

Te Runanganui o Ngati Porou

Purpose

The purpose of this document is to provide Te Runanganui o Ngati Porou with a Protocol for Staff and community volunteers working in the essential service operation of the organisation. These protocols are informed by information provided by the Ministry of Health, Oranga Tamariki and Te Runanganui o Ngati Porou staff. It is recommended that the organisation endorse these protocols as part of the OHS framework. This will provide a coordinated response for the implementation of service provision during Covid 19 and mitigate risk for the organisation as a result of the Covid 19 outbreak.

Background

Te Runanganui o Ngati Porou in response to the COVID 19 outbreak has developed a response plan that includes the organisation and community volunteers. It is therefore prudent that Te Runanganui o Ngati Porou provide an *OHS Safety Plan for Managing Social Service provision during the COVID 19 emergency*.

This plan and these practices have been informed by the:

- Ministry of Health Guidelines;
- Ministry of Social Development: Oranga Tamariki Update for Providers and Partners: COVID-19 edition #3;
- and Te Runanganui o Ngati Porou staff and whanau

Te Runanganui o Ngati Porou OHS Safety Plans for Managing Social Service provision during the COVID 19 emergency.

The plan enables Te Runanganui o Ngati Porou to:

- ensure that the organisation can continue to maintain essential services to whanau
- support the organisations staff community volunteers and our whanau to be safe during the carrying out of the service provision

The Plan

1. Te Runanganui o Ngati Porou will continue to deliver services to whanau and communities during the Stage 4 lockdown due to the Covid 19 virus.
 - 1.1. The extent and nature of these services will be determined by the CEO and Senior Management of Te Runanganui o Ngati Porou and will be coordinated and delivered by our Management staff – Kaiawhina and community volunteers

1.2. Te Runanganui o Ngati Porou will redirect staff from their normal duties to support the delivery of services to whanau and communities. This process will be done in accordance with the requirements of the Stage 4 lockdown

1.2.1. No staff member over the age of 70 will be permitted to carry out these tasks

1.2.2. No community volunteer over the age of 70 will be permitted to carry out these tasks

1.2.3. Any staff members or volunteers that identify themselves as being at high risk of catching the Covid 19 virus will not be permitted to carry out these tasks unless approval is given from the coordinator

Safety

The expectation is that where possible Te Runanganui o Ngati Porou will deliver these services without compromising the safety and well being of staff and community volunteers and in keeping with the restrictions imposed with Level 4. Te Runanganui o Ngati Porous overriding commitment is to have maximum hygiene protocols in place.

Coordination of services

Te Runanganui o Ngati Porou will coordinate and implement all service provision to whanau during the Covid 19 outbreak. No staff member or community volunteer is to carry out any designated task unless they are part of an organised approved team. An example of how this is to be achieved is provided below:

Name	Contact Number	Designation	Focus Area
L Meade	021 259 1566	Community Volunteer	Tikitiki Rangitukia
R Jones	021 259 1566	Tronpnui Kaiawhina	Matakaoa
J Doe	021 259 1566	Lead Team Manager	Ruatoria
S King	2021 259 1566	Coordinator	Matakaoa

Induction




All staff and community volunteers are to complete and sign off the Induction attached below (Schedule 1) before commencing the delivery of the services detailed by Te Runanganui o Ngati Porou in relation to Covid 19.

Schedule 1: Induction

Risk	Action
Covid 19 exposure and transmission during service delivery	
Personal safety	<p>Ensure that you are well enough to complete the tasks set</p> <p>If you have an illness that may place you at increased risk of catching COVID 19 you MUST inform the Team Coordinator of this before you agree to carry out the service</p> <p>You should keep up with the regular updates from COVID 19 Health authorities while you are involved in the service delivery</p> <p>If you feel unwell at ANY time you must notify the coordinator and you must stay home or visit a doctor</p> <p>ALWAYS wash your hands – repeatedly to avoid the risk of catching and transmitting the virus.</p> <p>Keep a sanitiser on your person or in your vehicle throughout your delivery of goods or services to the whanau</p>
Vehicle	<p>Spray n Wipe steering wheel dashboard car door handles and other areas that may come into contact with worker when in vehicle</p> <p>Record details of where worker travelled to for reference – records to be kept in vehicle with travel log record</p> <p>Use gloves when driving and when filling with fuel – petrol pumps</p>
Home visit	<p>Keep your distance - social distancing.</p> <p>Ring and notify whanau that you intend to visit and advise that you will be keeping required distance from them. Ministry of Health guidelines state that Social distancing is 2mtrs.</p> <p>If you know that there is a kaumatua pakeke in the whare – you must not enter that whare. You must leave all drop offs at the door and let the pakeke know that you have done so.</p> <p>You must refrain from stopping to talk to or catch up with anyone that is not on your designated drop off list. As we are at Level 4 – the expectations that whanau need to be isolating in their own homes</p>

	<p>Leave packages on the deck or in mailbox to avoid face to face contact with whanau</p> <p>Notify whanau that you have completed drop off to avoid parcels being lost stolen or damaged.</p>
Clothing and Masks	<p>Staff and volunteers will be provided with Hi Vis vests to identify them and lanyards will be provided to secure safety of staff and volunteers if approached by other agencies or authorities.</p>
	<p>Personal Protective clothing – for most people in the community, PPE such as face masks are not recommended. However, for people with symptoms of an acute respiratory infection, the World Health Organisation recommends that there may be benefit in wearing a face mask to reduce the spread of infection to other people: Ministry of Health website.</p>
	<p>Masks: these will be provided to workers, If not available use scarves or other items that can protect your face</p> <p>How to wear a mask:</p> <ul style="list-style-type: none"> • wash hands with soap and water or use hand sanitiser • place over nose, mouth and chin • fit flexible nose piece over nose bridge • secure on head with ties or elastic • adjust to fit – secure on your head, fitting snugly around your face with no gaps • avoid touching or adjusting your mask during use. <p>How to remove a mask:</p> <p>wash hands with soap and water or use hand sanitiser</p> <p>avoid touching the front of the mask</p> <p>if the mask has ties, untie the bottom, then top tie</p> <p>remove from face</p> <p>discard, do not use again</p> <p>wash hands with soap and water or use hand sanitiser immediately</p>
	<p>Gloves: plastic gloves can be worn and must be sprayed with hand sanitiser regularly and then washed in hot water and soap when removed</p>

The drop off items	You should ensure that safety practices have been implemented in the packaging of the drop off items. If possible, wipe items with spray n wipe or sanitiser prior to packaging the items into the bag for delivery.
Arrival Home	<p>When you return to your home and whanau – wash or sanitise your hands face before entering your home.</p> <p>Do not embrace or touch any whanau member – keep the 2 mtr social distancing rule active in your home.</p> <p>Consider taking a shower immediately upon arrival home – wash your clothes form the day and hang out to dry in sunlight if possible</p>
Wellbeing	<p>It is important that we all maintain well being physically and mentally during this time – level 4 requires us to remain at home when not carrying out services</p> <p>Eat and sleep well to ensure that you maintain healthy balance during this time</p> <p>Perhaps design a routine that includes some physical activity with your whanau -yoga and other relaxation exercises will help to achieve a balance</p> <p>Stay in touch with whanau overseas via social media telephone emails – all are important to keep that sense of connection. This is important for our pakeke who may be living alone</p> <p>Stay in the bubble of your immediate whanau and do not socialise with those out of this space as you increase the risk of catching and transmitting Covid 19</p>

HOW LONG IS CORONAVIRUS DETECTABLE ON SURFACES?		
	AIR	3 HOURS 
	COPPER	4 HOURS 
	CARDBOARD	24 HOURS 
	STAINLESS STEEL	2-3 DAYS 
	PLASTIC	3 DAYS 

SOURCE: NIEL COO, UCLA AND PRINCETON UNIVERSITY STUDENTS