

Workforce Capability Scheduled Training Covid-19 Protection Framework (CPF)

Introduction

Purpose

This document applies from Friday 8th July 2022 when COVID-19 is in the community.

These protocols outline a range of measures to be adopted to minimise the impact of Covid-19 on people engaging in scheduled training, either as a trainer or course attendee. It also applies to people based at or visiting our training centres.

The purpose of this protection framework is to reduce risk of exposure and transmissibility of COVID-19 while providing opportunities for our people to train safely and in accordance with the COVID-19 Protection Framework and associated legislative measures.

How to use

When entering a Training Centre or other training location, all personnel shall make themselves aware of the requirements identified in this document and will be committed to following the protocols. This document has been formatted based on the government declared COVID-19 Protection Framework.

At training centres and other training locations

Topic	Green	Orange	Red	Local Lockdown
Protect yourself and others	<ul style="list-style-type: none"> • Stay home if you are unwell <ul style="list-style-type: none"> ○ Personnel feeling unwell when at work should advise their manager and/or trainer and go home, assistance should be provided if necessary. ○ Personnel feeling unwell at home should stay home and contact Healthline (0800 611 116) or their GP to determine if a COVID-19 test is needed, then advise manager and/or trainer. ○ RATs will be provided under the Governments Close Contact Advisory Scheme (CCES) to allow our critical workforce to continue to attend training. ○ When Workforce Capability personnel or our course attendees test positive for COVID-19 they must email courses@fireandemergency.nz and advise accordingly. • Always wear a mask when on the move at our training centres and locations, there are three exceptions: <ul style="list-style-type: none"> ○ When seated and able to maintain physical distancing of one meter you do not have to wear a mask ○ When participating in a training activity and the trainer advises you can remove your mask ○ When outdoors you do not need to wear a face mask 			<ul style="list-style-type: none"> • Scheduled training cancelled • Training centres closed

Topic	Green	Orange	Red	Local Lockdown
	<ul style="list-style-type: none"> ○ <i>Surgical masks offer a higher level of protection than face coverings, and should be worn when on the move indoors</i> ● Wash your hands or use hand sanitiser regularly, cough or sneeze into your elbow ● Clean and disinfect shared and high use surfaces regularly ● Maximise ventilation ● Keep your distance - maintain physical distancing of one meter as per government guidelines 			
Signage and sign-in	<ul style="list-style-type: none"> ● COVID-19 caution signage on our building entry points. ● Enquiries can be dealt with at entrance areas ensuring safety measures are maintained ● All visitors must be advised to follow the guidelines in the Protect yourself and others section of this document. ● COVID questioning must be asked when entering a site and adhere to normal sign in procedures. 			<ul style="list-style-type: none"> ● Scheduled training cancelled ● Training centres closed
Rapid Antigen Testing (RAT)	<ul style="list-style-type: none"> ● Record keeping is essential. 	<ul style="list-style-type: none"> ● RATs will be provided under the Governments Close Contact Advisory Scheme (CCES) to allow our critical workforce to continue to attend training. ● RATs can only be used for the CCES and not for surveillance testing, with one exception: When a staff member/course attendee becomes symptomatic on shift/on a course, they will be offered a RAT kit to surveillance test/monitor health for the next 5 days. Other course attendees will also be offered a RAT. There is no obligation to carry out daily RAT's but health must be monitored and those that are symptomatic must stay home or at their accommodation. This protocol has proven valuable in reducing on-going risk and giving course attendees confidence to continue on with training in these uncertain times. 		<ul style="list-style-type: none"> ● Schedule training cancelled ● Training centres closed
Meetings	<ul style="list-style-type: none"> ● Face-to-face meeting participants ensure one-meter physical distancing is maintained 	<ul style="list-style-type: none"> ● Wherever possible, conduct virtual meetings to limit exposure ● Face-to-face meeting participants ensure one-meter physical distancing is maintained 	<ul style="list-style-type: none"> ● Training centres closed ● No face-to-face contact ● Conduct internal forums and virtual meetings 	

Topic	Green	Orange	Red	Local Lockdown
Cleaning on site	<ul style="list-style-type: none"> • Clean high contact areas regularly during the day, using disinfecting wipes or disinfecting spray and paper towels • Individuals to clean common areas, including kitchenettes and lecture rooms, after use so that they are clear for the next person, use disinfecting wipes or disinfecting spray and paper towels • Ventilate rooms though out the day by opening windows. • Individuals to clean your workstation daily with disinfecting wipes or disinfecting spray and paper towels • Extra cleaning rounds will be carried out by our cleaners 			<ul style="list-style-type: none"> • Training centres closed
Capacity to work from home	<ul style="list-style-type: none"> • Take your laptop home every night as part of our business continuity. It allows you to work from home when needed. 			<ul style="list-style-type: none"> • Training centres closed
Staff working remotely	<ul style="list-style-type: none"> • Workplaces – open • There is no requirement to work from home. 	<ul style="list-style-type: none"> • Workplaces – open • Alternative working arrangements may be reached with line manager in consultation with WCLT management. 	<ul style="list-style-type: none"> • Workplaces – open • Working from home may be appropriate for some staff • Alternative working arrangements may be reached with line manager 	<ul style="list-style-type: none"> • Staff must work from home.

Training

Topic	Green	Orange	Red	Local Lockdown
Scheduled Training courses	<ul style="list-style-type: none"> Scheduled training courses can continue based on a local risk assessment which will be carried out between Workforce Capability training leaders and local management Safety is paramount and General Public Health settings are to be followed Be aware of the risk of short notice course cancellations due to Trainer shortages. 			No scheduled training courses within lockdown areas.
Training at other locations	<ul style="list-style-type: none"> Follow this document in conjunction with the Training Risk Assessment, SDCPF, and any local site requirements Trainers must ensure they are aware of all requirements and include them in the induction of course attendees Trainers can visit stations to deliver training and support Brigade Capability Training 			<ul style="list-style-type: none"> Scheduled training cancelled Training centres closed
Traveling to training	<ul style="list-style-type: none"> Travel for training has been approved as it is essential to the maintenance of the organisations operational response capability. Be aware that if you are identified as a household contact or test positive while away from home there are additional risks, particularly for those traveling between islands. Please consider these risks before traveling and have a personal plan should you get stuck. Fire and Emergency will cover travel costs if you are unable to return home from your scheduled training course, for volunteers this includes Loss of Income and the Whanau payment. When traveling to training we require you to bring your 'My Vaccine Pass', or emerging equivalent, as it may be required while traveling and where you are staying. Locations that may request proof of vaccination include accommodation providers, restaurants, and bars. 			<ul style="list-style-type: none"> Scheduled training cancelled Training centres closed
Career OSM skills	Career crews complete OSM skills with safety measures.			Critical or essential skills maintenance only that is conducted in ways that maintain crew safety.
Volunteer currency / OSM	<ul style="list-style-type: none"> Volunteers complete currency/OSM skills with safety measures. Training on composite stations can occur. District Management are to work with local leaders and stakeholders to develop guidelines for training on composite and yellow watch stations where required. 			Local skills maintenance for critical or core OSM will be placed on hold for volunteer crews.

Topic	Green	Orange	Red	Local Lockdown
Provider/ Partner Vaccination Requirements	<ul style="list-style-type: none"> In the past some of our providers, like Red Cross and Aspeq Assessment Specialists, required attendees to be vaccinated and to show proof. Mostly this is no longer the case, but this is moving situation, and as such we encourage you to be prepared and bring your 'My Vaccine Pass', or emerging equivalent in case our providers or partner agencies, like Defence, require it. We recommend that people traveling to attend scheduled training bring their 'My Vaccine Pass,' or emerging equivalent, as some of our accommodation provides and other services still require it. 			
Interstation training	Conduct interstation or multi-station training as normal, with safety measures in place.			No inter-station or multi-station training.
PCA	Physical Competency Assessments (PCAs) and Pack tests can take place following public health advice			No Physical Competency Assessments (PCAs) and Pack tests

Welfare

Self-isolation protocols will be implemented as directed, according to government recommendations. Where personnel are advised to self-isolate, they will be placed on special leave or can liaise with their manager regarding working from home

Topic	Green	Orange	Red	Local Lockdown
Welfare of all personnel	<ul style="list-style-type: none"> Psychological Wellbeing is everyone’s concern – take care to ensure the ongoing wellbeing of personnel around you Be kind, model and promote a culture of looking out for yourself and those around you Ensure all personnel know how to access wellbeing support, see the Welfare and wellbeing page on the portal Managers are to check in with staff regularly and carry out wellbeing checks, particularly when in isolation 			
Higher risk personnel	<ul style="list-style-type: none"> Ensure higher risk personnel are identified and supported to continue to work where it is safe to do so. All personnel who consider themselves at higher risk may wish to have a medical verification regarding their operational status for peace of mind. They can choose to use the medical assessment process, or consult their GP to do this. Any requests for special leave following a medical assessment process should be discussed with your Manager. Further guidance on how families and households can safeguard themselves can be found on Portal> COVID-19> Keeping yourself and those around you safe. If further consideration might be needed, discuss with your manager. 			
Self-isolation protocols	Self-isolation protocols from Ministry of Health can be found on the Government COVID-19 page			
COVID-19 Exposure	Follow the G2 SOP-D Exposure to COVID-19 at incidents procedure			

Document information

Owner	DCE People Branch
Steward	National Manager Workforce Capability
Last reviewed	8 July 2022
Review period	Six-monthly

Record of amendments

Date	Brief description of amendment
23 December 2021	Initial version
28 February 2022	Updated for CPF Red Phase 3 - Omicron
8 July 2022	Government changes to the Health Order

