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Paparoa Beach Hideaway Covid 19 Safety Plan

Purpose of COVID-19 Safety Plan

This COVID-19 safety plan template has been created by Paparoa Beach Hideaway to outline the policies and procedures that have been put in place to protect Paparoa Beach Hideaway employees, guests, and others entering the business from the potential transmission of COVID-19.

Responsibilities

Paparoa Beach Hideaway ownership and management are responsible for the development of this plan including risk assessments, supporting policies, monitoring and adapting the plan and addressing worker concerns. Ownership and management are also responsible for COVID-19 Safety Plan training and communication to their workers before and during their employment.

All Paparoa Beach Hideaway employees and contractors will follow this safety plan as a condition of employment. All guests must follow this safety plan as a condition of visiting our property.

Craig Schwitzer & Riarnne Klempel are responsible for implementing this safety plan throughout the workplace.

Employees are responsible for participating in the development, implementation and ongoing sustainment of the COVID-19 Safety Plan. If employees have any concerns regarding this plan they are to bring them to the attention of Craig Schwitzer or Riarnne Klempel

STEP 1 – Identify the Risks

COVID-19 is an illness caused by a coronavirus. This particular coronavirus was a new virus first recognized in December 2019, originating in Wuhan, China. Coronaviruses are a large family of viruses, some of which infect animals and others that can infect humans. The World Health Organization declared COVID-19 a global pandemic on March 11, 2020.

Symptoms of the illness are similar to other respiratory illnesses including the common cold and influenza. In some cases, COVID-19 symptoms may appear to be mild but can worsen within a few days and become fatal. With research from the various variants, the related symptoms listed below are most likely related to COVID-19 than other respiratory illnesses.

Key Symptoms may include:

- Fever and/or chills
- Cough
- Loss of sense of smell or taste
- Difficulty breathing

Other Symptoms may include:

- Sore throat
- Loss of appetite
- Headache and/or body aches
- Nausea and/or vomiting
- Diarrhea

The virus, among other respiratory infections, generally spreads from person to person through liquid droplets when a person speaks, coughs or sneezes. Droplets can either be larger and heavier, falling to the ground within two metres, or smaller aerosols which are more airborne and float in the air for longer periods of time and distance. Though COVID-19 can survive on different surfaces for hours or days, the transmission rates from contact with contaminated surfaces appears to be low yet should be mitigated anyway. The risk of transmission increases the closer you come to other people, the more people you

come into contact with, and the length of time you spend with other people. This is why it is critical to control these interactions in the workplace, to help reduce the transmission of COVID-19.

The following indoor areas have been identified as areas where employees and/or guests may gather or have considerable interaction:

- Hot tub hut, Laundry room

The following indoor tasks bring our employees close to one another or to guests:

- Servicing of rooms for longer stays

The following tools, machinery and equipment have been identified as items that employees and/or guests share:

- Room Keys, Hot tub hut Keys

The following items have been identified as high touch surfaces:

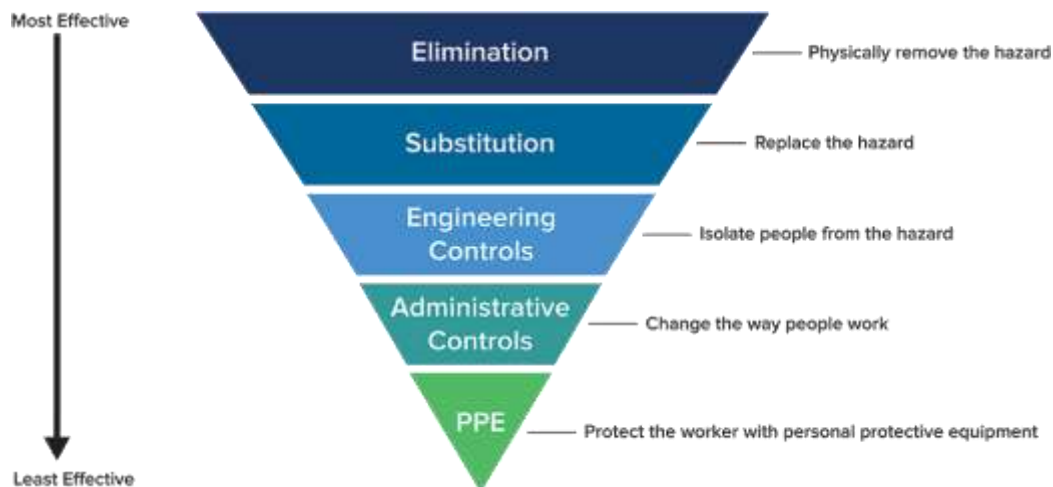
- Door knobs and handles, TV remotes, Umbrella's, Key lock boxes

STEP 2 – Control the Risks

The main aim is to reduce the risk of the virus spreading through droplets in the air as well as being transmitted via workplace surfaces. Therefore, any controls that are adopted should always reflect that. Different controls will offer varying levels of protection and the preferred option is always the control that offers the highest level of protection. This approach to controlling risks is referred to as the “hierarchy of controls”. This process involves assessing the likelihood of harm or injury associated with different hazards (something with the potential to cause harm or injury) which together formulate the risk.

In some cases, it may be necessary to combine different levels of protection in order to control one particular risk. An example of this, in relation to managing the risk of COVID-19 transmission, is to install barriers to separate people (engineering control) and to wear a mask (personal protective equipment).

Types of risk controls



Elimination or Substitution are the highest, most effective levels of control and involve removing the risk of exposure to a given hazard entirely, or substituting a hazard for something that is less harmful.

We have implemented the following controls to limit the number of people in our workplace and to ensure physical distancing:

- Cleaners are only to be onsite when guests are not present where possible.
- Hot tub hut is not to be shared by different guest groups, only guests from each house may share the facility at the same time. A schedule booking system is in place for this.
- The Laundry room is only available to one person at a time.

Engineering controls include placing physical barriers between people when physical distancing cannot be maintained and ensuring adequate ventilation and air circulation within buildings.

We have installed barriers in the following areas:

- As different groups of guests, staff and contractors on site are able to physically distance at all times no barriers have been installed
- Hand sanitizer has been provided for use by all.

We have addressed ventilation and air circulation in the following areas:

- When cleaners initiate a clean, they wear PPE and their primary task is to open all windows and doors and turn on extractor fans in the kitchen and bathroom and then vacate the room for 10-15 minutes while the air is exchanged.

Administrative controls include the rules, training, guidelines and signage you have put in place to educate people on how to control the spread of COVID-19 in the workplace.

We have put the following administrative controls in place:

- Covid 19 QR scan in posters at entrances
- Covid 19 recommendations in room compendiums
- Provided training about the sharing of tools and equipment
- Revised our policies around sick leave, interviews and training

Personal Protective Equipment (PPE): This is the least effective option in terms of protection and should be considered if the higher levels of protection don't allow you to adequately control the risk. PPE should be used in addition to other control measures and not in isolation.

Within the tourism and hospitality industry, examples of indoor public spaces would include establishment lobbies or foyers, elevators, hallways and stairwells, bathrooms, meeting or conference rooms, restaurants and cafeterias, fitness facilities and more

We have put the following PPE controls in place:

- Face coverings are mandatory for everyone in many public indoor settings

Face coverings are required for all workers when working in staff common areas within buildings and when riding in company vehicles with others:

STEP 3 – Develop Policies and Procedures

Clear policies and procedures help to ensure that the identified controls are being followed within the workplace and establish the minimum requirements. They may include arrangements for who can and cannot be at the workplace, how to deal with illness in the workplace, cleaning and personal hygiene protocols, first aid provision, and managing potential violence in the workplace.

Workplace Vaccination Policies

Employers have a legal responsibility to provide a safe workplace for staff and also have obligations based on human rights, employment standards and common law considerations. While vaccinations are strongly encouraged by public health and in turn employers, there are no mandates for vaccinations or current regulation requiring them in workplaces within the tourism and hospitality industry that applies to our business. However, employers are legally able to create and implement a workplace vaccination policy by carefully considering the risks involved and ensuring that the legal and other practical considerations are addressed.

- Our Vaccination policy requires all Staff and contractors onsite must be fully vaccinated.
- People working remotely do not need to be vaccinated.

Healthy Workers Policy

Paparoa Beach Hideaway supports all employees only reporting to onsite work if they are in good health and not experiencing any communicable disease symptoms. Employees must always follow guidance from Public Health regarding needs for self-isolation and self-monitoring. Topics to consider when assessing oneself for on-site work include having symptoms of COVID-19 or any other communicable disease, if you are a close contact of someone with COVID-19 and you are not fully vaccinated, as well as if you have traveled outside New Zealand within the last 14 days and you are not fully vaccinated.

Anyone displaying any of the symptoms listed earlier in this Safety Plan must not attend the workplace and is encouraged to partake in a Covid 19 test and/or call Healthline.

- General Enquiry 0800 611 116
- Covid 19 Enquiry 0800 358 5453
- Vaccination Advice 0800 28 29 26

Any worker that receives a positive COVID-19 test result will not be allowed to return to the workplace until the following conditions are met:

- 1) **Fully Vaccinated:** at least 5 days have passed when symptoms first started (or from the test date if asymptomatic). Face coverings should be worn even where masks aren't required and avoid high risk environments such as gatherings for an additional 5 days past the end of isolation.
Not Fully Vaccinated: at least 10 days have passed when symptoms first started (or from the test date if asymptomatic).
- 2) No sign of fever for at least 24 hours without the use of medication that reduces fever symptoms.
- 3) Symptoms have improved.

When the conditions listed above are met, individuals are not considered contagious and may return to the workplace. Though able to return, recovery from the illness may take up to two weeks for mild cases and twelve weeks for severe symptoms.

If any worker becomes ill at the worksite, they are to don a mask and report to Craig Schwitzer or Rianne Klempel. The employee will be isolated from the other employees on the worksite and arrangements will be made for them to go home whether that be by them driving themselves home, a company delegate driving them home in a company vehicle (with extra precautions and cleaning) or a member of their

household transporting them home. Remember to follow community guidelines for the use of transit and ride share companies.

Physical Distancing

Physical distancing includes limiting close contact with other people. This can be achieved by limiting ones interactions with others all together and providing extra space (2 metres) with other who you cannot avoid all together. Sometimes, 2 metres will not be practicable which is where engineering controls such as barriers must be used and non-face-to-face interaction is encourage (i.e. phone calls or emails).

Hand Washing

Regular hand washing is an important step in controlling the spread of COVID-19 in the workplace. Paparoa Beach Hideaway employees must wash their hands when they arrive at the workplace, before and after breaks, after coughing, sneezing or touching the face, after using the washroom and before leaving work. Soap and water are preferred, but hand sanitizer with at least a 70% alcohol base can be used when soap and water is unavailable, or as an additional control.

- Both accommodation houses have hand washing facilities.
- Hand sanitizer is provided in the laundry room and Hot tub hut

Cleaning and Disinfection

The cleaning and disinfection of the workplace including high-contact surfaces in restricted and guest-facing work environments is an important part of keeping the workplace safe from COVID-19 transmission. Cleaning and disinfection are often referred to as a “two-stage” process. Cleaning removes visible surface dirt and debris, whereas disinfection destroys bacteria and viruses.

- The cleaning stage can be completed by using soap and water, wipes or any approved cleaning product. Next, apply an appropriate disinfectant to the surfaces. Be sure to use the correction dilution, unless you are using a pre-mixed, ready to use option. Remember that disinfectants are only reliable if left for the required contact time (this means the amount of time required to destroy viruses and bacteria after being applied to a surface). It typically ranges from 1-5 minutes, depending on the product selected. It may also be necessary to rinse surfaces with fresh, clean water after disinfecting. Choose a suitable product for the environment in which it is to be used (for example, consider safe products for areas where food preparation is to be carried out). Make sure all staff members know what the required contact time is.

First Aid

All Paparoa Beach Hideaway first aid attendants must follow the St John or Red Cross first aid course guidelines when responding to a first aid emergency in the workplace.

Workplace Violence

The potential for violence exists whenever there is direct interaction between workers and others. Employers must provide a workplace as safe from the threat of violence as possible. If there is a risk of violence in a workplace, the employer must set up and instruct workers on procedures to eliminate or minimize the risks. Some of these tendencies may be more likely to manifest when individuals are dealing with elevated levels of stress and uncertainty, consistent with the pandemic situation.

- Staff or contractors who feel at risk should remove themselves from the situation and report to Craig Schwitzer or Rianne Klempel immediately or call 111 and ask for Police where this is not practical.

Elevated Risk Additional Measures

Additional measures may need to be implemented during elevated risk, whether identified within your business itself, small community, or greater community at large.

- Stay vigilant on Public announcements and advice
- Call 111 and ask for Police in an emergency

STEP 4 – Communication and Training

Everyone within the workplace must understand how to keep themselves and others safe. Training should include the need to stay at home when sick, understanding occupancy limits, hand washing procedures, how to wear a face covering properly, who is permitted to enter the workplace, and how workers can provide feedback. Supervisors should be trained on how to monitor workers to ensure that policies and procedures are being followed. Your COVID-19 Safety Plan must be communicated to your workers by providing a copy of the plan to them, reviewing it with them, posting a copy in your workplace as well as posting it somewhere visible on your company’s website (for staff and public to view).

STEP 5 – Updating the COVID-19 Safety Plan and Monitoring the Workplace

Craig Schwitzer is responsible for implementing this COVID-19 Safety Plan throughout the workplace.

Craig Schwitzer is responsible for reviewing and updating this COVID-19 Safety upon a change in settings of the current traffic light system or on advice from Government officials otherwise a review will initiate Quarterly.

STEP 6 – Ensuring Ongoing Training and Monitoring

Training on this COVID-19 Safety Plan will be included when bringing back employees following a period of absence as well as distributed to current employees.

This Safety Plan will be reviewed and revised, as required, to reflect any:

- Changes to job scope which may affect the plan,
- New areas of concern or the identification of something that isn’t working,
- Health and safety concerns raised through a worker representative or joint health and safety committee,
- Changes to Provincial Health Officer orders or other government and industry requirements that affect the plan.

Acknowledgement of COVID-19 Safety Plan Receipt and Understanding

Please read the COVID-19 Safety Plan and sign the acknowledgement below.

- Scan or photograph and email to stay@beachhideaway.nz or text to 021 253 6380

I have received, read and understand Papanoa Beach Hideaway’s COVID-19 Safety Plan. I will follow all aspects of the plan, including the daily health declaration, use of face coverings, hand washing and physical distancing responsibilities that have been assigned to me. If I have any concerns regarding the plan or suggestions for improving it, I will raise them with Craig Schwitzer or Rianne Klempel.

Print Name	Signature	Position	Date
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