

BADMINTON OCEANIA - COVID-19 Policy

As you are aware there is currently a risk of Coronavirus (Covid-19) spreading further in New Zealand. We are following the guidance of the Ministry of Health as the matter continues to develop and are ensuring we take all possible actions to assist in reducing its impact.

Symptoms of the Coronavirus (Covid-19) are like influenza and can include high fever, cough and shortness of breath. All staff at BADMINTON OCEANIA are aware of these symptoms and the steps needed to help protect themselves and our customers/suppliers.

All staff who have recently returned from overseas or has any member of your household bubble been identified as a close contact of a person who has tested positive for COVID-19 within the last 7 day or had contact with a person who has tested positive to Covid-19 are required to contact Healthline on 0800 358 5453 and self-isolate at home for the recommended 14 days before returning to work. (Should the Ministry of Health guidelines change, this policy will immediately reflect the new changes)

To keep our team at BADMINTON OCEANIA as safe as possible, if any staff member is feeling sick or unwell, they are to stay at home and contact management by phone or email. At all times, our staff members will follow the below guidelines whether working on or off site.

Good hygiene measures are the most important way to stop the spread of infections, including the 2019 novel coronavirus (COVID-19). At BADMINTON OCEANIA, we will:

- Ensure all staff are washing hands regularly with soap and water (for 20 seconds), or cleansing with good quality hand sanitiser
- Ensure all staff are washing hands thoroughly particularly before eating, after blowing/wiping your nose, sneezing or coughing, after going to the bathroom
- Ensure the frequent cleaning of premises, vehicles, machines, counters, door handles, computers, phones (company and personal), pens and other high-contact surfaces using disinfectant and/or antibacterial wipes
- Ensure the frequent cleaning of personal protection equipment (PPE) and work equipment with disinfectant/sterilising where applicable
- Provide single use personal protection equipment (PPE), such as disposable gloves and masks, where applicable and ensure all staff place in a rubbish bin with a secure/sealable lid after use then washing/sanitising their hands
- Ensure all staff are aware of the recommended cough/sneeze technique -coughing or sneezing into a tissue or your elbow and then washing/sanitising their hands
- Ensure all staff wash work clothes/uniforms on a daily basis
- Provide instruction/signage discouraging the touching of eyes, mouth or nose with unwashed hands
- Provide physical barriers and/or implement workplace protocols to avoid close personal contact and maintain a safe distance (the 1 or 2 metre rule)
- Discourage all staff from shaking hands with co-workers and others
- Provide all staff with adequate equipment, where practical, to avoid the use of a co-worker's phone, desk, pens, computer, or other work tools and equipment. If they must use a co-worker's equipment, we will ensure the supply of disinfectant/antibacterial wipes to allow staff to first clean the equipment then again when finished

For more information, please refer to the Ministry of Health website:

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-novel-coronavirus-health-advice-general-public>