

PPTA pandemic preparedness planning part 2:

Maintaining operations

Current situation: “keep out” phase

During this phase we will need to practise social distancing, and maintain extra care with personal hygiene and office cleanliness.

Events

Whether and when to cancel or postpone individual events will be determined on the basis of MoE/MoH and Government guidance, and taking into account:

- The timing of the meeting.
- Numbers attending.
- Location and venue.
- Whether attendees are from the same region or widespread.
- Whether the meeting or event is critical, can be conducted by ZOOM, or can be postponed.
- Function of meeting and consequences.
- Whether travel is required for participants.

All events which do go ahead in person (see attached) should include COVID-19 safety advice email, backed up where appropriate with a leaflet or slide, with seating modified to accommodate social distancing. Members should be advised to stay away if they are unwell.

Travel

Air travel potentially exposes staff and members to additional risk of exposure to the virus. Staff who are scheduled to travel on Association business will not be required to do so and should make known their preferences in this regard.

Emergency preparedness

Staff with laptops should take these home each night.

Stop Transmission Phase

In the event of community transmission:

- it is likely that schools may close;
- it is unlikely that any face to face events will go ahead, and
- we will be looking at closing our own offices and/or asking staff to work at home.

Office closures

If we do see community transmission we can expect to see offices close at either a local level or nationally. In this event we will put remote working arrangements into place as appropriate. Staff should as much as possible be prepared to work from home at short notice (see below).

Remote working

- Arranging VPN is a priority for the Association at this time, to enable remote work should this be necessary.
- Critical material (e.g. registrations for upcoming mahi tika) should be placed on shared drives now so that colleagues can access it if they need to.
- Also consider putting critical files on your own device.
- During a close down we will run a member service hotline, similar to the duty field officer system but including advisory officers on the roster, with the comms team available to update member advice on the website. Members will be advised that core services only will be available at this time.
- Staff should advise now if there are circumstances (eg childcare or connectivity issues) which would limit their availability to work remotely so that we can plan accordingly.
- Core administration work (payroll and accounts payable) will be conducted in a similar way.
- The management team will also run a duty manager system for back up.