



# Trade Aid Store Pandemic Policy

Operating at Alert Level **XXX**

MM/YY

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## 1.0 INTRODUCTION

Trade Aid is committed to providing a safe workplace for employees. One aspect of this commitment is to ensure that staff understand their responsibilities regarding **XXX**. This requires clear policy and health guidelines relating to social distancing, cleaning schedules, deliveries, and our day to day trading activities. Trade Aid encourages worker participation in ensuring all H&S requirements are met.

This policy acts as a guide to the Shop Trust and Shop Manager to implement their **XXX** plan. The Health and Safety of the Shop employees and volunteers is the responsibility of the Shop Trust and Shop Manager. Please ensure you use this policy as a guide to implement a safe environment for your workers, volunteers, customers and contractors.

It is important to work on a safety plan with your employees for your specific Shop and share the plan with everyone in your business. This will ensure that your employees understand how you intend to manage the risks of **XXX** safely as you resume business activity.

## 1.1 SOURCES OF INFORMATION

### Sources of official health information

- Worksafe [www.worksafe.govt.nz](http://www.worksafe.govt.nz)
- Business [www.business.govt.nz](http://www.business.govt.nz)
- Ministry of Health [www.health.govt.nz](http://www.health.govt.nz)
- World Health Organisation [www.who.int](http://www.who.int)

## 1.2 STAFF WORKING ARRANGEMENTS

### 1.2.1 VULNERABLE OR AT RISK PEOPLE

## 2.0 OPERATING AT ALERT LEVEL **XXX**

### 2.1 GENERAL HYGIENE AND SOCIAL DISTANCING

### 2.2 PERSONAL HYGIENE AND HANDWASHING

### 2.3 PPE USE

#### 2.3.1 PPE USE

.

## **2.4 BATHROOM FACILITIES**

## **2.5 DELIVERIES, PICK UPS AND CLICK AND COLLECT**

## **2.6 COMMUNAL STAFF AREAS**

## **2.7 MEETINGS**

## **2.8 VOLUNTEERS**

## **2.9 CONTRACTORS AND VISITORS**

## **2.10 CONTACT TRACING**

## **2.11 PHYSICAL DISTANCING**

## **2.12 CLEANING REQUIREMENTS**

## **2.13 LOOKING AFTER YOUR CUSTOMERS**

## **2.14 HELPFUL HINTS BEFORE STARTING YOUR DAY**

## **3.0 MANAGING SUSPECTED CASES OF XXX**

Below is the protocol for managing suspected cases of XXX for staff members at work and cases not at work. It is really important that all suspected cases are taken seriously and communicated by the staff member to the Shop Manager and Trust H&S representative.

### **3.1 PROTOCOL FOR SUSPECTED CASE OF XXX AT WORK**

### **3.3 XXX TESTING & RETURN TO WORK PROCESS FOR STAFF MEMBERS TESTING**

**WHAT IS THE PROCESS IF THE RESULT IS POSITIVE?**

**WHAT HAPPENS IF THE RESULT IS NEGATIVE?**

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### **3.2 PROTOCOL FOR MANAGING SUSPECTED CASE OF XXX NOT AT WORK**

#### **4.0 STOPPING THE SPREAD OF XXX FROM WORK TO HOME**

To prevent the possible spread of XXX it is important that when you return home after work you take all necessary precautions to ensure that you and your 'bubble' is safe. Here are 5 simple guidelines to follow:

#### **5.0 TRAVEL AND TRANSPORT**

##### **5.1 COMMUTING TO WORK**

##### **5.2 VISITING EXTERNAL SITES**

#### **6.0 WELLBEING**

We understand that anxiety and stress levels may be higher than normal for many people during XXX and for that reason we want to reassure everyone that staff wellbeing is also a priority for Trade Aid.

There are tools and resources available to all staff during this time if they need some additional help or support.

Below is a list of some of those support tools Trade Aid has in place for staff.

##### **Employee Assistance Programme (EAP)**

**Be kind**

**Your Shop**