

COVID-19 POLICY FOR VISITORS

INTRODUCTION

F T Dooley Limited is committed to ensuring a safe and healthy work environment for its employees, members, and visitors.

The emphasis of this policy is on the management of health and safety in relation to potential exposure to the COVID-19 virus. F T Dooley Limited recognises that successful health and safety management is best achieved through transparent information sharing and good faith co-operation between all workplace participants.

CHANGES TO THIS POLICY

We may change this policy by uploading a revised policy onto the website. The change will apply from the date that we upload the revised policy.

This policy was last updated on 2 December 2021.

VISITORS TO OUR PREMISES

The risk assessment undertaken by F T Dooley Limited has determined the nature of the services that F T Dooley Limited provides and the environment that F T Dooley Limited operates within (i.e., a small team who engage with a number of individuals across our business community daily) inherently presents a high risk of exposure and transmission of COVID19.

F T Dooley Limited has concluded that the application of controls, such as requiring the use of face coverings, hand washing and personal hygiene regimes, and social distancing will not be sufficiently effective to reduce this risk to tolerable levels. Therefore, the only reasonably practicable way to reduce the risk to tolerable levels for all employees and visitors, is to require all employees and visitors (including but not limited to clients, contractors, and service providers) to be fully vaccinated when accessing our premises.

On arrival visitors will be required to:

- ▲ Sign/Scan in
- ▲ Present proof of vaccination via a COVID-19 Vaccine Pass
- ▲ Follow all applicable COVID-19 protocols and restrictions based on the highest COVID-19 Protection Framework level that applies to where you are from and the West Coast region.

Visitors who are experiencing cold or flu-like symptoms (irrespective of them being related to or associated with COVID-19) must not enter our premises. If such symptoms develop while on our premises, you are required to advise us and may be required to leave our premises. Symptomatic visitors must not attend our premises until such time that they are deemed safe to return in accordance with the relevant Ministry of Health New Zealand guidelines.

Under the Government's New Zealand COVID-19 Protection Framework, if West Coast is given 'red light' status, client meetings will be, moved online, or postponed and all attendees will be notified as soon as possible of any changes.

MY VACCINE PASS

F T Dooley Limited will follow all Government requirements and guidance in respect to vaccine passes. This will include requiring anyone entering our premises, to produce their vaccine pass.

VISITING CLIENT SITES

As F T Dooley Limited has determined that all positions are subject to mandatory vaccination, we confirm that any F T Dooley Limited team members visiting your premises are fully vaccinated and will follow all external business' COVID-19 protocols including any requirement to present proof of vaccination on arrival. If any of your team members are not fully vaccinated, we ask that they support our approach by not requesting a face-to-face meeting with our team member. All F T Dooley Limited team members remain available to meet with any members or clients virtually.

CONTACTING US

If you have any questions about this COVID-19 policy for visitors, we can be contacted at:

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WESTPORT**

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