

## HR10: COVID-19 Response - Access to Premises and Contracted Event Venues

### 1. Purpose

This policy is to establish and communicate the position of the New Zealand Law Society | Te Kāhui Ture o Aotearoa (Law Society) regarding our COVID-19 response for people who access Law Society Services. It is based on our obligation to provide a work environment without risks to health and safety, so far as is reasonably practicable.

### 2. Scope

This policy applies to:

- Contractors, suppliers, and visitors who engage with the Law Society employees

### 3. Policy

The Law Society is committed to ensuring the safety and wellbeing of its employees through the introduction of effective measures from the available organisation and public health resources, to protect employees as far as is practicable.

### 4. Responsibilities

#### *Contractors and Visitors*

All contractors, suppliers, and visitors are responsible for:

- following public health orders and COVID-19 Protection Framework protocols; and
- complying with Law Society instructions, guidelines and/or protocols in each workplace or contracted event location. If there is a difference between the Law Society and event protocols the higher level of protection will apply; and
- managing their own personal wellbeing and protecting the safety of others through basic hygiene, mask wearing (as required) and not entering premises or contracted event venues if you have cold, flu or COVID-19 symptoms.

#### *Employees*

All employees are responsible for:

- following public health orders and COVID-19 Protection Framework protocols; and
- complying with Law Society instructions, guidelines and/or protocols in the workplace or contracted event venue. If there is a difference between the Law Society and external event venue protocols the higher level of protection will apply; and

- managing their own personal wellbeing and protecting the safety of others through basic hygiene, mask wearing (as required) and staying home when sick.

### ***Managers and Team Leaders***

All Managers and Team Leaders are responsible for:

- ensuring that contractors, suppliers, and visitors are aware of the procedures and requirements of this policy and adhere to them to keep themselves and others safe.
- report and/or act when they become aware of any non-compliance by any person, by drawing that person's attention to the COVID-19 Protection Framework protocols and requirements of this policy.

### ***The Board and Executive Leadership Team (ELT)***

The Board and ELT are responsible for:

- ensuring a safe and healthy work environment as far as is practicable and reasonable, introducing policies such as this are part of that responsibility.
- remaining informed of vaccine, protocol and legislative changes in Government and Ministry of Health guidance.

### ***Policy owner***

A policy owner is responsible for:

- ensuring all policies within their control are written in accordance with the CE1: Policy and Procedure Development and Maintenance.
- actively monitoring their policies and associated procedures to ensure they remain up to date.
- maintaining knowledge of all relevant legislation and regulations.
- promulgating their policies and associated procedures in accordance with policy review dates.

### ***Executive Leadership Team (ELT)***

The ELT is responsible for:

- reviewing and endorsing additions to, and major changes in, Law Society policies prior to approval by the Chief Executive.

### ***Chief Executive***

The Chief Executive is responsible for:

- authorising policies following the consultative process.

Policy Number: HR10	Date of Approval: 05/04/2022	Next Review: 01/12/2023
---------------------	------------------------------	-------------------------

## 5. Procedures

In conjunction with the COVID-19 Protection Framework (aka traffic light system) the Law Society is implementing this policy and a range of procedures and requirements to enable us to operate continuously and effectively at all levels of the Protection Framework.

### *Protection Procedures*

Our protection and prevention procedures come from three key actions:

- Hygiene - handwashing, sanitising, coughing etiquette, regular cleaning and clearing of common areas
- Mask wearing (when required under the Protection Framework)
- Social distancing (as required under the Protection Framework)

### *Protection Requirements*

All contractors, suppliers, and visitors will follow Public Health orders, Law Society and contracted event venue protocols and policies. These requirements include:

- Wearing masks (as required)
- Stay away, please do not enter (if you have cold, flu or COVID-19 symptoms)

### *Mask Wearing*

Wearing an appropriate mask is an important action that people can take to protect their own safety. The Government requires masks to be worn in some locations and public places, this varies according to the COVID-19 alert level or the COVID-19 Protection Framework traffic light colour that applies at the time. The Law Society has additional requirements for mask wearing as set out in our COVID-19 protocols which can be viewed on Manawa and at the entrance to each office. Other businesses may have their own protocols and requirements which employees are expected to follow.

### *Stay Away*

If you have cold or flu like symptoms, you must stay away until you are symptom free and have a negative COVID-19 test. Do not attempt to enter Law Society premises or contracted event venues as you may be refused entry.

### *In-person Events, Meetings and Dinners*

The Law Society regularly holds many in-person events, meetings, and dinners with members of the profession and other third parties. It is the Law Society's responsibility to keep employees and attendees safe at such events and to minimise the spread of COVID-19 during these gatherings.

For in-person events, meetings, and dinners held by the Law Society employees and attendees are required to follow the protocols associated with the traffic light level of the COVID-19 Protection Framework in effect at the time.

## Authorisation

Approved by



Joanna Simon  
Chief Executive

**Policy owner:** Peter Bell, General Manager People & Culture

**Approval date:** 05 April 2022

**Next Review:** 01 December 2023

Policy Number: HR10	Date of Approval: 05/04/2022	Next Review: 01/12/2023
---------------------	------------------------------	-------------------------