

## **IOCA COVID-19 Policy**

### **IOCA business resilience and continuity**

We will continually monitor, review and manage our response to the evolving situation.

### **IOCA operations**

We have no planned shutdown periods or office closures at this stage.

Creating a safe environment within IOCA office is a top priority, and we have upgraded our cleaning process, using hospital-grade products and increasing frequency and touch points.

### **Working remotely**

We have a robust IT remote access infrastructure in place, enabling team members to work remotely at a moment's notice, should that be required.

### **Visitors**

We are asking that external guests refrain from visiting our office or attending IOCA-hosted events if they have recently travelled through any high-risk locations or are showing any respiratory/flu like symptoms.

Clients and visitors who are showing any respiratory/flu like symptoms are being asked to conduct meetings by phone or video conference, rather than face-to-face.

Some larger IOCA-hosted events are being postponed or cancelled as a precaution. Attendees are being notified of any changes.

If visitors do come to our office there will be no hugs, hongis or handshakes, and seating within meetings will be guided by social distancing, that is, having 2 metres between people.

### **Travel**

We have imposed travel restrictions on staff travel internationally, and air travel domestically.

Any business-critical travel is required to meet strict guidelines.

Any such business-critical travel is completely voluntarily for each individual.

### **Self-isolating**

Any IOCA staff who are feeling unwell, or are at high risk of exposure, will self-isolate for 14 days, and contacting Healthline if necessary. Our staff are also aware of the standard hygiene practices that are recommended to minimise the spread of any germs.

IOCA staff returning to New Zealand from overseas will self-quarantine for 14 days as per Government regulations.

### **Contact us**

If you have any questions or need further information about IOCA's response to COVID-19, please contact us.