

# COVID-19 safety plan

## Level 2

### Company details

Business name: <b>Conroy Removals</b>	Manager approval: <b>Yes</b>	Worker representative consultation: <b>Yes</b>
Division/group: <b>All Branches</b>		
Date completed: <b>12 April 2020</b>		
Date Updated: <b>7 September 2021</b>	Name of manager: <b>Fiona Conroy</b>	Name of worker representative: <b>Toni Reid</b>
Revision date: <b>TBA</b>		

	DETAILS	WHO IS RESPONSIBLE
<b>What will be done to manage risks from restarting business after lock-down?</b>	<p>Contractors / visitors to site will be asked to scan in on the QR Code, failure to do so will result in no entry.</p> <p>QR Code must be on display at all entry points.</p> <p>Moveware – contact tracing and staff movements to be completed daily.</p> <p>Where possible limit access points to business premises</p>	Branch Manager / Operations
<b>How will you ensure all your workers know how to keep themselves safe from exposure to COVID-19?</b>	<p>Ensure our procedures are up to date by a daily review of Ministry of Health guidance.</p> <p>Company Policy/Plan on staff noticeboards and Conroy Website working in the Covid-19 Level 2 environment.</p> <p>Industry Notifications and guidance will be on all Notice Boards for staff to view.</p> <p>PPE will be distributed to all Branches and used where necessary.</p>	Administrator

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<p><b>How will you gather information on the wellness of your staff to ensure that they are safe to work?</b></p>	<p>If you are unwell stay home and follow Ministry of Health guidelines.</p> <p>Manager to follow up with unwell employees.</p> <p>All employees who have COVID like symptoms will be encouraged to undergo a COVID test and advise Manager of results.</p>	<p>IT Team / Branch Managers / Move Managers / Operations</p>
<p><b>How will you operate your business in a way that keeps workers and others safe from exposure to COVID-19?</b></p>	<p>Contractors to site will be asked to scan in on the QR Code.</p> <p>QR Code on display all customers to site must scan in.</p> <p>Keep 1 meter from other employees where possible, face coverings will be mandatory where this is not possible.</p> <p>If unwell stay home and follow Ministry of Health guidelines.</p> <p>Any office interaction with customers, office staff are required to wear a face covering.</p>	<p>All Employees</p>
<p><b>How will you manage an exposure or suspected exposure to COVID-19?</b></p>	<p>Employee to go home immediately, provide all employees directly affected with advice on contacting GP and/or Healthline.</p> <p>Healthline contacted and request procedures to follow, i.e. contact tracing, information to staff.</p> <p>Hygiene and cleaning down areas initiated.</p> <p style="text-align: center;"><b>Health Line: 0800 611 116</b></p>	<p>Branch Managers / All Employees / Health and Safety Administrator</p>

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<b>How will you evaluate whether your work processes or risk controls are effective?</b>	<p>All Branch Managers and Operations to follow Covid-19 Company Policy.</p> <p>Communication with all employees around processes and controls, conduct regular reviews and communicate any changes.</p>	<p>Branch Managers / All Employees / Health and Safety Administrator</p>

## Notes:

- Personal hygiene is critical. You must ensure you wash daily and arrive at work clean and in a clean, tidy uniform.
- Maintain physical distancing as far as practicably possible, while undertaking moving services. Outside of this you must maintain a 2m distance, when the 2m rule cannot apply facemasks are to be worn.
- You must wash your hands frequently for 20 seconds using soap and water, or hand sanitiser when available. This must be done at the start of the day, before starting a new job, before breaks and before heading home.
- Drivers must sanitize hands after fuelling up vehicles or use gloves where possible.
- Start times will be staggered, where possible. Please come to work at your nominated start time to avoid any congestion.
- Physical distancing is encouraged in staff rooms for rest or lunch breaks.
- You must work with allocated staff as directed by Operational staff.
- Offices for the general public are open with physical distancing in place. All customers are to scan in while on site.
- QR scanning or completing the sign in register when entering any premises is a mandatory requirement as of Wednesday 8<sup>th</sup> September 2021.
- If you become unwell while on duty you must isolate yourself immediately and call your manager for further instructions.

**Failure to adhere to these rules is deemed Serious Misconduct and is subject to disciplinary action.**