



Kaimahi at Risk of Illness Policy



"They take public health seriously and avoid risks to health."

Intent

We keep informed about risks to public health, plan for them as part of our emergency and disaster planning and comply with relevant government guidelines about good practice responses.

Kaimahi who have, or who are a household contact of a person with, Covid-19 must not come into work unless specifically allowed by government guidelines applying to critical workers.

Responsibilities

Management will:

- keep informed about and comply with public health guidelines concerning the prevalence of disease and good practice responses in the workplace
- ensure, with kaimahi/staff, that all relevant people (eg clients) are informed about infection prevention and control measures that are in place to manage the risks of exposure to and transmission of Covid-19
- contingency plan for times when staff levels may be reduced and services adversely impacted by sickness absenteeism.

Kaimahi and volunteers will:

- comply with this and other relevant policies
- take all due care to manage risks of Covid- 19 infection to themselves and others by complying with infection controls and Public Health guidance
- assist management with logistics required for them to work from home
- inform rangatahi and visitors to stay away from the premises if they are sick or have been advised to self-isolate
- comply with working from home arrangements set up under this policy.



Requirements

Attendance at work

Kaimahi are expected to attend work as normal during the Omicron outbreak unless:

- they are ill or symptomatic
- are required to self-isolate (on Public Health advice)
- it is agreed with management that the kaimahi can work from home
- they are on a period of authorised leave (annual leave)
- there is a safety or other good reason why they cannot attend and it has been discussed and agreed with management that they will be absent.

Self isolation and testing

Kaimahi must notify management if they become symptomatic, ill, or if they are required to self-isolate. Unless they meet the Critical Worker criteria, below, they must:

- not attend the workplace during their isolation period
- if symptomatic, get a test
- if a confirmed case, isolate for 7 days after their symptoms first occurred or they received their positive test result, whichever ends sooner
- if a household contact, isolate at least until the confirmed case in their household has completed their 7 days of isolation as above and test on day 3 and day 7 or as soon as possible if they develop any symptoms.

See [here](#) for other relevant criteria.

Infection controls

Kaimahi must comply with all infection prevention and transmission controls relevant to their roles and responsibilities and Public Health Guidance on working during the Covid-19/Omicron outbreak or outbreak of another infectious disease.

Kaimahi working as critical workers during a period when they would otherwise be self-isolating (see below) may be required to comply with additional controls while in the workplace. These will be advised by management.

Leave entitlements

Sick leave provisions will apply if kaimahi become ill, including while working from home during a period of self- isolation or as a critical worker. Likewise, if a kaimahi has to care for a dependent child or vulnerable adult who must self-isolate.

If paid sick leave is not available, annual leave or another form of leave may be taken and agreed with management (eg paid special leave).



Exposure events during work

Public health guidance will be followed if kaimahi are exposed to Covid-19 while at work.

Critical workers

Ministry of Health "Guidance for healthcare workers who are COVID-19 cases or contacts during an Omicron outbreak" will be followed for critical workers in critical health services.

For people in other critical services see [here](#) (for "bubble of one" and close contact exemption scheme).

Raising and addressing health and safety concerns

Kaimahi/staff should inform management if, for illness-related reasons (other than the above):

- they believe it is not safe for them to be at work, or
- they are concerned about putting a member of their whānau at risk.

Management will act with good faith and take reasonably practicable steps to address the concerns. Staff will be consulted and act in good faith through the process.

While concerns are addressed, the kaimahi may be required to carry out suitable alternative work.

Monitoring and review

Management will ensure regular contact is maintained with a kaimahi/volunteer who is self-isolating so as to check in on their wellbeing. If needed, we will use our best efforts to assist the person to access support, goods and services

Medical clearance may be required

Management may require kaimahi to obtain medical clearance before returning to the organisation's premises to work.

Compliance

Social Sector Accreditation Standards Level 2, Health and safety1.0-8.0

Health and Safety at Work Act 2015

NZS 8134:2021 Infection Prevention and Antimicrobial Control



Helpful links

[Pandemic](#)

[Working from home](#)

[Flexible working](#)

[Leave](#)

[Guidance for healthcare workers who are Covid-19 cases or contacts during an Omicron outbreak.](#)

Review

Date: March 2022

Next review: December 2023