



# NEW ZEALAND ALPINE CLUB

- **Date of release:**
  - 17 December 2021
- **Date of revision:**
  - This protocol will require revision in the instance that significant change is implemented by the New Zealand Government

Protocol: COVID-19 Infection control

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## **Protocol:**

### NZAC National Office Workspace Covid-19 Infection Control

### Guidance for Staff and Contractors

#### Introduction

The New Zealand Alpine Club (NZAC) is committed to mitigating the impact of Covid-19 on it's people - members, member volunteers, staff and contractors.

This Covid-19 Event and Engagement Management Procedure is for the purpose of supporting the NZAC in it's management of Covid-19 infection control and the health and safety risk Covid-19 poses in our accommodation management.

The procedure and its implementation is led by the

- [NZAC Policy: Covid-19 Infection Control](#)

and the practical management of reasonable Covid-19 infection control measures.

The Club follows the advice of the New Zealand Government and is dedicated to undertaking all practicable measures to mitigate the impact of Covid-19 on it's people.

This protocol applies to all NZAC employees.

- All NZAC people (employees) attending a NZAC workplace must provide proof of vaccination and evidence of a negative test (after illness) before returning to the NZAC workplace.
- All our people (employees) are expected to behave in an acceptable and appropriate manner whilst attending a NZAC place of work or engagement. While we recognise that everyone has a right to their own opinion, NZAC people (employees) should not engage in social pressure to others for the purpose of influencing them on the subject of Covid-19 vaccination or otherwise.
- If any NZAC person (employee/s) chooses not to be vaccinated and discloses this to the NZAC the first consideration will be to maintain the relationship with the person and provide ways for that person to be accommodated to continue their role. For example, a staff member may still provide input through non-contact meetings (Zoom), where their vaccination status does not put them or anyone else at risk.
- A staff member will be given full consideration in exploring alternatives to possible non-contact, and if no option is available, work-from-home option, or alternative duties cannot be contemplated or accepted by the staff member, and all options have been explored the process for termination of employment in the persons employment agreement may be set in motion.
- If a staff member or volunteer who is not vaccinated is in a NZAC representative role or function that does not require any face-to-face contact with others in any circumstances, the General Manager or President has the final decision on whether the vaccination requirement can be waived .
- If a staff member is concerned for their own welfare or that of other staff and has no knowledge of the vaccination status of a visiting member or other, the staff member may request required protocols be implemented to protect their own safety.

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## Definition

- All individuals enjoying a regular employment relationship through contracted service for payment are considered NZAC Staff and expected to adhere to the guidance provided in this protocol.
- All individuals enjoying individual or intermittent employment contracts through a service for payment relationship (Contractors) are considered NZAC Staff for the purpose of this protocol and expected to adhere to the guidance provided.

## Activity profile

### NZAC National Office

- Roles are predominantly office based, and have limited, if any, requirement to travel to other workplaces.
- Team members share spaces with other team members, including open plan office spaces, stairwells, kitchenette & toilet facilities, library/ meeting room and stationary equipment.
- Team members can generally maintain at 1 metre distance.

Visitors and suppliers attend the workplace and can generally maintain a 1 metre distance.

## Vaccination

The NZAC believes that vaccination is the strongest protection against Covid-19. We strongly encourage our people to be vaccinated.

- Contractors to the NZAC who are in close contact, face-to-face proximity with members are required to be vaccinated. If a contractor who is engaged in face-to-face interaction with NZAC people is not vaccinated, the General Manager may terminate the contract after consideration of other options with the contractor to mitigate the frustration of the contract.
  - Any new staff, volunteer and contractor will be required to be vaccinated and will provide proof of vaccination prior to appointment.
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# NZAC Employment and National Office Operation under the COVID Protection Framework

## Workplaces

Workplaces may open at all levels, provided they are not undertaking activities that are otherwise restricted. At red, workplaces are open, working from home may be appropriate for some staff.

Workplaces must display NZ COVID Tracer app QR codes, but vehicles are not required to do this.

In general, workers who are regularly present in the workplace do not need to scan NZ COVID Tracer app QR codes. All other persons on the premises (including customers) are encouraged to scan QR tracer codes, or other record keeping must be used (some businesses are required to keep records, as noted below).

Red	Red will be used if there's a need to protect both at-risk people and our health system from an unsustainable number of hospitalisations.
	Face coverings will be mandatory in public facilities, on public transport and recommended whenever leaving the house.
	Workplaces can open (including any in-home services), working from home may be appropriate for some staff.
	Face coverings encouraged in the workplace
	Any NZAC person who has Covid-19 or suspected symptoms must not attend a NZAC workplace or facility owned by the NZAC. They must follow the directions of public health officials.
Orange	Orange will be used when there's increasing community transmission of COVID-19.
	Workplaces can open.
	Face coverings encouraged in the workplace

	Any NZAC person who has Covid-19 or suspected symptoms must not attend a NZAC workplace or facility owned by the NZAC. They must follow the directions of public health officials.
Green	Green will be used when there are some COVID-19 cases in the community.
	Workplaces can open.
	Any NZAC person who has Covid-19 or suspected symptoms must not attend a NZAC workplace or facility owned by the NZAC. They must follow the directions of public health officials.

## Risk Assessment Tables

Table 1: Activity and environment risk factors

	0	1	2
<b>Public facing</b>	No contact with public	Public facing: controlled	Public facing: uncontrolled
<b>Physical distancing</b>	Able to maintain distancing	Able to maintain distancing of at least 1m	Cannot maintain distancing (ie close proximity)
<b>Activity environment</b>	Mostly done outdoors	Mostly done in an indoor space at least 100 m2	Mostly done in an indoor space less than 100 m2
<b>Close contact with others</b>	Brief contact (eg less than 20 mins)	20 mins to a few hours	More than a few hours
<b>Travel</b>	None	local	inter-regional
<b>NZ traffic light</b>	Green	Amber	Red

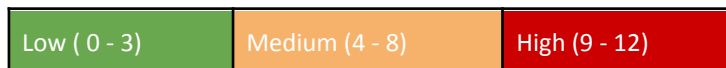
Risk level

Low exposure	Medium exposure	High exposure
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Table 2: Risk of Covid-19 by activity profile

	Office based	Indoor event/ meetings	Outdoor event/ instruction	Managed accommodation	Unmanaged accommodation
<b>Risk of activity exposing our people to Covid-19</b>					
Public facing	1	1	2	1	2
Physical distancing	1	1	2	1	2
Activity environment	1	1	0	1	2
Close contact with others	0	1	0	2	2
Travel	0	1	2	2	2
<b>Risk of people bringing Covid-19 to the activity site and infecting others</b>					
<b>Total risk</b>	<b>3</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>10</b>

Risk level



ENDS