

Epidemic/Pandemic 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. Your safety and health are our top priority at all times. This policy is, and will continue to be, formed by the guidance provided by the New Zealand Ministry of Health.

Scope

This policy covers all ATNZ apprentices that carry out work in a host company workplace, as well as those apprentices who are being placed in-between-jobs with continuity of their employment by ATNZ.

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 in our 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 as your employer, or host company senior officials to restrict your access to your usual workplace, including due to closure of your host company operations (partially or fully).

Coronavirus (COVID-19)

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

Potential exposure – if you are at work or at home

If you have become ill or suspect that you have been exposed to a virus at work or home, please do the following:

- » Contact your 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.
- » Follow the medical advice you have been given. Depending on the advice you are given, you may be asked to self-isolate for 14 calendar days from the date of the potential exposure.
- » If you are at work and are required to leave your workplace immediately, inform your host supervisor and your account manager by phone or email.
- » If you live alone and do not have family or friends to assist with care, ensure you advise your account manager of your situation so they can assist you in working out a plan of appropriate support.
- » Ensure you keep in touch regularly with your host supervisor and your account manager until you are able to return to work.

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

If you become ill and/or have spent time away from work at home (including in managed or in self-isolation) or at a hospital, ATNZ may require you to provide a medical certificate stating you are fit to resume your duties and you do not pose any ongoing health and safety risk to yourself or others in the workplace. ATNZ may require you to undergo medical screening (including in addition to your doctor's certificate) to assess your fitness for work. In such cases, ATNZ will meet the cost of that medical screening and will obtain your written consent in seeking medical information related to your wellbeing.

In line with your current terms of employment, ATNZ may also require you to provide a medical certificate (after three consecutive days of absence at work) to substantiate your absence from work or access to paid (including discretionary) sick leave.

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 you are required to be virus tested (for whatever reason) you must declare it immediately to your ATNZ Account Manager and your Host supervisor.

Payment when sick or in managed or self-isolation – Covid-19 specific

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

- Cannot work at your host company or at home because you 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 you have been diagnosed with COVID-19
- Cannot work because you are caring for dependents who are required to self-isolate or who are sick with COVID-19
- Cannot work because you live with a vulnerable person who is at increased risk from COVID-19.

If there is no Government support available for your situation, and you have used all your accrued sick leave and you continue to need to be away from work due to any of the scenarios above, **you 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 you have used all your available sick leave and any entitled special leave as above, and are still required to be away from work within the scope of this policy, you will be offered the use of your entitled and/or accrued annual leave.

Partial or full closure of your host workplace

If there is a host company or New Zealand Ministry of Health directive to close your usual host workplace (partially or fully) due to an epidemic/pandemic and you are not able to resume your duties, you will be paid for up to two weeks of your usual wages. This will not affect your accrued sick or annual leave.

Should this closure extend beyond 14 calendar days, ATNZ will consult with you and your host company regarding the continuation of your secondment.

If your secondment is terminated by your host company due to the business continuity reasons as related to epidemic/pandemic, your employment with ATNZ will continue in line with your current terms and conditions of employment. Your account manager/training advisor will endeavour to place you into a new host company so you can continue your ATNZ apprenticeship.

Host companies' health and safety responsibilities

In accordance with the Health and Safety at Work Act (2015), and similar to ATNZ as your employer, your host company also has health and safety obligations to keep you safe at work. This includes ensuring that their actions (or inactions) do not put you 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.

If you do not feel safe, for whatever reason, in the workplace you are in or if you do not feel safe to follow a particular duty at work for a health and safety reason (including carrying out your duties at another site or a client's site), you need to talk to your host supervisor immediately and then contact your ATNZ account manager/training advisor. If you cannot get hold of them, you need to contact the ATNZ Health and Safety Manager.

Travel

As of this policy version, New Zealand has travel restrictions in place and entry is strictly controlled. With the exception of travel from designated travel bubbles (as defined by the New Zealand government), all arrivals are tested for COVID-19 and a 14-day managed quarantine is mandatory.

If you do choose to travel internationally, you must discuss it in advance with your ATNZ account manager. ATNZ strongly discourages all ATNZ apprentices from any personal non-essential international travel outside of a designated travel bubble. Note: your decision to travel internationally for personal reasons may affect your entitlements to paid leave and your ongoing employment so you need to think carefully and plan ahead.

You should bear in mind that rules relating to designated travel bubbles are subject to change at short notice. This could prevent you returning to New Zealand as planned and/or require you to spend 14 days in managed isolation. This could potentially impact both upon paid leave and your placement at a host company.

ATNZ will not authorise any international travel on business to countries outside of a designated travel bubble for ATNZ apprentices until further notice. Any proposed business travel to countries within a designated travel bubble must be discussed with your ATNZ account manager well in advance and is subject to written approval from ATNZ. All host companies will be notified of ATNZ's travel policy.

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

Please follow the advice from your medical practitioner, the Ministry of Health or government officials. Ensure that you keep your host supervisor and your account manager/training advisor updated on your situation.

Communication during epidemic/pandemic

ATNZ will make every effort to keep in touch with all apprentices if ATNZ or their host company epidemic/pandemic plan is in force and you are unable to access your workplace. To ensure that we can contact you, it is essential we have your accurate contact details, including your next of kin information.

If your contact details have recently changed or you would like to check what we have on file, you must email your account manager/training advisor or the ATNZ payroll team at payroll@atnz.org.nz.

While ATNZ will make every effort to keep its employees informed and updated on any matters related to an epidemic/pandemic development and impact on their host workplaces, ATNZ apprentices are strongly encouraged to keep themselves informed by checking online information posted by the New Zealand Ministry of Health and other government updates. ATNZ apprentices are also strongly advised to regularly check for emails and text messages from ATNZ and/or their host companies.