

Action Plan Protection Measures Pandemic Alert Level 2

As a PCBU, TSB TOPEC has obligations under the *Health and Safety at Work Act 2015* to ensure the health and safety of our staff, students/clients and the public. We already have a comprehensive plans for managing risk, and health and safety; this guidance will assist us to reflect the public health requirements for Alert Level 2. The overriding principles for Alert Level 2 are:

- to minimise the risk that someone gets infected in the first place
- to ensure we can identify and contact anyone who has been in close contact with a person, if someone is infected
- understand that Level 2 is not business as usual

Workplaces are obliged to eliminate transmission risks where possible and where not, to substitute work practices or provide as high a level of control as possible. A simple example is where possible, propping or wedging a door open rather than focusing on wiping the handles regularly. It is expected that we maintain or create new practices that meet or exceed the public health requirements as they are updated. We have implemented **Infection Control Protection Measures**:

Protection Measure	Who / Where / When
<p>Hand Hygiene</p> <p>Cough / Sneeze Etiquette</p> <p>Ventilation</p>	<p>Everyone, all the time.</p> <p>Hand sanitiser in all rooms (preferably near high touch points/equipment eg. entrance, copier), paper towels in toilets and kitchen areas.</p> <p>All surfaces to be regularly sanitised, before class begins, midway through the day and at the end of the day. Pay attention to high-touch points.</p> <p>Keep classroom temperatures to 18 – 20 degrees, below that there is increased risk.</p> <p>Changing Rooms will be used with spacing encouraged. These areas are sanitised at the start, midway and the end of the day. Students to sanitise and wash hands on entry and exit.</p>
<p>Disposable Surgical Mask</p> <p>PPE</p>	<p>Sick people coughing and sneezing.</p> <p>Staff having close contact with suspected infected people (this includes first aiders).</p> <p>Used masks must be disposed of as soon as they become moist or after any cough or sneeze.</p> <p>Appropriate protective gear (PPE) is available in the main staff office.</p>
<p>Travel with Students</p>	<p>A minimum of ONE metre seating distance between individuals. Where this is not possible, a maximum time in a vehicle of 15 minutes.</p> <p>Hand Sanitiser available in vans. Common touch points ie. door handles, cleaned after each use. Students to sanitise hands on entry and exit from van.</p> <p>Adequate ventilation.</p> <p>A register will be kept of van used and who travelled in it.</p>

Action Plan Protection Measures cont.

Protection Measure	Who / Where / When
Social / Physical Distancing	<p>Everyone, all the time.</p> <p>Whenever practical stay at least ONE metre away from other people (ie. not breathing on or touching each other).</p> <p>All activities must be able to be done with appropriate physical distancing and must be approved by the Director.</p> <p>Instructors will carry masks for all students for situations where physical distancing has to be compromised due to an unforeseen circumstance.</p> <p>Extra emphasis on handwashing, drying or cleansing with hand sanitiser before and after activities and regular cleaning of equipment where practical.</p> <p>Higher risk activities or new skills that require instructors to have closer physical distance with students (e.g. the support required when teaching rolling a kayak or activities that require spotting) will be carefully considered. The following questions will be asked:</p> <ul style="list-style-type: none"> • Are there other ways to achieve a similar outcome? • Can the activity wait until later in the year? <p>An isolation room has been set up if anyone falls ill while at the centre – middle room / lounge of Alan Kirk cabin.</p>
Contact Tracing Register / Sign-in	<p>Everyone, upon arrival onsite – staff to meet / sign in at Davidson Lodge small classroom and sign out at the end of the day.</p> <p>Student Register / Sign-in list in classroom.</p>
Unwell	<p>Everyone – staff member whether at work or still at home; student onsite and illness suspected</p> <p>All students and staff showing flu like symptoms should not attend TSB TOPEC until checked and okayed by a doctor or nurse to return.</p> <p>As a staff member, if you are unwell or suspect a student is unwell, follow isolation procedures as practicality allows.</p>
Use of Equipment	<p>Ropes Course and shared equipment can be used. Emphasis on hand washing, drying and use of hand sanitiser before and after use.</p> <p>Where practical, equipment will be regularly cleaned. Where not practical, e.g. ropes, hand holds on climbing walls, particular emphasis will be placed on getting students to wash and dry hands or use hand sanitiser.</p> <p>Do not use blindfolds, or any guards or protective covers over the face or nose for Adventure Based Learning (ABL) activities.</p> <p>Helmets, life jackets, wetsuits and paddles will not be swapped between students during an activity, and they will be washed, dried and disinfected between groups. Helmets will be treated with a spray sanitiser on the touch points – buckles and shell of the helmet.</p> <p>Students to wash and dry hands or use hand sanitiser before and after.</p>

Overnight Stay at TSB TOPEC

Protection Measure	Who / Where / When
Accommodation	<p>2 x students per cabin. To sleep on bunks at opposite ends of the cabin.</p> <p>Maximum students staying onsite = 20</p>
Use of Showers and Toilets	<p>All showers and toilets open (7 toilets plus a urinal, 10 showers).</p> <p>Designated cabins to use designated toilets and showers.</p> <p>All surfaces and toilets cleaned morning, midday and end of the day.</p>
Meal Preparation and Dining	<p>All meals, designated staff to cook (this is likely to be a combination of TOPEC and school staff).</p> <p>All cooks to wear appropriate PPE (gloves and masks).</p> <p>Cooks to serve the meals.</p> <p>Tables set to ensure ONE metre distancing between individuals.</p> <p>Spacing emphasised when lining up for meals.</p> <p>All dishes sterilised as per hygiene policy.</p>