

## Creating a safety plan: Omicron outbreak

NZW strongly recommends that all businesses update their Safety Plans following the return to the red setting across New Zealand following the Omicron outbreak. **Businesses should prepare for disruption during Vintage 2022. As Omicron will be in the community during the peak of Vintage, we expect Vintage 2022 to be more difficult than either 2020 or 2021.**

Under Phase 3, only positive cases and household close contacts (people that live with a case) are legally required to self-isolate. Other close contacts no longer need to self-isolate but should self-monitor for symptoms and test if symptomatic. While these changes may simplify some aspects of your COVID-19 response planning (i.e. because fewer staff are likely to be required to self-isolate), it is still important to keep your health and safety plans in place and implement the most stringent (but practical and achievable) controls to stop the spread of COVID-19. Given the transmissibility of Omicron, and the fact that it is now widespread, taking such enhanced precautions helps to stop the spread and minimises the risk of business disruption.

Further guidance as to what measures may be appropriate are provided at question 3 below. The Ministry of Health has released [some guidance for businesses if an employee / worker tests positive for COVID-19](#). This webpage includes a specific step-by-step guidance document that sets out the process if an employee/worker tests positive, what businesses need to do and includes details as to the criteria used to identify close contacts. We encourage all businesses to review this guidance.

All businesses should have a safety plan for all levels of the traffic light system. The below information is based on WorkSafe's guidance for the traffic light systems and will be updated as required.

The main thing will be making sure the plan is **complete, clear** and **communicated** to all those who need to use it.

WorkSafe sets out **a number of questions that your safety plan should address**. We have summarised each of these questions, and relevant considerations for winegrowers, under the headings below. More detail about each question and proposed responses is available on WorkSafe's [website](#). There is also a template plan you can fill out (although you are not required to use this format).

WorkSafe has also repeatedly emphasised the importance of engaging your workers in the plan – giving them opportunities to provide input to development of the plan and/or to provide feedback. This demonstrates to them that you have thought through your processes. They may also think of something you have overlooked.

This document should be read in conjunction with NZW's latest traffic light guidance available [here](#). Updates from the previous version are **highlighted in yellow**.

### 1. How will you ensure all workers are able to keep themselves safe from exposure to COVID-19?

You need to ensure your workers have access to the right information about keeping themselves well during the pandemic. This could include the following:

- Training your workers on your new processes and checking they have understood them.

- Discussing your requirements around COVID-19 protection measures (eg physical distancing and hygiene) in regular team meetings. You should also regularly review the latest guidance and update your internal advice as needed.
- Conducting meetings virtually where possible.
- Providing relevant information to your workers, including a full copy of your safety plan.
- Plans for inducting any new workers, to ensure they understand and observe your plan, and they are properly supervised. As part of this, consider how you utilise your skilled and experienced workers to best protect health and safety (as well as ensuring the quality of the product produced from Vintage 2022). Given that many winegrowers are dealing with a less experienced workforce than normal, we expect that any experienced workers are more likely to have a supervisory component to their roles than they may have done so previously (for example, cellarhands). This is because a greater portion of the workforce will be in need of supervision than in an ordinary vintage.
- Being clear with your workers about your expectations outside of work. You need to ensure that they understand and are complying with the requirements for their “isolation bubble” (if applicable). This is particularly important during the current Omicron outbreak, when COVID-19 will be in the community and there are no lockdowns. You may wish to take additional precautions to reduce the risk of your workers catching COVID-19 when not at work (eg providing accommodation on site over Vintage, or offering assistance so that they can have groceries delivered, rather than going to the supermarket).

If you have workers who speak English as a second language, you must take steps to ensure they understand what is required of them. Most critical will be any vaccination requirements, physical distancing requirements hygiene measures, and what is required of them outside of work. The [Government’s COVID-19 website](#) also has information available in multiple languages.

## **2. How will you gather information on your workers’ wellness to ensure that they are safe and well to work?**

Consider how you will gather information on your workers’ wellness to ensure that they are safe and well to work. It is vital that workers who are unwell or suffering symptoms consistent with COVID-19 do not come into contact with other workers. If workers have COVID-like symptoms, they should go home immediately, not come back to work until they have either recovered or have been tested and cleared from having COVID-19 and are no longer symptomatic. Advice should be sought from their GP or Healthline.

If someone in your workplace tests positive for COVID-19, you will need to follow the Ministry of Health guidance for businesses with a positive case, which is available [here](#) (see question 3 below).

Workers who have been diagnosed with COVID-19 are able to return to work a minimum of 10 days after either their symptoms started or the date they were tested if they had no symptoms. In some circumstances the case may have some mild or longer term symptoms such as a cough, fatigue or a loss of smell. As long as the worker is confident that the symptoms are not new, or getting worse, they can return to work as they are unlikely to be infectious. If the worker remains significantly unwell, they should not return to work until they are feeling better. Cases do not need to be tested again.

Under Phase 3, cases will self-release from isolation and do not need to be cleared by health officials.

You should have a process to follow up regularly with affected individuals to check in on their progress. You should also check in regularly with all workers to ensure they're well. This should be done each day.

You should accompany this with a system that provides a self-symptom check for anyone entering the workplace. The frequency of checking will vary depending upon the nature of your work and what you and your worker representatives decide will be most effective. Some businesses may choose to do more extensive checking (e.g. surveillance RAT testing if tests are available). Privacy requirements will apply to any personal information collected.

Consider how you will support staff who are immune compromised or may be particularly vulnerable if they were to catch COVID-19.

You may also wish to consider setting up flexible leave arrangements to ensure workers stay at home and are not financially pressured to come to work when they are unwell. There may be financial support available in these circumstances, more information is available [here](#).

Up to date information on employment obligations can be found [here](#).

#### *COVID-19 Manager*

For each winery site/viticulture operation, businesses may appoint a person to be a dedicated COVID-19 Manager with absolute authority over and procedures involving staff or potential staff interactions. For smaller operations, a senior staff member could assume this role. This may also include keeping records of staff movements and interactions for contact tracing purposes (ie keeping additional records beyond the minimum legal requirements).

### **3. How will you operate your business in a way that keeps workers and others safe from exposure to COVID-19?**

When operating in the traffic light system you need to manage the risks posed by COVID-19 and design systems for your workers which eliminate or minimise those risks.

Specific requirements (e.g., limits on customer numbers for hospitality businesses and events) may apply to your business under some traffic light settings. More information about the different requirements can be found on the Government's website [here](#) and on NZW's [practical advice](#) page.

Businesses should implement the most stringent (but practical and achievable) control measures to stop the spread of COVID-19 and to minimise the numbers of worker that could be characterised as close contacts if a case was to occur. While only household contacts (those that live with a case) are now legally required to self-isolate it is still vitally important to minimise close contact between your workers to help stop the spread of COVID-19 and minimise business disruption.

In addition, in Phase 3, businesses will still need to go through the process of identifying, assessing and informing contacts that they may have been exposed to COVID-19. Information on the processes to follow if any employee, customer or visitor becomes a confirmed or probable case is available [here](#).

### Who is a close contact?

Guidance on assessing close contacts is included as an Appendix to this document. The Ministry of Health has also released [guidance for businesses if an employee tests positive](#). The guidance includes a table on how to assess contacts. That table is also replicated (as at 25 February 2022) at the end of this document for ease of reference. At phase 3, close contacts do not have to self-isolate (unless they are household contacts).

Classification of a contact will depend on a number of factors, including:

- Length/type of exposure;
- use of face masks;
- size of the space; and
- air flow or ventilation.

A 'Close Contact' is a person that has:

- Been close (within 1.5m) to a positive case for more than 15 minutes **and** the case was not wearing a mask or wearing it properly; **OR**
- Had direct contact with respiratory secretions or saliva from a case (e.g., kissing, shared a cigarette, vape or drink bottle, or if the person coughed or sneezed directly on you); **OR**
- Spent time in an indoor space for more than 1 hour with a case **and** at least one of the following:
  - The case was singing, shouting, smoking, vaping, exercising, or dancing
  - The case was not wearing a mask or wasn't wearing it properly
  - The indoor space was poorly ventilated (e.g., there were no windows or doors open)
  - The indoor space was smaller than 100m<sup>2</sup> (about three double garages).

The above only applies if the person has been in contact with a case during their infectious period, which is two days before symptom onset or the date the case was tested (if the case has no symptoms).

The Ministry of Health guidance recommends 1.5 metre distancing (consistent with the definition of 'Close Contact'), 2 metres has been referred to previously. We recommend 2 metre distancing as the gold standard. Adherence to 2 metre distancing will also allow for some wiggle room, while still meeting the guidelines, if distancing was to slip on occasion.

### Who is a household contact?

A person that lives with someone who has tested positive for COVID-19. Household contacts must self-isolate.

Key controls you should consider include:

- **Vaccination:** Vaccination is the strongest tool we have to stop the spread and reduce transmission. If you have not done so already, you should assess whether you will implement vaccination certificates for visitors/workers when attending your premises and/or undertake a risk assessment to assess if certain work must be carried out by vaccinated workers. Information about vaccination in the workplace can be found [here](#).

Further information can also be found on Employment NZ's [website](#). You should also encourage all of your staff to get their boosters as soon as they become eligible.

- **Physical distancing:** Is not required in most situations under the traffic light settings. However, the risk of becoming infected with COVID-19 increases the closer you are to a person and the longer that you are closer to that person. Workplaces should strongly consider whether physical distancing requirements are practicable for your business. While the Ministry of Health guidance referred to on the previous page recommends 1.5 metre distancing (and is consistent with the definition of 'Close Contact'), 2 metres has been referred to previously. We recommend 2 metre distancing as the gold standard. Adherence to 2 metre distancing will also allow for some wiggle room, while still meeting the guidelines, if distancing was to slip on occasion.

Remember that physical distancing also applies to lifts, stairwells and access ways, so far as is reasonably practicable. Internal doors, where fire safety rules allow, could be wedged open to minimise touching common areas and improve air flow.

- **Hygiene processes:** regularly disinfecting surfaces (particularly high touch surfaces), tools etc and maintaining good hygiene (including hand hygiene and good cough/sneeze etiquette). You should ensure that cleaning of lifts and other shared spaces is not overlooked. Minimise shared surfaces wherever possible and document your cleaning processes.

If you are using hand sanitiser as part of your good hygiene practice, make sure you read and adhere to the safety information on the label.

- **Ventilation:** open or well-ventilated spaces reduce the risk of transmission of COVID-19 and is required to prevent virus particles accumulating in an indoor space. Indoor spaces should be ventilated as much as possible using fresh outside air by opening doors and windows (if appropriate or practical for your business). Good ventilation will not only reduce the transmission but in some situations it may be the difference between people being close contacts or not (according to MoH guidelines).
- **Face masks:** wearing of medical grade face masks is required by workers subject to the My Vaccine Pass vaccination mandate at red (ie hospitality and events staff). For vineyards and wineries, face masks are highly encouraged in the red setting. The use of face masks is also critical when assessing whether people are close contacts, so it is important to encourage workers to consistently and correctly wear face masks. We note that the quality of the mask used is also important. Businesses should consider the use of N95 masks or medical grade masks (eg the blue masks that are readily available) for all workers, particularly those working indoors. While there is less risk if work is being undertaken outdoors, masks should still be worn outdoors if physical distancing cannot be maintained. Guidance on how to wear a face mask safely is available [here](#).
- **Consider when other PPE will be used and why.**
  - Consider how you will be working, and how you are managing distancing requirements, and the requirements for minimising opportunities for transmission. This could include workers each having their own, individually named, PPE.
  - If you used PPE in your business before COVID-19, then you can keep using it in the same way.
  - If workers are worried about working without PPE, you should engage with them about those concerns.

- **Regulating access to your workplace:** This could be either a list of names, or descriptive based on roles. You could also impose a limit on the number of people who can be in your workplace at any one time (to ensure that any physical distancing requirements will be met). This may be particularly important for small spaces like a cellar door. For those aspects of your business that are non-hospitality – we recommend restricting access to your business to essential visitors only.
- **Working from home:** If you have staff that are able to perform their roles from home, they should be encouraged to do so. The fewer people you have on site the better, as there are fewer people who could bring the virus in.
- **Workplace ‘bubbles’:** Smaller workplace bubbles are recommended, if practical, to minimise possible transmission between different groups. This will assist contact tracing and ensure business continuity. If possible, separate work bubbles should be formed for staff working in higher risk operations (eg indoor work in small spaces). There should be no inter-mingling between groups.
- **Rapid Antigen Testing (RATs):** We understand that RATs are still very difficult to procure. A list of suppliers of RATs that may have tests available for business to purchase is available on the [practical advice](#) webpage. If RATs are available to you, you could consider using them to screen workers and/or visitors before they come onsite. However, RATs are not a replacement for stringent control measures such as vaccination, mask wearing and physical distancing. They should be seen as an additional tool in your tool kit. If you do decide to use RATs you will need to set out a clear procedure for testing to ensure they are administered correctly and have clear protocols as to what the process is if a test comes back positive. Guidance for businesses regarding RATs (including procedures to follow if a test is positive) is available on the Ministry of Health’s website (along with more general information) [here](#). **RATs can also be used in some circumstances to allow asymptomatic and vaccinated household contacts to return to work during their isolation period. Please refer to NZW’s traffic light guidance for more details.**
- **Temperature screening:** businesses could consider temperature screening of workers, customers or visitors before they enter the business as an additional control, although this measure is not routinely recommended. We understand that there are limitations to its effectiveness at detecting COVID-19 as it would not identify someone who is asymptomatic, does not have an elevated temperature as one of their symptoms or is on medication that reduces their temperature. It may also detect a person that has an elevated temperature for other reasons, including a medical condition not related to COVID-19. If you do wish to consider utilising this control, further information (including in relation to implementation) is available [here](#).
- **QR Codes / contact tracing records:** You are required to have a QR Code displayed in a prominent place at or near each main entrance to your workplace (this applies at all traffic light settings). This QR Code must be for the Government endorsed NZ COVID Tracer app, other QR Codes are not sufficient to meet the legal requirements. More information on the app and how it works is available [here](#).

You must also ensure that there are record keeping systems and processes in place to ensure (so far as is reasonably practicable) that each person aged 12 years or older who enters the workplace—

- scans the QR code for the workplace or otherwise makes their own contact record;
- or

- provides details in a contact tracing record that the person in control of the workplace collects.

A **contact tracing record** must include:

- full name;
- date and time of entry to the workplace; and
- a telephone number that may be used to easily contact the person.

If a record is kept purely for contact tracing purposes, you must keep the record for a period of 60 days, and then dispose of that record.

When collecting any contact tracing records, you should consider:

- how you'll make sure the register is being used and maintained correctly;
- where the register will be located and who is best to make the entries;
- how you will prevent people from touching common surfaces, or using common equipment (eg pens and paper), in order to enter contact details;
- whether you divide your workspace into zones and limit movement between the zones;
- whether and how you will supervise visitors; and
- how you'll make sure workers are able to wash their hands regularly.

To ensure compliance with the Privacy Act, you should notify people why you are collecting the information and that the information provided may be shared with Government for COVID-19 contact tracing purposes if requested. This could be verbally, on signage or on forms that the individuals sign (or any combination of these). A contact tracing poster that you can display in your business for this purpose is available [here](#).

At Phase 3, you will be told directly by your worker if they have tested positive. You will then need to follow the [guidance](#) on the Ministry of Health website, including the steps set out in the [Step-by-step guide](#).

If you are contacted by a public health unit, you must be able to provide clear information regarding that person's contacts at work. The public health unit will provide advice about any further actions you are required to take. Consider who at your workplace is best to liaise with the public health unit if they call.

Separately, you should ask your workers to keep records of their whereabouts (including outside of work).

- **Working with suppliers and others who may come to your site:** You should consider how you will work with suppliers and contractors to ensure appropriate practices are followed by all. You are responsible for all activities on your worksite. One way you could do this is by sharing your safety plan, so you know what procedures everyone is following. If you are concerned that their processes are insufficient, you should not continue working with them unless and until they are rectified. As noted above, you may wish to consider vaccination requirements for suppliers and other visitors who may come on to your site.

- **Requirements for those working offsite:**
  - **Working from home:** If you have workers who are working remotely you should ensure that they have access to appropriate equipment and support.
  - **Merchandisers:** You should note that some of your workers may be working offsite as merchandisers, and will need to comply with the relevant retailer's rules. You should only send your workers to supermarkets or other retailers if both you and they are satisfied that they will be safe.
- **Training:** Consider how you will inform and train workers on your new processes. You should also check that they have understood the training.
- **Travel:** You should consider how your workers will travel to, from and during work.
- **Supporting workers with COVID-19 -like symptoms to stay home:** You should make it clear that staff must not come to work if they have any potential COVID-19 symptoms (e.g., cold or flu like symptoms) until they have had a negative test and been symptom free for 24 hours. Up to date information on employment obligations can be found [here](#) and information on the government's Business Support Package can be found [here](#).
- **Managing specific requirements for your business:** If you are operating a hospitality (eg restaurant or cellar door with tastings), or retail business (eg a cellar door only selling wine to takeaway, without tastings) or hold events at your premises, specific requirements apply under each traffic light setting. Detailed information is available on NZW's [practical advice](#) page and on the Government's website [here](#).

#### 4. How will you manage an exposure or suspected exposure to COVID-19?

At Phase 3, you will likely be told directly by your worker if they are a positive case. Information about what to expect if you have a positive case and the steps you will need to follow is available [here](#).

Additional information is also available in the Traffic Light Guidance on the Practical Advice webpage. Generally:

- If workers have COVID-like symptoms, they should go home **immediately** and not come back to work until they have been tested and cleared from having COVID-19 and are no longer symptomatic. Advice should be sought from their GP or Healthline if necessary.
- If you are advised by a worker that they are a positive case you will need to follow the steps outlined by the Ministry of Health [here](#). You should consider who at your workplace is best to undertake this process. Similarly, if you are contacted by a public health unit, you must be able to provide clear information regarding that person's contacts at work. Consider who at your workplace is best to liaise with the public health unit if they call.
- The work area of the unwell worker is disinfected in accordance with the cleaning procedures that you have implemented and public health guidance.
- Ensure that you know who was in contact with the worker from when the worker is suspected to have contracted COVID-19 (because this will assist with contact tracing). This is why your safety planning is important, as if you take additional



precautions it should minimise the number of close contacts and help to stop transmission.

- You keep in contact with unwell workers and track their progress.
- Minimising contact between people and ensuring you have good information about contacts may lessen the impact on your business. **Your plan must include how you will trace contacts of someone suspected or confirmed as having COVID-19.** See above for more information on contact tracing and QR Codes.
  - To ensure compliance with the Privacy Act, you should notify people why you are collecting the information and that the information provided may be shared with Government for COVID-19 contact tracing purposes if requested. This could be verbally, on signage or on forms that the individuals sign (or any combination of these). A contact tracing poster that you can display in your business for this purpose is available [here](#).
- More information is available under question 3 (contact tracing records).

#### **5. How will you check to see if your work processes or risk controls are effective?**

You and your workers will need to be prepared to *learn and adapt* to find the best ways to incorporate physical distancing, and good hygiene and cleaning practices.

You should consider how you will assess the effectiveness of your plan. This may include:

- How you will engage with workers (including health and safety representatives).
- Scheduling regular reviews of your plan (we suggest once or twice a week to start with, until your processes are more settled).
- How you will communicate new plans and processes and ensure they are rolled out effectively. You could use multiple methods of communication (eg emails to workers, supported by printed material displayed at your premises).
- How you might use health and safety representatives to evaluate the COVID-19 controls' implementation.

Many businesses will already have health and safety incident reporting approaches that could also be adapted to COVID-19.

#### **6. How do any changes impact the risks of the work you do?**

Changes to work procedures or practices may affect the way you routinely manage the usual risks that arise from your work. They may also create new risks or challenges.

- Your plan should include a list of your critical risks and how each of those risks will be controlled (including any changes to existing processes). The information in your plan can just be at a high level, with further detail in other documents or policies.
- Identify who was involved in identifying the risks and working out how to manage them – WorkSafe has said you must involve workers or worker representatives.
- When implementing new processes, carry out a new risk assessment.

- If your plan introduces shift work or splits teams that would normally work together, describe what you will do to manage the impacts of shift work (eg fatigue, transport, and childcare).

## Appendix: Assessing Close Contacts

The guidance below represents our best understanding of the requirements for close contacts. It aims to provide practical measures you can take to minimise the risk of workers being classified as close contacts if a positive case was to occur at your business.

### General principles – relevant for all winegrowers

**Household contacts:** If you have people in your business that live together and one tests positive, they will be **required to self-isolate**, *regardless of the precautions taken at your business*.

If you have people from within the same household bubble working for you, you should ensure that they are in the same work bubble/team (if applicable). You could also use this in your planning by allocating tasks where physical distancing cannot be maintained (e.g., two people lifting a heavy item) to people from within the same household bubble.

**If workers have direct contact with respiratory secretions or saliva of a case, they will be a close contact:** This includes sharing drinks, cigarettes, vapes etc. You should ensure that your workers understand that they should not share these types of items.

**If workers have face to face contact (within 1.5m or less) with a case who is “forcefully expelling air/secretions” they will be a close contact:** We understand this is meant to relate to contact sports and other activities where people are breathing heavily. However, this is something you should be aware of for your operations if a work activity involves strenuous physical activity e.g., heavy lifting.

**Contacts and work travel:** If workers do travel to work in the same vehicle, they must wear masks. If the trip is 1 hour or less they should be treated as **casual contacts**. Trips longer than 1 hour will likely be **close contacts**.

**Eating and drinking at work:** Physical distancing of at least 1.5 metres must be maintained. If eating or drinking indoors, if workers are in the same space for less than 1 hour they should be considered to be **casual contacts**. If eating and drinking indoors for longer than 1 hour, workers will likely to be treated as **close contacts**.

### Guidance for Vineyards

If your business follows the below guidance, we understand your workers will likely be **casual contacts** if a positive case arose at your business, unless otherwise specified.

Outdoor working environments generally pose a lower risk than indoor environments. This is helpful for a vineyard setting as most work is undertaken outdoors. However, you will still need to consider controls for activities that do/may occur indoors (e.g., breaks, toilets, transport to work etc).

#### **Outdoor activities (e.g. picking, pruning etc)**

**Physical distancing:** 1.5m is required, but 2m should be maintained if possible – this is the gold standard and also allows for some wiggle room (while still meeting the requirements) if distancing occasionally slips.

Physical distancing should be able to be maintained easily for most vineyard activities (e.g., those operating machinery). For activities such as hand-picking, you should think about your row spacing and consider having workers in every second row if necessary.

**Masks:** must be worn if physical distancing cannot be maintained. You may wish to require masks are worn at all times.

***Indoor activities (e.g., breaks, bathrooms, storage sheds)***

**Physical distancing:** 1.5 metres is required, but 2 metres should be maintained if possible – this is the gold standard and also allows for some wiggle room (while still meeting the requirements) if distancing occasionally slips.

**Masks:** must be worn at all times (subject to the guidance on eating and drinking above).

If people share a small indoor space (less than 100m<sup>2</sup>) for longer than 1 hour, they will likely be treated as **close contacts** regardless of other measures (such as mask wearing).

**Guidance for wineries**

If your business follows the below guidance, we understand your workers will likely be **casual contacts** if a positive case arose at your business, unless otherwise specified.

***Small indoor spaces (less than 100m<sup>2</sup> e.g., offices, storage rooms, bathrooms)***

For up to 1 hour, people who share a small indoor space must maintain physical distancing of at least 1.5 metres and wear masks.

However, if people share a small indoor space for longer than 1 hour they will likely be treated as **close contacts**, regardless of other measures (such as mask wearing).

***Larger indoor spaces (100m<sup>2</sup> or bigger)***

People working in larger indoor spaces must maintain physical distancing of at least 1.5 metres and wear masks. Businesses must also ensure that these spaces are well ventilated.

However, *if the space is poorly ventilated*, people sharing that space for longer than 1 hour will likely be treated as **close contacts**, regardless of other measures (such as mask wearing).

***Outdoor activities***

**Physical distancing:** 1.5 metres is required, but 2 metres should be maintained if possible – this is the gold standard and also allows for some wiggle room (while still meeting the requirements) if distancing occasionally slips.

**Masks:** must be worn if physical distancing cannot be maintained. You may wish to require masks are worn at all times.

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## Ministry of Health guidance table for businesses with a positive case for the classification of contacts **(as at 25 February 2022)**

### How do I determine if someone is a close contact?

The below table outlines the considerations to make to determine if someone in the workplace is a close or casual contact of a case of COVID-19. You can use the *Contact Categorisation Spreadsheet* linked [here](#), which provides drop-down selections, which will use an algorithm to determine the nature of contact of a person. See Appendix 5 for scenarios of how to use this tool.

	Type of interaction	Examples	Mask worn by case <sup>2</sup>		
			Yes	No or unknown	
<b>Close range contact within 1.5m of case</b>	Direct contact with respiratory secretions or saliva (indoors or outdoors) <b>OR</b> Face to face contact with a case who is forcefully expelling air/secretions <b>FOR ANY DURATION OF TIME REGARDLESS OF FACE COVERING USE</b>	Kissing, spitting, hongis, sharing cigarettes or vapes Singing, shouting, coughing, sneezing Contact sports (heavy breathing related to exertion)	Close	Close	
	Indoor face to face contact for more than <b>15 minutes</b>	Having a conversation Sitting across a table from someone	Casual if < 2 hours Close if > 2 hours	Close	
	Non-face to face contact for more than <b>1 hour</b> in an indoor space	Sitting near someone in class or assembly but not having a conversation	Casual if < 2 hours Close if > 2 hours	Close	
	<b>Higher risk indoor contact more than 1.5m away from case and no close-range contact</b>	Indoor contact in a small space without good airflow/ventilation* for more than <b>15 minutes</b>	Class or tutorial room, staff rooms, office, sick bay, toilets, minivan or bus (provided by the provider)	Casual if < 2 hours Close if > 2 hours	Close
		Indoor contact in a moderate sized space without good airflow/ventilation for more than <b>1 hour</b>	Lecture theatre, research lab, gymnasium, hall, train	Casual if < 2 hours Close if > 2 hours	Close
<b>Low risk contact (no close-range contact or higher risk indoor contact)</b>	Large indoor settings (bigger than 300m <sup>2</sup> ) if none of the criteria above are present	Auditorium, study hubs or large libraries	Casual	Casual	
	Smaller indoor venues (less than 300m <sup>2</sup> ) with good air flow-ventilation for up to 2 hours	Well ventilated classrooms/offices (e.g., windows open)			
	Brief indoor contact regardless of distance from case	Passing each other in the corridor, sharing an elevator	Casual	Casual	
	Contact in outdoor spaces <b>FOR ANY DURATION OF TIME</b>	Walking outside with friends Non-contact sports			

<sup>2</sup> It is unclear how long a face covering provides protection from infection when a contact is in close-range contact with a case or is present in the same indoor spaces. Therefore, face covering use should only be used to down-categorise contacts when the close-range contact is for less than 2 hours. This advice may change as more evidence becomes available.