



LEISURE TOURS

COVID-19 HEALTH & SAFETY POLICY

Obligations

Leisure Tours recognises its moral and legal responsibility to provide a safe and healthy work environment for employees, contractors, guests and visitors. This commitment extends to using its best endeavours to ensure that the organisation's operations do not place the local community at risk of injury and/or illness.

This additional health and safety policy has been developed to specifically address the Covid-19 pandemic, which is an evolving situation subject to regular review.

New Zealand Alert System

We will follow the guidance for the appropriate NZ Government Covid Protection Framework (CPF) 'traffic light' setting of Red, Orange or Green as outlined here: <https://covid19.govt.nz/traffic-lights/covid-19-protection-framework/>

Cleaning and Interaction Protocol

Leisure Tours has a 'Covid-19 Cleaning & Interaction Protocol' document available for each of the three 'traffic light' settings. These are updated regularly based on Government and Ministry of Health guidance. The Protocols for each setting include such measures as:

- When required clear display of the Government QR Tracer Code with manual sign-in options also available
- Use of Vaccine Passes to confirm all customers are fully vaccinated, if mandated. All our staff are fully vaccinated.
- Signage regarding social distancing, the need for face masks and directions the use of lifts and public areas
- Amended vehicle cleaning and provision of amenities
- Staff welfare, hygiene and provision of personal protective equipment (PPE)
- Customer and Staff Contact Tracing procedures
- The protocol to follow in the event of a confirmed or probable case on-tour

Enhanced Hygiene and Cleaning

This is outlined in the Protocols as stated above. We follow the guidelines provided by the Ministry of Health: <https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-information-specific-audiences/covid-19-general-cleaning-and-disinfection-advice/covid-19-cleaning-businesses-and-education-centres>

In the event of a confirmed or probable case at our business, we will liaise with the relevant regional health authority regarding staff / guest communication, self-isolation and testing, and follow the specific cleaning guidance of Ministry of Health here: <https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-information-specific-audiences/covid-19-general-cleaning-and-disinfection-advice/cleaning-following-confirmed-or-probable-case-covid-19>

Employee Wellbeing

We engage with our employees on all health and safety matters including the risks of Covid-19 in the workplace. This is discussed in team meetings and health and safety committees, we have signage in staff areas and regular reminders about hygiene and staying home if unwell. We provide PPE as required, with training on how to use it. We have plans in place for segregated team rosters at the Red setting, and the ability for non-operational staff to work remotely if required.

Risk Management

We regularly review our policies and Covid-19 protocols, and conduct audits to ensure our enhanced cleaning, hygiene and interactions processes are being implemented. Where a new risk is identified, we will modify our protocols based on Government guidance and tourism industry best-practice advice.

Application of the Policy

The policy is applicable to all departments within the business, in all its operations and functions, including those where employees are required to work off-site.