

COVID-19

ICC Staff Update

14 MAY 2020

CURRENT ALERT LEVEL **2**



One of the things that this pandemic has demonstrated to us, yet again, is the wide range of activities that councils undertake.

That's seen great variation on who has been working throughout the period .. and thanks again to those of you who have been "out there", delivering services - I know it's not always been easy.

As we left our places of work back on 25 March, there was a lot of uncertainty as to how long we would be in this lockdown.

Seven weeks later, we're planning on how best to return to our base - and although we've had seven weeks to plan for this date, there's still lots to do. Until we had all of the details, it was difficult to nail down some of the arrangements.

In many ways, sending you home to the safety of your bubbles was the easy part - now, we are all figuring out how to return to our workplaces - with safety front of mind for both our staff and for the public.

I want to firstly signal to you that our Alert Level 2 "new normal" will see lots of differences in practise to our pre-Covid days. Some of those differences might become permanent as we aim to build resilience in response to this pandemic, and in preparation for the future.

And now, for the essential bits - what we require of you as we move into Level 2:

1. You each need to use your swipe card to enter the CAB building and to move around within it. The access doors to each floor will be locked off. This requirement is so that we have details for contact tracing, as required by government. If you are based in one of the other Council facilities, your

manager will advise how that tracing is going to occur.

- 2.** You have been asked to stagger your return - and when you do return, you're asked to clean any equipment/things you are bringing back with you. To use as example, if you're on the third floor, you can swipe your card to enter the building, use the stairs (or lift - maximum two people) and then stop in the lobby of the third floor. Use the materials provided to clean your gear. This is to take all practical steps to reduce contamination from one workplace to another. You might want to think about this on a daily basis as you bring in things from home/things you've purchased.
- 3.** If you need IT assistance to reconnect any IT equipment you may have used at home, IT will conduct a further clean of the equipment to ensure their own protection.
- 4.** One metre distance between you and others at all times please. The cafeteria will be open - but we will be removing the lounge furniture. The reason for this is to ensure that we don't revert to old habits, and cosy up on the couch! It is up to you whether you want to take responsibility for your cup and utensils (washing it and keeping it with you) or washing it and leaving it to be run through the steriliser.

Unite against COVID-19:

Be kind. Share only facts, not rumour. Time to prepare, not panic. www.covid19.govt.nz

5. Meetings with the public will only be held on the ground and first floors of the CAB building. This reduces risk to other work areas. Advice on how to find meeting rooms will be made available on Kermit. We'll put signage up to remind you too.
6. You are your best protection. Engage your brain and think about how you need to act differently! That approach will keep you as safe as possible, and contribute to your colleagues' wellbeing. Washing your hands frequently remains important.
7. You will be asked to read and sign a Safety Statement that will cover off these and other requirements as part of your return to base – to show that you have an understanding of what you must do.
8. Working from home remains a viable alternative for many - work with your manager or team leader to ensure that what you're proposing to do works

for you and your team, and for the organisation. Being flexible as we move into this next phase will be a necessary skill for all of us.

Our IT Team has asked me to point out: their area will remain inaccessible to others during Alert Level 2 to minimise contact.

For any assistance you might require, please log a Scooter request, or call the IT team. They might have special instructions for you if a device needs a repair, or if they need to visit your work area in order to assist you.

Olave



Unite against COVID-19:

Be kind. Share only facts, not rumour. Time to prepare, not panic. www.covid19.govt.nz