

KM Compliance Limited – Covid 19 Policy

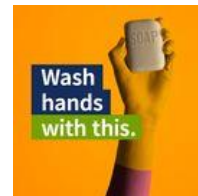
Amidst the COVID-19 outbreak, the Director of KM Compliance has the safety and health of our staff, clients and the community at the forefront of our minds.

We need to provide a safe environment for ourselves to work in and continue to work in. This is to be implemented immediately:

- All international travel must be followed by the mandatory self-isolation period – zero tolerance of non-compliance – as per Ministry of Health Guidelines.
- Proactively adhere to social distancing guidelines when meeting face-to-face i.e. no hand shaking, maintaining a distance of 2m.
- If you have any of the following symptoms contact Healthline on 0800 358 5453 before coming into the office or before you go to a client site.

- The symptoms of COVID-19 can be (see diagram below):

- A cough
- A high temperature (at least 38°C)
- Shortness of breath



- These symptoms DO NOT necessarily mean you have COVID-19, the symptoms are similar to other illnesses that are much more common, such as cold and flu.
- Shortness of breath is a sign of possible pneumonia and requires immediate medical attention
- It is yet to be established how long symptoms take to show after a person has been infected, but current WHO assessments suggest it is 1-14 days.

If you have these symptoms and **have recently been to a country or area of concern, or have been in close contact with someone confirmed with COVID-19**, please telephone Healthline (for free) on 0800 358 5453 immediately.

Actions that all KM Compliance staff are to adhere to without exception;

- At all times maintain a high level of hygiene. All staff have been issued with a face mask, anti-bacterial wipes and hand sanitiser spray. Use before and after entering a site.
- When entering a client site, introduce yourself while maintaining a distance of 2 metres, no hand shaking.
- Wherever possible undertake the inspection away from all other people implementing a 2 metre separation.
- Follow the sites specific protocols re PPE or Cleaning as required by the site.
- Request information / documentation is emailed back to you unless you can access this while maintaining the social separation distance.
- While we by regulation need to visit sites, we can use a variety of methods to reduce the potential exposure by practicing social distancing whilst on site, proactively collecting paper-based evidence either prior to or subsequent to the site visits
- Suggest to clients that meetings are held via remote means not face to face where possible
- Training if possible conducted via remote means

Safety in the office:

- Work together to respect the health of each of your co-workers and any visitors to the office
- Upgrades to daily office hygiene protocols, proper handwashing practices, covered coughing and sneezing etc.
 - How it spreads
 - Like the flu, can be spread from person to person, when a person coughs, sneezes or talks, they may spread droplets containing a virus a short distance, which quickly settle on surrounding surfaces
 - You may get infected if you touch those surfaces or objects and then touch your mouth, nose or eyes.
 - It is important to use good hygiene, regularly wash AND THOROUGHLY DRY your hands, and use good cough etiquette.
 - Prevention – how to protect yourself and others
 - Cough or sneeze into your elbow or by covering your mouth and nose with tissues
 - Put used tissues in the bin or bag immediately
 - Wash your hands with soap and water often (for at least 20 seconds)
 - Try to avoid close contact with people who are unwell
 - Don't touch your eyes, nose or mouth if your hands are not clean
 - Avoid personal contact, such as kissing, sharing cups or food with sick people
 - Stay home if you feel unwell
 - Call Healthline on 0800 358 5453 if you have any symptoms and have been to any countries or territories of concern or have been in close contact with someone confirmed with COVID-19
- Restrictions where possible, on all domestic air travel, except for critical business requirements.
- Deferring non-essential face-to-face meetings, and instead utilising Microsoft Teams video conference solutions (or any other online channels that our clients and partners prefer).
- A zero-tolerance approach to being in the office when unwell, irrespective of the nature or severity of the illness. **You are expected to stay home and call the Heathline 0800 358 5453.**

SYMPTOMS OF COVID-19, FLU AND COLD

	DRY COUGH	FEVER	RUNNY NOSE	SORE THROAT	BREATH-LESSNESS	HEADACHE	BODY ACHES	SNEEZE	FATIGUE	DIARRHOEA
COVID -19	✓✓✓	✓✓✓	~	✓✓	✓✓✓	✓✓	✓✓	~	✓✓	~
FLU	✓✓✓	✓✓✓	✓✓	✓✓	✗	✓✓✓	✓✓✓	✗	✓✓✓	✓✓
COLD	✓	~	✓✓✓	✓✓✓	✗	~	✓✓✓	✓✓✓	✓✓	✗

✓✓✓ FREQUENTLY
 ✓✓ SOMETIMES
 ✓ LITTLE
 ~ RARE
 ✗ NOT

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SOURCE: WHO, CDC CC-BY-SA

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