

Epidemic/pandemic host policy/guidelines (with reference to Coronavirus COVID-19)

Policy Statement

ATNZ is committed to protecting the safety and wellbeing of our apprentices at all our host workplaces. It is always our top priority. This policy is and will continue to be formed by the guidance provided by the New Zealand Ministry of Health.

Scope

This policy sets out the obligations and expectations ATNZ as the employer has in relation to the apprentices seconded to your workplace in the event of an epidemic/pandemic.

Note: ATNZ has an internal epidemic/pandemic policy for our apprentices that covers our obligations and expectations as an employer in relation to the scope of this policy.

Epidemics and pandemics

A disease epidemic occurs when there are more cases of that disease than normal. A pandemic is a worldwide epidemic of a disease.

The World Health Organisation (WHO) determines whether a virus is spreading sufficiently to be declared a pandemic.

An epidemic or pandemic brings with it a higher than normal probability of simultaneous infection of our apprentices and host workers in host workplaces which may require them to have (higher than normal) time off work to either quarantine or recuperate.

It also may bring the possibility of intervention by New Zealand authorities, ATNZ or host company senior officials to restrict the workers' access to their usual workplace, including due to closure of the host company operations (partially or fully).

Coronavirus (COVID-19)

On 11 March 2020, the WHO declared the coronavirus outbreak a pandemic.

ATNZ and host companies' health and safety responsibilities

In accordance with the Health and Safety at Work Act (2015), both ATNZ and the host company have health and safety obligations to keep people safe at work. This includes ensuring that your actions (or inactions) as a host company do not put our apprentice/s in harm's way.

All ATNZ apprentices are required to follow safety protocols issued by ATNZ and their Host company from time to time as related to an epidemic/pandemic.

In accordance with New Zealand legislation and safe practices, if our apprentice does not feel safe, for whatever reason, in a workplace or if they do not feel safe to follow a particular duty at work for a health and safety reason (including carrying out duties at another site or at a client's site), they are required to talk to their host supervisor and/or ATNZ account manager/training advisor immediately.

Potential exposure

If you or ATNZ become aware of our apprentice having become ill, or if you or ATNZ suspect they have been exposed to a virus at work or home, we require the apprentice to do the following:

- » Get them to contact their General Practitioner or Healthline on 0800 358 5453. Healthline is a free health advice and information service, available 24 hours a day, seven days a week.
- » They then need to follow the medical advice that has been given. Depending on the advice given, the apprentice may be asked to self-isolate for 14 calendar days from the date of the potential exposure.
- » If our apprentice is at work and is required to leave the workplace immediately, you as their host company will need to inform your ATNZ account manager or the ATNZ Health and Safety Manager by phone or email.
- » The apprentice will then need to ensure there is regular contact between them, you as their host company and ATNZ as their employer until the apprentice can return to work.

Return to work following absence due to virus (including managed or self-isolation)

If our apprentice has become ill and/or have spent time away from work at home (including in self-isolation) or in hospital, ATNZ may require the apprentice to provide a medical certificate that will confirm they are fit to resume their duties and do not pose any ongoing health and safety risk to themselves or others in the workplace.

ATNZ will maintain a register of all known apprentices who are:

- Required to undergo the virus testing and/or
- away from work due to contracting the virus and/or
- are in managed isolation or
- are in self-isolation.

If ATNZ apprentice is required to be virus tested (for whatever reason) they must declare it immediately to their ATNZ Account manager and their Host supervisor.

Payment when sick or in managed or self-isolation

ATNZ will pay apprentices in line with any applicable Government COVID-19 leave support scheme if an apprentice

- Cannot work at a host company or at home because they are awaiting COVID-19 test results and need to self-isolate in line with Ministry of Health Guidelines and have registered as needing to self-isolate with Healthline
- Cannot work because they have been diagnosed with COVID-19
- Cannot work because they are caring for dependents who are required to self-isolate or who are sick with COVID-19
- Cannot work because they live with a vulnerable person who is at increased risk from COVID-19.

If there is no Government support available, and an apprentice has used all their accrued sick leave and they continue to need to be away from work due to any of the scenarios set out above, **they will be granted additional paid special leave of up to five working days**. This additional special leave can be used only within the scope of this policy. ATNZ may require relevant evidence, e.g. a certificate or a letter from a medical practitioner or a government official, before approving special leave.

If an apprentice has used all their available sick leave and any entitled special leave, and are still required to be away from work within the scope of this policy, they will be offered the use of their entitled and/or accrued annual leave.

If our apprentice has provided a medical certificate or letter from a medical practitioner or a government official stating that they are fit to go back to work, and ATNZ and the host company accept this, our apprentice will commence work on their next scheduled workday.

If, notwithstanding the produced medical certificate with clearance, the host company does not accept that the apprentice is fit to return to their work duties and requires that they continue to stay in isolation beyond the clearance, the host company will be invoiced for the additional absence as ordinary 'paid' hours.

Partial or full closure of host workplaces

If you are required to partially or fully close your business due to the business continuity reasons as related to the scope of this epidemic/pandemic policy and your ATNZ apprentice is unable to carry out their normal duties, ATNZ will reduce secondment termination notice from four weeks (as per our current standard host agreement) to two weeks.

Travel

At the point of this policy version re-issuance NZ has travel restrictions in place. New Zealand's border is closed to most travellers and entry is strictly controlled. All arrivals are tested for COVID-19 and a 14-day managed quarantine or isolation is mandatory.

A register of all international travel by ATNZ apprentices will be maintained by the ATNZ Health and Safety Manager until further notice.

ATNZ will not authorise any international travel on business for ATNZ apprentices until further notice.

** As an employer, ATNZ requires all host companies to consult with ATNZ in the first instance, and before any decision is made, regarding any business-related international or domestic travel for ATNZ apprentices.*

Communication during epidemic/pandemic

ATNZ will make every effort to keep in touch with all apprentices if ATNZ or their host company's epidemic/pandemic plan is in force and they are unable to access their usual workplace.

If any non-ATNZ worker employed or engaged by the host company becomes infected or is suspected to have become infected, ATNZ requires the host to come forward with this information to ensure that ATNZ and the host jointly support our apprentice and discuss with them the impact (if any) on their ongoing secondment.

ATNZ encourages all host companies to keep themselves informed on epidemic/pandemic developments by checking online information posted by the New Zealand Ministry of Health and other government updates. ATNZ apprentices will also be strongly advised to regularly check their emails and text messages for updates from ATNZ and their host companies.