

Manager's Checklist

- Have an up to date site plan that is communicated and agreed with the appropriate persons. Work plan taking into account site separation of operating under Level 3 Part of the plan.

- Review contractor's site plans.

- You must have a COVID-19 response plan in place to identify processes for dealing with suspected and confirmed COVID-19 cases.

- Complete an incident report in the event of a suspected or confirmed case of COVID-19.

- Maintain a Sign-in register and detailed work schedule to understand the movements and activities of all workers in the event of an exposure to COVID-19.

- Stay in contact with workers who may be in isolation or working remotely.

- Assist workers to access mental health and wellbeing information. Free call or text 1737 any time for support from a trained counsellor.

- Hold Toolbox Talks regularly to keep workers up to date with COVID-19 protocols as we progress through stages.

- Don't forget your normal health and safety obligations still apply. These Protocols are in addition to your usual health and safety controls.

- Check that all required PPE is available for workers and on site including gloves and cleaning products.

The Five Step Guide for returning to work - Alert Level 3

Before arriving on site



- Each contractor must have a plan detailing the steps they will take to mitigate risks, including those presented by COVID-19. The details of the plan must be communicated to workers before they start work.
- Where possible, conduct a remote induction before arrival on site, this can be done via video conferencing or by phone. If an in-person induction is required, the [Physical distancing and hygiene protocol](#) must be followed.
- All workers should follow the [Personal health flowchart](#) to confirm they are safe to be on site.
- Employers must have an understanding of how workers will travel to and from site and will communicate the [Site transportation protocol](#) to all.
- Ensure all workers understand when additional PPE may be required due to COVID-19 and that workers have access to the correct PPE as per the [Ministry of Health PPE Guide](#) and [Worksafe](#) guidelines. When required to use face masks or gloves please follow these processes.

Site entry



- Only relevant personnel to the workplace are to access the site. All office employees supporting a project will work remotely, where possible.
- A daily register of workers entering and leaving site must be completed along with a health declaration. If electronic sign in machines are used, these must be cleaned and sanitised after each use. Use your existing sign in register or the example [Sign-in register](#).
- Signage reminding workers of the COVID-19 physical distancing and hygiene protocol will be posted at the site entrance and in common areas where appropriate.

Site operations



- All work is to be undertaken in such a way as to reduce any possible contact between workers and to promote physical distancing wherever possible, as per the [Physical distancing and hygiene protocol](#).
- All visitors to the site, such as necessary delivery workers, will be restricted to one person wherever possible. These workers must follow the [Site transportation protocol](#).
- All offices and jobsites must implement cleaning measures as per the [Cleaning guide](#).
- All tools, equipment, plant and vehicles must be used in alignment with the [Cleaning guide](#).
- Toolbox talks should be held with the physical distancing in place as per the [Physical distancing and hygiene protocol](#). A [COVID-19 level 3 Toolbox Talk](#) is available for use to assist with your toolbox talks.
- Additional sanitary measures are to be implemented on site to prevent the spread of COVID-19 e.g. hand washing stations, provision of additional hand sanitizer, provision of disinfectant wiping products, as per the [Physical distancing and hygiene protocol](#).
- Smokers must follow the [Physical distancing and hygiene protocol](#).
- A COVID-19 Response plan must be available and accessible on site.

Leaving site



- Workers must use the [Sign-in register](#) to sign out.
- When [Returning home](#), workers will need to follow the necessary hygiene measures.
- Each site must be cleaned and sanitised at the end of the working day or end of each shift, as per the [Cleaning guide](#).
- All waste and disposable PPE must be disposed of as per the [Cleaning guide](#).
- Workers must follow the [Site transportation protocol](#).

Management Protocols



- Follow the [COVID-19 Manager's Checklist](#).
- Communicate the site expectations and prevention measures to all workers and contractors.
- You must have a [COVID-19 Response plan](#) in place to identify processes for dealing with suspected and confirmed COVID-19 cases.
- Stay in contact with all workers including those who may be in isolation or working remotely. Conduct Toolbox Talks regularly and keep track where and when workers are on site for contract tracing purposes and ensure they have the correct PPE.
- Don't forget your normal health and safety obligations still apply. These Protocols are in addition to your usual health and safety controls.

More information

Healthline
call 0800 3585453
www.health.govt.nz

Unite Against COVID-19
www.covid19.govt.nz

National Telehealth Service
1737.org.nz

Mental Health Foundation
www.mentalhealth.org.nz

Physical Distancing and Hygiene Protocol - Alert Level 3

Safe work practices to limit exposure to COVID-19 while operating under alert level 3 at work mean first assessing the risks, and then implementing the appropriate controls, so far as is reasonably practicable. All work must be undertaken in such a way as to reduce any possible contact between workers and to promote physical distancing wherever possible.

What is physical distancing?

Physical distancing, sometimes known as “social distancing”, is about keeping a safe distance from others. For physical distancing, at least one metre’s separation is required at work for alert level 3, and two metres in uncontrolled environments, like in public. This aligns with World Health Organisation advice. We expect one metre separation between people at work as the minimum and greater separation where it is reasonably practicable to do so. This is important to help protect us from COVID-19, which spreads via droplets from coughing and sneezing.

General Working Arrangements

- Keep team sizes as small as possible.
- Keep a record of who is in each team every day as you may be required to track back for contact tracing.
- Site teams are encouraged to put forward split/alternating shifts to avoid extensive intermingling to reduce potential of exposure.
- Work site is to be segregated into zones (or by other methods) as much as possible to keep different teams/trades physically separated at all times.
- Where possible, apply a one-way system in high-traffic areas, such as lifts, stairwells and scaffolds.
- Where practical, all office employees supporting a project work remotely.
- When using a vehicle, the [Cleaning Guide](#) must be followed.
- When using a vehicle, limit this to one person per vehicle if possible.

External interfaces

- One member of the crew nominated to receive supplies etc.
- Keep the engagement with the other person as brief as possible and maintain a two metre physical distance.
- Ask for paperwork to be emailed rather than handed over as much as possible:
 - If unavoidable, then either wear gloves when handling the item or wash hands before and after handling said items.

Site Entry

- Limit visitors to site where ever possible.
- Introduce staggered start and finish times where possible to reduce congestion and contact.
- Monitor site access points to enable physical distancing – you may need to change the number of access points, increase to reduce congestion or decrease to enable monitoring.
- Where entry systems that require skin contact e.g. fingerprint scanners are used, the [Cleaning Guide](#) must be followed.
- Require all workers to wash or clean their hands before entering and leaving the site.
- Allow plenty of space (one metre) between people waiting to enter site.
- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times.
- Where possible, conduct a remote induction before arrival on site,

this can be done via video conferencing or by phone. If an in-person induction is required, reduce the number of people and hold them outdoors wherever possible.

- Delivery drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.
- Any sign in registers should be recorded by one person where possible – do not pass material around the group and minimise contact with any screens.

Site Meetings

- Only absolutely necessary meeting participants should attend.
- Attendees should be two metres apart from each other
- Rooms should be well ventilated / windows opened to allow fresh air circulation.
- Hold meetings in open areas where possible.
- Meetings are to be held through teleconferencing or videoconferencing where possible.

Avoiding Close Working

- Risk assessments and method statements must be updated to include COVID-19 control measures.
- At least one metre’s separation is required at work for alert level 3. We expect one metre separation between people at work as the minimum and greater separation where it is reasonably practicable to do so.
- If it is not possible or safe for workers to distance themselves by one metre for a work activity, the works should not be carried out.
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers.
- Single use PPE should be disposed of so that it cannot be reused.
- Stairs should be used in preference to lifts or hoists.
- Where lifts or hoists must be used:
 - Lower their capacity to reduce congestion.
 - Regularly clean touchpoints, doors, buttons etc.
- Increase ventilation in enclosed spaces.

Toilet Facilities

- Physical distancing rules apply to the use of shared facilities, including toilets.
- Wash hands before and after using the facilities.
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks, toilet flush and sanitary bins.
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Eating Arrangements

- If you need to leave site for any reason, follow site entry procedures on return.
- Dedicated eating areas should be identified on site to reduce food waste and contamination.
- Break times should be staggered to reduce congestion and contact at all times.
- Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area.
- The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home.
- Workers should sit 2 metres apart from each other whilst eating and avoid all contact.
- Where catering is provided on site, it should provide pre-prepared and wrapped food only.
- Payments should be taken by contactless card wherever possible.
- Shared crockery, eating utensils, cups etc. should not be used unless a dishwasher is available to clean them.
- Tables should be cleaned between each use.
- All rubbish should be put straight in the bin and not left for someone else to clear up.
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines.
- Limit access and use of coffee machines and water fountains.
- Consider numbers on site for site facilities as physical distancing may require additional space/facilities.

Changing Facilities, Showers and Drying Rooms

- Introduce staggered start and finish times to reduce congestion and contact at all times.
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.
- Consider increasing the number or size of facilities available on site if possible.
- Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of one metre.
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

General Hygiene

- Each worker must sanitise their hands with hand sanitiser or soap and running water before entry onto site, use warm water if available.
- Set up a specific place near the entry of the site for handwashing and/or sanitising. This could be as simple as on the back of a ute.
- Any personal items brought to site by workers must be segregated (kept separate from other workers items).
- Individual PPE for workers must be kept separate from other workers PPE and cleaned correctly as per the Cleaning Guide.
- All eating and drinking utensils to be cleaned by the user. Have paper towels accessible to dry.

Smoking

- Smokers/vapers must use designated area or do so off-site and butts are to be placed in the designated receptacle. Hands must be washed before and after smoking.
- Stand so that smoke or vapor produced is not going into another person's breathing zone.

Hand Washing

- Provide additional hand washing facilities to the usual welfare facilities on large, spread out sites or significant numbers of personnel on site.
- Ensure soap and fresh water is readily available and kept topped up at all times.
- Provide hand sanitiser where hand washing facilities are unavailable.
- Regularly clean the hand washing facilities and check soap and sanitiser levels.
- Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.

Hand washing



Wet your hands under clean running water. Use warm water if available.



Put soap on your hands and wash for 20 seconds. Liquid soap is best.



Rub on both sides of both hands...



and in between fingers and thumbs...



and round and round both hands.



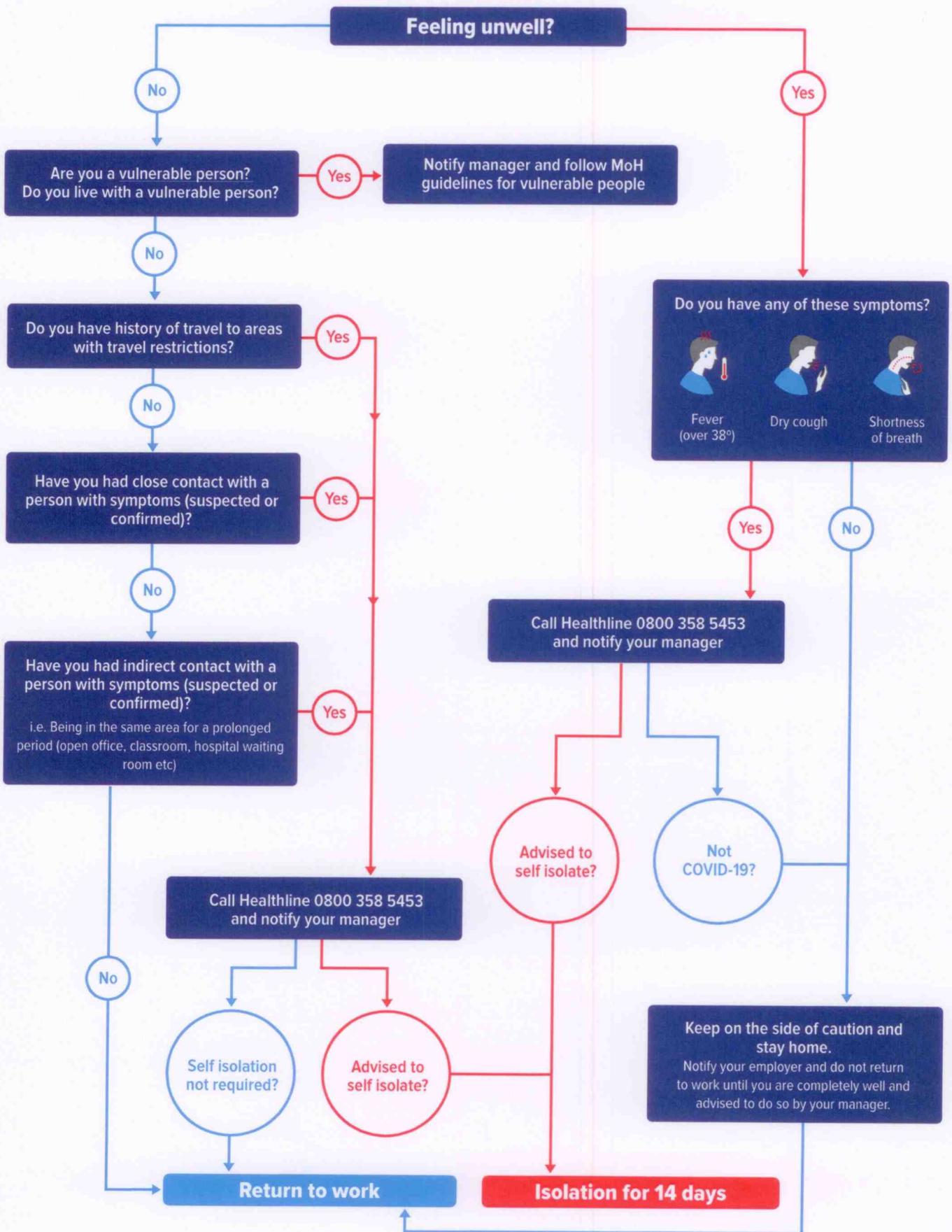
Rinse all the soap off under clean running water. Use warm water if available.



Dry your hands all over for 20 seconds. Using a paper towel is best.

Steps provided by Ministry of Health's guide to hand washing

Personal Health Flowchart



Site Transportation Protocol - Alert Level 3

Workers travel to site

Employers are required to have an understanding of how workers will travel to and from site.



Workers are to travel to the site one person per vehicle where possible.



Log is to be kept to record who has arrived on site, how they traveled and who they traveled with for contact tracing purposes.



Workers must travel home in the same vehicle as they arrived in.



Handwashing protocols to be observed before entering site.

Any travel managed by the employer should ensure that adequate steps can be achieved for this transport – which includes:



Allowing for spaces between passengers.



Hygienic washing of hands before and after the journey.



Follow Vehicle Cleaning Procedures as per the [Cleaning guide](#).



Restricting equipment and baggage to trailers and or separate parts of the vehicle.

Required process for deliveries to site



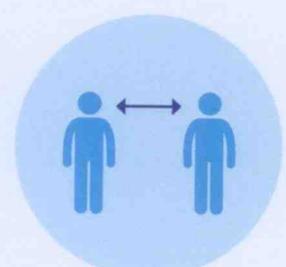
Deliveries to site should be delivered by one person only where possible.



Handwashing protocols to be observed once arrived at site.



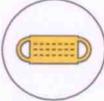
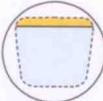
Sign-in register must be completed for persons delivering goods to site.



2m physical distancing rules to be applied at all times.

Personal Protective Equipment (PPE) requirement for essential non-health[‡] workers - COVID-19

Basic hygiene measures for everyone include; physical distancing, good hand hygiene, cough etiquette, regular cleaning of surfaces and frequently touched items, avoid touching face, eyes, mouth and nose

Group	 Mask	 Gloves	 Eye Protection*	 Long sleeve gown
Accommodation Camp grounds	✗	✓ Use for cleaning	✗	✗
Border: Customs, Maritime pilots, Stevedores	✓ If not able to maintain physical distancing	Follow usual health and safety aspect of job and wear what is 'business as usual'	✗	✗
Building and Construction Plumbers, builders and electrician	Follow usual health and safety aspect of job and wear what is 'business as usual'			✗
Courts, tribunal workers	✓ If not able to maintain physical distancing	✓ If having physical contact with person and a risk of contact with body fluids		✗
Fast moving consumer goods, Delivery drivers (all goods including courier service)	✗	✗	✗	✗
Supermarket staff	✗	Staff may wish to wear for reassurance	✗	✗
Financial services – personnel/ customer facing	✗	✗	✗	✗
Local and National government Staff involved in COVID-19 response office based	✗	✗	✗	✗
Primary Industries. Food production, processing food,	Follow usual health and safety aspect of job and wear what is 'business as usual'			
Primary Industries. Animal welfare staff and veterinarians	Follow usual health and safety aspect of job and wear what is 'business as usual'			
Police, Fire -in first responder role, Prison staff, Court staff,	✓ If not able to maintain physical distancing	✓ If having physical contact with person and a risk of contact with body fluids		✗
Public safety and National security, Ministry of Defence, Ministry of Justice	✓ If not able to maintain physical distancing	✗	✗	✗
Social Services	✗	✗	✗	✗
Utilities and communications, including supply chain	✗ However if your usual standard operating procedure or Health & Safety guidance requires you to wear, then continue to follow that guidance	Follow usual health and safety aspect of job and wear what is 'business as usual'		

‡ Refer to <https://covid19.govt.nz/government-actions/covid-19-alert-level/essential-businesses/> for your business sector

* Face shield or goggles. Prescription glasses are not classed as eye protection. Remember to clean reusable eye protection between use.

Safe practices when using face masks on site



Wash hands first

Always make sure you wash your hands thoroughly before and after touching a mask.



Masks

There are many different kinds of masks, depending on the task.



The right side

There is a metal clip at the top of the mask.



Placement

Place the metal clip across the top of your nose.



Attach the mask

Attach the mask by pulling the elastic bands over your ears.



Stretch down

Stretch the mask down, so that it covers your chin.



Adjust

Bend the metal clip around your nose so that it sits securely.



Taking off the mask

Pull the elastic bands away from your ears.



Disposal

Always place the used mask in a closed rubbish bin for secure disposal.

Suspected or confirmed case of COVID-19 at work

If the suspected or confirmed case of COVID-19 is at work



1. Isolate

Isolate the person from others and provide a disposable surgical mask, if available, for the person to wear.



2. Inform

Call Healthline (0800 611 116). Follow the advice of health officials.



3. Transport

Ensure the person has transport to their home or to a medical facility.



4. Clean

Clean the area where the person was working and all places they have been. This may mean evacuating those areas. Use PPE when cleaning.



5. Identify

Identify who at the workplace had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate. Allow employees to raise concerns.



6. Clean

Clean the area where the close contact people were working and all common areas they have been. This may mean evacuating those areas. Use PPE when cleaning.



7. Review

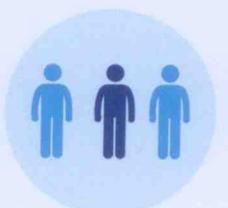
Review risk management controls relating to COVID-19 and review whether work may need to change. Keep employees up to date on what is happening.

If the suspected or confirmed case of COVID-19 is not at work when diagnosed



1. Inform

Call Healthline (0800 611 116). Follow advice of health officials.



2. Identify

Identify who at the workplace had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate. Allow employees to raise concerns.



3. Clean

Clean the area where the infected person and their close contacts were working and all common areas they have been. This may mean evacuating those areas. Use PPE when cleaning.



4. Review

Review risk management controls relating to COVID-19 and review whether work may need to change. Keep employees up to date on what is happening.

Remember:

- From a health and safety perspective, there is not an automatic requirement to close down an entire workplace, particularly if the person infected, or suspected to be infected, has only visited parts of the workplace.
- Workers assisting the person who has suspected or confirmed COVID-19 should be provided with appropriate PPE, if available, such as gloves. They should also follow hand hygiene procedures.
- Be aware of privacy obligations.
- Follow the advice of health officials at all times.