

COVID-19 Policy for Visitors to the ENC Business Centre and Kaiapoi i-SITE Visitor Information Centre



Purpose and Application

Enterprise North Canterbury (ENC) 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. ENC recognises that successful health and safety management is best achieved through transparent information sharing and good faith co-operation between all workplace participants.

Visitors to Our Premises and Offsite Events

The risk assessment undertaken by ENC has determined the nature of the services that ENC provides and the environment that ENC operates within (i.e., a small team who engage with a large number of individuals across our business community daily) inherently presents a high-to-extreme risk of exposure and transmission of COVID-19.

ENC 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 of and visitors to ENC is to require all employees (including those under Visit Waimakariri, MADE NORTH CANTERBURY and the Kaiapoi i-SITE Visitor Information Centre) and visitors (including but not limited to members, Board members, clients, contractors, and service providers) to be fully vaccinated when accessing our premises or attending our events and courses held either onsite at The ENC Business Centre and Kaiapoi i-SITE, 143 Williams Street Kaiapoi; or offsite at other venues.

On arrival visitors must:

- Sign/Scan in using the COVID Tracer App or our register
- Present/scan 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 Canterbury region.
- Not have cold or flu-like symptoms.

Attending Onsite Training, Events or Meetings with the Team

By attending training, events or meetings at the ENC Business Centre, you acknowledge that you do not have any cold or flu like symptoms at the time of attending and will follow all instructions of ENC employees and trainers in relation to COVID-19 regulations, which may include but is not limited to appropriate social distancing, mask wearing, and signing/scanning in.

Visitors who experience 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.

All presenters and contractors working on ENC premises will be fully vaccinated and this will be verified by ENC before they enter the building.

Under the Government's New Zealand COVID-19 Protection Framework, if North Canterbury or a location that we deliver training and events from is given 'red light' status, training and events will be either moved to an alternative 'orange' or 'green' location, moved online, or postponed and all attendees will be notified as soon as possible of any changes.

My Vaccine Pass

ENC will follow all Government requirements and guidance in respect to vaccine passes. This will include requiring anyone entering our premises or our events and training held offsite, to produce their vaccine passes.

Visiting Client Sites

As ENC has determined that all positions are subject to mandatory vaccination, we confirm that ENC 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 ENC team members remain available to meet with any members or clients virtually.

Policy Amendments

ENC is entitled to amend this policy at its sole discretion and in accordance with regulatory and/or other developments from time to time