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	<b>Hydrology Operations Manual</b>	

## **Pandemic Overview and Readiness**

### **Alert Level Three – Task activation.**

#### Recovery Plan

Staged activation of BAU has been agreed by Exec. The focus is towards maintenance of continuous environmental monitoring infrastructure.

### **Health and Safety Overview:**

Staff Wellbeing is of critical consideration for the management group. Only staff that are not sick and are available, will be returning to active duties.

Before any staff can activate under Alert Level Three, the following organisational considerations are required to be actioned (Read and understand):

1. RMP37 (Huia)
2. Returning to work Videos (Huia)
3. Generic Office SOP (Huia)
4. ED Team generic Pandemic SOP
5. ED Team contract tracking SOP
6. ED Team & NRP Science SOE Pandemic SOP
7. Complete the attached form (cut and paste into an email)

All Environmental Data staff are required to use GetHomeSafe when exiting isolation. This includes returning to the office. Please ensure you have a working login.

<https://login.gethomesafe.com/>

Approval is required for accessing Regional House and Service Centers. You can request access via your Coordinator and/or Manager.

Office Permission Form.

<https://forms.office.com/Pages/ResponsePage.aspx?id=U27oR7pUBU-3RPfJ0RtMY67K8yyVBjJCjRtHyUqA4RIUN1hFVERFVDJCQ0NLVTRNWIRNUUFDREwVy4u>

### **Work Planning**

All units are to populate the Teams Covid Work planner. All works will need approval from the Manager (or delegate).

SOE work plans will be documented in the Share WQ calendar & Environmental Monitoring channel on MSTEams.

### **Contractor Engagement**

Currently, there will be no engagement of contractors

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Email Template (copy and paste):

<b>Staff Member Name:</b>			
<b>Team:</b>			
<b>Checklist</b>	<b>Staff</b>	<b>Extra Information</b>	
Has each staff member the following?	Yes/no	For your consideration.	
Safety of Your Personal Bubble			
1	Staff comfortable that their home environment remains safe, if you return to work?		Please consider how returning to work may increase risk to your Bubble at home.
2	"Bubble safe" method of getting to work		Public transport may be an issue.
3	PPE equipment in fleet or at office to allow for your bubble protection		Gloves, Soap and Water.
4	Ability to work from office or uplift equipment from office in a "bubble safe" manner		Consider office rostering or allocated numbers and desk locations in office
Organisational H&S			
5	Understanding of the SOPs for their task		a, Assume that the tasks are authorised and the SOPs are signed off by Recovery Manager
			b, Work on site only happens on properties where access is granted taking into account land occupiers concerns and directions - this is recorded in diaries at a minimum
6	Working in isolation and contact tracing system understood and functioning.		GHS, daily run sheets etc.
7	Has knowledge of and access to RMP37, SOPs and video.		Links via HUIA Covid19 Page
8	Do you require authorisation to travel in a work bubble?		Discuss with your line Manager. This requires special approval from the Recovery Manager.
Secondary extra authorisation			
9	Will you require authorisation to meet on site with externals during Level 3?		Name person and location and Critical reason.
10	Do you require authorisation to keep equipment at home which is normally in HRC over-night storage		Quad/bike/other
By sending this email you are acknowledging the Health and Safety measures that have been put in place by Horizons Regional Council and Recovery Office.			

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