

Emmetts Civil Construction COVID-19 Operations Plan & Protocols Alert Level 2



**Unite
against
COVID-19**

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Introduction

This Operational Plan identifies potential risks and control measures associated with the COVID-19 virus epidemic in New Zealand, specifically working under the 'Alert Level 2' conditions imposed by the New Zealand Government. The plan details the safety procedures associated with producing a safe work environment for all personnel working on Emmetts Civil Construction projects.

It has been developed using information issued by the New Zealand Government, initially this focusing on safely operating during Alert Level 3 and will continue to be updated as we move into Alert Levels 2 and 1.

We do find ourselves operating in unique circumstances and it will be through a continued commitment to these new procedures by the entire project team that will ensure we are doing our part to protect all staff, their families and the NZ population.

Should you have any questions on the information within this Operational Plan please do not hesitate to contact the Emmetts Civil Construction team.



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COVID-19 Protocols

Industry protocols are in place for protecting workers against the risks of COVID-19. The procedures cover the 5 steps for operating a site including Before arriving on site, Site entry, Site operations, Leaving site and Management Protocols. You will find information about these steps posted around the Emmetts Yard and around worksites where possible, but they will all be explained to you in detail. The protocols are in addition to the normal health and safety obligations and include some useful guides and resources to assist with implementing the protocols on site. For more information and advice about COVID-19 visit [Unite Against COVID-19](#).

Physical Distancing

Physical distancing, sometimes known as 'social distancing', is about keeping a safe distance from others. This means staying two metres away from people in public and one metre away from other people in the same work bubble to help protect us from COVID-19, which spreads via droplets from coughing / sneezing.

1. In General Working Arrangements We Must:

- 1.1. Keep team sizes as small as possible.
- 1.2. Keep a record of who is in each team every day as we may be required to track back for contact tracing. We will do this by assigning teams and recording who is in each team daily. Please stick to your assigned team unless advised to be reassigned by your supervisor. If you are reassigned, ensure it has been recorded that you have changed teams. If you are onsite and have to return to the yard for materials etc. you must follow the site entry process to sign in at the yard and do so again when you return to site.
- 1.3. Split or alternate shifts to avoid extensive intermingling to reduce potential of exposure. This also means having breaks at different times to other teams.
- 1.4. Segregate sites into zones (or by other methods) as much as possible to keep different teams / trades physically separated at all times.
- 1.5. Apply a one-way system in high-traffic areas where possible, e.g. stairwells and scaffolds etc.
- 1.6. Have all office employees supporting a project work remotely where practical.
- 1.7. Follow the **Cleaning Guide** (found later in this document) when using a vehicle.
- 1.8. Limit vehicles to one person per vehicle if possible. If not possible, you must follow the **Site Transportation Protocol - Alert Level 2** (found later in this document).

2. External Interfaces (Workers not from Emmetts etc.) We Must:

- 2.1. Nominate one member of the crew to receive supplies etc.
- 2.2. Keep the engagement with the other person as brief as possible.
- 2.3. Ask for paperwork to be emailed rather than handed over as much as possible:
 - 2.3.1. If unavoidable, then either wear gloves when handling the item or wash hands before and after handling said items.

3. At Site Entry We Must:

- 3.1. Limit visitors to site wherever possible.

NOTE: No general public, sales representatives, media or any uninvited or not-inducted visitors are allowed into ANY ECCL sites, workshops or offices during NZ Government Levels 2, 3 or 4 Alert lockdowns.

- 3.2.** Have staggered start and finish times where possible to reduce congestion and contact.
- 3.3.** Monitor site access points to enable physical distancing – if necessary increase the number of access points to reduce congestion or decrease the number to enable access monitoring.
- 3.4.** Use the Cleaning Guide (found later in this document) where entry systems that require skin contact e.g. fingerprint scanners, pens, sign-in sheets are used.
- 3.5.** Wash or clean hands before entering and leaving the site.
- 3.6.** Maintain the nominated safe physical distancing between people waiting to enter site or site facilities (two metres wherever possible and one metre for staff in your work bubble).
- 3.7.** Regularly clean common contact surfaces in site sheds, receptions, offices, access control and delivery areas, e.g. desks, screens, telephone handsets, etc., especially after using any of these and before you leave that space, particularly during peak flow times. Refer to Cleaning Protocol to the later in this document.
- 3.8.** Conduct remote inductions before arrival on site where possible, e.g. via video conferencing or by phone. If in-person inductions are required, we must reduce the number of people and hold inductions outdoors wherever possible.
- 3.9.** Instruct delivery drivers to remain in their vehicles if the load will allow. Anyone involved must wash or clean their hands before unloading goods and materials.
- 3.10.** Have sign in registers recorded by one person where possible – we must not pass materials around the group.

4. At Site Meetings We Must:

- 4.1.** Ensure only absolutely necessary meeting participants should attend.
- 4.2.** Keep attendees one metre apart from each other and make sure rooms are well ventilated or have windows opened to allow fresh air circulation.
- 4.3.** Hold meetings in open areas where possible.
- 4.4.** Hold meetings through teleconferencing or videoconferencing where possible.

5. To Avoiding Close Working, We Must:

- 5.1.** Updated Risk Assessments and Safe Work Methodologies to include COVID-19 control measures.
- 5.2.** Minimise contact between workers. If it is not possible or safe for workers to distance themselves by one metre for a work activity the following steps must be satisfied:
 - 5.2.1.** Are the works essential and do they need to be carried out now?
 - If not, the works should not be carried out.
 - If they do need to be carried out additional control measures must be in place.
 - 5.2.2.** Introduce additional controls which could include:
 - Wearing disposable overalls.
 - Wearing of PPE (face masks).
 - Wearing of powered ventilation.
 - Short duration works.
 - Reducing number of operatives.

5.3. Ensure re-usable PPE is thoroughly cleaned after use and not shared between workers.

5.4. Dispose of single use PPE so it cannot be reused.

5.5. Use stairs in preference to lifts or hoists. Where lifts or hoists must be used, we must:

- Lower their capacity to reduce congestion.
- Regularly clean touchpoints, doors, buttons etc.

5.6. Increase ventilation in enclosed spaces.

6. When Using Shared Facilities or Toilets We Must:

6.1. Apply physical distancing rules to the use of shared facilities, including toilets.

6.2. Wash hands before and after using the facilities.

6.3. Enhance the cleaning regimes for toilet facilities particularly door handles, locks, toilet flush and sanitary bins.

6.4. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Please advise your supervisor if facilities need attention.

7. When Eating or On a Break We Must:

7.1. Follow site entry procedures on return if you need to leave site for any reason.

7.2. Create dedicated eating areas on site to reduce food waste and contamination.

7.3. Stagger break times to reduce congestion and contact at all times.

7.4. Have hand cleaning facilities or hand sanitiser available at the entrance of any space where people eat. All workers must wash or clean hands when entering and leaving the area.

7.5. Bring pre-prepared meals and refillable drinking bottles from home.

7.6. Sit 2 metres apart from each other whilst eating and avoid all contact.

7.7. Not use shared crockery, eating utensils, cups etc. unless a dishwasher is available to clean them.

7.8. Clean tables between each use.

7.9. Put all rubbish straight in the bin. Do not leave it for someone else to clear up.

7.10. Thoroughly clean all areas used for eating must be at the end of each break and shift, including chairs, door handles, vending machines.

7.11. Limit access and use of coffee machines and water fountains.

7.12. Consider numbers on site for site facilities as physical distancing may require additional space / facilities. Inform your supervisor if you believe more space is required.

8. If You are a Smoker or Vaper You Must:

8.1. Use designated areas or do so off-site. Butts are to be placed in a designated receptacle. Hands must be washed before and after smoking.

8.2. Stand so that smoke or vapor produced is not going into another person's breathing zone.

Note: NO SMOKING or VAPING while working on site, driving in company vehicles or eating or any meeting area with other staff.

8.3. Follow site entry procedures on return if you need to leave site.

Cleaning Guide - Alert Level 2

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 shared surfaces, tablets, mobile phones, vehicle interiors, external door handles, closers and hand-hold points, kitchen and toilet areas, etc.

Physical distancing should also be practiced when cleaning workspaces and jobsites. Refer to the COVID-19 Toolbox Meeting and Protocols pages for more information.

- Schedule regular cleaning and ensure that ALL staff thoroughly clean their hands before using any shared tools and devices or touching shared surfaces and ensure that they clean all shared surfaces immediately after use / before moving on to something else. This includes surfaces in and on company motorised plant and vehicles.
- Use a suitable approved cleaning product.
- Use disposable cloths.
- Always wear disposable gloves when cleaning. When finished, place used gloves in the assigned rubbish bin.
- Wear disposable gloves while handling soiled items.
- Wash hands immediately after removing gloves or after handling these items.

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. (Can issue staff their own pen).
- Doors / door handles - look at all reasonable opportunities to remove the need to use.
- 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.

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.

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 own work areas 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.

Common toilet touch points 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.

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.

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 Cleaning

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.

Hand Washing Guide



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

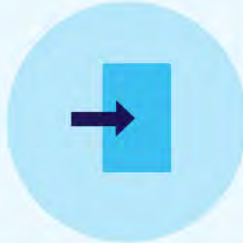
Site Transportation Protocol - Alert Level 2

Workers Travelling 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.

Workers Travelling to Sites in Company Vehicles

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.

Deliveries to Site Guide



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.

Safe Practices When Using Face Masks



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

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

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 until you have cleaned your hands properly.



Shoes

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



Items

Leave non-essential items at work and disinfect items you have used at work that you have to keep with you, e.g. mobile phones.



Clothes and bags

Place your clothes and bags in a container and wash in a hot washing machine cycle.



Shower

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

Suspected or Confirmed Cases 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.

Personal Health Flowchart

