

Installer Policy

Covid19

Alert Level 3: Restricted

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1 Why the need for protocols?

- To ensure that as a business we have a clear understanding of how we will continue to operate
- To ensure that our personnel are protected against contracting the COVID 19 Virus
- To ensure that we take necessary measures to protect the public and contractors from contracting the COVID 19 Virus
- To ensure our personnel have clear guidance on procedures and risk mitigation measures

2 What is Level 3?

Level 3 is a state of restriction called for by the New Zealand Government. It is a reduction from the highest-level being Level 4 – Elimination – (Full Countrywide lockdown). The criterion for Level 3 is:

- Travel in areas with clusters or community transmission limited
- Affected educational facilities closed
- Only gatherings up to 10 people can go ahead, but only for: weddings and funerals.
- Public venues closed (e.g. libraries, museums, cinemas, food courts, gyms, pools, amusement parks)
- Alternative ways of working required (contactless), and some non-essential businesses should close
- Non face-to-face primary care consultations
- Non acute (elective) services and procedures in hospitals deferred and healthcare staff reprioritised

3 Roles and Responsibilities

When carrying out the works on our projects, there will be certain protocols that we will need to follow for the benefit of the worker as well as members of the public to prevent the spread of COVID 19 virus. During Level 3, the following protocols will be applied:

3.1 Sharing of information – COVID 19

- Where possible, any personnel and contractors will be contacted prior to coming to the site and they will be made aware of the site protocols
- When arriving at site, all personnel will receive further information reinforcing the site protocols.
- When leaving the site, all relevant protocols will be communicated to all personnel

3.2 Subcontract Management

- Subcontractors will be contacted and made aware of the specific protocols applied to the site and their responsibilities to adhere to them
- Subcontractors will be required to provide an approved protocol plan before they undertake work on our contracts
- Subcontractors to provide their updated SSSP

3.3 Mobility capture

It is important to know the physical location of all personnel on site. This will be captured through the following methods:

- There will be a daily sign in register provided and this must be signed by all personnel working on the contract
- Please make sure you have the NZ Covid Tracer app with Bluetooth turned on and scan the site QR codes or make a manual diary entry.

3.4 Emergency Preparedness

The Area Manager will refer to the emergency protocols within this SSMP when there is a suspected or known case of COVID 19 associated with this contract. In the event of a reportable case, the following protocols will be followed:

- An Exposure Report (see appendix b) will be completed and provided to the Managing Director within 4 hours of the COVID- 19 exposure being reported
- The site management will maintain contact with the affected individual to ensure their ongoing physical and mental wellbeing are being monitored and supported
- Support with the use of organisations such as EAP will be utilised to provide support where required
- Where there is a need for the Area Manager to get involved in Contact Tracing, work sites will follow the MoH guidelines

3.5 Risk Management

The contract will continue to maintain all other risk management protocols which will include but not limited to:

- Daily Pre-Start meetings while maintaining hygiene and distancing protocols (use the Covid-19 Daily Pre-start Briefing Plan)
- Contract Specific Risk Register
- Site Specific Risk Assessment
- Task Analysis

4 General Working Arrangements

4.1 Pre – Workplace Attendance

All personnel including Subcontractors and their personnel who are scheduled to come to site and work within Level 3 protocols will be required to undertake an induction.

The following protocols will be applied during this time:

- All personnel will receive instruction on the induction location
- The physical distancing and hygiene protocols will be explained to them and they will be required to adhere to these when they arrive on site
- They will be made aware of the requirement for them to understand their responsibilities toward the Personal Health Flowchart (appendix) Travel to and from the site

All personnel and delivery drivers will be required to follow the transportation protocol. These protocols will include:

- Workers will travel to the workplace in singular vehicle whenever possible (e.g. no car-pooling). If this is not possible, maximum separation should be maintained
- A log will be kept at each worksite to monitor who has arrived on site, how they travelled and who they travelled with
- If two or more people travel together to the worksite, they will be required to travel home in the same vehicle
- Hand Hygiene protocols are to be observed before entering the site

4.2 Travel within the worksite

There is going to be a requirement where it will be necessary to travel within the site. All personnel and delivery drivers will be required to follow the transportation protocol which includes:

- All attempts will be made to minimise the number of people in a vehicle to one whenever possible. If this is not possible, maximum separation should be maintained and masks worn
- Hand Hygiene will be carried out before and after each journey
- Wherever possible, baggage, spare clothing and other potentially contaminated gear will be stored in a separate part of the vehicle

4.3 Site Entry

When an in-person induction is required, it will take place on the site when the worker arrives for normal work activities. This will be held at a suitable location on site.

The following protocols will be required:

- All personnel will be met as they arrive on site, where hand washing/ sanitising facilities will be made available
- The physical distancing and hygiene protocols will be explained to them and they will be required to adhere to these immediately
- They will be required to complete the site registration and a health status declaration upon entering the site
- All personnel will be made aware of the site signage reminding them of COVID 19 protocols
- All touchpoints will be wiped down regularly during these times

4.4 Site Mobility and Separation

Where applicable (multiple personnel, plant and equipment on a worksite), a site plan will be developed and made available to all personnel. This will identify the required work areas and will determine what separation protocols will be applied. It will also include vehicle and personnel movement plans to maintain separation while working within the site.

5 General Protocol Guidance *(to be assessed and applied as required)*

5.1 What is physical distancing?

Physical distancing, sometimes known as “social distancing”, is about keeping a safe distance from others. Physical distancing means remaining two metres away from other people. This is important to help protect us from COVID-19, which spreads via droplets from breathing, coughing and sneezing. Staying two metres away from others is an effective measure.

5.2 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 the potential of exposure
- The worksite is always to be segregated to the extent where possible in zones or other methods to keep different teams/trades physically separated
- Where possible apply a one-way system in high-traffic areas, such as lifts, stairwells and scaffolds
- Where practical, all office employees supporting a contract work remotely
- When using a vehicle, the Cleaning Guide must be followed (see section 6 below)
- When using a vehicle, limit this to one person per vehicle if possible

5.3 External interfaces

- One member of the crew nominated to receive supplies etc.
- Keep the engagement with the other person as brief as possible
- 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

5.4 Site Entry

- Limit visitors to site wherever possible
 - Introduce staggered start and finish times where possible to reduce congestion and contact
 - Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring
 - Require all workers to wash or clean their hands before entering and leaving the site
 - Allow plenty of space (two metres) between people waiting to enter the site
 - Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, 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 on-site 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
-

5.5 Site Meetings

- Only hold necessary meetings, minimum 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

5.6 Avoiding Close Working

- There will be situations where it is not possible or safe for workers to distance themselves from each other by two metres. In such cases appropriate PPE must be worn - facemasks are mandatory
- Teams working in close proximity (within two metres) should stay within these teams until the work is complete. To minimise the risk of exposure, do not introduce or change members of teams
- Plan all work to minimise contact between workers
- 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
- Increase ventilation in enclosed spaces

5.7 Toilet Facilities

- Physical distancing rules applies 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 enough rubbish bins for hand towels with regular removal and disposal

5.8 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 waste and contamination
- Break times should always be staggered to reduce congestion and contact
- 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 two 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, and 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

5.9 General Hygiene

- Each worker must sanitise their hands with soap and water or hand sanitiser before entry onto site
- Set up multiple/strategic locations for handwashing and/or sanitising. This could be as simple as on the back of a Ute
- Any personal items brought to the site by workers must be segregated (kept separate from other workers items)
- Individual PPE for workers must be kept separate from other workers
- PPE should be cleaned correctly as per the Cleaning Guide (see section 6 below)
- All eating and drinking utensils to be cleaned by the user

5.10 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 vapour produced is not going into another person's breathing zone

5.11 Hand Washing

- Provide additional handwashing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site
- Ensure soap and freshwater is always readily available and kept topped up
- Provide hand sanitiser where handwashing facilities are unavailable
- Regularly clean the handwashing facilities and check soap and sanitiser levels
- Provide suitable and enough rubbish bins for hand towels with regular removal and disposal
- Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored

6 Cleaning Guide - Alert Level 3

Construction sites operating after Coronavirus COVID-19 level 4 is lifted need to ensure they are protecting their workforce and minimising the risk of spread of infection.

6.1 Key cleaning tips

Consider your work environment and what is frequently used and touched by workers, customers and others. The virus can be spread from person to person or by touching unclean equipment or surfaces. To stop the spread, focus efforts on cleaning areas where the virus is more likely to spread, such as the kitchen and toilet. Physical distancing should also be practiced when cleaning offices and job sites. Refer to the Physical Distancing and Hygiene Protocol for more information.

- Schedule regular cleaning
- Use a suitable cleaning product
- Use disposable cloths, if available
- Always wear disposable gloves when cleaning. When finished, place used gloves in a rubbish bin
- Wear disposable gloves while handling soiled items
- Wash hands immediately after removing gloves or after handling these items

6.2 Disinfecting cleaning aids

Cleaning aids, such as cloths or mops, must be germ-free or they'll spread germs to other surfaces. Here are some general cleaning tips to help prevent the spread of germs:

Cloths and sponges

- Use disposable cloths or paper towels when possible
- Reusable cloths should be disinfected or washed at 60C (140F) after each use

Washing-up brushes

- Wash brushes in a dishwasher regularly or clean with detergent and warm water after each use

Mops and buckets

- Use two buckets for mopping – one for detergent and the other for rinsing
- Mops and buckets should be cleaned and dried after each use

6.3 Key cleaning tips

All offices and job sites should implement additional cleaning measures of common areas as recommended by the Ministry of Health and to help minimise the spread of COVID-19.

Regular cleaning of the workplace environment will minimise the spread of infection by reducing workers' contact with contaminated surfaces.

Clean surfaces with a suitable cleaner and/ or disinfectant and follow the manufacturer's instructions for use. When choosing a suitable cleaning product, consider what the product is effective against and the length of time the product needs to be left on a surface to clean it properly.

Where possible, use disposable cloths or paper towels to clean surfaces. Reusable cloths should be disinfected and then dried after use, as bacteria and viruses can still survive on damp cloths.

Common internal touchpoints may include:

- Coffee machines and water fountains
- Common pens for Sign In sheet to the construction site
- Doors/door handles - Look at all reasonable opportunities to remove them
- High-touch public surfaces such as stairwell handrails, door handles, tabletops, lift buttons, microwaves and other kitchen surfaces
- Screens and tables should be wiped after use, including iPads, photocopiers, digital check-in scanners and desktop stations
- Clean floors with disinfectant or bleach solution, starting from one end of the premises to another (from the exit inwards)
- Wash items such as towels, tea towels and other fabrics and dry thoroughly outside or with a dryer

6.4 Site cleaning

- Before leaving the office or job site wipe down any tables/surfaces with soapy water or cleaning agents where possible. All workers must be checked out of site and a record kept daily. Each site must be cleaned and sanitised at the end of the working day or end of each shift.

Common touchpoints may include:

- All waste and disposable PPE must be removed from the site and securely disposed of
- All door handles, railings and personal workstation areas are wiped down with a disinfectant, such as disinfectant wipes
- Individuals are responsible for cleaning their workstation area with disinfectant wipes
- Clean all 'high-touch' surfaces such as desks, counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, and keyboards every day with antiseptic wipes or disinfectant, including bleach solutions

6.5 Cleaning bathrooms, toilets

Clean toilets with a separate set of cleaning equipment (disposable cleaning cloths, mops, etc.). Clean sinks frequently, if they're used regularly.

Applications to improve toilet hygiene may include:

- Keep the U-bend and toilet bowl clean by flushing after each use
- Limescale should be regularly removed using a descaling product
- Keep the toilet seat, handle and rim clean by using a disinfectant

6.6 Cleaning Tools and Equipment

- Clean tools and equipment before and after each day's work with a disinfectant, concentrating on points of contact such as handles
- Wash your hands after handling tools and equipment to prevent the spread of germs
- If possible, don't share tools on-site. If sharing cannot be prevented, take precautions and follow the handwashing guide before and after each use.

6.7 Cleaning vehicles

- Have dedicated drivers when using vehicles to avoid the spread of germs
- Don't share vehicles if possible, if you need to use a shared vehicle then wipe down the commonly touched areas of the vehicle after each use (steering wheel, handbrake, gear stick, dashboard, handles, etc.) and wash hands before and after using the vehicle
- Wipe down the inside and commonly touched areas of the vehicle before and after each day
- Have one person per vehicle where possible. If you are required to have more than one person then keep as much distance between people as possible, open the windows to keep air circulating and passengers to face towards the window to reduce the spread of germs
- If you need to have multiple people in a vehicle then where possible, split teams into groups and stay in those groups when you travel together

6.8 Cleaning PPE

Work clothes to be placed in washing machines and clean reusable PPE.

Read and follow directions on the labels of laundry or clothing and detergent. In general, wash and dry laundry and clothing with the warmest temperatures recommended on the label. When handling soiled laundry wash your hands after handling dirty laundry. All clothes and towels should be washed at 60C (140F) or at 40C (104F) with a bleach-based laundry product to prevent germs from spreading. Don't leave laundry in the washing machine – any remaining germs can multiply rapidly.

6.9 Specialist Clean

If a worker is unwell and removed from the site, a specialist clean will be completed in the area/ areas identified where the worker was working and has accessed. These areas are to be isolated until a specialist clean has taken place.

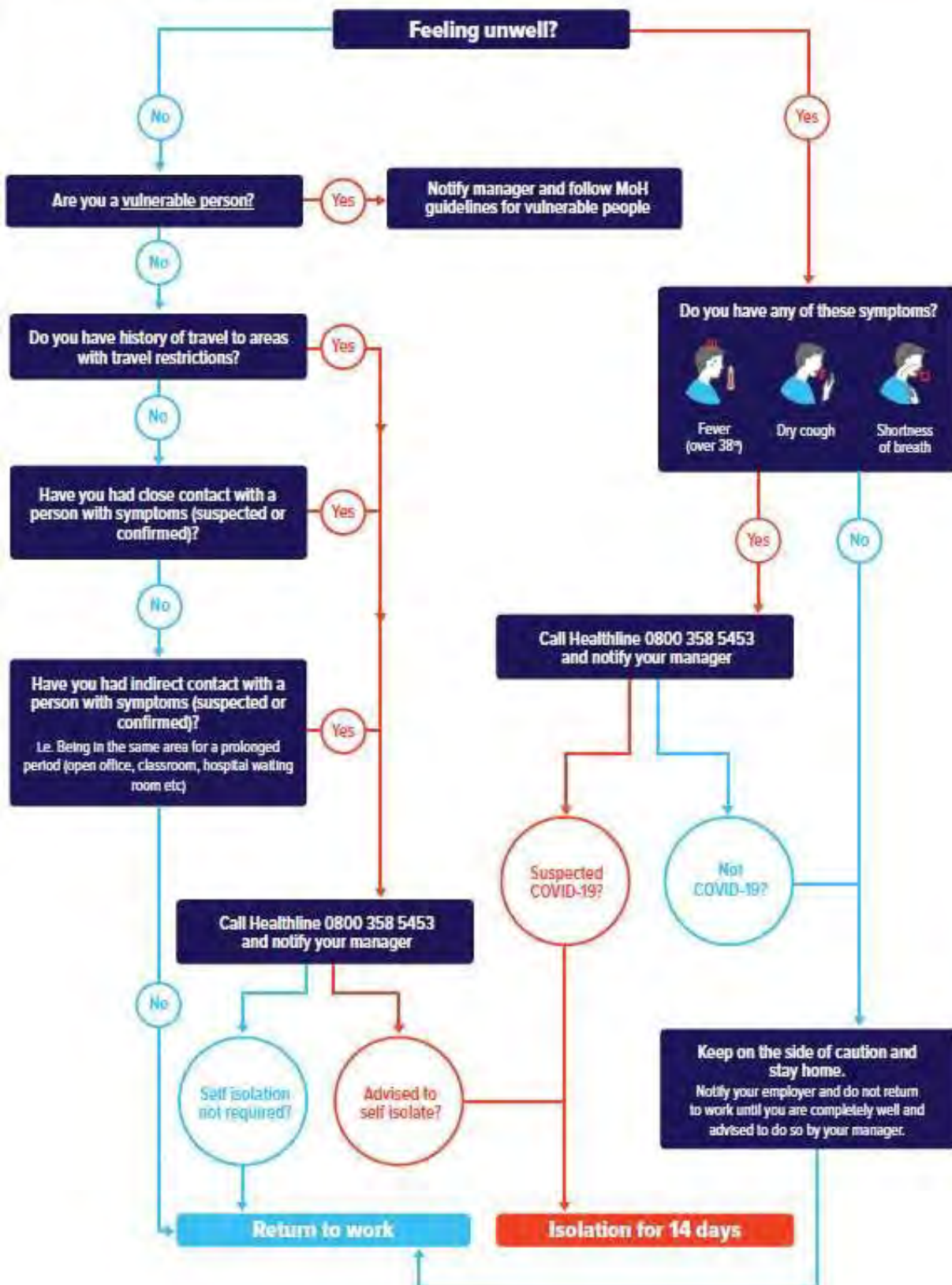
All equipment and vehicles used must be cleaned down and disinfected, concentrating on points of contact such as handles, steering wheels etc.

40C (104F) with a bleach-based laundry product to prevent germs from spreading. Don't leave laundry in the washing machine – any remaining germs can multiply rap

7 Appendices

- a. Personal Health Flowchart
- b. Exposure Report
- c. Site Transportation Protocols – Alert Level 3
- d. Safe practices when using face masks on site
- e. Safe Practices when using gloves on site
- f. Returning home after work

Personal Health Flowchart



COVID-19 Exposure Report

User Guidance:

- This form is to be completed to for each worker (employee, sub-contractor or other third party) who has been exposed to **COVID-19** by and exposure element listed in the Employee Exposure Details section below.
- This form should be used in conjunction with the Protocol Guidelines to manage the impact of **COVID-19**.
- Completed forms should be emailed to gary.nicholson@nzdata.co.nz within 2 hours of the **COVID-19** exposure being reported.

Exposed Employee Details

Name	
Title	
Contact Details	Email Mobile
Location	NZ Data Project
Manager's Name	
Confirmation that it has been explained to the employee that the information in this form will be treated in accordance with our NZ Data Project Privacy Policy. However, in the interest of other people's safety, we may need to disclose to others certain details in relation to this notification, and we will advise the employee if this is considered necessary.	<input type="checkbox"/> Details of manager who has provided this confirmation: Name Title Date Time

Employee's Exposure Details

Exposure Element	<input type="checkbox"/> Employee has been in, or in transit through current named high-risk countries as defined on Government website: https://www.health.govt.nz/ <input type="checkbox"/> Employee has been in close contact with someone confirmed with COVID-19 in the last 14 days <input type="checkbox"/> Employee has been advised that they have potentially been exposed (limited contact) with someone confirmed with COVID-19 <input type="checkbox"/> Employee cares / lives in the same household as someone who has been advised to self-isolate <input type="checkbox"/> Employee has contracted COVID-19 . An immediate family member of the Employee has contracted COVID-19 Other (provided details)
Details regarding the exposure or diagnosis e.g. where, when and how they were exposed	Where: When: How: Has the employee seen a medical practitioner, or have they phoned the NZ Health Line for advice: Advice received?
	Has the employee been unwell or experiencing any flu like symptoms? Yes / No Other relevant details:

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



Log is to be kept to record who has arrived on site, how they travelled and who they travelled 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

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

Safe practices when using gloves on site

You will need to use gloves:



Any time you are completing a manual task
Use your usual work safety gloves



If you are cleaning any surfaces
Use disposable gloves for this and throw them in the bin when you finish cleaning

Remember to:



Avoid touching your face while wearing gloves



Remove your gloves and then wash your hands prior to eating, drinking or smoking/vaping



Practice good hand hygiene and good cough and sneeze etiquette while wearing gloves

Returning home after work

Stopping the spread of COVID-19 from work to home

As an essential worker, you need to be away from home to do your job. To stop the possible spread of COVID-19, it is important that when you return home after work, you take all the necessary precautions to ensure that you and everyone in your bubble are safe. Here are four simple guidelines to follow:



No touching

When you return home, try not to touch anything



Shoes

Remove your shoes, do not walk through the house with them on.
Leave them outside



Clothes and bags

Place your clothes and bags in a container and wash in a hot washing machine cycle (over 60°C)



Shower

Have a shower and make sure to clean your hands, wrists, arms, neck, nails and areas that might have been exposed