

# COVID-19 checklist



## ACTION REQUIRED

## INSTRUCTIONS & IMPLEMENTATION

Provide regular updates to all employees

Ensure your Managing Director, or Head of HR are regularly updating employees on all matters concerning COVID-19

Provide information on how to reduce the risk of transmitting the disease and reduce the risk of the virus spreading

- Avoid close contact with people suffering acute respiratory infection
- Wash hands frequently, especially after contact with ill people or their environment
- If you have symptoms of respiratory infection you should practice cough etiquette:
  - Maintain distance
  - Cover coughs and sneezes with disposable tissues or clothing
  - Wash hands

Ensure your office is fully equipped with hand sanitizer, sanitizing wipes, tissues and face masks for employees

It is important that hand sanitizer is readily available in various locations within the office and employees are aware of this. You may also want to consider providing employees with access to sanitizing wipes for their desks, food areas, tissues for personal use and face masks if they request them

Create a database of staff with pre-existing medical conditions that put them at higher risk

- Ask employees to provide this information to your Head of HR. We appreciate this is sensitive but want to take every precaution necessary to ensure the health and safety of all employees. Conditions that can be associated with higher risk include asthma or any other respiratory issues:
- diabetes
  - any form of weakened immune system
  - cancer patients
  - transplant recipients
  - heart disease

DISCLAIMER: This document is intended only as a general guide. Please seek advice from your usual Baker Tilly Staples Rodway contact before taking action. We accept no responsibility for any reliance placed on this document as it is not intended as advice.

**Now, for tomorrow**

| ACTION REQUIRED   | INSTRUCTIONS & IMPLEMENTATION  |
|---|--|
| Create a database of staff intending to travel overseas in the coming few months and monitor this                     | If your employees are intending to travel overseas in the next few months, please get them to provide details of their destination and any countries they may be visiting  |
| Cancel or postpone any international travel for employees that is work related  | To ensure compliance with the Health and Safety at Work Act 2015, it is best to cancel or postpone any work-related international travel   |
| Create a database of employees in self-isolation  | We can provide you with a template for this if you require. It is important you are regularly in contact with employees in self-isolation  |
| Create a database of employees with household members in isolation and ensure they are taking the correct precautions | It is important you outline the precautions they must take if they are living in the same household as someone in self-isolation. If they are not taking the necessary precautions (in accordance with the government policies) this person should not be allowed to enter the workplace |
| Enquire as to whether any new starters have been overseas/and or if they are presenting symptoms                      | New starters that have arrived from overseas after 15 March 2020 will have to self-isolate for 14 days as per government policy. If they were overseas prior to this, employers should ascertain whether they pose any risk to the workplace   |
| Have all employees update their personal contact details and emergency contact details on the HRIS system             | This should include their current address, phone number and emergency contact details (an alternate person to contact if you can't get hold of the employee)   |
| Ensure employees who have a work laptop and headset take it home with them each night                                 | This is in case unplanned isolation is implemented either at their home or in the office   |
| Consider alternative options for employees who do not have a work laptop  | For example, Citrix Remote Access Gateway, which anyone can access from their home PC. Ask employees to trial this from home   |
| Cancel all large staff gatherings   | This is to reduce risk. Consider implementing video conferences or postpone the event for the time being   |
| Put measures in place in regard to client meetings or client visits   | You should clarify in advance that there is no COVID-19 risk to your employees attending the meeting or travelling to their premises (if relevant). We have an email template for doing this which we can provide.   |
| Advise employees not to attend any client events  | If your employees are invited to client events, request for them to politely decline until this has passed   |

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| Ask employees to use technology rather than travelling domestically  | Explain that your preference is that employees use technology rather than travelling domestically. If they are considering work related domestic travel, please discuss with HR or their Manager first   |
| Ensure that all employees can work from home effectively   | Ensure the company is prepared for a large contingent staff to work remotely   |
| Create and distribute a survey for all employees in regard to their ability to work from home effectively  | Ask all employees to consider their day to day work and what they require to effectively work from home. E.g. IT and Health and Safety needs. We have a survey available if you require one  |
| Consider a "trial day" for employees to work from home   | For example, different teams within your workplace could work from home one day a week to ensure the they can work from home effectively   |
| Ensure employees are aware of what it means to be in self-isolation or social distancing and how they can prepare best   | Direct employees to the Ministry of Health website <a href="http://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus">www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus</a>  |
| Recall all employees that are currently overseas.  | This should ideally have been done before 1am 15 March 2020. However, if not ensure all employees are put into self-isolation for 14 days and put measures in place so they can work from home   |
| Ensure staff have a good understanding of whatever software your workplace uses for internal communication. Ensure they also have this software downloaded onto their smart phones | <ul style="list-style-type: none"> <li>• Make and receive regular telephone calls</li> <li>• Initiate chat sessions with peers or groups of peers</li> <li>• Make digital (Internet) based audio or video calls</li> <li>• Run collaborative multi-party meetings, to both internal and external parties</li> <li>• Share documents and information via Teams site;</li> <li>• Having access to the above via your smartphone will ensure you have immediate access to any updates being circulated by the firm</li> </ul> |
| Explain to employees how you will inform them if the office is shut down and they are not to come into work  | For example, will they receive a text message, email or notification via Teams or Skype? Ensure they get into the habit of checking their messages prior to coming to the office in the morning  |

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