

Staying COVID-19 safe during Authority in-person investigation meetings under Alert Level 2

The Authority is following Ministry of Health (MoH) guidelines to ensure the health and safety of all Authority participants in a secure and controlled environment.

Participants are expected to provide contact tracing information including a personal address and telephone number. Details provided will be kept secure and confidential and will be provided to MoH only if required.

Access to the Authority will not be granted to persons:

- › showing signs of illness such as coughing and sneezing;
- › reporting feeling unwell;
- › who have had close-contact with a suspected, probable or confirmed case;
- › unwilling to comply with these guidelines or who refuse to disclose their personal information.

Sanitisers and wipes will be available in common areas and hearings rooms. Toilets contain antibacterial soap.

Physical distancing

Some areas of the Authority may be marked off to help ensure physical distancing is maintained.

People must keep at least one metre apart. Physical distancing must be maintained in common areas and meeting rooms so the number who may enter the Authority at any one time will be limited. Practical arrangements for attendances by parties will be made in advance of any in-person investigation meeting.

Attendees may wear masks if they choose but these will need to be removed when answering questions from Authority Members and representatives during an investigation meeting.

The Authority may be able to accommodate witnesses giving evidence by telephone or video link where a good reason exists. Such matters should be raised during case management conferences.

Expectations of parties and representatives

Parties and representatives must give witnesses a copy of these guidelines and ensure they understand them.

As the number of people in a hearing room at any one time is limited by physical distancing requirements, only one representative for each party is expected to attend.

Due to physical distancing requirements, parties and representatives should not have preparatory meetings in the Authority premises before the investigation meeting.

Documents for in-person investigation meetings

Parties and representatives must provide any document, including such things as photographs, social media postings, copies of text messages, to the Authority in advance of investigation meetings.

People handling paper documents should use the hand sanitisers provided in the hearing rooms prior to and after reviewing documents.

For some investigation meetings the Authority may prepare electronic bundles and will arrange for parties and representatives to have access to these.

Cleaning

The Authority's cleaning protocols are based on MoH guidelines.

