

Bio Pro NZ

How we are dealing with Covid-19 to keep you and ourselves safe.

Minimising the spread of COVID-19 is important to keep us all safe and well. As a company we are committed to the Health and Safety of all our employees and those in the community that we provide services to.

We also acknowledge that this can be a worrying and stressful time for many people, as we navigate the uncertainty in relation to COVID-19.

This is what Bio Pro NZ is doing to ensure that our health and safety practices are current with the information that we have at hand. This will be updated as new information is available from reliable sources in our health system and guidance from government.

- Staff staying at home if unwell.
- We have a strict hand washing regime for all staff – (yes it does include singing happy birthday twice to get the full 20 seconds) and drying them thoroughly:
 - Before eating or handling food.
 - After using the toilet.
 - After coughing, sneezing, blowing your nose or wiping children's noses
 - After caring for sick people.
 - If soap and water are not available then an alcohol-based hand gel is used.
- Avoiding close contact with people with cold or flu-like illnesses.
- Covering coughs and sneezes with disposable tissues or clothing, or sneeze into the crook of your elbow.
- Avoid touching eyes, mouth and nose.
- All of our common surfaces throughout our building are thoroughly cleaned on a regular basis with an appropriate viral clean product.
- **Couriers:** Our expectations on our couriers for delivery of our products includes the safe distance practice, not signing but giving a name for deliveries. Please ensure that you give your full name so that we can positively track our deliveries.

This information will obviously be an evolving process and new improved processes for keeping ourselves and others safe will be reviewed daily as the situation in NZ changes.