



Alert Level 1 Protocols

Risingholme is committed to protecting the health and safety of our workers, learners, room users, contractors, visitors and other stakeholders during a pandemic by putting in health and cleaning measures to prevent the transmission and spread of the COVID-19 virus. Risingholme is focused on encouraging a safe and respectful work environment and ensuring good communication between all stakeholders on site.

This document outlines the key protocols for managing Risingholme's operations while working in Alert Level 1 in accordance with Risingholme's Pandemic Policy.

Definitions

Workers	Director, employee, office staff, cleaners, tutors, contractors and technicians
Learner	An individual enrolled and attending or has attended a course
Room User	A person or group who has hired a room or rooms for a set period of time for a particular purpose or event
Risingholme facilities (buildings)	Includes the Homestead, Theatre/Hall, Craft Rooms (Pottery and Woodwork), Penney, Mulcahy and Bull

Relevant Documents

Risingholme COVID-19 Pandemic Policy
 Health and Safety in the Workplace legislations
 New Zealand Government, Unite against COVID-19 – 10 Golden Rules for Everyone at Alert Level 1, <https://covid19.govt.nz/>
 10 June COVID-19 Tertiary Provider Bulletin

Operational Protocols

At Alert Level 1 the following protocols outlined in this document apply to workers, learners, room users and their guests, visitors, and contractors when working for or using Risingholme's facilities and equipment for on-site activities.

- **Health Measure** requirements that apply to workers, learners, room users and their guests, visitors and contractors when using Risingholme's facilities for on-site activities are -
 - **For the safety of others, if unwell stay at home and seek medical advice**
 - The Director is to be informed immediately, if an individual, answers, **yes** to one or more of the following questions -
 - Has tested positive for COVID-19 or been in contact with someone who has in the last 14 days?
 - Has been tested for COVID-19 and currently awaiting results?

- Has any of the following symptoms: fever, dry cough, headaches, sore throat, shortness of breath, or loss of smell.
 - The Director must be informed immediately if an individual has been told to self-isolate.
 - Employees who have tested positive to COVID-19, will be required to provide evidence of this from a medical practitioner.
 - Employees must provide a medical certificate stating they have recovered from COVID-19 and are able to return to work.
 - Learners who have tested positive must provide a medical certificate to the tutor or office stating they have recovered from COVID-19 and are able to return to class.
- **Contact Tracing System** at Alert Level 1 will consist of -
 - **Course Registers:** For each course taught at Risingholme's site, or at other venues used by Risingholme, ie Christchurch Girls High School, Riccarton High School, Hornby High School and The Village, New Brighton a course register is created. Each course register details the course code, name, date and time of the course, location, tutor details and learner details. Attendance is marked at the beginning of each class and signed by the tutor.

Learners who show up to class without being on the Course Register are able to stay. Tutors are required to collect their full details (name and contact details), add their name to the register and email the office immediately after class with the learner's details. The office will follow up with the learner. **No other person is able to sit in a class, ie no children or partner of a learner.**

At Alert Level 1 a seating plan is not a requirement but, where possible or practicable, is encouraged.
 - **Room Hire by Groups:** Groups will no longer be required to provide a record of attendees each time they use/hire Risingholme's facilities.

Learners, visitors, contractors and guests of room hirers are encourage to keep track of where they have been.
- **Physical Distancing** is not a requirement but, where possible or practicable, is encouraged when individuals are around people they don't know.
- A strict **cleaning regime** that was implemented at Alert Level 2 will continue at Alert Level 1.
 - This includes a comprehensive cleaning schedule for each of Risingholme's buildings.
 - Kitchen facility access will be open to all users. Users must wash their dishes and cutlery in hot soapy water after use. All kitchen surfaces and equipment are to be cleaned with disinfectant after EVERY use.
- **Hand hygiene** measures are implemented
 - Individuals will be encouraged to sanitiser their hands upon entering and existing a building and/or room at Risingholme's premises with hand sanitiser provided.
 - Individuals will be encouraged to wash or sanitise their hands regularly.
 - Gloves should be worn when cleaning surfaces and equipment. These must be disposed of after use in the rubbish bin provided.
 - Used cleaning cloths and wipes must be disposed of after use in the rubbish bin provided.