

# COVID-19 Health & Safety Plan

## COVID Alert Level 2

### Govt Principles

Do everything you can to reduce the risk of COVID-19 transmission at work — we all have a part to play in keeping each other safe.

1. COVID-19 is still out there. Play it safe.
2. All businesses can operate if they can do so safely. Alternative ways of working are still encouraged where possible.
3. Talk with your workers to identify risks and ways to manage them.
4. Ask everyone, workers, contractors and customers, with cold or flu-like symptoms to stay away from your premises.
5. Keep groups of customers at least 1 metre apart, or 2 metres for retail businesses.
6. Keep contact-tracing records of anyone who will have close interaction (workers, contractors or customers). Retail businesses are not required to keep contact tracing records.
7. Reduce the number of shared surfaces, and regularly disinfect them.
8. Wash your hands. Wash your hands. Wash your hands.

[See Government website](#)

### PwC Principles

Under Level 2 it is an individual's choice whether to work from home or to work from our PwC offices.

Offices are open with restricted capacity as defined by each office plan.

Meetings rooms are restricted to no more than 10 people when non PwC people are attending.

### Building Access

Restricted access to offices as defined by the capacity in each office plan.

Where possible access should be via the stairs.

When using lifts, ensure you maintain separation from others.

Gallagher door systems will be used to keep records of anyone entering PwC premises for tracking purposes as required - everyone must swipe for entry and lift access every time to ensure data is collected.

### Travel

Public Transport - check your transport operator website for instructions on safe use of public transport.

Maintain 2 metre separation from others at all times where possible.

Air Travel is still restricted. Only client related air travel is permitted and requires ELT approval.

### Cleaning

Increased cleaning across all offices from both Landlord cleaners and PwC cleaners as outlined in each office plan.

### Social Distancing

Maintain 2 metre separation when outside your bubble.

Internal meetings must be limited to number people for the space available and seating arranged to ensure 1 metre separation is maintained at all times.

Kitchens can only be used by maximum number of people permitted in each of the individual office plans to ensure social distancing is maintained. All surfaces must be cleaned with antiviral spray before and after use. All dishes must be placed in dishwasher.

### Courier Services

Contactless deliveries available at all offices with minimum 2 metre separation at all times.

### Suppliers

Only approved suppliers for essential services may enter PwC offices.

Maintain 2 metre separation from others at all times where possible.

### Client Meetings

Limited to essential meetings only with a maximum number of 10 people.

Meeting rooms with sufficient space to allow 1 metre separation must be used.

Clients must provide contact details at reception

### Who's in the Office

As defined by each office (see office guide).

Floor plans will be provided for each office indicating the number of desks that can be used and how many people can be in a meeting room at one time.

All offices will have maximum daily numbers of people permitted per floor or work space.

### Contact Tracing

Individuals must keep an electronic daily diary of contacts made outside of their bubble with the ability to share it with Public Health on request.

Access control system data will also be used to track entry and exit from PwC offices.

Everyone must swipe at all entrances and lifts every time.

### Isolation Protocols

Anyone with or in close contact with someone with Flu like symptoms or a high temperature must not come to the office or go to client sites - check in with **GP or Helpline (call 0800 358 5453 or +64 9 358 5453 for international SIM)** and request a COVID-19 test. Notify People & Culture team: [nz\\_health\\_faqs@pwc.com](mailto:nz_health_faqs@pwc.com) and follow all instructions from Public Health.

If you have been in contact with someone who has or is suspected of having COVID-19 you must self isolate and not enter PwC premises or go to client sites.

Touchless thermometers will be available at all offices and our First Aiders have been given training on how to manage anyone who becomes unwell in the workplace.

### Hygiene

Wash your hands, wash your hands, wash your hands.

Follow Ministry of Health guidelines at all times including good hand hygiene, cough etiquette regular cleaning of surfaces and touched items, avoid touching face, eyes, mouth and nose.

### PPE

Individual PPE packs (masks, disposable gloves, hand sanitiser, antiviral spray) available on request for partners and staff working at Client sites.

PPE (masks, disposable gloves, hand sanitizer, antiviral spray) available for staff in office.

Follow guides on safe use of PPE.

### Communication to Clients

#### [Guidance for Clients](#)

#### Client Site

Only those approved by LoS Managing Partners using the COVID-19 partner and individual forms.

#### Commercial Bay

Restricted access to those approved by Managing Director Operations and Project Lead.

All staff must complete individual work at site forms.

