

ENIGMA – COVID-19, a company-wide response

AIM

We aim to keep our company, our employees and our customers as safe as possible during any potential Covid-19 pandemic.

Our long-term goal is: 'To ensure that we have done everything reasonably possible to ensure the health and safety of our staff and our customers'.

To achieve this, we must look at our own actions to ensure that we are not doing, or asking any employee or customer to do, anything that could further the spread the impact of Covid-19.

We need to be able to consider both our home environments and our office space as 'safe and clean zones', in which we can feel safe and free of any increased levels of risk from contagions.

POLICY

Our approach

- 1) **Limit uncontrolled / general contact:** Limit as much as possible, any external contact or movement of personnel outside of what are considered our 'safe zones'.

This means that we will be attending as many meetings as possible in a remote manner, either by telecon / video conference or online meeting.

We will also be avoiding any visits to medical centres or hospital or DHB settings except where it is imperative that we attend in person.

- 2) **Keep our environment clean:** We each have a responsibility to ensure that we do not bring any unnecessary risks into our shared environment.

On a personal level, we have discussed heightened personal hygiene with our staff and encouraged them to take good practices through to their families and homes. ***All staff are now expected to wash their hands immediately upon entering the office space, every time.***

Washing and properly drying hands regularly continues to be everyone's best defence against contagions being spread around the workplace, and entering into our bodies.

Hand sanitiser should be spared and used only at times when washing hands is not an option.

Cleaning – the office is cleaned at the end of every week. Additional cleaning of frequently used door handles will be carried out throughout working days.

Sanitising wash (fluid) will be provided in the office for use on regularly-used items like **keyboards, phone keypads, phone handsets and mobile phones**; it's recommended that we clean our own items using this on a daily basis. Note, this is NOT hand sanitiser, this is an alcohol fluid (min 60%) which can be used with a paper towel on our items, then disposed of into our rubbish bin.

- 3) **Keeping outsiders out:** Our office environment is small and reasonably controllable. In response to potentially local community-transmission, as a precaution we have locked our front door with our doorbell mounted outside for visitors to ring. We will have a hand-sanitiser station on entry to our office and expect all visitors to, at a minimum, use it before entering.

Non-staff are limited to just our meeting room and toilet areas (our kitchen is out of bounds for all visitors). There will be a notice on our front door.

PROCEDURES

A shared responsibility and approach.

We have a shared responsibility to each other; to a degree this includes being considerate about the risks which you expose yourselves to, outside of the work environment as those risks can manifest through you for up to two further weeks.

Exposing yourself to a large community gathering or similar may not be in the best interests of your family and your work colleagues. We have a mixture of people working at Enigma, some have children, some care for elderly relatives some may have compromised immune systems.

How you and your family conduct yourselves outside of Enigma will have an impact on how successful we are at keeping our shared environment safe.

Tips for general activities

If you haven't already invested in your own personal pots of hand sanitiser, for while you are moving around public spaces, then you should try to get hold of some now.

Be mindful of when your hands come into contact with items which have high public use, such as **door handles, EFTPOS payment terminals, petrol pumps**. Each time you touch any one of these, it could be similar to shaking hundreds of stranger's hands. Be particularly mindful about what you do with your own hands immediately afterwards. For example, don't eat without first ensuring that you've washed or sanitised your hands.

If you are able to keep a small bottle of hand sanitiser in your car for use when you are in public, then you can treat your car as a 'mini-safe/clean zone'; sanitise your hands before touching your steering wheel, handbrake etc. Try to keep your car keys as clean as possible too.

Anything you touch while your hands are in a 'dirty' state should be considered dirty. If you touch it again after you've sanitised, then you're back to your hands being dirty again, and then so is everything you touch after that point.

Try to create a safe/clean zone in your home by continuing these same hand-washing practices as soon as you get home; consider cleaning your mobile phone daily when you get home too.

If you can find disposable plastic / latex gloves either from the supermarket or Mitre10, then use these when you're at the petrol pump – put one onto your primary hand and then use that for all 'dirty' surfaces, keeping your less dominant hand available for 'clean handling' your keys, your car door handle etc. Dispose of the glove after you've paid for your fuel, then sanitise when you get back into your car.

Feeling sick?

If you develop flu-like symptoms don't come into work; stay at home and call in sick. If you are well enough to work from home, then that is fine. We request that you stay at home, and do not return to work until you have been symptom free for two days.

What are the symptoms of COVID-19?

The most common symptoms of COVID-19 are fever, tiredness, and dry cough. Some patients may have aches and pains, nasal congestion, runny nose, sore throat or diarrhoea. These symptoms are usually mild and begin gradually. Some people become infected but don't develop any symptoms and don't feel unwell. Most people (about 80%) recover from the disease without needing special treatment. Around 1 out of every 6 people who gets COVID-19 becomes seriously ill and develops difficulty breathing. Older people, and those with underlying medical problems like high blood pressure, heart problems or diabetes, are more likely to develop serious illness. People with fever, cough and difficulty breathing should seek medical attention.

Taking a tiered approach / escalation

If Auckland becomes an area with community transmittable Covid-19, then we may reduce the number of people coming into the office on a daily basis. Some people will be invited to work from home.

By simply reducing the number of people who are expected to turn up to the office daily, we will be reducing the number of contact points across the entire team. It is unlikely that we will get to a point where we ask everyone to work from home; this will be performed on a selective basis depending upon a number of factors, and the severity of any outbreak as well as recommendations made by NZ's Govt and public health advisors.

If there are any factors which are likely to impact or influence your ability to participate fully in a shared approach to reducing the risk for our company, the staff and families of those who work here, and our customers, then we would request that you please make any concerns known as soon as possible so that we can attempt to best work in some special considerations.