

COVID-19 Health & Safety Management Plan - Visitors

Morrison Kent will meet all obligations under the Health and Safety at Work Act 2015.

Everyone entering our premises agrees to follow our health and safety rules and procedures. They will take reasonable care to look after their own and others health and safety while on our premises.

When visiting our offices, you will not come into contact with unvaccinated staff. As such, we require ALL people on these premises to exercise the strictest precautions possible to help avoid the transmission of COVID-19. This includes physical distancing, good hygiene practices and contact tracing.

If you are not fully vaccinated, please contact our office to arrange alternative meeting arrangements.

In response to COVID-19 we have the following measures in place:

Health check list: Upon arrival you will be asked to read and confirm your response to the following COVID-19 screening questions:

- Have you been in contact with an actual or potential person diagnosed with COVID-19 in the last 14 days?
- Have you been in a quarantine facility or have had close contact with a person working in a quarantine facility in the last 14 days?
- Do you or a person you live with, or a member of your family have any of the following symptoms:
 - Fever/cough/sore throat
 - Shortness of breath/loss of smell or taste
- If you have answered yes to any of the above questions, we will reschedule the date and time of your meeting.



Face covering: Please wear your face covering in all public spaces and reception area. In alert levels Red and Orange, we require you to wear face coverings in meeting rooms. In Green, you may take your face covering off once seated in one of our meeting rooms.



Scan on arrival: Please scan or sign in via the QR Code.



Vaccination: Please provide proof of vaccination using your vaccine pass provided through the Ministry of Health website. If you are bringing children under 12 years old with you to your meeting, please advise us as soon as possible. All unvaccinated children must remain with you at all times.



Area: You will be taken to the location you are required to work/meet our staff. You must stay within that area during your visit. Measures will be in place to ensure physical distancing is maintained during your visit.



Privacy: We are collecting the above information for the purposes of complying with our health and safety obligations and in accordance with our COVID-19 response policy. This information will be stored and used in accordance with the Privacy Act 2020.

We will not retain a physical record of your responses to the Health Check List questions.