



COVID-19 Health and Safety Protocols for Construction Sites

August 2021

PURPOSE

The COVID-19 Health and Safety Protocols for Construction Sites outlines the minimum standards to be implemented on EBSL construction sites to manage risk of COVID-19 transmission on site. These Protocols apply at Alert Level 3 and 2. These Protocols supplement the *COVID-19 Standard for Operating New Zealand Construction Sites* developed by CHASNZ.

OUR COMMITMENT:

- We are committed to working alongside Government to prevent the spread of COVID-19.
- As an industry, we are united against COVID-19 and will do our outmost to protect our workers, the wider community, and New Zealand.
- We know that we're in this together – this means trusting those we work with will keep us safe and that we'll do the same for them.
- We recognise that we must work together to ensure the health, safety and wellbeing of everyone in the supply chain.

DEVELOPED BY:



With Support from



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.

The business's official government QR code for the NZ COVID Tracer App must be displayed at all site entrances. [See FAQs for more details](#).

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](#).

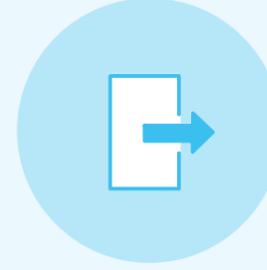
Toolbox talks should be held with physical distancing in place as per the [Physical distancing and hygiene protocol](#). A [COVID-19 Level 3 Toolbox Talk](#) is available for use to assist with your Toolbox Talks.

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 removed from site and securely disposed of as per the [Cleaning guide](#).

Workers must follow the [Site transportation protocol](#).

Management Protocols



Follow the COVID-19 [Manager's Checklist](#).

Vaccination is an additional protection for all workers against Covid-19 including the Delta variant. Employers should promote with workers to receive the Covid-19 Vaccination. A site poster is available [here](#). You are encouraged to add your branding to this.

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.

Ensure that workers understand they are not to come to work if feeling unwell and follow the [personal health flowchart](#).

If a worker is notified they are a close, casual or secondary contact of a COVID-19 case, follow the Contact Classification Process on what to do [here](#).

Ensure the business's official government QR code for the NZ COVID Tracer App is displayed at all site entrances. [See FAQs for more details](#).

Don't forget your normal health and safety obligations still apply. These Protocols are in addition to your usual health and safety controls themselves and their workers to be vaccinated.

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

Click [here](#) for FAQs

1. COVID-19 CONTROLS PLAN

Each construction site operating at Alert Level 3 or 2 needs to have in place a COVID-19 Controls Plan. This plan will guide how the PCBU1 and PCBU2's will manage work on site and the controls they will use to minimise the risk of COVID-19 transmission.

The COVID-19 controls are over and above the existing health and safety plan requirements for construction sites. It is the responsibility of the Site owner (the party responsible for overall site co-ordination) to ensure this plan is in place. The site owner may be a client; a group home builder; a project manager; or a small builder / contractor. There must always be a nominated person onsite when work is occurring who is responsible for administering the COVID-19 management plan. This can be shared among multiple people from different contractors for an individual site if required.

These protocols apply only to site-based work. Businesses will need to form a separate view about how and when office-based or sales activity recommences and what controls and contact tracing approach are appropriate given their specific circumstances.

These protocols are separated into four sections:

- a. **Before Arriving on Site**
- b. **Site Entry**
- c. **Site Operations (including deliveries & visitors)**
- d. **Leaving Site**

a) BEFORE ARRIVING ON SITE

- **Each contractor must provide to the PCBU a COVID-19 Plan detailing the steps they will take to mitigate risks, including those present with COVID-19. The details of the plan should be communicated to workers before they start work. The plan must include at a minimum:**
 - **SSSP & Task Analysis** required with a list of all potential situations where workers will be required to work closer than the 2m from another worker to complete tasks safely. As additional situations come up workers must be encouraged to identify these and have them added to the plan and ensure they are managed appropriately.
 - Resourcing plan to ensure those who do work within 2m of each other always work together and maintain a “bubble” that does not expose them to others.

Site Transportation Protocol - Alert Level 3

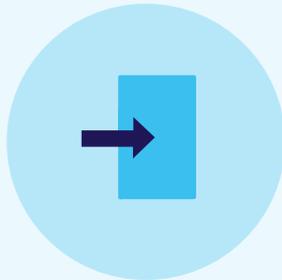
If workers are required to travel between alert level 3 and 4, then make sure an application has been lodged with MBIE and travel has been approved before commencement. See [FAQs](#) for more information on regional boundaries and how to apply with MBIE. Workers required to travel between regions under alert level 3 should carry a letter from their employer to confirm requirements of travel.

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.

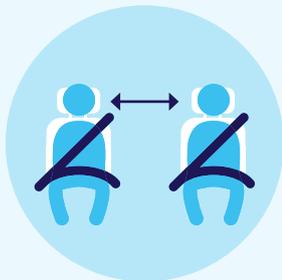


Workers must travel home in the same vehicle as they arrived in.



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:



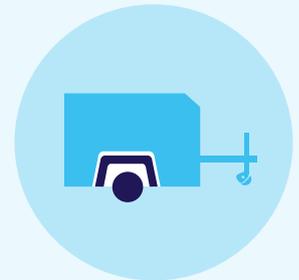
Allowing for spaces between passengers.



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



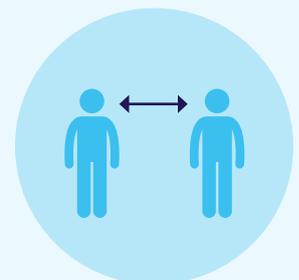
Deliveries to site should be delivered by one person only where possible.



Handwashing protocols to be observed once arrived at site.



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



1m physical distancing rules to be applied at all times.

CORONAVIRUS (COVID-19)

Protect yourself and your workmates

Ways to prevent spreading germs



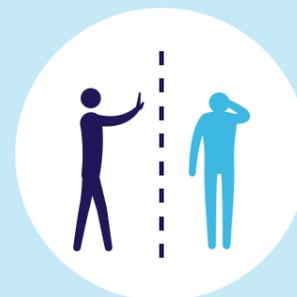
Throw tissues in a bin or plastic bag after use



Cough or sneeze into a tissue or your elbow



Clean and disinfect surfaces and objects that people frequently touch



Avoid close contact with people who are sick, sneezing or coughing



Avoid touching your eyes, nose or mouth with unwashed hands



Stay home when you are sick



Wash your hands frequently and thoroughly using soap and water for at least 20 seconds

14 days self isolation is required if you...



Have arrived or returned from overseas within the last 14 days

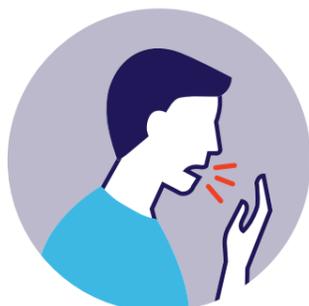


Are showing symptoms of COVID-19



Have been in close contact with someone confirmed with COVID-19 within the last 14 days

Symptoms can include:



Cough



Fever (at least 38°C)



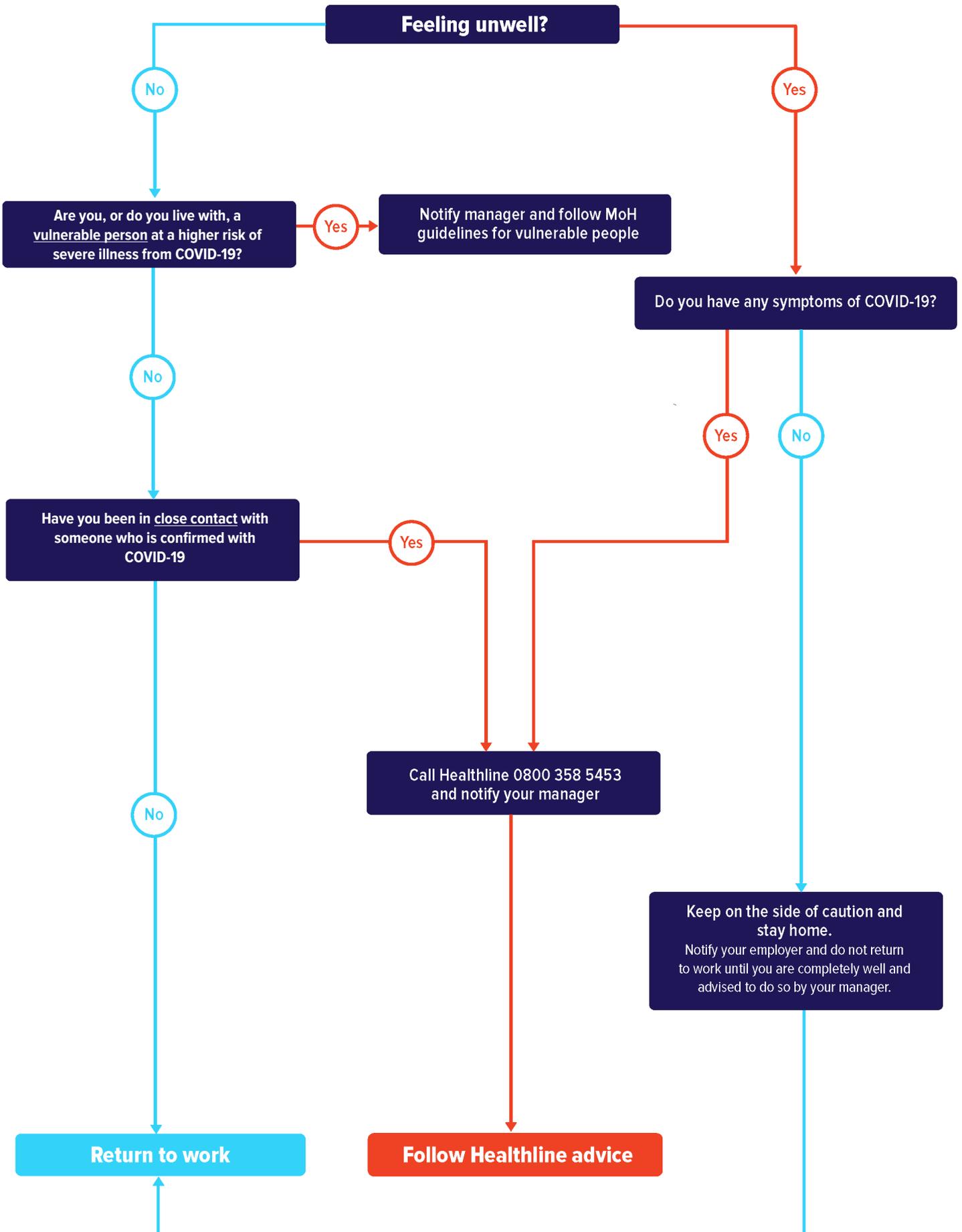
Shortness of breath

For more information about COVID-19 visit health.govt.nz/COVID-19

COVID-19 Health Advice
0800 358 5453

For international SIMs calls:
+64 9 358 5453

Personal Health Flowchart - Alert Level 3



- **Confirmation that no high-risk staff return to site at Alert Level 3 (e.g. over 70 or those who are immune compromised).**
- Consideration of whether physical distancing measures introduce new health and safety risks (e.g. because they impact communication). Engage with workers to develop appropriate controls to mitigate the risk.
- Establishment of communication channel for workers to raise any concerns about the effectiveness of COVID-19 controls or identify improvement opportunities.
- **All contractors and staff must complete a re-induction to the site with the COVID-19 Controls Plan protocols before coming on site.** This should include a COVID-19 Toolbox talk (to be completed via video conference / contactless etc).
- All workers should follow the **Personal Health Flowchart** attached to confirm they are safe to be on site.

b) SITE ENTRY

- **All sites to have clear entry / exit points and have clear signage** (and fencing where appropriate) **to prevent members of the public from accessing site.** All non-essential visitors to be stopped from visiting site.
- Each site must be set up with:
 - I. Any person entering worksites are legally required to scan the QR Code allocated at the site access point.
 - II. A **sign in register at entry point that includes: name, full contact details, time in, and out, and health declaration is mandatory.** Note this can be completed through a software / app-based system so long as all visitors are captured. This should also gather where the person has come from and when leaving their next destination.
 - III. Wash stations with **anti-bacterial soap / hand sanitiser** (minimum 60% alcohol).
 - IV. If appropriate the PPE required for the work undertaken. Note in relation to glove: *Workers where people can maintain more than 1 metre contact distance 2020: from people with potential COVID-19 symptoms but work in an environment where they are touching surfaces or items touched by others – they may consider wearing gloves. Facemasks are not recommended.*
 - IV. **Signage installed at sign-in point and throughout the site** outlining the commitment of the site to maintaining COVID-19 controls. Ensure a clear contact

Wash your hands often and thoroughly with soap and water for at least 20 seconds to prevent spreading germs.



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 (or, if at home, a clean dry towel).

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

person is nominated with phone number provided for any COVID-19 concerns at the site.

We encourage site owners to consider providing a visible 2m circle at the sign-in area (e.g. painted on ground) to help people set their personal “bubble” at the start of work each day.

- **All people accessing site must sign in and sign out at each visit.** This includes companies making deliveries, Council Inspectors, and clients. The sign in regime is critical to allowing contact tracing to occur in the event of a suspected or confirmed case of COVID-19.
- Site owners should consider restricting site operating hours to ensure sign in station is prepared at start of day before any workers arrive at site.

c) SITE OPERATIONS

How we work on site

- Site Owner should coordinate works to ensure, unless unavoidable, that only one trade is operating on a single house site at any given time.
- **Eliminate where possible face-to-face meetings.**
- All **common areas shall be closed unless absolutely necessary.** If required to be utilised these must be cleaned daily using an industrial cleaning regime.
- **Do not share tools.** If tools are to be shared they need to be disinfected before passing between people. This may mean some tasks will need to be undertaken by one specified person (e.g. using drop saw).
- Consider opening windows for more ventilation.
- **Workers to bring a drink bottle and lunch to work – no leaving site** to pick up lunch during the day. All food / drink waste must be immediately disposed of in rubbish bins or taken away from site by the worker.
- Site Owners to **review COVID-19 controls at least weekly** with contractor companies and workers to seek their views on COVID-19 Controls. Workers must be encouraged to suggest improvements or raise concerns.
- Smoking should only occur in designated areas or off site and smokers must dispose of butts responsibly. Hands must be washed before and after smoking.

Cleaning Regime (Responsibility of Site Owner PCBU1)

- Make **alcohol-based hand sanitiser available** throughout the construction site and show staff where their location.

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

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 one 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.
- Each site needs a unique QR code poster for the NZ COVID Tracer App and must display posters in prominent locations next to every entrance.

Site Meetings

- Only absolutely necessary meeting participants should attend.
- Attendees should be one metre 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.
- 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 one metre 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

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.

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 jobsites. 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.

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 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.

Key cleaning tips

All offices and jobsites 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 touch points may include:

- Coffee machines and water fountains.
- Common pens for sign in sheet to 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.

Site cleaning

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

Common touch points may include:

- All waste and disposable PPE must be 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, light switches, phones, and keyboards every day with antiseptic wipes or disinfectant, including bleach solutions.

Cleaning bathrooms, toilets and showers

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

Clean sinks frequently, if they're used regularly.

If your jobsite has a shower:

- Clean shower trays frequently, if used regularly.
- If a shower hasn't been used for a while, let it run with hot water before using it.
- Keep tiles and grout in good condition.
- Clean shower curtains frequently.

When cleaning the toilet:

- 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.

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 hand washing guide before and after each use.

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 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 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.

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 afterwards. All clothes and towels should be washed with a laundry product to prevent germs from spreading. Don't leave laundry in the washing machine – any remaining germs can multiply rapidly.

Specialist Clean

If a worker is unwell and removed from 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.

- **Daily cleaning of all high touch areas** (e.g. door handles, scaffold handrails, sign in station)
- **Toilets shall be spaced a minimum of 2 metres apart. Cleaning and maintaining of toilets should be completed daily.**
- Utilise appropriate detergents or disinfectant solutions for all site, equipment, and amenity cleaning.
- See this link on the Ministry of Health website for more information about cleaning: <https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-novel-coronavirus-information-specific-audiences/general-cleaning-information-covid-19>
- Consider reduced site work hours to ensure daily cleaning can be completed after construction work has finished.

Site Visitors (including council inspectors PCBU1)

- **All non-essential visitors to be denied entry to site.**
- All visitors / inspectors shall follow the same processes as the site worker entry provisions detailed in section (a).
- All visitors / inspectors to maintain at least 2m physical distancing.
- Where the visitor must interact with someone on site that should be completed by one worker at site only.
- Visitors must be encouraged not to touch anything onsite unless absolutely necessary (e.g. for a Council inspection).

Deliveries

- Workers / site owners should attempt to arrange all deliveries / orders through phone / online systems rather than face to face visits to store.
- Site owners / contractors to ensure suppliers who will make deliveries to site have a COVID-19 plan and that Delivery Drivers will be trained in operation of the plan
- **Delivery driver to follow same sign in and sign out processes as any other worker /visitor when arriving and leaving site.**
- **Do not take physical documentation from delivery driver. Utilise photographic proof of delivery.**
- Maintain minimum 2m physical distancing from delivery team.

- Any two-person lifts required will require either a two-person delivery team, or two workers from a contractor bubble to complete the lift. This should not be completed in a way which breaches defined bubbles.

d) LEAVING THE SITE

Sign out process:

- All contractors, visitors and those making **deliveries to sign out before they leave the site.**
- Acknowledge obligation to inform manager and site owner if they become unwell or become aware they have had contact with a suspected COVID-19 case. Ensure they have Site Owner contact details.
- **Sign out, wash hands and use hand sanitiser before leaving the site.**

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

2. EMERGENCY MANAGEMENT PROTOCOLS

Risk Identification

- **Should any worker or site visitor become suspected of having contracted COVID-19, or become aware they have had contact with a suspected COVID-19 case this must immediately be reported to their contracting company and to the Site Owner.**
- **Site owner must immediately:**
 - I. Shut site for minimum 3 days (unless confirmed not COVID-19) while investigation occurs.
 - II. notify Ministry of Health (Healthline Advice & Information line: 0800 358 5453)
 - III. begin contact tracing.

Contact Tracing:

- Site Owner must identify all sites that the worker / visitor in question has accessed and compile a list of all people that may have been in the same home within a period of 7 days.
- Site owner must inform all those workers and their contracting companies that there could have been an exposure, whilst protecting the privacy of the individual where practicable.
- Workers who may have had contact to stay at home until case and contacts are confirmed or not in conjunction with Ministry of Health.

Cleaning

- Before the sites in question can be opened again after 3 day closure a full sanitising clean should be completed
- Do not re-open site without specific approval from Ministry of Health.

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.



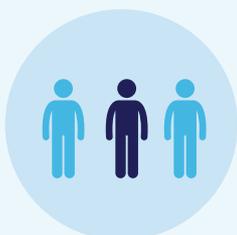
3. Transport

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

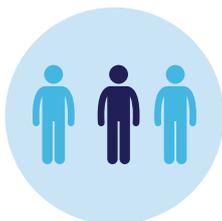
Review risk management controls relating to COVID-19 and review whether work may need to change. Keep employees up to date on what is happening.

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.

3. Monitoring / Enforcement

We encourage all sector participants to take a **zero tolerance** approach to any serious breaches of this controls plan by either individual workers or companies.

These controls will be shared with WorkSafe, Local Councils and MBIE / MOH. We expect that some / all of these entities will conduct audits against these controls.

ADDITIONAL RESOURCES

- The Ministry of Health provides full information on the current state of CV19
- Ministry of Health: www.health.govt.nz
- The COVID-19 website is a government developed website with extensive tools and information on CV 19. Official COVID 19 website: www.covid.govt.nz
- The Site Safe website has tools specific for the construction industry. You can find toolboxes for all types of situations and general <http://www.sitesafe.org.nz/news--events/covid-19/>

STOP THE SPREAD OF CORONAVIRUS (COVID-19)

Are you experiencing
shortness of breath?



Do you have a high
temperature (at least 38°C)?



Are you coughing?



If so, please **DO NOT ENTER** this site.
If you have these symptoms call Healthline
on **0800 358 5453**

COVID-19 LEVEL 3 – SITE OPERATING INSTRUCTIONS

STOP BEFORE YOU ENTER THIS SITE

- You are not permitted to enter this site unless you are scheduled to do so
- EBSL COVID-19 Induction must be completed prior to entering site
- Before signing in please wash your hands using the provided wash stations or sanitise for a minimum of 20 seconds
- Toilets are equipped with wash stations or hand sanitiser
- Please ensure you follow the latest guidelines by the Ministry of Health using all necessary personal protective Equipment (PPE) before entering this site (health.govt.nz)
- If you are a visitor or delivering materials, please contact the Site Supervisor prior to entry
- You must sign-in and record all required information
- You must complete the health declaration and note all works sites which you have visited during this work day.
- Only one trade group is permitted to work in an allocated work area
- You must ensure that you maintain 2 metres (horizontal and vertical) from any other person on the site at any time.
- NO sharing of tools
- Sneeze and cough into your sleeve and avoid touching your face
- Complete the sign out procedure including acknowledgement of the COVID-19 daily updates

**STAY AT HOME IF YOU ARE UNWELL AND NOTIFY THE
SITE SUPERVISOR IMMEDIATELY**

Site HS Supervisor: _____

Contact & Email: _____

COVID-19 on site Contact: _____

Contact No: _____

