

**COVID-19 safety plan**

Use this form to document your thinking about how you and your workers will keep safe at work during COVID-19 pandemic. Provide as much information in response to each question as possible. This information will help your workers and other people to know exactly what to do and what to expect.

The COVID-19 endemic is a evolving situation - review you plan regularly and make changes as required.

There is guidance on what to think about when you are planning a safe return to work here:

[workssafe.govt.nz](https://worksafe.govt.nz/)

|  |  |
| --- | --- |
| Community Garden Name: |  |
| Date Completed: | Date distributed |
| Revision Date |  |
| Sign off by |  |

|  |  |  |
| --- | --- | --- |
|  | Describe what you will do | Who is responsible |
| What will be done to manage risks from restarting business after lock down? | *Consider: hygiene requirements, maintenance etc* |  |
| How will your ensure all your workers and volunteers know how to keep themselves safe from exposure to COVID-19 | *Consider: showing them Covid plan and sign they understand the guidelines, meetings etc* |  |
| How will you gather information on the wellness of your staff and volunteers to ensure that they are safe at work? | *Consider: meetings to discuss, checking in regularly* |  |
| How will you operate your business in a way that keeps workers and others safe from exposure to COVID-19? | *Consider: who needs to be at the garden, get input from staff and volunteers on how to operate in safe ways etc* |  |
| How will you manage an exposure or suspected exposure to COVID-19 | *Consider: isolation procedures, gathering information….* |  |
| How will you evaluate whether your work processes or risk controls are effective? | *Consider: adapting your plan as you find better/easier ways to do things…..* |  |
| How do these changes impact on the risks of the work that you so? | *Consider: Reviewing risks regularly……..* |  |
| Other |  |  |