

## GBWCT Level 2 Protocols

<p><b>Preparation</b></p>	<ul style="list-style-type: none"> <li>• Ensure all students, participants, clients are aware of L2 protocols</li> <li>• Have signs and FB notices prepared and ready to use as required</li> <li>• All offices/locations should have a good supply of hand sanitiser, masks, sanitising wipes and protective gloves at all times</li> <li>• Staff who have GBWCT laptops should take these home daily (in case of a L3 or L4 announcement after hours)</li> <li>• Contact Tracing is now compulsory, ensure all locations have QR code and paper sign in sheets</li> </ul>
<p><b>General</b></p> <p>GBWCT has MSD L3 accreditation which means that our work is considered Essential</p>	<ul style="list-style-type: none"> <li>• At all times, staff must follow the instructions of the NZ Government and where there is a conflict between the GBWCT L2 Protocols, the instructions from the NZ Government take precedent</li> <li>• GBWCT property and offices are open to staff but remain closed to the general public, except by appointment</li> <li>• GBWCT toilets and kitchen closed to the general public</li> <li>• Signs put up at all entry points stating rules for entry/non entry</li> <li>• Facebook pages updated with L2 protocols</li> <li>• If you are sick, stay home. Do not go to work. Do not socialise. Staff may work from home if they are symptomatic, but otherwise healthy or able to do so</li> <li>• Face coverings are strongly encouraged if you are in close contact with others, but are not compulsory (masks must be worn on all forms of public transport)</li> <li>• Reduce the number of shared surfaces, and regularly disinfect them</li> <li>• Wash your hands. Wash your hands. Wash your hands</li> <li>• Covid-19 tracing app must be used at all locations</li> <li>• Staff must maintain social distancing of 1m or more while at work</li> <li>• Meetings between staff and BoT members may continue (social distancing applies). Meetings with more than 5 people other than WC staff/BoT should be held by Zoom</li> <li>• Manager to provide updates to all staff as and when required</li> <li>• All staff will continue to be paid as normal – with the expectation that they are available to work as per their usual hours</li> </ul>
<p><b>Main Office Users</b></p> <p>Alli Cait Robert Selena Stacy Tūi</p>	<ul style="list-style-type: none"> <li>• Main office is closed to the public, a desk or barrier should be placed across the door to prevent entry</li> <li>• Meetings with clients/others should be held in the front room, disinfect surfaces after use</li> <li>• Reduce the number of shared surfaces, and regularly disinfect them</li> </ul>
<p><b>Motueka Office Users</b></p> <p>Maureen Nicole Selena</p>	<ul style="list-style-type: none"> <li>• Staff may see clients by appointment only and on a “one in and one out” basis</li> <li>• Main entrance should remain locked to prevent unpanned walk ins</li> <li>• Meetings with clients/others should be held in the meeting room, disinfect surfaces after use</li> <li>• Reduce the number of shared surfaces, and regularly disinfect them</li> </ul>

	<ul style="list-style-type: none"> <li>• Staff are encouraged to wear masks when seeing clients, but it is not compulsory</li> </ul>
<b>Heartland Services</b>	<ul style="list-style-type: none"> <li>• Heartland Services clients may enter the premises on a “one in and one out” basis</li> <li>• Main entrance is controlled by the security guards</li> <li>• Reduce the number of shared surfaces, and regularly disinfect them</li> <li>• Staff are encouraged to wear masks while at work, but it is not compulsory</li> </ul>
<b>Youth Services</b>	<ul style="list-style-type: none"> <li>• YS Coaches to check in with all clients within first 24 hours of L2 announcement to explain L2 protocols</li> <li>• Follow YSSU instructions regarding processes and procedures while in L2</li> <li>• Check ART daily for updates and notices</li> <li>• Staff to see clients by appointment only</li> <li>• Staff are encouraged to wear masks while with clients, but it is not compulsory</li> </ul>
<b>Community Connectors</b>	<ul style="list-style-type: none"> <li>• Connectors to check in with any current clients within 2 days of L2 announcement to explain L2 protocols</li> <li>• Staff to see clients by appointment only</li> <li>• Staff are encouraged to wear masks while with clients, but it is not compulsory</li> </ul>
<b>Ākonga Youth Education</b>	<p><i>At Alert Level 2, all early learning services, schools, kura and tertiary education facilities are open</i></p> <ul style="list-style-type: none"> <li>• Make contact with students by text/phone immediately following L2 announcement to let them know GBWCT will be open</li> <li>• Staff and students must maintain social distancing of 1m or more where possible</li> <li>• Provide distance learning options for students who cannot attend</li> <li>• Provide masks for students to use if they wish</li> <li>• Reduce the number of shared surfaces, and regularly disinfect them</li> <li>• Wash your hands. Wash your hands. Wash your hands</li> </ul>
<b>Frontline</b>	<ul style="list-style-type: none"> <li>• Make contact with participants by text/phone immediately following L2 announcement to let them know GBWCT is open</li> <li>• Staff and participants must maintain social distancing of 1m or more where possible</li> <li>• Provide remote support for participants who cannot attend</li> <li>• Provide masks for participants to use if they wish</li> <li>• Reduce the number of shared surfaces, and regularly disinfect them</li> <li>• Wash your hands. Wash your hands. Wash your hands</li> <li>• Enlist the help of Community Connector if other assistance is required</li> <li>• Follow external agency guidelines for all external training courses</li> </ul>

**Tasks/Responsibilities:**

Property Manager:	<ul style="list-style-type: none"> <li>• Inform and update tenants about L2 Protocols</li> </ul>
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	<ul style="list-style-type: none"> <li>• Ensure building/property is safe and secure for duration of L2 protocol</li> <li>• Be main point of contact for tenants and others about property matters</li> <li>• Work with GM on strategies to manage L2 protocols</li> </ul>
General Manager	<ul style="list-style-type: none"> <li>• Inform and update staff and BoT about L2 Protocols</li> <li>• Inform and update external partners and other stakeholders about L2 protocols</li> <li>• Be main point of contact for general public about GBWCT matters</li> <li>• Work with Property Manager on strategies to manage L2 protocols</li> </ul>
Office Worker/Admin	<ul style="list-style-type: none"> <li>• Ensure L2 signs are posted on buildings and entrances as required</li> <li>• Post notices on various GBWCT FB pages about L2 protocols</li> <li>• Ensure signage, and barriers where necessary, are placed at strategic points around the property to ensure L2 compliance</li> </ul>
Finance/IT Admin	<ul style="list-style-type: none"> <li>• Be able to conduct financial duties from home if necessary</li> <li>• Provide IT assistance to staff working from home if necessary</li> </ul>
Motueka Office Staff	<ul style="list-style-type: none"> <li>• Ensure L2 signs are posted on buildings/entrances as required</li> </ul>
All other staff	<ul style="list-style-type: none"> <li>• Inform and update clients/students/participants about L2 protocols</li> <li>• Be available to work during normal working hours</li> <li>• Respond to communication from GM, external parties, or other staff in a timely manner</li> </ul>