



## **ARENA SYSTEMS COVID19 POLICY AND PROCEDURES WHEN ENGAGING IN WORK ON CLIENTS SITES**

**Arena Systems Ltd is considered essential services as per the COVID 19 and MBIE websites**

**As a consequence, we will be following the guideline outlines on these websites to keep our staff and clients' sites safe from possible contamination of the virus.**

Our practice will be:

1. All work will be taken through our call lines and emails only.
2. Only work that is prearranged will be done. No work will be discussed or engaged with outside of these two communications methods. Only work pre-arranged will be completed at each site visit.
3. Your on-site procedures for COVID19 response and procedures must be emailed to us prior to our visit to your site
4. All keys and cards for access to the site must also have a prearranged drop off point.
5. Our staff will have their own PPE supplied. If specific PPE of a higher level is required for your site this MUST be discussed and provided by courier prior to our staff entering your site.
6. All contact with your staff will be managed through phone calls. There is to be no physical contact during our time on your site.
7. If you have staff on site, then the 2 metre rule MUST be adhered to at all times.
8. Our staff will make contact via phone call to advise that they are finished and advise of any testing that may be required by your staff members.
9. All keys and cards will be sprayed with disinfectant and replaced in the prearranged receptacle. We would expect your own staff to also follow the same procedure for disinfecting.
10. Our team will be advised that they MUST use hand sanitizer BEFORE and AFTER work is done on your site. And a thorough hand wash to be done at the first opportunity.
11. All work will be confirmed as complete through emails and phone calls, keeping physical interaction with your staff to a minimum.
12. If any of your staff show symptoms of the COVID19 virus after our visit to your site, we must be contacted immediately.

*None of our team have been overseas, and as a result have not been required to isolate or be quarantined as per the Government requirements have stipulated.*

*All staff have endeavoured to comply with the 2 metre distancing and Level 4 Isolation "bubble" bought into practice on the 26<sup>th</sup> March.*