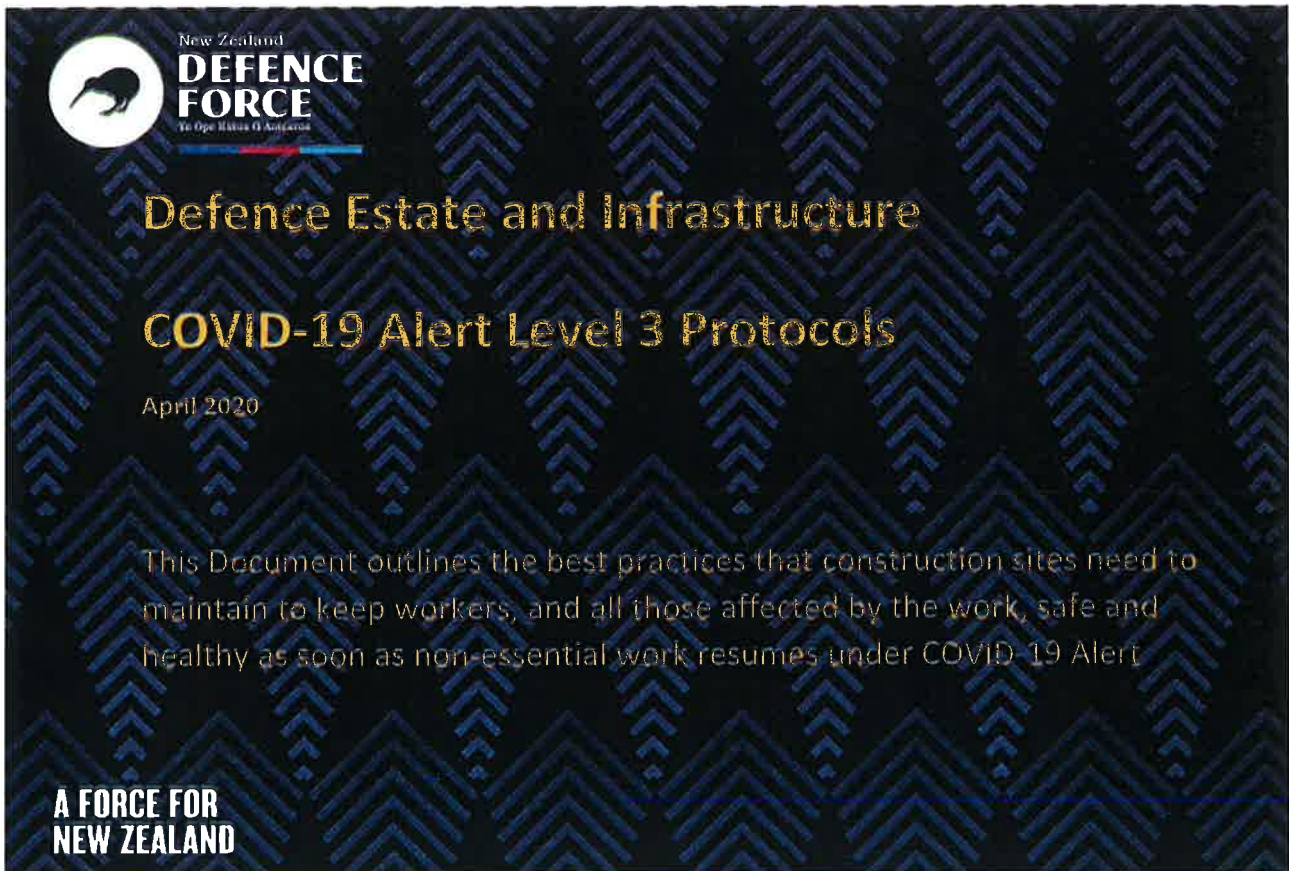


Guide for returning to work - Alert Level 3



The goals of this document are to:

- Keep workers and the wider community healthy and safe by preventing the spread of COVID-19
- Apply relevant guidance from the Ministry of Health and other Government agencies to the construction environment.
- Encourage a safe and respectful work environment and good communication between all stakeholders.
- Provide a checklist for Estate Delivery Managers and Project Managers/Facilities Managers to ensure contractors have put robust processes in place for COVID-19.

DEI commitment as an organisation:

- We are committed to working alongside Government to prevent the spread of COVID-19.
- As an organisation, we are united against COVID-19 and will do our utmost to protect our workers, contractors, communities and New Zealand.
- DEI recognise that we must work together to ensure the health, safety and wellbeing of everyone working across the Estate.

New Zealand's COVID-19 alert system specifies:

COVID-19. The alert system means people can see and plan for the kinds of restrictions we may be required to put in place. This includes escalating restrictions on human contact, travel and business operations.

For information on what COVID-19 is, what the symptoms are, and how it spreads, visit

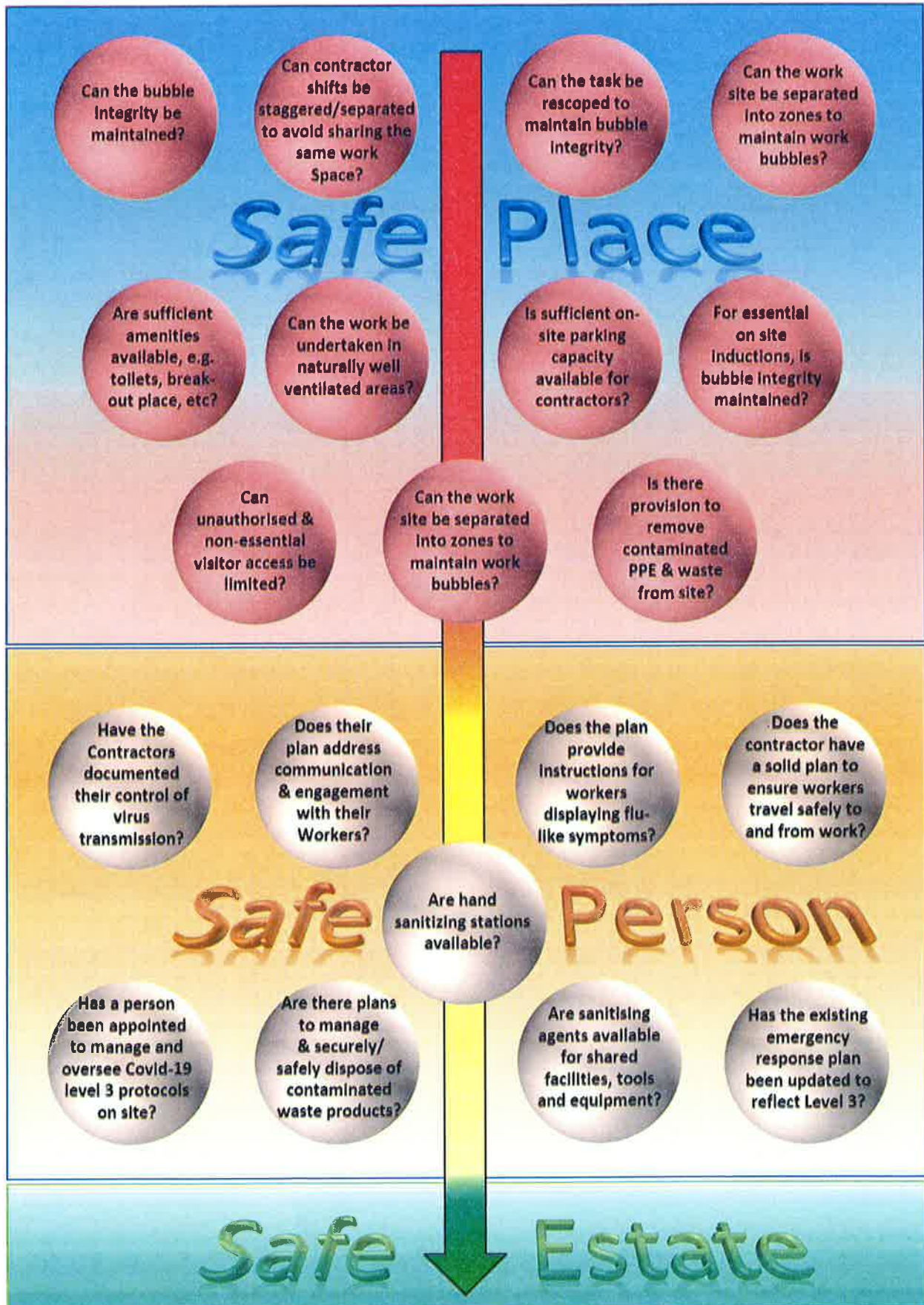
www.covid19.govt.nz

References

1. Staying Safe on Site – Ministry of Education
2. COVID-19 – Standard for New Zealand Construction Operations from chasnz.org
3. The New Zealand Ministry of Health
4. WorkSafe NZ - Transitioning from Alert Level 4
5. SafeWork Australia - Building and construction industry: Minimising the risk of exposure to COVID-19.

Guide for returning to work - Alert Level 3

Protecting The Bubble



You and Family first - 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

Protect yourself and your workmates

Ways to prevent spreading germs

- Throw tissues in a bin or plastic bag after use
- Avoid touching your eyes, nose or mouth with uncleaned hands
- Clean and disinfect surfaces and objects that people frequently touch
- Avoid close contact with people who are sick, sneezing or coughing
- Wash your hands frequently and thoroughly using soap and water for at least 20 seconds
- Stay home when you are sick
- Stop home when you are sick

14 days self isolation is required if you...

- Have arrived or returned from overseas within the last 14 days
- Also identify symptoms of COVID-19
- Symptoms can include:
 - Cough
 - Fever (at least 38°C)
 - Shortness of breath
- Have been in close contact with someone confirmed with COVID-19 within the last 14 days

Keep your knowledge of the COVID-19 situation up-to-date. Follow advice from authoritative sources such as the Ministry of Health and check daily for any updates to safety advice.

It is imperative to understand your business and its Workplace Health and Safety hazards and risks. It may not be possible because of the work you do to facilitate all workers to work from home, but there are many steps you can take to minimise the risks in your workplace.

Properly resource your premises to manage Workplace Health and Safety risks during the COVID-19 outbreak, and check workers are using resources. Review your policies, procedures and reporting process to ensure they remain current for any incidents, hazards and other Workplace Health and Safety issues that arise during this time. Update these materials if necessary. Clearly communicate changes to processes and procedures and ensure workers are following them correctly. Consult with workers and ensure there is a means for them to raise any concerns about the steps you are taking to manage the risks

Guide for returning to work - Alert Level 3

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

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. Communicate the details of the plan 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 [Ministry of Health physical distancing guidelines](#) must be followed.
- All workers should follow the [Ministry of Health guidelines](#) to confirm they are safe to be on site.
- Employers must understand how workers will travel to and from site and will communicate the company transport recommendations and requirements 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



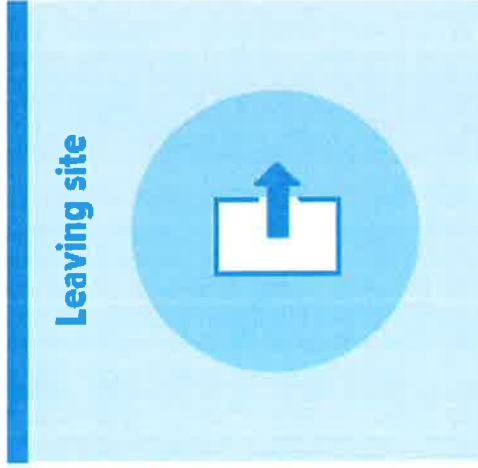
- Only essential personnel are to access the site. All office employees supporting a project will work remotely, where possible.
- Keep a [sign-in register](#) of workers entering and leaving along with a health declaration. If using electronic sign in machines, clean and sanitize them after each use.
- Where possible, assign a single person the responsibility for completing the [site sign-in register](#). This will help minimise the risk of cross contamination.
- Use your existing [sign-in register](#) or the example sign-in register.
- Signage reminding workers of the COVID-19 [Ministry of Health physical distancing guidelines](#) will be posted at the site entrance and in common areas as appropriate.
- If an in-person induction is required, the [Ministry of Health physical distancing guidelines](#) must be followed.

Site operations



- Undertake all work in a way that reduces any possible contact between workers and promotes physical distancing wherever possible.
- If people must work closely, e.g. a 2-person lift, then always assign workers to teams and separate the teams.
- Restrict all visitors to the site, (e.g. delivery workers), to one person wherever possible.
- All offices and jobsites must implement cleaning measures as per the [Cleaning Guide](#).
- Clean all tools, equipment, plant and vehicles in accordance with the [Cleaning guide](#).
- Implement additional sanitary measures on site to prevent the spread of COVID-19 e.g. hand washing stations, hand sanitizer, and disinfectant products.
- Smokers must follow the physical distancing and hygiene protocol.
- A COVID-19 emergency response [plan](#) must be available and accessible on site.
- Use disposable PPE where appropriate.
- Avoid leaving the site unless necessary.
- Stagger meal/coffee breaks

Guide for returning to work - Alert Level 3



- Workers must use the [sign-in register](#) to sign out.
- When returning home, workers will need to follow the necessary hygiene measures.
- Clean and Sanitise each site at the end of the working day or end of each shift, as specified in the [Cleaning Guide](#)
- Remove all waste and disposable PPE from the site and securely dispose of as specified in the [Cleaning Guide](#).
- Workers must follow the company transportation guidelines.



- Have an up to date site plan that is communicated and agreed with the appropriate persons.
- Review contractors [site plans](#)
- Communicate the site expectations and prevention measures to all workers and contractors
- 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.
- Have a COVID-19 emergency response plan in place.
- Have a protocol for workers who may feel unwell, as per the COVID-19 emergency response plan.
- Complete an Exposure Report in the event of a potential or actual exposure.
- Stay in contact with workers who may be in isolation or working remotely.
- Assist workers to access mental health and wellbeing information.
- Normal health and safety obligations still apply.

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Cleaning Guide - Alert Level 3

Workers in the building and construction industry are at risk of exposure to COVID-19

The number of workers on a construction project can vary significantly between projects and from day to day. Where workers work closely together it increases the risk of exposure to the COVID-19 virus. The amount of time COVID-19 survives on objects and surfaces will vary. Environmental cleaning is one way to remove COVID-19 particles.

Construction work inevitably requires regular touching of objects and surfaces. Increase the usual cleaning schedules on construction sites to minimise the risk of spreading infections.

- Frequently clean and disinfect frequently touched surfaces on a construction site, including any plant, equipment, lifts, hoists, handrails and doors, using appropriate detergent or disinfectant solutions.
- Personal items and items used for work such as tools, glasses and phones should also be frequently cleaned and disinfected (e.g. using isopropyl alcohol wipes).
- Increase the frequency of industrially cleaning site amenities, including lunch rooms, site offices, change rooms, toilets, showers, drink fountains and vending machines.

Primary focus

All offices and worksites 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.

Key cleaning tips

Workplaces should clean surfaces at least daily. Give special attention to frequently touched surfaces (e.g. tabletops, door handles, light switches, desks, toilets, taps, sign-in areas, kitchen surfaces/equipment and tools). Regularly disinfect clean surfaces. Alternatively, you may be able to do a 2-in-1 clean and disinfection by using a combined detergent and disinfectant.

Clean surfaces and fittings more frequently when:

- Visibly soiled;
- Used repeatedly by a number of people (e.g. sign-in points, door handles); and
- After any spillage.

For routine cleaning, disinfectants are usually only necessary if a surface has been contaminated with potentially infectious material. For this reason, when and how often a workplace should undertake disinfection as part of routine cleaning will depend on the likelihood of contaminated material being present at the workplace.

Practice physical distancing when cleaning offices and work sites. Work areas and Projects should consider the following:

- 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; and
- Wash hands immediately after removing gloves or after handling these items.

Disinfecting and cleaning aids

Cleaning aids, such as cloths or mops, must be germ-free or they will spread germs to other surfaces.

As well as the standard workplace cleaning processes, consider the following to help prevent the spread of germs:

- Follow all manufacturer's instructions and read the label and the Safety Data Sheet (SDS);
- Do not use different types of disinfectants together;
- Store your disinfectants safely and securely, out of direct sunlight and away from heat sources;
- Mix your disinfectants in a well-ventilated area. Some concentrated products recommend the use of a local exhaust ventilation system;
- For spraying or misting products, spray directly into the cleaning cloth to dampen the cloth for use. Take care not to generate a mist; and
- Use disposable cloths or paper towels when possible.

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Site cleaning

Before leaving the office or worksite wipe down any tables/surfaces with soapy water or cleaning agents where possible. Check all workers out-of-site and keep a daily record. Clean and sanitise each site at the end of the working day or end of each shift.

Common touch points may include:

- Securely disposing of all waste and disposable PPE;
- Wiping down all door handles, railings and personal workstation areas with a disinfectant, such as disinfectant wipes; and
- Cleaning all 'high-touch' surfaces with appropriate wipes or disinfectants.

Cleaning bathrooms, toilets and showers

Clean toilets with a separate set of cleaning equipment (disposable cleaning cloths, mops, etc).

Clean regularly used sinks frequently.

If your jobsite has a shower:

- If a shower has not been used for a while, let it run with hot water before using it;
- Keep tiles and grout in good condition; and
- Clean shower curtains frequently.

Common toilet touch points may include:

- Keep the U-bend and toilet bowl clean by flushing after each use; and
- Keep the toilet seat, handle and rim clean by using a disinfectant;

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, do not share tools on-site. If you cannot prevent sharing, take precautions and follow the hand washing guide before and after each use.

Cleaning vehicles

- Have dedicated drivers when using vehicles to avoid the spread of germs.
- Do not share vehicles if possible, if you need to use a shared vehicle then wipe down the common 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 common touched areas of the vehicle before and after each day.
- Have one person per vehicle where possible. If more than one person shares a vehicle, keep as much distance between them as possible and open the windows to keep air circulating.
- 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.

Cleaning PPE

- Place work clothes in washing machines and clean reusable PPE.
- 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. Wash all clothes and towels at 60C (140F) or at 40C (104F) with a bleach-based laundry product to prevent germs from spreading.

Specialist Clean

- If a worker is unwell and removed from site, complete a specialist clean in the area/ areas identified where the worker was working and has accessed. Isolate these areas until a specialist clean has taken place.



DEI C.H.E.S.S.

COVID-19 Safety Plan Checklist

Date: 23/04/20

Document ID#:

Version #: 1

PVID#:

Contractor/Company Name:

Contractor ID:

Camp/Base:

Location:

Site:

COVID-19 Safety Plan Checklist

Examples

<input type="checkbox"/>	Has the contractor been provided with NZDF's COVID-19 level 3 requirements?	Has up to date guidance from Defence Health, NZDF CMO, Directorate of Safety or CDF, been provided to contractors? Check NZDF ILP for most recent comms or with your DEI Regional HS Specialist.
<input type="checkbox"/>	Does the site layout & its size allow for one directional pedestrian flow to be set up & managed?	Has the site plan be amended to facilitate reduced pedestrian interactions? Can it be?
<input type="checkbox"/>	Have the Contractors adequately documented their virus transmission prevention and protective controls?	Are you confident the Contractor can adequately & proactively mitigate the transmission of the virus on their site or in their work area?
<input type="checkbox"/>	Does the contractor's SSSP have a detailed plan for COVID-19?	WorkSafe NZ states all work must have a health & safety plan to return to work in level 3 (excluding those essential services already operating under a H&S plan as in level 4).
<input type="checkbox"/>	Does the contractor have a sufficient & relevant COVID-19 PPE supply available, for at least one week in advance?	Has an estimation been made of the quantities required to ensure there is no sharing of PPE between workers or the extended use of expired & possibly contaminated PPE? Will they have enough? (COVID-19 can remain viable for 24hrs on a contaminated P2/N95 mask)
<input type="checkbox"/>	Are all contractors trained in the use of PPE related to COVID-19?	Is clear guidance included in the SSSP or is training evident to assist workers in removing PPE safely?
<input type="checkbox"/>	Are worker health checks in place?	Is there a clear requirement on workers for early reporting of flu-like symptoms? Is there a clear & documented process in the SSSP to inform NZDF of suspected cases? Is it included in their induction pack?
<input type="checkbox"/>	Are vehicle usage protocols in place?	Is vehicle group size limited? A no vehicle swapping policy? Are face masks available in vehicles? Vehicle sanitising policies considered? Enough parking available if all travel in individual vehicles? Must they cross NZDF areas unnecessarily from car park to work site?
<input type="checkbox"/>	Do site meetings allow for appropriate distancing?	Are meetings necessary? Can they be kept short & succinct? Are they being held outdoors where possible? Are all attendees vital? Is sanitising indoor surfaces pre & post meeting considered?
<input type="checkbox"/>	Are inductions refreshed with COVID-19 information?	Has the contractor supplied an updated site induction with COVID-19 related information?
<input type="checkbox"/>	Have all workers completed a refreshed induction?	Is there evidence that workers have been inducted with the updated induction pack?
<input type="checkbox"/>	Is an appropriate worksite sanitation schedule in place?	Is there clear & scheduled sanitation measures considered or is it ad-hoc?
<input type="checkbox"/>	Are measures in place to limit contact with NZDF staff?	Are screens, or drop sheets possible to create physical barriers between contractors & NZDF staff without hindering emergency egress routes? What controls will protect Guard/Visitor hut staff?
<input type="checkbox"/>	Are processes in place for site visits & inspections?	Is there evidence of an inspection or site visit plan/ schedule?
<input type="checkbox"/>	Are processes in place for site deliveries (equipment, supplies, etc)?	Is a single person responsible for receiving & dispatching freight incoming/outgoing items?
<input type="checkbox"/>	Are hygiene protocols in place when leaving the site?	Is there evidence that leaving site & the management of work wear & PPE is being managed?
<input type="checkbox"/>	Is a COVID-19 suspected patient care plan in place?	What will they do in the event a worker falls ill or displays COVID-19 like symptoms?

EDM/PM Name:

Signature:

Phone: