



Alert Level 2 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 2 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
Controlled learning spaces	classroom, room, hall, craft room (pottery, woodwork)
Other control environments	kitchen or an outdoor space with perimeter control
Risingholme facilities (buildings)	Includes the Homestead, Theatre/Hall, Craft Rooms (Pottery and Woodwork), Penney, Mulcahy and Bull

Relevant Documents

Risingholme Pandemic Policy
 Health and Safety in the Workplace legislations
 New Zealand Government, Unite against COVID-19, <https://covid19.govt.nz/>
 Public Health Requirements for Tertiary Education Organisations at Alert Level 2, <https://education.govt.nz/covid-19/advice-for-tertiary-providerswhare-wananga/public-health-requirements-for-tertiary-education-organisations-at-alert-level-2>

Operational Protocols

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.

- Implement a **'Reopening Onsite Operations'** checklist for the purpose of reopening onsite operations. The checklist will include the hygiene, cleaning and health & safety tasks to be completed prior to reopening Risingholme Committee Centre.
- **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. These 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.
 - Employees who fall into the "at risk" category, due to underlying medical condition/s and or age who are unable to return to work and cannot work from home will need to discuss their situation with the Director. In some cases extra precautions may need to be put in place. This could include working a different roster where there is less contact with others and/or undertaking different duties or taking leave. "At risk" employees with underlying medical conditions may be required to provide a medical certificate.
 - 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** is implemented. Risingholme's contact tracing system consists of three parts when using Risingholme's facilities for on-site activities –
 - **Sign in and out Register:** All workers, visitors, contractors and individual room users and their guests are required to report to Risingholme Office, Homestead, to sign in and out before entering any of Risingholme's buildings. This is required even if the person is using their own contact tracing app.

The above system will also apply to Literacy Aotearoa employees, their learners and visitors using Risingholme's facilities for on-site activities.

Information gathered on these registers will only be used for the purpose of Contact Tracing if requested by Public Health Officials.
 - **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.

Only the learners enrolled on the Course Register can attend classes. No learner (walk in or casual) may enter who is not listed or office has not notified the tutor prior to the start of class. **No other person is able to sit in a class, ie no children or partner of a learner.**

A seating plan for learners will be put in place during the first class of each course. The tutor will be responsible for documenting this and ensuring learners stick to the seating plan for the duration of the course.

- **Room Hire by Groups:** Groups are required to provide a record of attendees each time they use/hire Risingholme's facilities. Details required are: full name, contact phone and email, date and time. The attendees record must be given to the Risingholme office on completion of the room hire. If room hire occurs after hours attendees record must be either slipped under the office door or left in the room for office staff to collect.
- **Physical Distancing** rules will apply to workers, learners, room users and their guests, visitors and contractors when using Risingholme's facilities for on-site activities.
 - 2 metre physical distance in public from people who are unknown to one another.
 - 1 metre physical distancing applies in most other environment/s if other measures are in place, such as contact tracing, including between:
 - Tutor and learners in a classroom (controlled learning space) setting
 - Each learner within a classroom (controlled learning space) setting
 - Colleagues
 - Community group members
 - Maximum numbers of people per room will apply and this number will be displayed on each room or building.
 - Tables and chairs will be arranged to comply with physical distancing requirements and maximum number of people per room.
 - Tables cannot be moved in the room unless you have been given permission to do so from the Office or Director.
 - Tables and chairs cannot be moved into or from another room or building this ensures that we comply with the gathering requirements for events and community groups.
- A strict **cleaning regime** is implemented
 - A thorough clean of all facilities will be completed prior to operations recommencing as part of the "Reopening Onsite Operations" checklist.
 - This includes a comprehensive cleaning schedule and record for each of Risingholme's buildings.
 - Kitchen facility access will be limited to workers only with the maximum of one worker at a time. Workers are required to wash all 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
 - This will require everyone to sanitise 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.

- **Inductions - After reopening**
 - All workers will be provided with a “Health & Hygiene Protocols for Risingholme Workers under COVID-19”. This document covers all health, physical and hygiene measures that have been put in place for the safety of all in the Risingholme community. Protocols include personal health and hygiene responsibilities, physical distancing requirements and contact tracing requirements.
 - Room Users will be provided with a Health & Hygiene Protocols for Room Users under Alert Level 2.
 - Learners will be required to read through a wellness statement in their first class of their course.

Associated Documents

- Cleaning Schedule and Record Alert Level 2
- Reopening Onsite Operations Checklist
- Health and Hygiene Protocols for Workers under Alert Level 2
- Health and Hygiene Protocols for Room Users under Alert Level 2
- Learner’s Wellness Statement
- Room Capacity at Alert Level 2
- Signing in and out Register for Contact Tracing Purposes