



COVID 19 – Vehicle Stop Procedures during COVID-19 Outbreak at Alert Level 2 and Alert Level 3

The health and safety of both our staff and the public is paramount. Following these instructions when stopping vehicles will reduce the potential transmission of Covid-19.

This document contains guidance on;

- Alcohol checkpoints in Alert Level 3 & 2;
- Breath Testing Drivers during COVID-19 outbreak - Level 3 & Level 2;
- Sanitising Breath Testing Equipment during COVID-19 outbreak.

Breath Testing Drivers during COVID-19 Outbreak

The breath alcohol screening and testing procedures have been identified as an area where staff may be at increased risk of infection due to the close interaction with drivers, handling of breath screening tubes and equipment. These guidelines are useful to help prevent the spread of infectious diseases, including COVID-19, during roadside breath testing and evidential breath testing.

Compulsory Breath Testing – Alert Level 3

Areas that have been placed into **Alert level 3** **will not undertake alcohol checkpoints** (impairment prevention operations) as part of reducing the potential spread of Covid-19 to Police and the community.

Breath screening requires a degree of proximity to another person that we need to actively limit as part of physical distancing.

Passive breath tests may be conducted, but are not necessary if you suspect the person has been drinking alcohol prior to driving. In those circumstances you may immediately require a breath screening test.

Note: Breath testing equipment must be cleaned with an OXIVIR wipe between each driver tested, in accordance with device sanitising instructions. There must be a duration of at least one minute between the device being cleaned and the next test being conducted.

Compulsory Breath Testing – Alert Level 2

At alert level 2 Police may undertake alcohol checkpoints.

Passive breath tests may be conducted, but are not necessary if you suspect the person has been drinking alcohol prior to driving. In those circumstances you may immediately require a breath screening test.

Note: Breath testing equipment must be cleaned with an OXIVIR wipe between each driver tested, in accordance with device sanitising instructions. There must be a duration of at least one minute between the device being cleaned and the next test being conducted.

TENR Threat Assessment

As part of the TENR threat assessment, staff should consider the risks associated with engaging with drivers and different types of checks during vehicle stops and how to mitigate these risks. Example follows;

- Driver licence checks with licence inspected through window,
- Vehicle TWIRL inspections while driver keeps window up,
- Issuing an ION or pink/green sticker,
- Carrying out a roadside evidential test where possible instead of requiring a driver to accompany to a station in your patrol vehicle, and
- Using a 7510NZ or 6510NZ where only the officer holds the devices versus a driver holding a 9510NZ tube.

Roadside Process

Staff should apply TENR to all interactions. Maintain a distance of at least 1 metre from the other person if possible. Take additional precautions if someone presents as unwell.

As part of their TENR threat assessment staff **must** consider all PPE options for vehicle stops/breath testing, i.e. gloves, mask and eye protection, in accordance with existing directives on use, to mitigate the threat to staff and community of transmission of the virus.

Ask the following preliminary questions prior to conducting any check or tests:

- are they feeling well/unwell;
- have they been tested for COVID-19 and received a positive result;
- have they been exposed to a person with COVID-19; and
- have they returned from overseas in the past 14 days?

For example if a driver indicates they are sick (with coronavirus symptoms¹), you can advise them to keep their window up while checks are being completed.

Apply TENR when deciding whether to use gloves. Particular consideration should be given when handling property from or to a driver. Gloves can transfer contagions, so avoid touching your face or getting back into your vehicle while still wearing the gloves.



Wash your hands with soap and water or use hand sanitiser following each vehicle stop completed without wearing gloves, or otherwise after removing and disposing of gloves. Avoid touching your face until after washing or sanitising your hands.

¹ Symptoms include: a cough, a high temperature of at least 38°C, shortness of breath, sore throat, sneezing and runny nose, temporary loss of smell.

If undertaking a task requiring the wearing of gloves across different contacts, the gloves should be sanitised between each contact. In the case of drink driving checkpoints, the gloves can be sanitised with an OXIVIR wipe between each person tested, at the same time as the breath testing device is sanitised.

All PPE is to be disposed of as a [biohazardous substance](#).

PPE requirements - what you need in your vehicle

- Hand sanitiser with an alcohol content between 60-95% is recommended. Do not use prior to breath testing a driver
- Disposable gloves and a rubbish bag
- OXIVIR ready-to-use wipe stored in an airtight bag for cleaning your car and Dräger breath testing device
- Sanitised Dräger breath testing device.

Caring for breath testing devices

Breath testing devices are sensitive to alcohol. Alcohol based products **must not** be used on or stored near these devices.

Refer to *Sanitising Breath Testing Equipment during COVID-19 Outbreak* for sanitising procedures post driver processing.

Breath testing

NOTE: Always carry out a clean air screening test before asking the driver to complete a passive breath test or otherwise provide a breath specimen with a Dräger 7510NZ or 6510NZ. This ensures that the previous device sanitising procedure has been carried out correctly and that the air intake is not blocked with the cleaning solution.

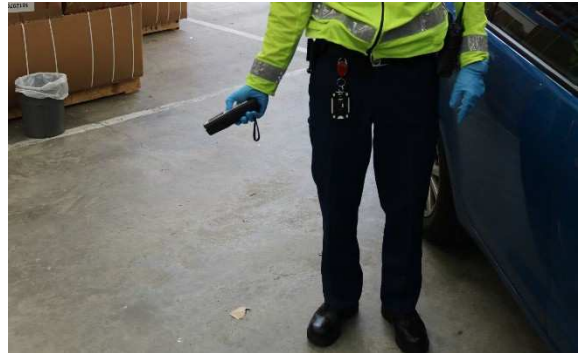
Ensure you have followed [PPE](#) guidelines before conducting breath testing procedures with as much of your body as reasonably possible away from the driver's line of breath, and avoiding contact with the vehicle.

Note: due to the risks associated with breath testing always wear gloves as a minimum.



Upon obtaining a result, always point the device away from you/your vehicle and equipment while it automatically purges. Always consider the wind direction.

Note: The 9510NZ will purge from the rear of the device after a test – consider your position and surrounding equipment prior to initiating a breath test.



Passive Breath Test

Advise the driver to maintain the same body position, stay in the vehicle, and talk straight ahead towards the device, i.e. not out the window towards you.

Breath Screening or Evidential test

Advise the driver to maintain the same body position for a screening or evidential test, stay in the vehicle, and blow straight ahead, i.e. not out the window towards you.



Upon completion of the test the officer should, with a gloved hand, use the removal slider on the side of the 7510NZ to remove the mouthpiece, or simply lift off the mouthpiece by hand for a 6510NZ.

NOTE: [Safe disposal](#) of the mouthpiece can be achieved by removing the tube with a gloved hand and then immediately pulling the glove off over the tube whilst ensuring the tube remains inside the glove. The glove and tube should be disposed of as a [biohazardous substance](#).



Note: The 9510NZ mouthpiece can be removed by the officer and disposed of as a [biohazardous substance](#).

Upon conducting any test, always point the device away from you (and the 9510NZ outlet) from you/your vehicle & equipment while it automatically purges. Always consider the wind direction.

Sanitising Breath Testing Equipment during COVID-19 Outbreak

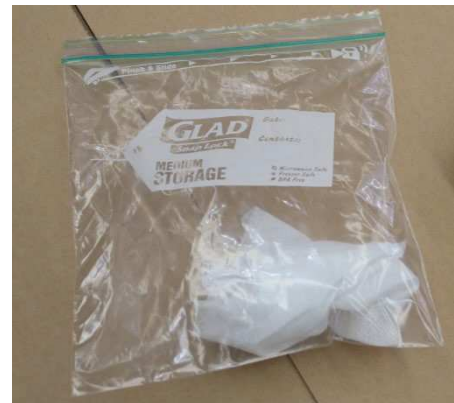
Ensure you have the following to complete sanitising of a breath testing device; [Oxivir](#) wipe in airtight bag that is still 'wet' – THIS IS

A REUSEABLE PRODUCT.

Oxivir [spray](#) surface cleaner for EBA rooms or mobile road safety bus surfaces, and

[PPE gear](#) including disposal equipment.

OXIVIR ready-to-use wipe stored in airtight bag.



Cleaning Dräger 7510NZ and 6510NZ Breath Testing devices

Wipe your PPE gloves with the OXIVIR ready-to-use wipe so the entire surface is wet before picking up the Dräger device.

Wipe the entire exterior of the 7510NZ or 6510NZ with an OXIVIR ready-to-use wipe so it appears wet.



Place or hold the 7510NZ or 6510NZ upside down for a minimum of 1 minute for sanitising to occur, and to ensure any sanitiser in the 'air intake nipple' has cleared.

If not immediately using the device after the cleaning procedure has been completed, place it in an airtight bag marked 'CLEAN - ready for use'. This bag can be reused if the device is sanitised each time.

- Place the OXIVIR ready-to-use wipe back in an air-tight bag for re-use.
- Dispose of your PPE equipment as per existing procedures.



Cleaning Dräger 9510NZ Breath Testing devices

Wipe the entire exterior of the 9510NZ so it appears wet ensuring the hose is loose to one side.

Note some devices are permanently screwed to desks so you will not be able to sanitise the underside.



Wipe around/under the edge of the 9510NZ purge port at the rear [pointed to in picture].

NOTE: Be aware of the purge outlet and your location during driver breath testing.



Next wipe the entire hose starting at the machine and working towards the mouthpiece section.

NOTE: do pull or stretch the hose as it contains a heating element.



Wipe the down the mouthpiece attachment.



Last place the hose back in the holder vertically to allow any sanitiser to clear.



Sanitise any surrounding walls, tables etc., with OXIVIR Spray cleaning product.

Allow the 9510NZ a minimum of 1 minute of air-drying for sanitising to occur before reuse.

- Place the OXIVIR back in an air-tight bag for re-use.
- Dispose of your PPE and cleaning products as per existing procedures.

NOTE: CREW sanitiser CANNOT be used on the Dräger breath testing devices.

Further Information

Staff who have health concerns in relation to COVID-19 are encouraged to seek medical advice from their GP or 0800 POL INFO.

People & Capability offer a helpline for staff and whanau - call 0800 POL-INFO (0800 765 4636) if you need urgent advice.

This remains a fluid situation. For the latest information and advice please check the Coronavirus [Ten One intranet page](#).

Attending a known COVID-19 address

This remains a fluid situation, for the latest information and advice please check our [Ten One intranet page](#).

A process is in place for the Ministry of Health to notify Police of confirmed COVID-19 cases. Police may also become aware of an address where people are suspected of having COVID-19 but have not yet been formally diagnosed.

If Police need to attend an address where COVID-19 is either confirmed or reasonably likely, follow the guidance below.

Notification process

- Confirmed COVID-19 cases will have a Comms Centre special alert attached to the address.
- The Comms dispatcher will advise the local District Command Centre and also advise the deployed unit to contact their District Command Centre prior to deploying to the address.
- The Comms shift commander and District Command Centre will discuss whether attendance is necessary, or an alternative means of Police contact would be more appropriate in the circumstances of the request for service such as phone, Facetime or WEBEX.
- The deployed unit will then contact (via mobility device – **DO NOT USE RADIO**) their local District Command Centre where they will receive any additional information required and directions on the appropriate Health and Safety protocols.
- **Police staff should not deploy to any call for service to a COVID-19 special alert address without contact being made with the District Command Centre first.**

Attending the address

- Staff should check their vehicles are stocked with the appropriate PPE prior to starting their shifts and prior going to the address. [Refer to the PPE Guidelines for guidance on putting on and taking off masks.](#)
- Prior to attending the address, staff should assess what activity they will likely be carrying out. Police staff will continue to utilise TENR as their primary risk management tool to determine their appropriate actions at the address upon arrival.
- Avoid entering the address and maintain your distance from the occupants if possible. If this is not possible, apply the correct level of PPE.
- The attending officers are to ensure they are following the recommended procedures for the use of Personal Protective Equipment (PPE) as per the [PPE Guidelines](#).
- If you have to be in close contact with someone who is actively unwell, ask them to put on a surgical mask to minimise the spread of droplets in the air from the person coughing or sneezing.
- If attending the address due to a notification of non-compliance with self-isolation, seek advice from Regional Public Health and the local Medical Officer of Health. Be aware – Police cannot detain a person for non-compliance unless directed to do so by a properly authorised Medical Officer of Health. More information is available on the Checkpoint mobility app in the Operational section.

Taking a suspected COVID-19 case into custody

- In the event a known or suspected COVID-19 patient has to be removed from the address and taken into custody, try and get the person to put on a surgical mask prior to getting into the car.
- If the person is taken into custody and it is believed they could be infected by COVID-19 a surgical mask should be applied. *(Reasonable force could be used with a non-compliant prisoner – this is similar to applying handcuffs – it is a protection measure for our staff)*
- Officers may have to continue to wear full PPE during the drive to the custody unit.
- Alert the custody unit of the situation prior to your arrival so they can prepare.
- Once the detainee has been handed over to custody, isolate the transporting vehicle and follow the [COVID-19 Cleaning Protocol available on Ten One](#).

Before leaving the address

- Unless transporting a COVID-19 patient, all PPE (such as masks and gloves) must be removed and placed into a rubbish bag prior to getting into the car. [See the PPE Guidelines for guidance on removing masks](#).
- After removing PPE, apply hand sanitiser. Avoid touching your face until after sanitising your hands. (Protective goggles can be sterilised/cleaned and reused)
- The rubbish bag should be sealed, and disposed of upon arriving back at the station. Stations should have a process in place for disposing of this waste appropriately.
- Once back at the station, or at your first opportunity, wash hands thoroughly with soap and warm water and dry thoroughly.

Police Building Procedures during L2 COVID-19

Under Level 2, most of our staff can return to work if they can do so safely. This document outlines the protocols to be followed at Police buildings to achieve that aim.

Entry Requirements

Before entering a Police building a person should not have:

- A high temperature (at least 38°C)
- A cough
- (Unexpected) breathlessness
- Sneezing and runny nose
- Temporary loss of smell
- Had close contact with a known or suspected COVID-19 case
- Returned from overseas travel in the last 14 days

If any of the above conditions apply a person should not enter the building unless they are being taken into custody, when the 'COVID-19 - Police Custody High Level Standard Operating Procedures' applies.

Workstations

Desks should be spaced to ensure at least 1m physical distancing if possible. Where 1m distancing is not possible physical barriers such as divider panels or Perspex screens should be considered. Where this is not possible then a face mask should be worn.

Reduce the clutter on personal desks as far as possible. Every object on your desk is capable of harbouring COVID-19; the fewer objects, the lower your risk.

All workstations (personal and hot desks) should be cleaned* before and after use. Once you have cleaned a workstation, ensure a **CLEAN** sign is visible. When you start using a workstation, change the sign to **DIRTY**.

Clean your hands before and after using a hot desk, after using common equipment such as copiers, and frequently during the shift.

At the end of your shift please ensure all personal items are removed from hot desks, ensuring only computers, phone, and peripherals remain.

Meetings and common areas

Online meetings should be the first choice.

Physical distancing, hand hygiene, and cough etiquette should be practiced.

Meeting rooms should be cleaned* before and after use. Once you have cleaned a meeting room, ensure a **CLEAN** sign is visible. When you start using a meeting room, change the sign to **DIRTY**. Restrict people in meeting rooms to maintain adequate physical distancing where possible.

Only take items required for the meeting into the meeting room. Once the meeting is over, remove any items you took in.

To reduce the risk of transmission, people should limit their travel between areas of buildings. Only use areas which are required for your role. Limit travel between floors and other locations/stations to necessary travel only; use the phone or Webex where possible.

District gyms in stations may be opened. Local procedures to keep gyms clean and limit numbers are required (stay 1m apart if possible) and contact tracing of those using the gym is also required.

Kitchen use

Clean your hands before and after using kitchen areas.

Common cutlery and crockery should be washed before and after use.

Cafes in Police premises can reopen but must comply with Government requirements for Level 2. Increased cleaning of hard surfaces should remain in place along with hand hygiene practices and physical distancing.

Contact Tracing

It is important to have a record of who each person had close contact with each day to allow tracking of possible contacts if COVID-19 cases are suspected or confirmed. A close contact is someone who has had face-to-face contact in a closed environment within 2 metres for 15 minutes or more.

Police locations have a Simple Trace QR code which is to be scanned by mobile phone camera to **Check-in** and **Check-out**. There may be more than one QR code per building or floor so multiple scans may be required. For staff without a mobile phone the QR code posters contain details of how you can Check-in and Check-out using a web browser.

Police phones also have the Ministry of Health (MoH) NZ COVID Tracer App. This App should be used when visiting locations outside of Police buildings that have the MoH QR code displayed. The NZ COVID Tracer App can also be downloaded on your personal phone from the App store.

Everyone is to record the details of people from whom they have been unable to maintain **2m** physical distancing. Where work teams share a common work space this may require recording work team members present each day and recording of meeting attendees. This record may be written notes, photos of who was at meetings, or similar as long as all close contacts can be traced if required.

Trial Fire Evacuations

Trial emergency evacuations can take place at Level 2. If you hear the fire alarm, follow normal emergency procedures.

***Cleaning**

Cleaning of rooms and workstations means using Oxivir and a disposable cloth to wipe down any hard surfaces. For workstations, don't forget phones and peripherals. For meeting rooms, don't forget whiteboard pens and dusters.

CLEAN

This desk or room is clean and ready for use

DIRTY

This desk or room is dirty and should be cleaned prior to use

Police Custody Operating Procedures for COVID-19 v1.7

Section 9(2)(a) Official Information Act 1982

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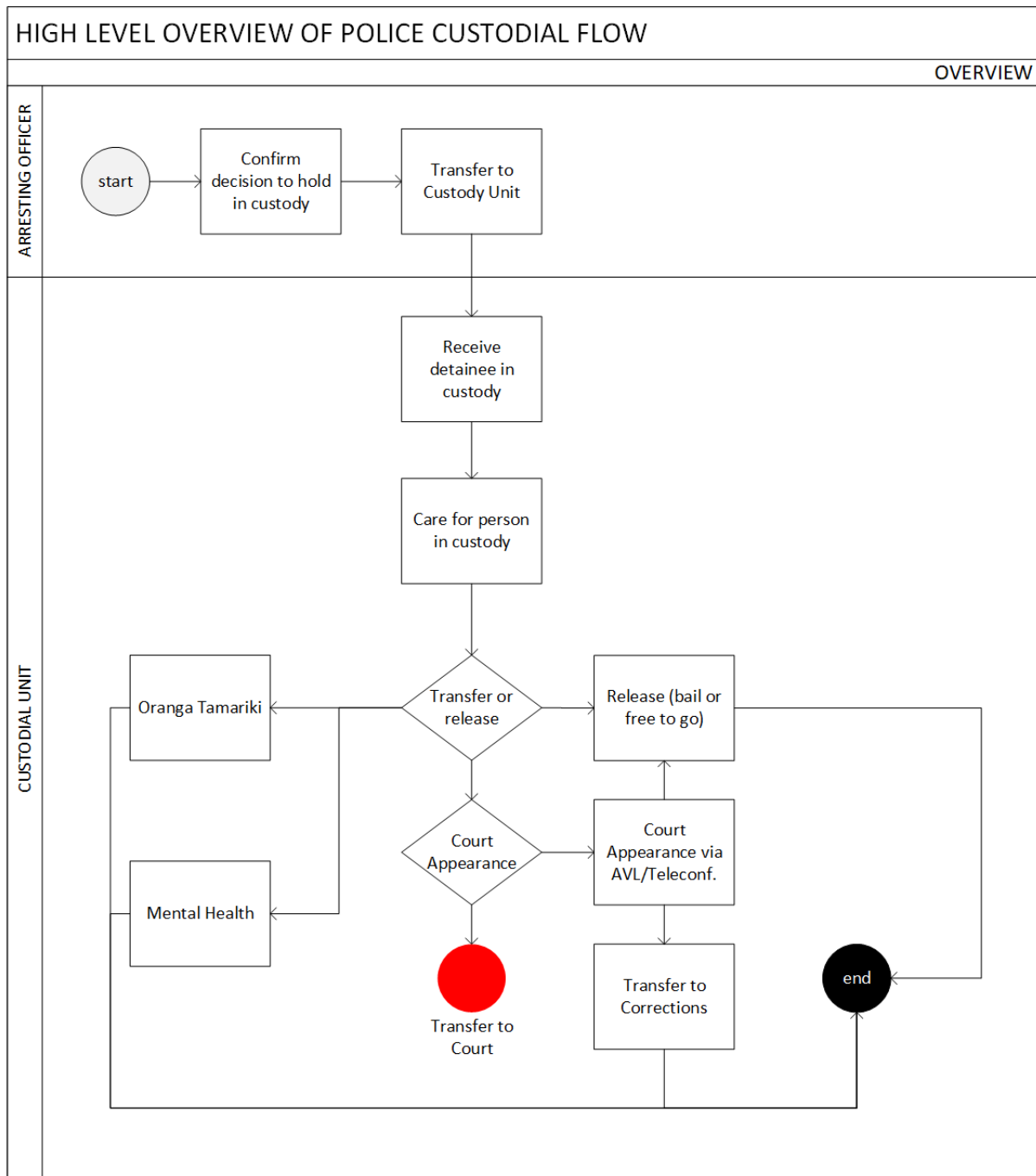
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Contents

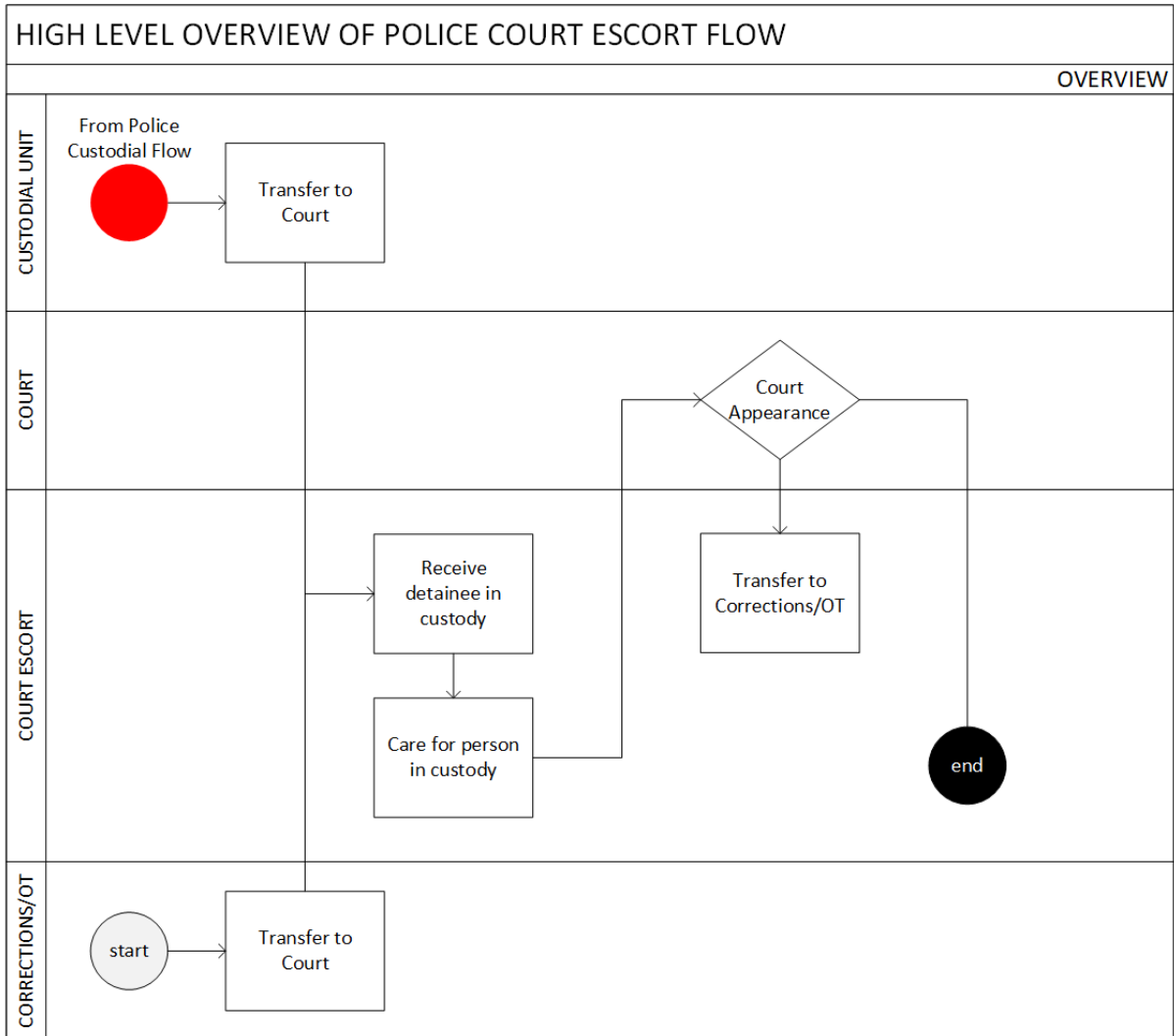
- High Level Overview..... 3
- Key changes for Police Custody..... 5
 - Key considerations for managed isolation (all levels)..... 5
 - Key considerations for alert level 1 & 2 5
 - Key changes at alert level 3 and 4 6
- Where to get more information 8
 - Quick links 8
- Confirm decision to hold in Custody 9
- Transfer to Custody Unit..... 10
- Receive detainee in Custody Unit..... 11
- Care for person in custody..... 12
- Transfer to Oranga Tamariki..... 13
- Transfer to Mental Health 14
- Court Appearance 15
 - Appearance in person 15
- Instructions for management of court cells 16
- Transfer to Corrections 17
- Safe detainee/prisoner transport protocols 18
- Safe cleaning protocols 19
- Glossary 21
- Appendix A: Regional Public Health Contacts 22
- Appendix B: Guide to assessing the risk of COVID-19 25

High Level Overview

The diagram below is a high level overview of the Police Custodial Process.



The diagram below is a high level overview of the Police Court Escort Process.



The key steps for each process are described in the sections below.

Key changes for Police Custody

Key considerations for managed isolation (all levels)

- Section 8(h) of the [COVID-19 Public Health Response \(Air Border\) Order 2020](#) allows for persons being held in quarantine at the border to be taken into custody or appear in court.
- All detainees being brought into custody who would otherwise be in managed isolation under this order must be treated as suspected COVID carriers. This means:
 - Arresting officers must notify the custody unit that they are bringing in a detainee who is under quarantine prior to arrival at the custody unit;
 - All staff must wear full PPE at all times when dealing with the detainee;
 - The number of persons interacting with the detainee must be kept to a minimum;
 - The detainee must be held in single-occupancy;
 - All areas where the detainee is held and any surfaces touched by the detainee must be cleaned according to the level 4 [cleaning protocols](#);
 - The detainee must travel in isolated transportation (eg by themselves or alone in a pod);
 - Partner agencies must be informed of the detainees quarantine status prior to transfer and an electronic record of the notification must be kept;
 - The detainee must be kept separate from Corrections detainees in the court cells and Corrections must be informed of any potential contact between a Corrections prisoner and a detainee who is under quarantine.

Key considerations for alert level 1 & 2

- Police Custody staff who are unwell should not go to work. Refer to MOH guidelines at [keeping safe](#)
- Alert level 1 & 2 is likely to see a sustained increase in Police custodies and court appearances as more Courts schedule increased hearings to deal with the backlog and as more businesses reopen and restrictions on movements and activities are further reduced. Custodial units should be prepared for pre-COVID levels of offending and custody.
- Physical distancing is required under AL2 for detainees in cells and detainee movements.
- [Court protocols for alert level 2](#) have been published. All defendants who are in police custody or corrections custody will appear in person for all scheduled appearances during the Alert Level 2 period, unless directed to appear by AVL.
- PPE for custody of all detainees is based on staff risk assessment. See [PPE Requirements](#)
- Contact tracing records for detainees in shared cells is only mandatory from AL2.
- The Handover Form for AL1 & AL2 can be located [here](#).

- Cleaning in custody units in both police facilities and courts are normal protocols with the exception that at AL2, cleaning should occur after a symptomatic person has been in the cells.
- The “Guide to assessing the risk of COVID-19” ([appendix to this document](#)) remains a useful guide for the initial custody unit’s assessment of all detainees being received into the custody unit. The custody assessment will guide the requirements for PPE.
- A COVID bail assessment of all detainees being released prior to allowing bail is not required under AL1 & AL2. Bail processes are as per BAU normal.
- Custody Units should operate a contact tracing register for visitors to detainees.
- In AL1 there is still a need for vigilance. Good hygiene, is still expected. Custody Units have an important role to play in ensuring all those involved in the custodial process are safe.

Key changes at alert level 3 and 4

The key changes for Police Custody as a result of moving to Alert Level 3 or Alert Level 4:

- Any transfer to custody unit must have approval prior to arrival (see Confirm decision to hold in custody section below).
- All constabulary staff have been issued [Personal Protection Equipment \(PPE\)](#) and this must be used in accordance with this guidance.
- The Justice Sector has introduced a [Handover Form](#) that must be used when transferring prisoners between agencies – so information is shared in a consistent format. **This form must be completed and given to the receiving agency when transferring detainees.**
- All persons in Police custody who have COVID-19 symptoms (or other COVID-19 risk factors) must be held in sole occupancy cells and kept isolated.
- Ministry of Justice may require identification be produced by all persons (including Police) in order to gain entry to the court for contact tracing purposes.
- Court cells under Police Custodial Management must comply with this SOP. This includes the following sections:
 - “Receive detainee in Custody Unit; and
 - “Care for person in custody”
 Where Ministry of Justice, Judiciary or any other persons raise issues or concerns about the application of these SOPs, the matter should be reported immediately to the District Custody Manager.
Court Escort staff are not permitted to change COVID 19 processes described in this SOP.

- For emergency accommodation for bailee under AL3 within Tāmaki Makaurau boundaries, Corrections will provide emergency accommodation for the weekend of 15 and 16 August. [Section 9\(2\)\(a\) Official Information Act 1982](#)
- For emergency accommodation for bailee under AL3 outside of Tāmaki Makaurau boundaries, but only in Northland and Waikato Districts, MSD will provide emergency accommodation for the weekend of 15 and 16 August. To access this service staff are to contact their DCC and follow the PSO accommodation process.

Considerations for youth:

- AVL appearances are no longer the default position, although there will be circumstances that may necessitate the use of AVL. Appearance in-person remains the default position. The number of in-person appearances made by young people will increase for monitoring events and other substantive hearings.
- Young People who have been arrested and are in Police Custody i) Young persons who are arrested are to be brought before a Youth Court in person for consideration of bail. Under Level 1, the young person is to be brought to the nearest courthouse which is open and operating. An application may be made to a Judge for such an appearance of the young person to be by AVL where appearance in person is not practicable.

Where to get more information

Custodial staff should consult the [Operational Instructions on Ten-One](#) for more information.

Quick links

Below are some useful links:

[Bail – Release from Custody: Word/Police Forms A-H/COVID 19/](#) – the form to be used when releasing on bail, available from Police Forms.

[Bail process flow chart](#) – describes how to decide whether to use normal bail process or the alert level 4 bail process.

[COVID-19 Public Health Response \(Air Border\) Order 2020](#) – legislation relating to the managed isolation of persons entering New Zealand from other jurisdictions.

[Court Protocol at Alert Level 1](#) – court protocols published by MOJ for alert level 1

[Custody Unit minimum PPE requirements](#) – the minimum requirements for the use of PPE in Custody.

[Handover Form](#) – to be used when transferring detained persons between agencies (eg Corrections or Oranga Tamariki).

Healthline: 0800 358 5453 – the number to be called when a detained person is a suspected COVID-19 carrier.

Health Ministry of – [Protecting yourself and others from COVID-19](#)

[Ministry of Social Development \(MSD\) where to go for services and support](#) (0800 559 009) – website and phone number to use when requesting support from MSD.

[Personal Protection Equipment \(PPE\)](#) - An introduction to Police PPE equipment.

[Ten One PCWs](#) – an overview on issuing formal warnings.

Confirm decision to hold in Custody

1. Consider the following options:
 - Warnings – note that PCWs and Formal Warnings can now be issued in the field ([Ten One PCWs](#)).
 - Release from police custody following service of summons – use this option for any defendants who do not fall into the two categories below (ie: Police Bail or Hold in Custody).
 - Release from police custody on police bail – use this option for those defendants:
 - whose bail is not opposed, but bail conditions are necessary to sufficiently mitigate a risk to a victim and/or other person or of re-offending, or
 - who are charged with breaching a protection order, but are not within the 24-hour period immediately following their arrest.
 - Hold in custody to appear in an arrest court – this option should be used for those defendants:
 - whose bail is opposed due to a risk to a victim and/or other person, or of re-offending, that cannot be sufficiently mitigated by bail conditions, or
 - whose bail is restricted under the Bail Act 2000, whether or not their bail is opposed by Police, or
 - who are charged with breaching a protection order and they are still within the 24-hour period immediately following their arrest.
2. Obtain approval to take into custody from the DCU prior to arrival at the DCU.

Transfer to Custody Unit

For all detainees

1. Consider all appropriate options before deciding to take any person into custody, such as Alternate Resolutions, Formal Warnings, or Summons
2. Consider appropriate PPE based on risk assessment before leaving the vehicle.
3. Preferably maintain social distance from any other person if possible. Assess detainee for COVID-19 Symptoms or risk factors during arrest.
4. Safely dispose of all used consumables.
5. If necessary, clean according to [agreed cleaning standards on Ten One](#).

Detainee with COVID symptoms or risk factors

6. Offer detainee gloves and masks if appropriate.
7. Use spit hood if required.
8. Inform Custody unit that the detainee has COVID-19 symptoms or risk factors before arrival, so they can prepare.
9. Sanitise PPE and replace gloves and masks before returning to duty.

Receive detainee in Custody Unit

For all detainees

1. PPE is not necessary where there are no symptoms or indicators of a COVID risk.
2. Wear full PPE when dealing with a detainee whose COVID risk has been assessed (by the Custody Unit) and is not low.
3. Use the Guide for assessing the risk of COVID-19 in [Appendix B](#) of this document to determine the COVID-19 risk of a detainee. Do not rely on the assessment made by the arresting officer.
4. After assessing detainee for COVID-19 symptoms or risk factors (see Appendix B: Guide to assessing the risk of COVID-19) note the evaluation on the Electronic Custody Module (ECM).
5. Custody Supervisor to consider rationale for arrest before deciding to accept any person into custody.
6. Safely dispose of all consumables used by a detainee.
7. Where no risk of COVID is evident, process detainee as per normal procedure

Detainee with COVID symptoms or risk factors

8. Clean any holding, interview, statement room, hygiene area, biometric data or search area after use according to [agreed cleaning standards on Ten One](#)
9. Sanitise PPE and replace gloves and masks before processing the next person.
10. Use spit hood if required.
11. Place in an isolation cell as sole occupant (this is mandatory for any detainee with COVID-19 symptoms or risk factors).
12. Ensure property is placed in plastic bag and sealed. Clearly mark as COVID risk and disinfect outside of bag when sealed.
13. Ensure the cell is clearly identified as a COVID-19 isolation cell for all staff working in the Custody Unit.
14. Contact Healthline 0800 358 5453 or your Regional Public Health team to advise of potential presence of COVID-19.

Care for person in custody

For all detainees

1. Apply sensible social distancing when possible. Continue all existing BAU processes around care and monitoring, meals, and personal hygiene.
2. Visiting can be allowed as per normal procedures. Maintain a contact tracing register for visitors.
3. All visitors are to be fully briefed on hazards and required protocols prior to entry.
4. All visits are to be recorded in the ECM Note any COVID-19 related concerns on the ECM and contact Healthline 0800 358 5453 or your Regional Public Health team to advise of any potential presence of COVID-19.

Detainee with COVID symptoms or risk factors

5. Place detainee on the existing frequent or constant monitoring regime as appropriate,
6. Call an ambulance if there is imminent risk to life (eg detainee has trouble breathing).
7. Tell detainee to use hand sanitiser, gloves and masks (if sufficient stock available) when moving around the Custody Unit.
8. Use spit hood when moving detainee around the Custody Unit if required.
9. Clean any interview room, or other area occupied by the detainee, ablution areas after use according to "Safe cleaning protocols" in this document.

Transfer to Oranga Tamariki

For all detainees

1. Provide a completed [Handover Form](#) via email and hardcopy. Make sure the email is stored for future records.

Detainee with COVID symptoms or risk factors

2. Tell detainee to use hand sanitiser, gloves and masks (if sufficient stock available) during transport.

Transfer to Mental Health

For all detainees

1. Provide a completed [Handover Form](#) via email and hardcopy. Make sure the email is stored for future records.
2. Follow existing protocols **Detainee with COVID symptoms or risk factors**
3. Tell detainee to use hand sanitiser, gloves and masks (if sufficient stock available) during transport.

Court Appearance

For all detainees

1. Subject to the Courts (Remote Participation) Act, all defendants in **police custody are to appear in person unless a Judge otherwise directs** that the appearance be by way of AVL.
2. Wear appropriate PPE as required on a risk assessment basis. If there is no indicated risk, PPE is not required. In the Court custodial setting, Corrections, Justice and Police can now operate on a 'risk-based' use of PPE, i.e. PPE not required unless deemed necessary by staff. However, note that if one of the three agencies in a shared location decides there is a risk and uses PPE, then all personnel in that location are to use PPE at that higher level.
3. Provide a completed [Handover Form](#) to Courts and court cell O/C via email and hardcopy so they are aware of any risk related to the detainee. Make sure the emails are stored for future records, (and matching with close contact tracing records).

Appearance in person

4. Ensure identification for all staff and defendants can be provided on arrival at court (Ministry of Justice may require identification be produced in order to gain entry to the court for contact tracing purposes).

Instructions for management of court cells

1. Follow your existing in person Court appearance custodial process and in addition apply all COVID safety protocols required for the district custody unit as described in this SOP.

Transfer to Corrections

For all detainees

1. Follow normal procedures. PPE is only required when a risk assessment indicates a possibility of COVID infection. Provide a completed [Handover Form](#) to Corrections for each detainee, via email and hardcopy. Make sure the email is stored for future records.

Detainee with COVID symptoms or risk factors

2. Tell detainee to use hand sanitiser, gloves and masks (if sufficient stock available) during transport.
3. Consider using spit hood if required.
4. Transport according to the “Safe detainee/prisoner transport protocols” in this document.

Safe detainee/prisoner transport protocols

Note: these protocols relate to the transport of COVID suspected detainees in Police vehicles. Safe transport and accommodation must be considered prior to any transport.

For all detainees

1. Always use prisoner transport van if available.
2. Transport in isolation where possible.
3. Transport all vulnerable detainees or prisoners (elderly or compromised immunity) in isolation.

Detainee with COVID symptoms or risk factors

4. Prisoner transport strongly recommended.
5. Do not transport in an I-car with other detainees unless absolutely necessary for the maintenance of the law and prevention of harm.

Safe cleaning protocols

Where a Police employee does need to undertake cleaning it must be done in accordance with the [agreed cleaning standards on Ten One](#) for general cleaning.

For Custody Units

The following protocol provides information on cleaning of equipment, area or space (including vehicles) that have been occupied / used by a person confirmed to have or suspected of having COVID-19.

This protocol applies after the person has finished using the equipment, area or space (including vehicles); and before another person uses the space.

Where cells and vehicles are to be cleaned according to this protocol, the preference is for this to be carried out by the contract cleaner. If this is not possible, it can be carried out by staff so long as staff have the PPE, training, knowledge and information to carry out the job safely.

Prior to cleaning

- Ensure a stand-down period of at least 20 minutes before cleaning the space.
- Personal protective equipment (PPE): wear a disposable facemask, gown or disposable overalls and disposable gloves when undertaking cleaning.
- Check the cleaning product guidelines for any further PPE recommended (for example, eye protection).
- Read the label of cleaning products and follow recommendations provided on product labels. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product. Specific PPE and dwell time (how long the cleaning product should remain wet on the surface before drying) should be included in product instructions.
- Order of PPE donning: hand hygiene, gown, mask, protective eyewear, gloves.
- Windows and doors should be left open during the preparation period for the clean and remain open during the process.

Products to use

- The recommended cleaning product is Oxivir. Oxivir is capable of killing COVID-19 in our work environment if used correctly. Please ensure you use the advised method when cleaning and decontaminating.
- **WARNING:** No other cleaning products should be used as an alternative to or in conjunction with Oxivir.

Cleaning process

- Remove all linen (bedding, towels, cushion covers and other fabrics) for washing and put in plastic bag (or non-porous container with lid) for transport to laundry room. Use a washing machine and detergent to wash thoroughly with the warmest temperature recommended on the items label. Wipe down plastic covered mattress/bed frame with biocidal agent.

- Remove all table-top appliances, crockery and cutlery and place in non-porous, covered container for transport to commercial dishwasher/kitchen. Clean all table-top appliances (e.g. kettle) according to instructions. Clean all household items such as dishes, cups, eating utensils thoroughly, preferably in a commercial dishwasher.
- Clean all “high-touch” surfaces, such as counters, cupboards, table tops, doorknobs, light switches etc in a custody unit. For vehicles, seats, doors, dashboard, steering wheel and knobs.
- Clean bathroom fixtures, showers and toilets with a separate set of cleaning equipment (disposable cleaning cloths, etc) using disinfectant or bleach solution. Toilets should be last item in bathroom to clean.
- Clean the floor with a prepared disinfectant or bleach solution, starting from one end of the premises to another.

After cleaning

At the end of cleaning, remove all used gowns, facemasks, gloves and other contaminated items in a lined container before disposing of them with other household waste. Wash your hands immediately after handling these items.

Order of PPE removal: gloves, hand hygiene, protective eyewear (if separate from mask), gown, hand hygiene, mask, hand hygiene.

Glossary

Term	Definition
AVL	Audio Visual Link – a technology solution that allows defendants to appear in court from prison, police cells or other remote locations.
ECM	Electronic Custody Module – an IT solution developed and maintained by Police for managing persons held in custody.
MOH	Ministry of Health
MOJ	Ministry of Justice
MSD	Ministry of Social Development
PPE	Personal Protective Equipment – includes gloves, masks and eye wear intended to protect an individual from the risk of infectious diseases.
PPS	Police Prosecution Services – an organisational unit within Police responsible for the prosecution of offenders.

Appendix A: Regional Public Health Contacts

Northland District Health Board

Districts covered	Northland
Website	Northland DHB
Phone	(09) 430 4100
After hours	(09) 430 4100

Auckland Regional Public Health Service

Districts covered	Tamaki Makaurau – Auckland
Website	Auckland Regional Public Health Service
Phone	(09) 623 4600
After hours	(09) 623 4600

Waikato District Health Board

Districts covered	Waikato, Ruapehu (Northern part)
Phone	(07) 838 2569
After hours	021 999 521

Toi Te Ora - Public Health

Districts covered	Whakatane, Tauranga, Rotorua, Taupo, Kawerau, Western Bay, and Opotiki districts
Website	Toi Te Ora Public Health
Phone	0800 221 555
After hours	0800 221 555

Tairāwhiti District Health Board

Districts covered	Gisborne, Tairāwhiti
Website	Hauora Tairāwhiti
Phone	(06) 869 1311
After hours	(06) 869 0500 (ask for on-call HPO)

Hawke's Bay District Health Board

Districts covered	Hawke's Bay
Website	<u>Hawke's Bay DHB</u>
Phone	(06) 834 1815
After hours	(06) 878 8109

Taranaki District Health Board

Districts covered	Taranaki
Website	<u>Taranaki DHB</u>
Phone	(06) 753 7798
After hours	(06) 753 7798

MidCentral District Health Board

Districts covered	Manawatu, Whanganui, Ruapehu (Southern part)	
Website	<u>MidCentral DHB</u>	
Phone	Manawatu	(06) 350 9110
	Whanganui	(06) 348 1775
After hours	Manawatu	(06) 350 9110
	Whanganui	(06) 348 1234

Regional Public Health

Districts covered	Wellington, Hutt Valley, Wairarapa
Website	<u>Regional Public Health</u>
Phone	(04) 570 9002
After hours	(04) 570 9007

Nelson Marlborough Public Health Service

Districts covered	Nelson-Marlborough	
Phone	Nelson	(03) 546 1537
	Blenheim	(03) 520 9914
After hours	Nelson	(03) 546 1800
	Blenheim	(03) 520 9999
	Blenheim	(03) 578 9517

Community and Public Health

Districts covered	Canterbury, Chatham Islands, Mid Canterbury, South Canterbury, West Coast	
Website	Community and Public Health	
Phone	Canterbury, Chatham Islands	(03) 364 1777
	Mid Canterbury	(03) 307 6902
	South Canterbury	(03) 687 2600
	West Coast	(03) 768 1160
After hours	ALL	(03) 337 7899 (ask for on-call HPO)

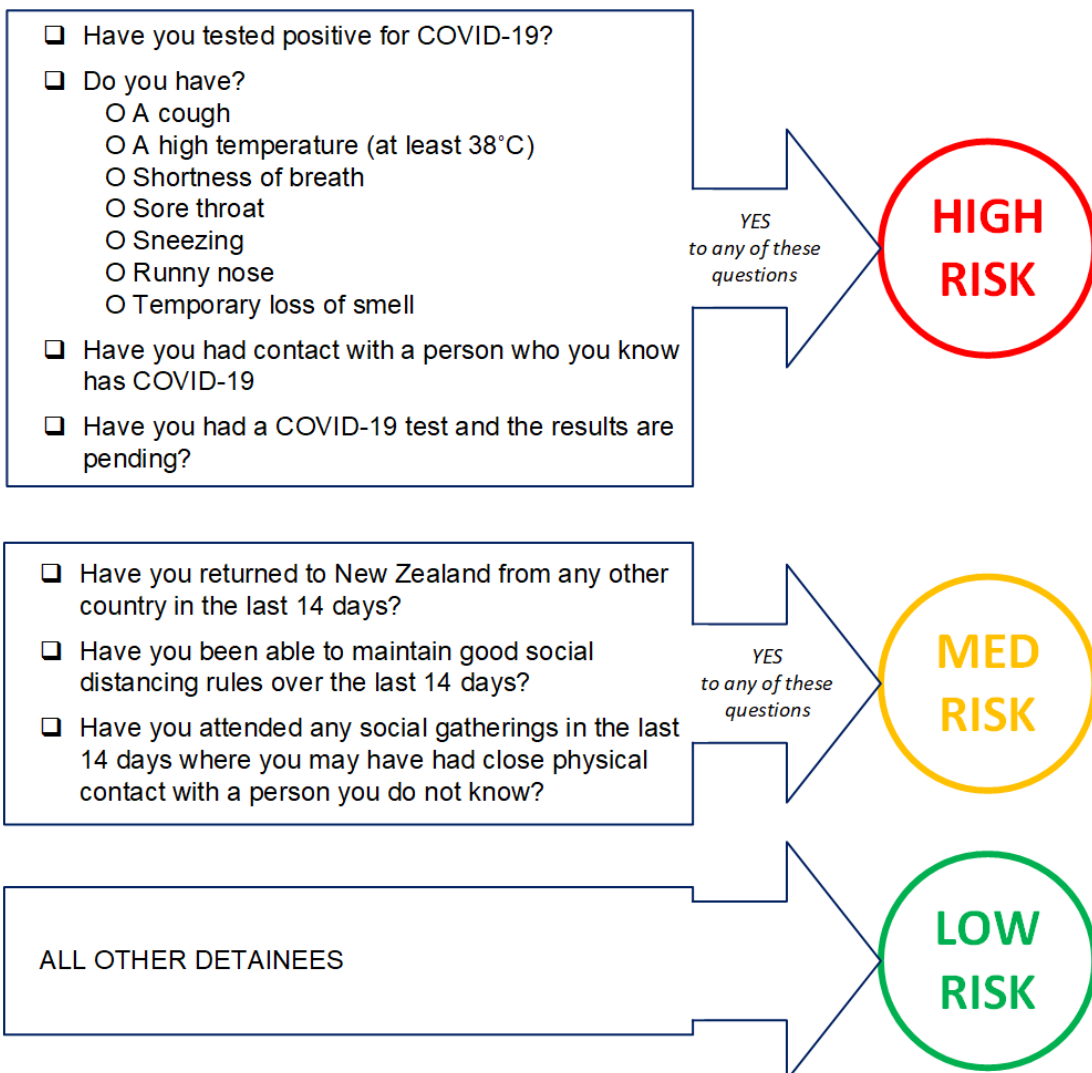
Public Health South

Districts covered	Otago, Southland	
Website	Southern DHB	
Postal address	Private Bag 1921 Dunedin 9054	
Phone	(03) 476 9800	
After hours	(03) 474 0999	



GUIDELINES FOR ASSESSING RISK OF COVID-19

The questions below are to be considered when assessing the risk that a person has COVID-19. Answers to these questions may be obtained by asking questions or observing behaviours.



COVID-19 quick advice:

"What do I do if someone spits or vomits on me?"

This is a distressing event at any time, and more so in the current environment. However, at this point in time community spread of COVID-19 in New Zealand is limited and the risk is still low. *Refer to the note below for instructions on obtaining a tested individual's COVID-19 status.*

If you believe you are exposed to COVID-19 because someone spat or vomited on you, there are some actions you can take immediately to assess your risk and minimise the likelihood you will contract the virus. Please note that you will not be infectious immediately after exposure, as the virus hasn't had time to develop in your system, so there is time to assess your risk to others. Remain calm, and follow these steps.

The Blood and Body Fluid Exposure (BBFE) guidelines and processes still apply:

<https://tenone.police.govt.nz/pi/blood-and-body-fluid-exposure>

Following the event:

1. Immediately wash away bodily fluids.

- Spit to the open eyes and mouth is the main concern with COVID-19. If this happens, immediately use normal post-BBFE first aid measures (irrigating with water/rinsing out mouth).
- Body fluids contacting intact skin is low risk so long as good hygiene processes are followed:
 - Wash or sanitise your hands and exposed skin where spit may be present
 - Do not touch your face – especially your eyes, mouth and nose
 - Wash or sanitise your hands after touching any contaminated items or surfaces including clothing or PPE.

2. Remove contaminated clothing as soon as possible.

- If you can do so safely and securely, remove any severely contaminated items of clothing and put these into a plastic bag.
- Use the Oxivir wipes to wipe off body fluids from your clothes and shoes if you can't immediately remove these items. Remember to sanitise your hands after doing this.
- When you return to your station, go straight to the changing areas. Avoid stopping at workstations or in common areas and keep your distance from other people until you can remove your contaminated clothing.
- Remove your contaminated clothing and put it into a plastic bag, then shower using warm water and soap.
- Guidelines on cleaning your uniform and body armour can be found on the TEN ONE COVID-19 pages: <https://tenone.police.govt.nz/page/health-hygiene>
- When you get home, put your uniform straight into the washing machine (washing your hands again immediately afterwards). Do not mix contaminated clothing with any other laundry. Throw the plastic bag away.

Assessing your risk following exposure:

If, during the incident, you were wearing appropriate PPE; the spit did not enter your nose, mouth, eyes or broken skin; and you undertook immediate steps to limit any subsequent exposure by applying good hygiene practices – you do not have to self-isolate even if the person is a confirmed COVID-19 case. However, monitor your health closely for 14 days and contact your GP immediately if symptoms develop.

Most GPs/DHBs will not test you for COVID-19 unless you have symptoms.

If you think there is a risk of COVID-19 exposure, follow the guidelines for obtaining results for tested individuals from Public Health: <https://tenone.police.govt.nz/media/13698>.

Public health should be able to tell you if the source is a suspected or confirmed case, or is awaiting test results.

1. If you receive confirmation the person has tested positive for COVID-19, or is considered a probable case, and you were not protected from exposure, self-isolation for 14 days is non-negotiable. Contact your GP if you develop any symptoms.
2. If Public Health advises the source person is awaiting test results, self-isolate for 14 days unless a negative swab result (from source) is received.
3. If the person has not been tested or has had a negative test result, and Public Health has no concerns about the person, there is no need to self-isolate so long as you remain well. You should still monitor your health over the next 14 days and have a low tolerance for the development of any symptoms.
4. If you have any concerns about your health, contact your GP. They can give more specific advice.

NOTE: Obtaining the COVID-19 status for tested individuals

You can check someone's COVID-19 status in NIA or contact your local Public Health Unit (PHU) if no information is available.

See the guidelines for obtaining results for tested individuals for more information:
<https://tenone.police.govt.nz/media/13698>



Personal Protective Equipment

This document covers the selection and application of PPE for Police staff

How does COVID-19 spread?

COVID-19, like the flu, is spread from person to person through droplet transmission or contact with surfaces droplets settle on. Droplets are generated when a person talks, coughs or sneezes. These can be inhaled or absorbed by another person via the eyes nose and mouth. These droplets can also settle onto surfaces, including skin or clothing, and transfer to another person through contact if someone touches that surface then touches their face.

Basic principles

The basic principles for the prevention of COVID-19 spread under all alert levels are:

- Frequent Hand hygiene – wash hands with soap for 20 seconds, rinse and dry thoroughly, or sanitise
- Physical distancing of at least 2 metres with anyone you don't know
- Physical barriers where available and appropriate
- Safe cough/ sneeze etiquette – cough/sneeze into a tissue or your elbow
- Good ventilation

The appropriate level of protection should be chosen for the degree of risk of infection remaining after other control measures have been taken. Use TENR to assess risk of exposure to COVID-19.

PPE

Staff must make themselves familiar with the guidelines on when, where and how to use the PPE relevant to their role.

Videos on how to use the items in the PPE kit can be found here: [Using your PPE Kit](#)

How to order PPE

PPE is provided for all Police Employees where it is required for work purposes.

Districts and Work Groups are supplied from the National Pandemic PPE Stores. In each District there are PPE Leads. The PPE Leads are responsible for ensuring all Police employees domiciled within their District (regardless of Work Group) have access to PPE.

The PPE Leads work across their districts, service centres and other work groups to keep records of stock numbers and place orders when/where required.

Any queries regarding PPE should be addressed through your supervisor in the first instance. A list of PPE leads is attached as [appendix 1](#).

What PPE should you use and when

The type of PPE required depends on your role, the alert level in place in your District, how physically close you get to other people, and the risk the other person may have COVID-19.

Some roles and tasks will have specific (and higher level) PPE controls already in place (for example – [custody units](#), sudden death procedures, cleaning protocols, or Op MERCY). If a PPE protocol exists for the task you are undertaking, follow that protocol.

Where this is not the case, use the table below to determine the PPE required and to assist your TENR assessment:

Role	Alert level 2	Alert Level 3 or 4	High risk COVID-19 locations, activities, or situations, or where there is a high likelihood of potential contact with secretions
Frontline Staff (while deployed operationally)	<p>Where you are unable to maintain more than 2 metres physical distance from members of the public:</p> <p>Minimum:</p> <ul style="list-style-type: none"> • N95 or P2 mask • Gloves 	<p>Minimum at all times when deployed operationally in public spaces or dealing with members of the public:</p> <ul style="list-style-type: none"> • N95 or P2 mask • Gloves 	<p>Minimum:</p> <ul style="list-style-type: none"> • N95 or P2 mask • Gloves <p>Apply TENR where there is a high likelihood of potential contact with secretions and consider the following:</p> <ul style="list-style-type: none"> • Goggles/eye protection • Coveralls
Other Police employees that interact with the Public in their role but would not normally get within 2m (e.g. front counter staff)	<p>Where you are unable to maintain more than 2 metres physical distance from members of the public:</p> <p>Apply TENR:</p> <ul style="list-style-type: none"> • N95 or P2 mask • Gloves 	<p>Minimum at all times when dealing with the public:</p> <ul style="list-style-type: none"> • N95 or P2 mask • Gloves 	<p>Minimum:</p> <ul style="list-style-type: none"> • N95 or P2 mask • Gloves <p>Apply TENR where there is a high likelihood of potential contact with secretions and consider the following:</p> <ul style="list-style-type: none"> • Goggles/eye protection • Coveralls

Role	Alert level 2	Alert Level 3 or 4	High risk COVID-19 locations, activities, or situations, or where there is a high likelihood of potential contact with secretions
<p>Police employees that <i>do not</i> interact with the Public as part of their role (office employees, comms etc.)</p>	<p>Masks not required in the office however staff should wear face coverings (surgical or fabric masks) in situations where physical distancing of at least 2m is not possible (eg on public transport)</p> <p>Refer to building procedures. Prioritise physical distancing, hygiene and restricting movement between work bubbles.</p>	<p>Masks not required in the office unless physical distancing of at least 1m and strict work bubbles can not be maintained. Where physical distancing can not be maintained, surgical masks to be available for staff to use.</p> <p>Refer to building procedures. Prioritise physical distancing, physical barriers, hygiene and restricting movement between work bubbles.</p> <p>Under MOH guidelines, everyone should wear face coverings (surgical or fabric masks) when in public.</p>	<p>N/A</p>
<p>Non-Police employees entering our workspaces or in close contact with Police staff (eg during transport, giving statements etc)</p>	<p>Apply TENR. Provide the person with a surgical mask to wear if they are exhibiting symptoms.</p>	<p>If physical distancing can not be maintained, provide the other person with a surgical mask. Staff to wear N95 mask.</p>	<p>N/A</p>

Masks

A range of masks offer protection to workers in medium to high risk situations. Across all types, there are some basic principles to follow:

- No mask is 100% effective. *Always* follow basic hygiene and physical distance principles.
- To maximise the life of these masks, they need to be stored carefully to keep them clean.
- All staff who might be required to wear a mask for protection must watch the attached video on how to properly put on, fit test, and take off the mask. [Using your PPE Kit](#)
- If the mask has been worn in a situation where the mask may be contaminated, gets wet, or looks dirty, replace the mask and dispose of it correctly.
- Do not share masks.
- Masks are meant to cover your mouth and nose. Do not pull the mask down to wear under your chin or place on top of your head.

There are three main types of masks:

N95 or P2 (KN95/FFP2) masks:



The N95 or P2 rate respirator mask is a high specification, close fitting face mask for areas of close contact and higher risk work. These masks provide the best protection to protect the *wearer* from becoming infected, and from spreading diseases to others when properly worn. They are not reusable.

Once these are in place, avoid touching the front of the mask. These can be used for up to 8 hours if kept dry and clean.

Disposable Surgical masks:



Designed primarily to contain droplet spread *from* the wearer but do not provide much protection *to* the wearer. These masks are not to be used by Police staff in circumstances where a member of staff is wearing a mask for their personal protection (eg when dealing with the public) but they can be worn by Police staff trying to reduce the general spread of infection.

Surgical type face masks reduce the likelihood that people who are infected with COVID-19 will spread the disease to others in circumstances where other control mechanisms may not be available or effective (such as physical barriers or physical distancing).

Fabric masks:

These vary in effectiveness depending on a number of factors. These masks are intended to minimise droplet spread from the wearer *but do not provide protection to the wearer*. These are fine for personal use but are not to be used for work purposes within Police where wearing a mask has been mandated under these guidelines.

Facial Hair

In order for N95 masks to be effective, the wearer must be clean-shaven.

The protection from the mask is from a close airtight fit, this is unlikely to be achieved with facial hair. Staff working in an environment where a N95 mask is required must remove their facial hair if it is in the area where the mask contacts the skin.

If the employee refuses to remove their facial hair, or the facial hair is due to a religious or cultural requirement, that employee must not be deployed into a high risk environment where a mask is required.

Gloves

Gloves protect the wearer from contact with infectious particles. The wearer should take extra care not to touch their face and other PPE whilst wearing gloves, as gloves are considered the most contaminated item of PPE once they are worn. Gloves are not a substitute for hand hygiene. If you are wearing gloves, discard and renew them between each contact with a potential COVID-19 case.

Goggles/face shields

Goggles and face shields provide protection for eyes as the virus can be absorbed this way.

Goggles offer the best eye protection and are intended for use when there is a high likelihood the officer may be exposed to airborne particles that may enter their eyes. They are re-usable and should be cleaned with alcohol or antiseptic wipes after each use. Where fogging of goggles is an issue anti-fogging solution, available from pharmacies, can be used to alleviate this problem.

Face shields and visors are less durable than goggles and are usually reserved for situations where the sick person is compliant. A limited number of face shields are held nationally for circumstances where goggles are completely unworkable. In these cases TENR must be applied to assess the risks associated with using a face shield, e.g. no tight seal around eyes, risk of shield being knocked off and/or used as a weapon when dealing with non-compliant people.

Coveralls

Coveralls are available for Districts to order and distribute as appropriate. The correct type for most activities (not including specialist groups who will have their own protocols) are Cat III type 5 & 6 coveralls. Two types are available for order on SAP. Both are suitable.

Note, frontline staff must consider access to their appointments when using disposable coveralls.

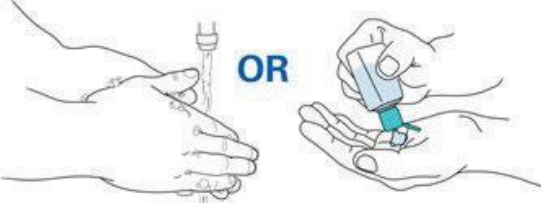
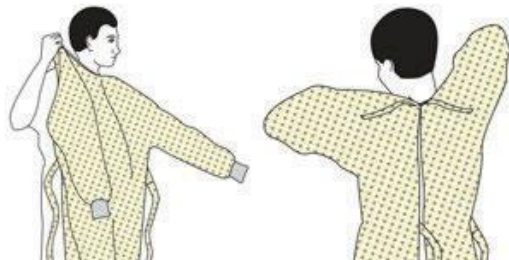



PPE Disposal

PPE contaminated with confirmed or suspected COVID-19 should be disposed of as biohazard waste. Alternatively it may be double bagged, the bags sealed by taping around the opening, and left in a safe location for a minimum of three days (72 hours) prior to disposal, still double bagged and sealed, in the general rubbish.

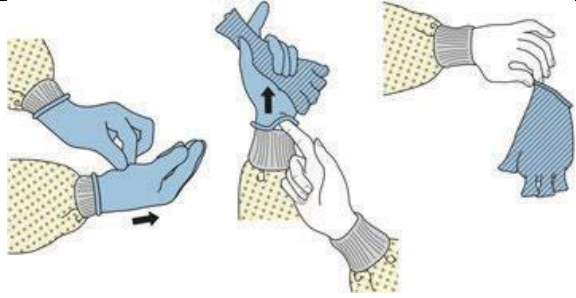
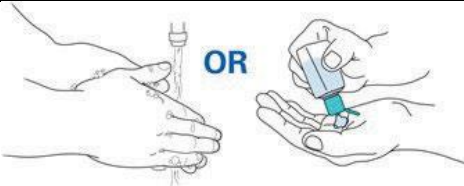



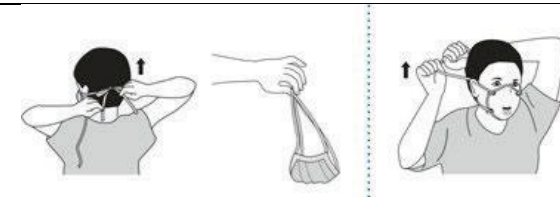
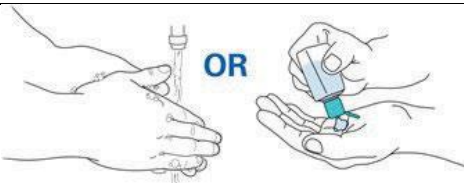
PUTTING ON AND TAKING OFF PPE

There is a correct sequence for putting on and taking off PPE to ensure the PPE remains effective. Hand hygiene is a very important component of this process.

If you are not using a particular piece of equipment, skip that step and move on to the next.

SEQUENCE FOR PUTTING ON PPE	
<p>HAND HYGIENE Wash hands or use an alcohol based hand rub.</p>	
<p>COVERALLS Read instructions and put on coveralls. If it has a hood, do not raise the hood yet.</p>	
<p>MASK Secure ties or elastic bands at middle of head and neck, then fit the mask to your face. Using both hands fit the metal band on your nose. For the N95 Mask a face fit test should be completed. By placing your hands lightly over the clean mask and breathing in and out you will feel if any air is escaping. If so, the mask is NOT fitted correctly, and you should adjust the nose band and straps to ensure a close fit.</p>	
<p>PROTECTIVE EYEWEAR OR FACE SHIELD Place over face and eyes and adjust to fit (if you wear corrective lenses place over these). If you have a hood on your coveralls, you can raise it after this step (note: the ties for the mask and goggles must be <i>inside</i> the hood).</p>	
<p>GLOVES Extend to cover wrist of coveralls If you may have contact with body fluids, blood, vomit etc. then double glove, the contaminated gloves can then be removed without compromising your PPE.</p>	

SEQUENCE FOR TAKING OFF PPE

<p>GLOVES The outside of gloves is highly contaminated!</p> <ul style="list-style-type: none"> Grasp outside of glove with opposite gloved hand and peel off Hold removed glove in gloved hand Slide fingers of ungloved hand under remaining glove at wrist. Peel glove off over first glove Discard gloves in designated waste container. 	
<p>HAND HYGIENE Wash hands or use an alcohol based hand rub.</p>	
<p>COVERALLS The outside of the coveralls is contaminated. Remove by rolling down and outwards and pulling away from the neck and face. The coveralls should end up inside out.</p> <p>Roll into a bundle and discard in the designated waste container.</p>	
<p>HAND HYGIENE Wash hands or use an alcohol based hand rub.</p>	
<p>PROTECTIVE EYEWEAR OR FACE SHIELD Avoid touching the front of the goggles. Remove by grasping the handle or headband and pull them away from your face. Clean with an alcohol wipe or wash well with soap and water.</p>	
<p>MASK Always remove your mask last! The front of the mask is contaminated. DO NOT TOUCH IT.</p> <p>Remove by grasping the ties/elastic and pull over your head and away from your face. Discard in the designated waste container.</p>	
<p>HAND HYGIENE Wash hands or use an alcohol based hand rub.</p>	

APPENDIX 1

List of PPE Leads

Any queries regarding PPE should be addressed through your supervisor in the first instance.

District	Primary contact	Secondary Contact
Northland	Murray Hodson [REDACTED]	Tracy McCarthy [REDACTED]
Waitemata	TM, John Bleackley [REDACTED]	James Bothamley [REDACTED]
Auckland City	Garry Ball [REDACTED]	Pablo Miramontes [REDACTED]
Counties Manukau	Mark Chivers [REDACTED]	Samantha Vuleta [REDACTED]
Waikato	Haydon Sievwright [REDACTED]	Vince Ranger [REDACTED]
BOP	Ed Van Den Broek [REDACTED]	Jamie Keenleyside [REDACTED]
Eastern	Angela Hallett [REDACTED]	Martin Lawrence [REDACTED]
Central	Christopher Day [REDACTED]	Pete Thurston [REDACTED]
Wellington	Lynne Adamson [REDACTED] or email: Wellington.ppe@police.govt.nz	Jen Blackwood [REDACTED]
Tasman	Martin Tunley [REDACTED]	Malcolm York [REDACTED]
Canterbury	Stefan Preddy [REDACTED]	Peter McCarthy [REDACTED]
Southern	Sam Ramsay [REDACTED]	Mathew Scoles [REDACTED]
PNHQ, (180 Molesworth St, Wellington only)	Wayne Kelman [REDACTED]	

Frontline Staff – Protecting Family Members at Home

Frontline staff can take a number of simple hygiene steps to minimise the risk of carrying disease to their home environment when returning home from work and keep your home environment a safe and clean zone.

Hygiene Recommendations

Do:

- ✓ Remove your uniform and boots at the station and change into civilian clothing
- ✓ Keep your civilian clothing and footwear in a protective bag (plastic bag, sports bag etc.) when stored in your locker
- ✓ When taking your uniform home to launder place in a washable fabric bag (tight weave fabric) or plastic bag
 - Wash the carry bag with the uniform (or immediately dispose of plastic bag)
 - Do not shake clothes when placing in laundry
- ✓ Place any work items (e.g. pens, keys) in a zip-lock bag if you need to take them home
- ✓ Keep personal items away from the work environment where possible
- ✓ Decontaminate personal items taken into the work environment at the end of your shift (e.g. glasses, wallet, cell phone)
- ✓ If commuting in a shared family vehicle, sanitise the vehicle (e.g. wipe down steering wheel, arm rest, door handles) on arrival home

If you have shower facilities at work:

- ✓ Shower at work before changing into your civilian clothing (where shower facilities exist at work)
 - Consider washing your hair each time you shower
- ✓ On arrival at home wash your hands before touching other surfaces or your family members and pets

If you do not have shower facilities at work:

- ✓ Remove your footwear before entering your home, and leave outside (e.g. place in a plastic bin or plastic bag)
- ✓ Remove your outer layer clothes on arrival home and place in the washing machine
- ✓ Shower at home before touching other surfaces or your with family members and pets
 - Consider washing your hair each time you shower

Do Not:

- ✗ Take family members into your work environment
- ✗ Remain in your uniform, or other potentially contaminated clothing, after arrival home