

COVID-19 (CORONAVIRUS) POLICY

Last updated: 10 March 2020

1. Business Travel

- Work travel ban for Category 1 countries considered high risk, currently:
 - China
 - Japan
 - South Korea
 - Italy
 - Iran
- Work travel ban for Category 2 countries considered risky, currently:
 - Hong Kong
 - Singapore
 - Thailand
 - Indonesia
 - much of the Middle East (due to Iran spread)
 - African countries with strong China ties
- We'll keep updating this list.
- Minimise all travel as much as possible.
- Please let the your manager know of travel plans so we can monitor them.

2. Quarantine

This section applicable after move into the new Plimmer Towers office and also to any REANNZ face-to-face meetings

- As always if you feel sick don't come to work! **Please be extra cautious and if in doubt, stay at home.**
- Take it easy and get better, or work from home if you feel up to it.
- If you are worried that you have been in contact with someone who has Coronavirus, we recommend that you work from home for two weeks.
- If you have travelled to one of the Category 1 or Category 2 countries above, or one that becomes at risk, we recommend that you work from home for two weeks.

3. Office Hygiene

- There is some evidence suggesting the virus may stick around for at least a few hours, if not more, on surfaces.
- We are working on sourcing hand sanitiser and disinfectant wipes for the office.
- If you already have hand sanitiser and disinfectant wipes on hand, please use them regularly.
- We encourage you to wipe your phone down on a regular basis.

4. At-risk people

- If you have close family/friends or people you live with who are at risk, you should be particularly careful and consider self-isolation for 14 days.

5. Meetings

This section applicable after move into the new Plimmer Towers office

- We recommend that no meetings should be held face to face with people arriving from Category 1 countries within the last 14 days. Please **do not** invite them to the REANNZ office.
- We recommend that people arriving from Category 2 countries within the last 14 days be met with offsite. Please **do not** invite them to the REANNZ office.
- **Remember to wash your hands on returning to the office.**

6. Attending Events

- Consider whether it is necessary to go to large events (e.g. conferences) which may have a large international population, especially from the countries above.

7. REANNZ-organised Events:

- We will monitor the situation and make decisions before organising our own events during the coming months.
- When asking people to register we will ask them if they have been to a Category 1 country in the last 14 days.

8. Holidays

- It is your call whether to travel for holidays, but please reconsider all holidays to at-risk places.
- Please let your manager and the Chief Executive know if you are travelling to any of the at-risk places.