



Covid-19 Action Plan January 2021

Contact Tracing:

- [The Wheelhouse](#) staff and any visitors to the offices of [The Wheelhouse](#) at [The Bishops Action Foundation](#) (BAF), 566 Mangorei Road, New Plymouth, will be asked to sign in using either the QR code or an alternative contact tracing system. This should be done every day, including weekends and after hours. People who sign in with the NZ COVID Tracer app don't need to use an alternative system for contact tracing purposes.
- For all offsite events we will ensure the QR code is available for use along with the signing in sheet for the event.

Workshop Precautions at Alert Level 1

- A QR code will be available for the contact tracer app in addition to the event registration sheet.
- Participants who are feeling unwell should stay home.
- Hand sanitiser will be made available.
- Handwashing facilities will be available.
- Facemasks will be made available.
- We will allow space for physical distancing.
- The space used for the workshop will be cleaned prior to the workshop commencing.
- The Wheelhouse team will ensure the presenters are well, have not travelled overseas in the previous 21 days and have not been in managed isolation or in contact with anyone in or from managed isolation in the last 14 days.

Additional Workshop Precautions at Alert Level 2

- All the measures for level 1 will apply.
- The maximum number of people allowed to gather at Alert level 2 is 100. At [The Wheelhouse](#) we will limit our numbers to a maximum of 50.
- Everyone will have a designated seat where they should remain for the duration of the workshop. i.e. no changing of groups for discussions etc.
- There will be enough space in the room for each participant to be 1 metre apart.
- Participants will be asked to bring their own keep cup for refreshments or water bottle. For those who don't they will be assigned a cup and asked to keep this one until the end of the session.

- If food is provided this will be served on individual plates and not a buffet style.

Workshop Precautions at Alert Level 3 and 4

- All in person workshops will cease.
- All those who have registered for the event will be contacted to be informed of the change.
- Where possible the workshop will be delivered on-line via zoom.
- If it is not possible to deliver the workshop via zoom the workshop will be rescheduled.
- User support can be provided to access and trial using zoom before events if required.
- For workshops which have a cost associated to them a full refund will be offered at both levels 3 and 4 should the participant not wish to attend on-line or the workshop is rescheduled as long as we are informed up to 24 hours before the start of the session.
- A refund will not be issued for unnotified non-attendance.

Wheelhouse Staff:

- Stay home if you are sick.
- Use the NZ Covid Tracer app and turn on Bluetooth tracing.
- Wash your hands.
- Flexible working is encouraged including working from home at all levels.
- Where possible replace in person meetings and group work with zoom meetings at alert level 2, especially if physical distancing is not possible.

Action plan compiled by Marcia Millard, Wheelhouse Manager

Monday 25 January 2021

Updates

Date	Person