

24<sup>th</sup> August 2020

To whom it may concern,

**Re: COVID-19 Level 2**

Alert Level 2 allows us to provide training under the New Zealand tertiary sector, however for us to move forward safely there are a number of additional measures put in place to safeguard the health and wellness of all staff, contractors and clients. A summary of key measures as they pertain to our training services are as follows:

**1. Contact tracing records and identification**

The NZ COVID Tracer QR Code is displayed at our site, and we also require all attendees to complete manual registration at reception. This will enable DGM to keep contact tracing records.

**2. Physical distancing**

Course attendance has been restricted to comply with Level 2 group limitations (groups of 10 or less, including the trainer) and classrooms have been prepared to maintain a minimum of one metre distance between attendees whilst stationed at their training tables. DGM employees have also been advised to maintain at least a one metre distance between staff, contractors and clients. Training may include catering and in these instances meals will be individually contained for each attendee. All attendees will be required to consume meals at their training table, unless leaving the premises.

**3. Hygiene and surface cleaning**

Cleaning patterns have been increased, however we require all staff, contractors and clients to utilise the cleaning products/stations. Hand sanitiser is available in training rooms, boardrooms, reception, and stations at various other locations around the building.

**4. All staff, contractors and/or clients with cold or flu-like symptoms are required to stay off premise**

Those who have any indication at being a higher risk for having/contracting COVID-19 should not attend training. Similarly, in the lead up to training any individual who is feeling any of the [symptoms](#) associated with COVID-19 (cold or flu symptoms) are also advised not to attend training.

Free-of-charge transfers are offered for any individual under the above circumstances - please request transfers via phone or [email](#). Transfers will be offered to the next available training that is at least 14 days post the original course date. DGM and its representatives will retain the right to direct any attendee to leave the premise immediately if they show any [symptoms](#).

**Measures being taken at off-site training facilities**

As you may be aware we have partnerships with other training providers and venues. These organisations are also taking the same and/or similar measures to ensure the health and wellness of course attendees, visitors to site, and employees. If you wish to be advised of the measures a specific DGM training partner or venue has undertaken please [email](#) and we will advise further details specific to the course training.

If you wish to speak to us about a specific training booking please contact the DGM training team:

**Phone: 09 275 5559**

**Email: [training@dgm.co.nz](mailto:training@dgm.co.nz)**

**Further information**

We ask you to consider the importance of protecting those around you and for employers to ensure employees attending courses are aware of the [symptoms](#) of COVID-19 (which may be similar to other illnesses in the early stages). If there is any doubt as to the health of a course attendee or visitor then DGM and its representatives will follow precautions to ensure the health and wellness of other course attendees and individuals on site.

We will continue to monitor the situation and ensure we act accordingly for the safety of all staff and visitors on site. We hope that this information helps you trust in DGM's commitment to placing our course attendees' health and wellbeing at the forefront of our list. We welcome any further queries you may have and are ready to assist where possible.

Yours sincerely,



Paislee Adams.  
Administration Manager  
Dangerous Goods Management Ltd

Measures contained within this document are based on recommendations from the following authorities:

- New Zealand's COVID-19 website: <https://covid19.govt.nz/>
- Ministry of Education Guidelines: <https://www.education.govt.nz/novel-coronavirus-2019-ncov-3/#infopages>
- World Health Organisation (WHO) Guidelines: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
- Ministry of Health NZ Guidelines: <https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus>
- [International Air Transport Association](#): (internal recommendations for IATA Training Partners).