

## Coronavirus Pandemic Planning Document 2020

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### Coronavirus Pandemic Overview

This plan is our initial response to the current Coronavirus Pandemic that has taken effect throughout the country. This plan is primarily a planning document and is intended to inform staff, Northland artists and art groups throughout Tai Tokerau Region as to what the organisation has planned for those that are affected by the Coronavirus Pandemic.

Creative Northland has a commitment to all its employees to ensure that the work and learning environment is healthy and safe. The Coronavirus Pandemic has the ability to put the organisation at risk and also could infect a number of us including our artistic community whom we work with.

Therefore, this document has been prepared to mitigate the known risks and to provide general information to all staff and artists. By planning in advance, it will enable Creative Northland to be better equipped to deal with a Coronavirus pandemic emergency outbreak.

This plan is divided into three main parts:

- 1) Coronavirus Pandemic Information
- 2) Pandemic Management Action Plan
- 3) Helpful Information and Resources

Whilst Creative Northland has chosen to develop this plan in response to the pandemic, we will of course be unilaterally subject to the responses and directives of our Health Ministry and any similar Global bodies who can choose to override any actions we may choose to make.

We will also keep all staff and creative community regularly informed of any such directives as they arise and are implemented.

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<b>Aim</b>	<p>The aim of this plan is to manage the impact of a Coronavirus Pandemic for Creative Northland by providing preventative guidelines for our staff, individual artists who work with us and groups</p> <p>This will be achieved through three key strategies:</p> <ol style="list-style-type: none"><li>1. Communication and information sharing</li><li>2. Suppression of the disease through identifying and managing possible risks including the management of an emergency plan in the case of an internal infection;</li><li>3. Business Continuity Management</li></ol>
<b>Objective</b>	<p>The objective of this plan is to provide guidance to the board and staff and Northland Art Organisations/Groups on the Coronavirus pandemic, in particular if an outbreak occurs in our office, the district, the region.</p>
<b>Alert Status</b>	<p>For Creative Northland planning purposes the different stages of the health response in a Coronavirus pandemic have been grouped and defined with colour codes: Code White, Code Yellow, Code Red and Code Green.</p> <p><b>In summary the codes mean:</b></p> <p>Code White is information/advisory only, used in the planning stages of pandemic preparedness and for notification to our sector</p> <p>Code <b>Yellow</b> is a standby phase, used to alert the our sector when there has been a significant development in the virus overseas, or single isolated cases in New Zealand.</p> <p>Code <b>Red</b> is the response phase, used to alert the our sector that they should activate their response plans.</p> <p>Code <b>Green</b> is to notify our sector to stand-down response and move into the recovery phase.</p> <p>The Ministry of Health Guidelines provides the rules associated with each Alert Status to achieve aim, and objectives.</p> <p>Refer to this link: <a href="https://covid19.govt.nz/alert-system/covid-19-alert-system/">https://covid19.govt.nz/alert-system/covid-19-alert-system/</a></p>

## Overview

This section provides information on the possibility of a Coronavirus pandemic. Supporting websites, links and other resources can be found at the end of this document.

This information has been provided to ensure that all staff, artists and groups are adequately prepared and well informed. Information will also be available on our website as updates become available

## Background Information

### What is a Coronavirus pandemic?

A Coronavirus pandemic occurs when a new strain of Coronavirus virus emerges, spreading around the world and infecting many people at once. A Coronavirus virus capable of causing a pandemic is one that people have no natural immunity to, can easily spread from person to person, and is capable of causing severe disease.

### What is the Coronavirus?

Coronavirus viruses are animal related viruses. In the current situation, these have mutated and are now able to infect humans. The virus has infected a number of people throughout the world. There are currently no vaccinations however this is being worked on.

For further information please refer to the World Health Organization website [www.who.int](http://www.who.int)

### What are the main symptoms of the Coronavirus?

- A high fever
- Headache
- Muscle aches and pains
- Fatigue
- Cough
- Sore throat
- Shallow breathing and loss of breathe

If you have any of these symptoms, ring the Ministry of Health hotline and talk it through with them, before you go to your GP.

Get yourself tested.

For more information: <https://covid19.govt.nz/>

**Personal Hygiene**

When it comes to your personal hygiene, where possible follow these simple steps to ensure your safety and the safety of others. Put in place your own COVID19 personal management plan taking into consideration these guidelines.

- Use a tissue to cover your nose and mouth when you cough or sneeze.
- Keep away from other people.
- Place – do not throw – the tissue in a bin afterwards.
- Wash your hands with soap and water or an anti-bacterial liquid.
- Dry your hands well on a paper towel. People who are coughing or sneezing more than normal should be sent home.

**Washing and drying hands properly**

- This is the most important thing you can do to reduce the spread of infection.
  - Wash and dry your hands regularly and properly.
  - When you wash your hands use soap or an antiseptic hand wash.
  - Dry your hands thoroughly, using a disposable towel.
  - Use the towel to turn off the tap and open the door.
  - Keep your hands away from your face as much as possible.
  - Always wash and dry your hands after coughing, sneezing, handling used tissues or other objects and surfaces touched by others.
  - Wash and dry your hands before and after eating and grooming.
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## Pandemic Management Action Plan

### Overview

The following section outlines Creative Northlands responsibility as an employer and to our customers (the community). It also outlines the action that will be taken to either eliminate, isolate or minimise the possible risk of infection. This action plan will be a living document that will be continuously updated and distributed accordingly.

The table below outlines a number of risks to the organisation but is not limited to those listed. The mitigation strategies are recommendations only.

Risks	Control	Code yellow Mitigation	Code Red Mitigation	Risk Score
<b>Customer Focus</b>				
Contact with prospective visitor(s)	Minimise	Application of anti-bacterial liquid is recommended, wash hands and dry	Application of antibacterial liquid is recommended. Email and call where applicable instead of visiting.	Medium
Visitors or workshop attendees are unwell	Eliminate	Advise in communication sent out that anyone who is unwell to stay home	Advise unwell participants to go home. Options of online workshops and ZOOM web based meetings, so people are not in contact	Medium
Visitor diagnosed with Coronavirus	Eliminate		Communication plan in place to all attendees regarding possible infection	High
<b>Staff Focus</b>				
Staff sneezes and coughs at their workstation	Minimise	Kaimahi to wipe down surface areas with anti-bacterial wipes. Wash or cleanse hands. Dispose of all tissues into the rubbish	Kaimahi to wipe down surface areas with antibacterial wipes. Wash or clense hands. Dispose of all tissues into the rubbish bin ensuring that the plastic bag in the bin is tied up at the end of each day	
Staff Unwell	Eliminate	Kaimahi to stay at home and take sick leave. Prepare staff with laptops and devices to work remotely	Kaimahi not to come into work and to make arrangements to work from home	Medium

Staff have had contact with unwell whanau and friends outside of work hours	Eliminate	Kaimahi to stay at home and take sick leave		Medium
Staff member diagnosed with Coronavirus	Eliminate		Communication plan in place to all applicable regarding possible infection	High
Staff member has been in direct contact with someone with Coronavirus	Eliminate		Communication plan in place to all applicable regarding possible infection	High
Opening doors and windows etc	Minimise	Kaimahi to wipe down surfaces, leave doors and windows closed. Clean handles etc with anti-bacterial wipes		Low
Dishes and food preparation on site	Minimise	Staff to have their own cups and cutlery	Staff to be responsible for cleaning their own kitchen items in hot water	Low

**During each stage of Alert Status, this table will be reviewed against the Government's criteria. Creative Northland process will be as follows -**

- Level 4 Staff will move to work remotely, staff are asked to not travel across borders
- Level 3 staff will continue to work remotely, staff are asked to not travel across borders
- Level 2 staff will return to Creative Northland offices 3 days per week. The office will remain closed to the general public.
- Level 2, there will be important changes to life and a gradual easing of restrictions for the community that will happen as we move towards Alert Level 1.
- Level 1 the offices will open to the general public again with precautions in place

### Gatherings:

Action 1: Creative Northland will ensure that anti-bacterial hand sanitisers, wipes and tissues are made available for any workshops/events not cancelled post Alert 4.

Action 2: Creative Northland will ensure that anti-bacterial hand sanitisers, wipes and tissues are made available for any workshops/event that occurs during Alert 2 including restrictions i.e. >less than 10, <greater than 10.

Action 3: Creative Northland will undertake track and trace for any workshops/event that occurs during Alert 2 including restrictions i.e. >less than 10, <greater than 10.

Action 4: Creative Northland once we go Level 1 will continue to practice good hygiene, track and trace and follow Level 1 regulations as per Ministry of Health requirements.

## Communication Management

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### Communication Plan

Communication of the alert status of the Coronavirus Pandemic will be communicated to all staff by meetings and with the creative community through social media, Enewsletter and direct conversations.

The General manager will be directly responsible for notifying staff of any changes within the alert status of the country.

Regular updates will be provided by the GM to the Board and Creative Northland staff. All board members/staff must ensure that they are contactable at all times, for the event of an emergency outbreak.

Art Organisations will be contacted directly by the Board Chair/GM if required. If the office or any event is closed due to quarantine by the Ministry of Health, then communication with all involved will be carried out by the GM, marketing and arts & culture advisor.

All whanau will be adequately informed of the process by both the Ministry of Health and Creative Northland.

All media releases for Creative Northland must be prepared for and approved by Comms for release by the Board Chair/GM

## Individual Preparedness

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### Individual Preparedness

In the event of a pandemic breakout, the nation will need to be prepared for any type of emergency.

It is vital that we all prepare to take care of ourselves and our whānau at home, in the event that everyone is restricted to not leaving their homes. Shops and convenience stores could close for a period of time and therefore it is essential to have at least a week's supply for both you and your whanau.

Items to have a supply of must include (but not be limited to);

- Anti-bacterial wipes, liquid (alcohol based)
- Food
- Paracetamol
- Medical supplies
- Tissues
- Latex gloves
- Face masks

Guidance should be taken from the Get Ready Get Thru website for assistance with Emergency Supplies ([www.getthru.govt.nz](http://www.getthru.govt.nz)).

## Helpful Information and Resources

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### Supporting Websites

The Ministry of Health [www.moh.govt.nz](http://www.moh.govt.nz)

The Department of Labour [www.dol.govt.nz](http://www.dol.govt.nz)

The World Health Organisation  
<https://www.who.int/healthtopics/coronavirus>

## Useful Information and Resources

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Below is an outline of personal hygiene techniques that should be abided by. For immediate information please contact the Healthline on 0800 611 116.