



ROYAL FEDERATION OF NEW ZEALAND
JUSTICES ASSOCIATIONS INC.

Te Kāhui Pou Whakatau Ture o Aotearoa

Coronavirus advisory

16 March 2020

To: All Associations

Copy to: Board, Staff

Coronavirus

Advice to member associations

Issued: 16 March 2020 1.00pm

With the growing escalation of the impact of coronavirus it is important that Justices of the Peace evaluate the services that are provided to the public and consider how all parties can be kept safe and healthy. The information below can be shared in whole or in part with individual Justices.

1. The chances of being affected by coronavirus continues to be assessed by the Ministry of Health as being low. For updates from the Ministry of Health please go to:

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus>

The coronavirus hotline is 0800 358 5453

2. A high level of personal hygiene remains the best way to minimise the spread of infection:
 - a. hand hygiene – that is, washing hands regularly with soap and water, or cleansing with hand sanitiser
 - b. staying at home if you are sick
 - c. coughing or sneezing into a tissue or your elbow and then performing hand hygiene
 - d. cleaning surfaces regularly
3. Simple preventative measures :

Working on Service Desks

- If a client approaches and they are displaying flu like symptoms suggest that they approach someone else to bring the documents to the Justice of the Peace. This needs to be done sensitively, with a caring and understanding approach and without bias.

- If a client has copies to be certified, ask them to hold the originals and show them to you as you stamp the copies. This minimises (but will not eliminate) direct physical contact with the documents.
- Do not share your signing pen with a client – provide a separate pen for them to use.
- Consider the use of disposable gloves
- If a client has a device, get them to show you the documents without you touching the device.
- After each client assess the degree of personal contact that you have had with that client.

IMPORTANT: At this time, there is no blanket closure direction for Service Desks

Service Desk co-ordinators should:

Check in with the provider of the Service Desk Location (Courts, Libraries, CABs etc) and determine what processes are being followed by their staff.

Where the Service Desk is located in an open space, is there a facility where a barrier can be utilised – eg behind a reception desk to provide some distancing.

Are there adequate facilities or products available for hand washing/sanitising, close to the Service Desk, without compromising security of stamps etc?

Is there a waiting area for clients that minimises close contact of individuals?

If the Service Desk location cannot satisfy the expectations of the co-ordinator, it may be necessary to provide a reduced service or close the desk. A notice of any changes should be posted nearby if possible, and Royal Federation should be advised to amend the relevant website listing.

Working from Home and/or Workplace:

The same process will apply as for Service Desks except that in most instances access to hygiene facilities and materials will be more readily available.

When a client initially makes contact, confirm with them that they are not unwell before agreeing to see them. If they are unwell, ask them to consider whether the documentation is urgent, or if (situation dependent) someone who is not unwell could bring the documents to you. You may also want to confirm that the client has not arrived from overseas recently.

The Ministry of Health guideline on close contact is face-to-face contact at closer than two metres for more than 15 minutes.

4. Education and Training

Consideration should be given to postponing education programmes or operating only with small groups to minimise contact. Also take in to account the location being used – does it provide adequate hygiene support? Contact time at education events can be minimised by not offering refreshments, before or after the programme.

5. Vulnerable Justices

Coronavirus is proving to affect older people more severely than younger. Those with existing illnesses, in particular respiratory issues, are more susceptible to negative outcomes

from the virus. It is a prudent measure for vulnerable Justices to refer clients to those who can be identified as being less susceptible to coronavirus problems.

6. At Risk Justices of the Peace

Those Justices in the "At Risk" category (over 60 or with respiratory or immune deficiencies) should consider getting the 'Flu vaccination to reduce future risk. This is NOT a preventative for Covid-19.

7. Self-isolating?

If you are currently self-isolating, it would not be appropriate to see any clients until after the self-isolation period has been completed.

8. Updates

The information in this document is current as at the date above. Changes will be notified by email to associations if, and when, appropriate.