

Health and Safety during COVID-19

Keeping our people and participants safe under Alert Level 1

The emphasis for the Ministry of Justice is for courts to operate as efficiently as possible, with the overriding principle that everyone who works in or comes to courts and tribunals must be kept safe.

The Ministry's approach will enable participants and staff to take personal responsibility for keeping themselves and others safe.

This is a national approach with the ability to adapt at a local level, as each court building has its own unique physical layout, caseload, community, and staffing situation.

Security

In line with the Ministry of Health guidelines, there are no physical distancing requirements or limits on access to courts due to COVID-19.

Thermal scanners will not be operating.

Quick Reference or "QR" code signage at our entrances, and within public spaces (e.g. at counters), will support everyone who wishes to keep a personal record of their movements to enable **contact tracing** (this is completely voluntary as a precautionary measure recommended by the Ministry of Health).

For Ministry staff; wearing and using ID access cards at all times on site, will continue to support contact tracing. These systems can provide a record of movements within our buildings where and when a COVID response is required.

Hygiene

Each Ministry and court site has a **designated site manager** who, amongst other things, is responsible for overseeing health and safety and hygiene at that site.

The best form of defence against contracting the virus is good hygiene. **Hand sanitiser** is available in all buildings. This includes at main entrance points. Toilets contain **antibacterial soap**, which are regularly refilled by the cleaners onsite.

Cleaning products are provided at entrance points for everyone to wipe down items placed in screening trays. Staff regularly wipe trays with antibacterial wipes or antibacterial spray and disposable towels.

We have a detailed process for **managing the movement** of persons who are being held in custody to reduce the risk of transmission of COVID-19.

The Ministry has developed a **protocol to deal with suspected or confirmed cases of COVID-19** in any of the buildings for which it is responsible.

Physical distancing

There are no physical distancing requirements under Alert Level 1.

Personal Protective Equipment (PPE)

It is not a Ministry of Health requirement to wear PPE at Alert Level 1. However it can be provided if requested, subject to stock availability.

Facemasks, gloves and protective eyewear will continue to be made available to staff to wear if they so choose.

PPE for persons in the custody of Police, Corrections or Oranga Tamariki will be managed by those respective agencies.

Cleaning

The Ministry's cleaning protocols are based on Ministry of Health guidelines. There is **cleaning every night** with an increased focus on **high touch points** throughout public spaces, horizontal surfaces in court and hearing rooms, public counters (including bail counters), and all publicly accessible interview rooms. **A midday cleaning regime** occurs at larger sites specifically focused on high touch points.

Meeting and interview rooms will have cleaning products available for use before and after meetings.

Bio-cleans are conducted in response to suspected cases of COVID-19 at relevant sites.

The Ministry is following **Ministry of Health guidelines** to ensure the health and safety of all court users and participants in a secure and controlled environment.

If you have any questions about health and safety at this court, please direct them to the court manager.