

Version No: 01 Issue Date: 21/04/2020 Controller: Manager	<b>Horizons Regional Council</b>	Section No: 1.9 Page: 1 of 3
	<b>Hydrology Operations Manual</b>	

## Height Safety – Contact tracing during a Pandemic

### General

While working under Pandemic rules it is essential that we maintain a contact log. The executive has asked that a hard copy of all contacts is maintained. Environmental Data will use the get home safe app while working to provide several functions in one app:

1. Provides a log of general activity (working from home, field day, etc.)
2. Alerts our safety point of contact if we are overdue from an activity
3. Stores a log of our contacts during a day

Staff will be required to maintain a log of contacts at work on this app. Staff will be encouraged to maintain a log of personal contacts outside of work (your private record in case the district health board may need to conduct contact tracing on your contacts).

### New: Risk Management Plan 37 states:

*“Keep a record of where you have been and who you have been in contact with to facilitate contact tracing if required. This is a good principle for your work and private life.”*

Under Levels 2, 3, and 4 RMP 37 also states:

*“Maintain a log of daily activity and person contacts to facilitate contact tracing if necessary. A digital tool may be developed to facilitate this, but a hard copy is required in the meantime.”*

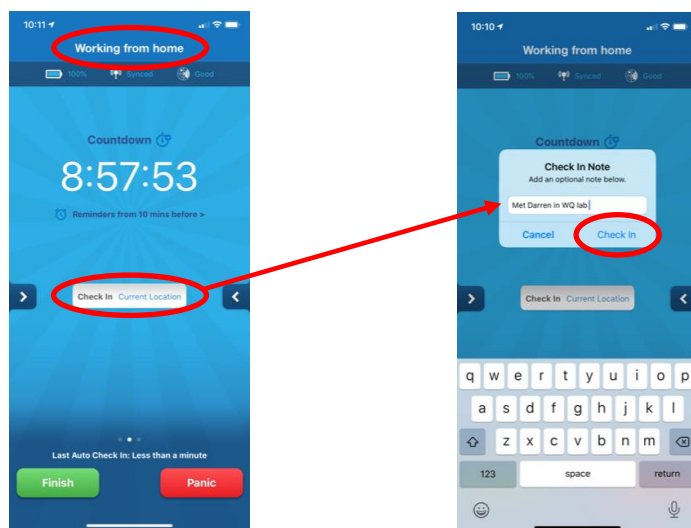
### General Procedure

Daily when working, start the get home safe app and start a new activity.

- Show your general work plan for the day (examples, note you can save a run to your favourites)
  - Working from home
  - Office day at work
  - SOE run
  - Gauging run
- **Log contacts** outside of your personal “bubble” on the app by pressing the **manual check-in** button and entering a note with the person’s name if possible. Examples:
  - Filled up at BP Taihape
  - Met Darren for ice cream in Hunterville
  - Had meeting at Kairanga with Paul
  - with Micah at TCO Kayak gauging
  - Meeting with Jon Roygard (his office)
  - Helped Wibo Survey Upper Gorge

Version No: 01 Issue Date: 21/04/2020 Controller: Manager	<b>Horizons Regional Council</b>	Section No: 1.9 Page: 2 of 3
<b>horizons</b> regional council	<b>Hydrology Operations</b> <b>Manual</b>	<b>horizons</b> regional council

## Height Safety – Contact tracing during a Pandemic



### Note:

This app is not being used for time keeping, or to spy on staff. Under alert level 4 and 3 we are required to maintain a log of staff activities and contacts (excluding your private bubbles and home life).

While the Get home safe app records and stores the logs and runs for 12 months, initially we will be required to produce hard copies in the mean time.

### Dashboard summary:

<https://hrc2016.gethomesafe.com/activities?status=active> (active only)

or

<https://hrc2016.gethomesafe.com/activities> (all)

Get home safe dashboard provides a great summary of what our staff are doing on a given day (also see the User Activities page for downloading / viewing a run):

User	Task	Start Time	Finish Time	Status	Follow Up Status	Archived
David Brown	Working from home	April 22, 2020, 10:08am Pacific/Auckland	April 22, 2020, 7:08pm Pacific/Auckland	Active		
Micah Dodge	Central day in field	April 22, 2020, 7:21am Pacific/Auckland	April 22, 2020, 3:21pm Pacific/Auckland	Active		

Version No: 01 Issue Date: 21/04/2020 Controller: Manager	<b>Horizons Regional Council</b>	Section No: 1.9 Page: 3 of 3
<b>horizons</b> regional council	<b>Hydrology Operations</b> <b>Manual</b>	<b>horizons</b> regional council

## Height Safety – Contact tracing during a Pandemic

Log records the notes which will be able to be used for contact tracing looks like:

The App records location time battery and the note that was manually entered

April 21, 2020, 8:39 am
Manual
100%
~4.82

Check-in : 4 Lyndale Place, Kelvin Grove, Palmerston North 4414, New Zealand

Note: ate lunch with Darren sat in truck

April 21, 2020, 8:38 am
Manual
100%
~5.31

Check-in : 7 Hillcrest Drive, Kelvin Grove, Palmerston North 4414, New Zealand

Note: filled up at petrol station no close contact

The Get Home safe records location, time, battery state, and the note that was manually entered.

## Reporting requirement:

The Manager or delegate is to provide a summary and hard copies of the team's activities daily to the ECC intel team.

Reports / logs out of Get Home Safe look something like this:

Task ID	User	Timezone	Checkin Time	User	Task Category	Task Type	Notes & Contact Tracing	Latitude	Longitude	Accuracy	Address
307221	Pacific/Auckland	2020-03-30 13:08:28	Micah Dodge	1 OFFICE DAY	Normal Office Day (at Horizons)	checking in at office		-40.349359	175.618478	6.79m	10A Sydney Street, Palmerston North 4414, New Zealand
307989	Pacific/Auckland	2020-04-02 14:38:12	Paul Peters	1 OFFICE DAY	Normal Office Day (at Horizons)	just heading office		-40.348996	175.63733	12.53m	40 Knowles Street, Terrace End, Palmerston North 4410, New Zealand
307989	Pacific/Auckland	2020-04-02 14:51:50	Paul Peters	1 OFFICE DAY	Normal Office Day (at Horizons)	done		-40.34953	175.618104	4.76m	11 Victoria Avenue, Palmerston North 4410, New Zealand
307989	Pacific/Auckland	2020-04-02 14:56:57	Paul Peters	1 OFFICE DAY	Normal Office Day (at Horizons)	I survived...		-40.348777	175.637087	38.15m	41a Knowles Street, Terrace End, Palmerston North 4410, New Zealand
308098	Pacific/Auckland	2020-04-03 10:30:20	Andy Cawthorn	2 FIELD DAY	Northern day in field	All good		-39.059751	175.577609	5m	State Highway 47, Tongariro Forest Park 3989, New Zealand
308101	Pacific/Auckland	2020-04-03 08:13:14	Nathan Penny	2 FIELD DAY	Northern day in field	home		-40.281739	175.617603	10m	10 Ruffs Road, Bunnythorpe 4775, New Zealand
308140	Pacific/Auckland	2020-04-03 10:02:32	Paul Peters	2 FIELD DAY	Central day in field	home		-40.348975	175.637427	12m	40 Knowles Street, Terrace End, Palmerston North 4410, New Zealand
308140	Pacific/Auckland	2020-04-03 10:56:15	Paul Peters	2 FIELD DAY	Central day in field	done		-40.130767	175.613272	4.93m	87 McKays Lane, Halcombe 4777, New Zealand
310417	Pacific/Auckland	2020-04-16 14:20:33	Andy Cawthorn	2 FIELD DAY	Northern day in field	check in		-38.860625	175.235987	5m	6614B State Highway 4, Taumarunui 3996, New Zealand
310417	Pacific/Auckland	2020-04-16 14:20:51	Andy Cawthorn	2 FIELD DAY	Northern day in field	check in		-38.882828	175.269244	5m	116 Hakiha Street, Taumarunui 3920, New Zealand
311364	Pacific/Auckland	2020-04-21 08:37:20	David Brown	1 OFFICE DAY	Working from home	put rubbish out, met Rubbish truck driver		-40.329889	175.644746	4.43m	5a Lyndale Place, Kelvin Grove, Palmerston North 4414, New Zealand
311364	Pacific/Auckland	2020-04-21 08:38:14	David Brown	1 OFFICE DAY	Working from home	had meeting with Joe Bloggs (5 mins)		-40.329986	175.644621	5.19m	7 Hillcrest Drive, Kelvin Grove, Palmerston North 4414, New Zealand
311364	Pacific/Auckland	2020-04-21 08:38:52	David Brown	1 OFFICE DAY	Working from home	filled up at petrol station no close contact		-40.329992	175.644642	5.31m	7 Hillcrest Drive, Kelvin Grove, Palmerston North 4414, New Zealand
311364	Pacific/Auckland	2020-04-21 08:39:59	David Brown	1 OFFICE DAY	Working from home	ate lunch with Darren sat in truck		-40.330067	175.644667	4.82m	4 Lyndale Place, Kelvin Grove, Palmerston North 4414, New Zealand
311602	Pacific/Auckland	2020-04-22 09:10:57	Micah Dodge	2 FIELD DAY	Central day in field	prepped and getting ready to head out		-40.371754	175.592115	64.17m	28 Winchester Street, Awapuni, Palmerston North 4412, New Zealand
311602	Pacific/Auckland	2020-04-22 09:57:18	Micah Dodge	2 FIELD DAY	Central day in field	on site		-40.194351	175.5312	4.78m	304 Halcombe Road, Feilding 4775, New Zealand
311602	Pacific/Auckland	2020-04-22 10:31:14	Micah Dodge	2 FIELD DAY	Central day in field	packing up, on-site work complete		-40.194646	175.531136	5.17m	304 Halcombe Road, Feilding 4775, New Zealand
311602	Pacific/Auckland	2020-04-22 11:15:39	Micah Dodge	2 FIELD DAY	Central day in field	going		-40.371387	175.592054	5.28m	5 Panako Place, Awapuni, Palmerston North 4412, New Zealand
311683	Pacific/Auckland	2020-04-22 11:48:52	David Brown	1 OFFICE DAY	Working from home	home for walk with Antje		-40.32984	175.64468	4.85m	5 Lyndale Place, Kelvin Grove, Palmerston North 4414, New Zealand
311683	Pacific/Auckland	2020-04-22 12:44:03	David Brown	1 OFFICE DAY	Working from home	at the river		-40.347866	175.660306	4.72m	Manawatu Riverside Walkway, Kelvin Grove, Palmerston North 4470, New Zealand
311683	Pacific/Auckland	2020-04-22 13:38:46	David Brown	1 OFFICE DAY	Working from home	home		-40.329802	175.644616	4.84m	3 Lyndale Place, Kelvin Grove, Palmerston North 4414, New Zealand