <li>• Meeting rooms will indicate max capacity</li> </ul>	
<b>Working in the field – EHOs, AMOs, Noise Control, M&amp;C, Building and Resource Consents</b>	<ul style="list-style-type: none"> <li>• 1 metre distancing from people</li> <li>• Facemasks to be worn</li> <li>• Assess risk by completing the Safe Work Method Statement before going on site in SafeMe</li> <li>• Meetings to be held online where possible</li> </ul>	<ul style="list-style-type: none"> <li>• 1 metre distancing from people</li> <li>• Facemasks to be worn</li> <li>• Assess risk by completing the Safe Work Method Statement before going on site</li> <li>• Meetings to be held online where possible</li> </ul>	
<b>Meetings with general public in offices</b> <i>(excluding customer services)</i>	<ul style="list-style-type: none"> <li>• Meetings in the office not permitted</li> </ul>	<ul style="list-style-type: none"> <li>• Use online meetings where possible</li> <li>• 1 metre distancing from people</li> <li>• Facemasks to be worn.</li> <li>• Meeting rooms will indicate max capacity</li> </ul>	
<b>Contractors and couriers at KDC Workplaces</b>	<ul style="list-style-type: none"> <li>• Contractors allowed on-site for essential, or priority works only</li> <li>• 1 metre distancing from people</li> <li>• Facemasks to be worn</li> <li>• Couriers continue services with limited staff contact</li> </ul>	<ul style="list-style-type: none"> <li>• Allowed on-site depending on necessity of conducting the work</li> <li>• 1 metre distancing from people</li> <li>• Facemasks to be always worn</li> </ul>	
<b>Working with Contractors</b>	<ul style="list-style-type: none"> <li>• Ensure contractor's policy, process and procedures meet Council H&amp;S Covid-19 protocols and Vaccine Policy.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure contractor's policy, process and procedures meet Council H&amp;S Covid-19 protocols and Vaccine Policy</li> </ul>	
<b>Council meetings,</b>	<ul style="list-style-type: none"> <li>• In person Council meetings or</li> </ul>	<ul style="list-style-type: none"> <li>• In person Council meetings or</li> </ul>	

<p><b>hearings and workshops</b></p> <p>Changes made under modification orders linked to the Epidemic Notice allow for Council meetings to be conducted remotely.</p> <p>The current Epidemic Preparedness notice has been renewed with effect from 18 December 2021 and will last three months.</p>	<p>Hearings must follow venue guidelines. (e.g., CVC are required at the Northern War Memorial Hall in Dargaville, meetings cannot operate at the Mangawhai office meeting room)</p> <ul style="list-style-type: none"> <li>• Where the venue provides no direction or has lower thresholds, CVC are required</li> <li>• Online attendance must be provided for those who cannot attend at any of the above venues</li> <li>• Where venues can't be used, Council meetings and Hearings are to be held online</li> <li>• The Chair, in consultation with the CE, can decide to hold a meeting online if circumstances warrant it.</li> <li>• Normal Covid precautions apply such as scanning into the venue using the Covid Tracer App and wearing face masks</li> </ul>	<p>Hearings must follow venue guidelines (e.g., CVC are required for all attendees at the Northern War Memorial Hall in Dargaville, meetings can operate at the Mangawhai Office meeting rooms (subject to occupancy limits)</p> <ul style="list-style-type: none"> <li>• Where the venue provides no direction or has lower thresholds, CVC are required</li> <li>• Numbers of attendees is limited only by the size of the venue</li> <li>• Online attendance must be provided for those who cannot attend at any of the above venues</li> <li>• Where venues can't be used or technology can't be provided at the venue, Council meetings and Hearings are to be held online</li> <li>• The Chair, in consultation with the CE, can decide to hold a meeting online if circumstances warrant it.</li> <li>• Normal Covid precautions apply such as scanning into the venue using the Covid Tracer App and wearing face masks</li> </ul>	
<p><b>Community engagement at non-Council venues</b></p>	<ul style="list-style-type: none"> <li>• Follow KDC Covid-19 engagement guidelines</li> <li>• In person meetings must follow venue guidelines.</li> <li>• All engagement to be online or by phone where possible</li> </ul>	<ul style="list-style-type: none"> <li>• Follow KDC Covid-19 engagement guidelines</li> <li>• In person meetings must follow venue guidelines.</li> <li>• Engagement to be online or by phone where possible</li> </ul>	
<p><b>Vehicles</b></p>	<ul style="list-style-type: none"> <li>• Consider risk vs need</li> <li>• Face coverings and 1m distancing</li> </ul>	<ul style="list-style-type: none"> <li>• Consider risk vs need</li> <li>• Face coverings and 1m distancing</li> </ul>	

	<ul style="list-style-type: none"> <li>required when more than one person in vehicle</li> <li>Additional hygiene measures available and use required</li> <li>User to sanitise pool vehicles after use</li> <li>Replace PPE if used</li> </ul>	<ul style="list-style-type: none"> <li>required when more than one person in vehicle</li> <li>Additional hygiene measures available and use required</li> <li>User to sanitise pool vehicles after use</li> <li>Replace PPE if used</li> </ul>	
<b>Travel</b>	<ul style="list-style-type: none"> <li>Non-critical travel (including within the region) suspended</li> <li>Exemptions to be authorised by GM</li> </ul>	<ul style="list-style-type: none"> <li>Consider risk vs need</li> <li>Subject to any CPF protocols.</li> <li>No travel to areas in Red</li> </ul>	
<b>Lunchroom</b>	<ul style="list-style-type: none"> <li>Lunchroom open with a limit on numbers. Dargaville 6 and Mangawhai 2</li> </ul>	<ul style="list-style-type: none"> <li>Lunchroom open with a limit on numbers. Dargaville 6 and Mangawhai 2</li> </ul>	
<h2>Our Services and Activities</h2> <p><i>This excludes essential services that are delivered at all times (e.g. wastewater)</i></p>			
<b>Customer Services Offices</b>	<ul style="list-style-type: none"> <li>Open</li> <li>Cashless payments preferred.</li> <li>Perspex screens in place</li> <li>Capacity based on 1m distancing in public space</li> <li>Max 6 members of public in Dargaville</li> <li>Max 4 members of public in Mangawhai</li> </ul>	<ul style="list-style-type: none"> <li>Open</li> <li>Cashless payments preferred.</li> <li>Perspex screens in place.</li> <li>Capacity based on 1m distancing in public space</li> <li>Max 6 members of public in Dargaville</li> <li>Max 4 members of public in Mangawhai</li> </ul>	
<b>Drinking fountains</b>	<ul style="list-style-type: none"> <li>Not operating</li> </ul>	<ul style="list-style-type: none"> <li>Not operating</li> </ul>	
<b>Northern Wairoa War Memorial Hall (Dargaville Town Hall)</b>	<ul style="list-style-type: none"> <li>Open</li> <li>CVP required for entry</li> </ul>	<ul style="list-style-type: none"> <li>Open</li> <li>CVP required for entry</li> </ul>	
<b>Social Housing</b>	<ul style="list-style-type: none"> <li>CVP required for entry</li> <li>Ensure contractor's policy, process and procedures meet Council H&amp;S COVID-19 protocols and Vaccine Policy.</li> </ul>	<ul style="list-style-type: none"> <li>CVP required for entry</li> <li>Ensure contractor's policy, process and procedures meet Council H&amp;S Covid-19 protocols and Vaccine Policy.</li> </ul>	
<b>Property under council control (not leased council owned land)</b>	<ul style="list-style-type: none"> <li>COVID QR scanning required</li> <li>1 metre distancing from people</li> </ul>	<ul style="list-style-type: none"> <li>COVID QR scanning required</li> <li>1 metre distancing from people</li> </ul>	

	<ul style="list-style-type: none"> <li>• Facemasks to be worn</li> </ul>	<ul style="list-style-type: none"> <li>• Facemasks to be worn</li> </ul>	
<b>Libraries (Including community libraries)</b>	<ul style="list-style-type: none"> <li>• Open</li> <li>• CVP not required.</li> <li>• COVID QR scanning required</li> <li>• Max 25 members of public in the Dargaville Library at a time</li> <li>• Community libraries will manage number of members of public to meet 1 metre distancing requirements</li> <li>• Perspex screens in place</li> <li>• 1 metre distancing from people</li> <li>• Facemasks to be worn</li> <li>• Click and collect available on request</li> </ul>	<ul style="list-style-type: none"> <li>• Open</li> <li>• CVP not required.</li> <li>• COVID QR scanning required</li> <li>• Max 25 members of public in the Dargaville Library at a time</li> <li>• Community libraries will manage number of members of public to meet 1 metre distancing requirements</li> <li>• Perspex screens in place</li> <li>• 1 metre distancing from people</li> <li>• Facemasks to be worn</li> <li>• Click and collect available on request</li> </ul>	
<b>Public toilets</b>	<ul style="list-style-type: none"> <li>• Open</li> <li>• Staff and contractors to wear a facemask and use physical distancing</li> <li>• Increased cleaning frequency</li> <li>• Facemasks and physical distancing recommended for public</li> </ul>	<ul style="list-style-type: none"> <li>• Open</li> <li>• Staff and contractors to wear a facemask and use physical distancing</li> <li>• Increased cleaning frequency.</li> <li>• Facemasks and physical distancing recommended for public</li> </ul>	
<b>Parks and Reserves – including playgrounds, cemeteries, bike tracks and skate parks etc</b>	<ul style="list-style-type: none"> <li>• Open</li> <li>• COVID QR scanning requested (required of staff and contractors)</li> <li>• Facemasks and physical distancing recommended for public</li> <li>• Staff and contractors to wear a facemask and use physical distancing</li> </ul>	<ul style="list-style-type: none"> <li>• Open</li> <li>• QR scanning requested (required of staff and contractors)</li> <li>• Facemasks and physical distancing recommended for public</li> <li>• Staff and contractors to wear a facemask and use physical distancing</li> </ul>	
<b>Taharoa Domain and Glinks Gully Campgrounds</b>	<ul style="list-style-type: none"> <li>• Open</li> <li>• CVC required.</li> <li>• Cashless payments preferred.</li> </ul>	<ul style="list-style-type: none"> <li>• Open</li> <li>• CVC required</li> <li>• Cashless payments preferred</li> </ul>	

	<ul style="list-style-type: none"> <li>• Perspex screens in place (Taharoa Domain)</li> <li>• COVID QR scanning required or manual sign in</li> <li>• 1 metre distancing from people</li> <li>• Facemasks to be worn</li> </ul>	<ul style="list-style-type: none"> <li>• Perspex screens in place (Taharoa Domain)</li> <li>• QR scanning required or manual sign in</li> <li>• 1 metre distancing from people</li> <li>• Facemasks to be worn</li> </ul>	
--	---	---	--

### General Health and Safety obligations

At all colours, councils are reminded of their duties toward employees and contractors as PCBUs under the Health and Safety at Work Act 2015, and their broader duty of care to the public. Health and safety plans which take all reasonably practicable steps to reduce the spread of COVID-19 transmission risks are essential in order to protect officers and the members of the public with whom they interact.

For most up to date guidance please refer to <https://worksafe.govt.nz/> and <https://www.business.govt.nz/covid-19/workplace-operations-covid-19-alert-levels/>.

- Staff and customers should not participate in council services/operations if they have COVID-19 symptoms or who need to be in isolation/quarantine for any reason. Staff should be reminded to stay home if they are sick.
- Businesses are obliged to reduce transmission risks where possible, and where not, to substitute work practices or provide as higher level of control as possible. We expect that businesses maintain, or create new, practices that meet or exceed the MoH guidelines as they are updated.
- Health and safety plans must incorporate protocols for, at a minimum\*:
  - Appropriate physical distancing – minimise, or eliminate where practical, physical interactions among staff and with the public.
  - Promoting cashless systems and avoid cash payment systems wherever possible.
  - Where staff must work together in teams or pairs, create a consistent ‘work group’ as appropriate\*\* Your BCP will determine if and how these groups will operate.
  - Businesses must display a government issued QR code for use with the NZ COVID Tracer App (and provide an alternative method to sign in for those without the app) to enable contact tracing of all who enter the workplace or carry out work for the business or service.
  - PPE where appropriate.

See here also for endorsed industry guidance: <https://worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/endorsed-industry-guidance/?stage=Live>

\*note engagement with workers when creating and implementing COVID-19 Health and Safety Plans and mental health support is a key step.

\*\* ‘work groups’ are intended to ensure staff are exposed to a *consistent and exclusive* set of their colleagues. The groups must be able to operate safely and are not exempt from the above requirements.