

TE TARI TAIWHENUA - COVID-19 PROTECTION FRAMEWORK (TRAFFIC LIGHTS)

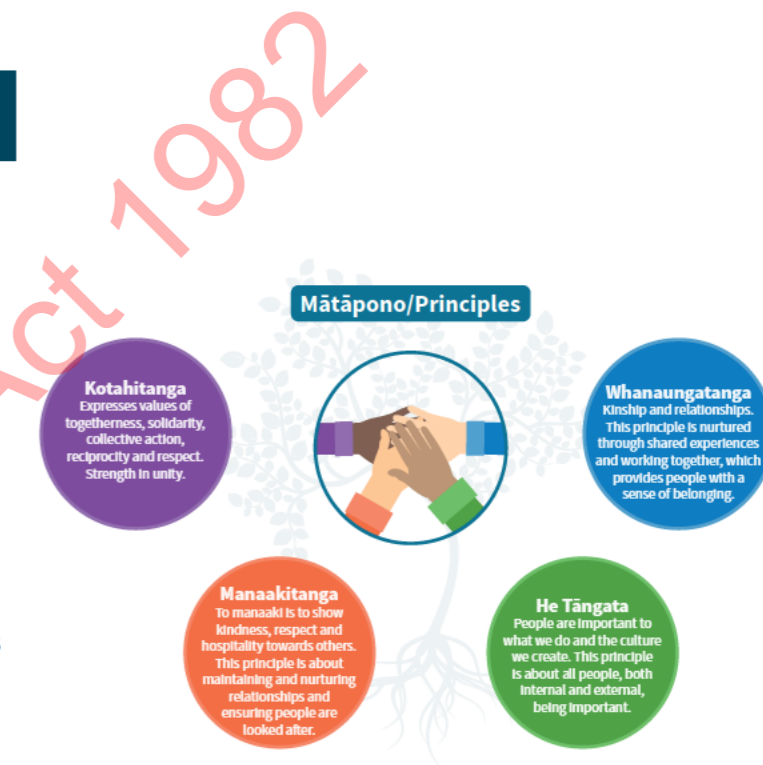
At all levels:

- Workplaces are open (*PSC guidance*).
- QR tracing codes must be displayed.
- Workers regularly in the workplace do not need to scan, all other people must scan or use other record keeping (*PSC guidance*).
- Face coverings encouraged in all public areas of DIA sites. Not required in DIA shared office spaces (e.g. kitchens, toilets) (*PSC guidance*).
- Public facilities are open and operating in accordance with site safety plans. Staff will be allowed to attend outdoor community events as normal.
- There will be no capacity limits at DIA sites (other than public facilities subject to the COVID-19 Protection Framework).
- Keep up healthy habits to protect kaimahi – stay home if sick & get a test, wash hands & sanitise, cough into elbow, respect each other's personal space, daily desk cleaning by all kaimahi, encourage face coverings and boosters.

- **From 7 January 2022, all visitors to Department sites will be required to have a valid My Vaccine Pass or be exempt due to age. This includes all customers and people from other agencies visiting our sites for meetings or events.**
- **From 1 February 2022 all Te Tari Taiwhenua kaimahi contractors and people providing contracted services working from or within any of our sites will be required to have a valid My Vaccine Pass. The Chief Archivist and National Librarian have the ability to approve exceptions to our policy to allow members of the public to access the taonga, records and collections within their control.**

Principles:

- The health, safety and wellbeing of our people is a priority.
- The Ministry of Health guidance is the overarching framework that will be followed.
- Where our employee is under the care of a health professional including guidance from Ministry of Health, managers will use this advice and the recommended actions as primary guidance.
- We will protect our people and minimise transmission of COVID-19.
- We will follow and align with Public Service Commission guidance.
- Our approach will support Te Tiriti o Waitangi principles.
- We recommend that you seek HR advice via AskHR.
- Central guidance will support leadership and decision-making in the line.
- Our approach will reflect the different sectors and communities we operate in.
- All situations vary, and managers will need to consider the individual factors of each situation, such as their work environment, and the employee's personal circumstance.



Traffic light	High level descriptors	Staff working arrangements	Normal place of work	Working external to normal place of work	Gatherings/Events	Travel
GREEN	<ul style="list-style-type: none"> → COVID-19 across New Zealand, including sporadic imported cases. → Limited community transmission. → COVID-19 hospitalisations are at a manageable level. → Whole of health system is ready to respond – primary care, public health, and hospitals. 	<ul style="list-style-type: none"> → Usual place of work. → Normal flexible work arrangements apply. 	<ul style="list-style-type: none"> → DIA sites will be open to staff and operating at normal capacity. → All DIA sites including public facing areas are required to display QR codes and have a manual sign in process. → Workers regularly in the workplace do not need to scan, all other people must scan or use other record keeping (<i>PSC guidance</i>). → Public facilities are open. → Face coverings encouraged in all public areas of DIA sites. Not required in DIA shared office spaces (e.g. kitchens, toilets). (<i>PSC guidance</i>). 	<ul style="list-style-type: none"> → Where work requires kaimahi to regularly visit other premises or meet with groups of people, further risk assessments may be needed to better understand the risks of contracting and transmitting COVID-19 and what we can put in place to minimise these risks. It's important to talk with your manager if you are concerned about your health, safety and wellbeing, as they can work with you to find a solution that works for you both. 	<ul style="list-style-type: none"> → School groups will be able to visit our sites. → Staff will be allowed to attend outdoor community events as normal. 	<ul style="list-style-type: none"> → Travel permitted in and between Orange and Green areas. → DCE approval required for travel in and out of Red areas → Minimise movement (to minimise transmission). → Travel is permitted in exceptional circumstances. → Need to consider the urgency/importance of the travel, and alternatives (e.g. Zoom).
ORANGE	<ul style="list-style-type: none"> → Community transmission with pressure on health system. → Whole of health system is focusing resources but can manage – primary care, public health, and hospitals → Increasing risk to at risk populations. 	<ul style="list-style-type: none"> → Usual place of work. → Normal flexible work arrangements apply. → DIA sites will be open to staff and operating in accordance with site safety plans. 	<ul style="list-style-type: none"> → DIA sites will be open to staff and operating in accordance with site safety plans. → All DIA sites including public facing areas are required to display QR codes and have a manual sign in process. → Face coverings are required for all public facing staff and encouraged in all public areas of DIA sites. Not required in DIA shared office spaces (e.g. kitchens, toilets) (<i>PSC guidance</i>). → Education – open with public health measures in place → Public facilities are open and operating in accordance with site safety plans. Guidance will be provided to ESMs and updated as required. 	<ul style="list-style-type: none"> → Where work requires kaimahi to regularly visit other premises or meet with groups of people, further risk assessments may be needed to better understand the risks of contracting and transmitting COVID-19 and what we can put in place to minimise these risks. It's important to talk with your manager if you are concerned about your health, safety and wellbeing, as they can work with you to find a solution that works for you both. 	<ul style="list-style-type: none"> → Public facilities are open and operating in accordance with site safety plans and government requirements. Staff will be allowed to attend outdoor community events as normal. 	<ul style="list-style-type: none"> → Travel permitted in and between Orange and Green areas. → DCE approval required for travel in and out of Red areas → Minimise movement (to minimise transmission). → Travel is permitted in exceptional circumstances. → Need to consider the urgency/importance of the travel, and alternatives (e.g. Zoom).
RED	<ul style="list-style-type: none"> → Action needed to protect health system – system facing unsustainable number of hospitalisations. → Action needed to protect at-risk populations. 	<ul style="list-style-type: none"> → Workplaces open -Working from home may be appropriate for some workers (<i>PSC guidance</i>). 	<ul style="list-style-type: none"> → DIA sites will be open to staff and operating in accordance with site safety plans. → The use of split teams (e.g. green team / blue team) for each function working on-site is encouraged. → Face coverings are required for all public facing staff and encouraged in all public areas of DIA sites. Not required in DIA shared office spaces (e.g. kitchens, toilets) (<i>PSC guidance</i>). → Public facilities are open. 	<ul style="list-style-type: none"> → Where work requires kaimahi to regularly visit other premises or meet with groups of people, further risk assessments may be needed to better understand the risks of contracting and transmitting COVID-19 and what we can put in place to minimise these risks. It's important to talk with your manager if you are concerned about your health, safety and wellbeing, as they can work with you to find a solution that works for you both. 	<ul style="list-style-type: none"> → Public facilities are open and operating in accordance with site safety plans and government requirements. Staff will be allowed to attend outdoor community events as normal. 	<ul style="list-style-type: none"> → Travel permitted in and between Orange and Green areas. → DCE approval required for travel in and out of Red areas → Minimise movement (to minimise transmission). → Travel is permitted in exceptional circumstances. → Need to consider the urgency/importance of the travel, and alternatives (e.g. Zoom).