COVID-19 PROTECTION FRAMEWORK MATRIX December 2021

	limited community transmission and manageable hospital levels	increasing community transmission with increased pressure on the health system	health system facing unsustainable number of hospitalisations
Our approach	• Primary focus is on minimisation of transmission so we can work safely	• Primary focus is on minimisation of transmission and an increase in protective measures so we can work safely	• Primary focus is on protection so we can work safely
Our Places	• All Barnardos Offices/sites open	• All Barnardos Offices/sites open with an approved Safe Working Plan operating	
Our entry requirements	• Barnardos will not be asking for Vaccine passes from clients/customers accessing CAFS or BEL services. • Refer to service guidance for entry requirements for other visitors		
Our Services	All services able to operate face to face (within distancing/venue guidelines)		
Our People	• All staff working in Barnardos Offices/Sites unless unwell • Unwell staff work take sick leave & get tested, if applicable	• Staff members who are vulnerable (e.g. underlying health conditions; aged 70+; Māori/Pasifika 60+) may negotiate with the line manager adjusted duties or remote working or as required. • All staff working in Barnardos Offices/Sites unless unwell • Unwell staff take sick leave & get tested, if applicable	
Our Hygiene	• All buildings - Standard cleaning routines in place, and daily cleaning of high touch surfaces.	• All buildings - disinfection of high touch surfaces in client accessible areas after each use • All buildings 1 x daily disinfection of high touch surfaces as a minimum, and more frequent where required • Monitor hygiene and disinfectant stock/supply • Increase ventilation, where possible (see your COVID 19 Safety Lead for more details)	
Our Mask use	• Masks mandatory on flights	• Masks mandatory on flights, public transport, taxis, retail and public venues, encouraged elsewhere • Refer to service guidance BEL/CAFS for face covering requirements	• Masks mandatory on flights, public transport, taxis, retail, education (Yr. 4 up) and public venues, encouraged elsewhere • Refer to service guidance BEL/CAFS for face covering requirements • External office visitors wear masks in the meeting room (and hosting staff) and if passing through any staffed areas
Our Physical Distancing	• Because of our entry requirements groups/gatherings are limited to 100 people max • Maintain 1m distance in offices, group settings, and home visits. • A health check prior to any face-to-face contact with customer and clients is encouraged	• Because of our entry requirements groups/gatherings are limited to 50 people max • Maintain 1m distance in offices, group settings, and home visits. • Health screening prior to any face-to-face contact with clients/customers is required	• Because of our entry requirements groups/gatherings are limited to 25 people max • Maintain 1m distance in offices, group settings, and home visits. • Health screening prior to any face-to-face contact with clients/customers is required

Our Movements	• No restrictions on domestic road or air travel	• No restrictions on domestic road or air travel
		  – You can travel anywhere in New Zealand at all traffic light settings. There are no boundaries under the traffic lights.
		  – Do not travel if you are unwell, isolating or waiting for the results of a COVID-19 test.	

Our Contact Tracing	• Posters for the NZ COVID19 Tracer App are displayed in all Barnardos places. • All clients, staff, and visitors scan the NZ COVID19 Tracer App QR code when entering Barnardos places (paper option available for those who can't scan).		
Our response to cases	• Follow Public Health advice • Check the latest guidance on Māramatanga and the Keep it Safe' Guide • Be prepared for localised lock down Office/Site re-opening or closure • Staff to take required ICT equipment (laptop or PC) home and prepare to work remotely if required		
Service Continuity	• Business Continuity plans are up to date and include a pandemic response • Care Whare have a COVID19 Preparedness Kit stocked	• Business Continuity plans are up to date and include a pandemic response • Care Whare have a COVID19 Preparedness Kit stocked • Identification of 'vulnerable' clients, and of 'vulnerable' staff • Use 'Safe Working Plans'	