

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

Vehicles

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.

Vehicle Cleaning Guide

- Have dedicated drivers when using vehicles to avoid the spread of germs.
- Wash hands before and after using or travelling in a vehicle.
- 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, e.g. steering wheel, handbrake, gear stick, dashboard, handles, seatbelt buckles etc.
- 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.

Site Entries & Exits / Eating Areas / Toilets / Bathrooms



Site Entry / Exit:

- Wash or clean hands before entering and leaving the site.
- 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.

At Breaks / Mealtimes

- Bring pre-prepared meals and refillable drinking bottles from home.
- Use dedicated eating areas on site to reduce food waste and contamination.
- Stagger break times to reduce congestion and contact at all times.
- Use hand cleaning facilities or hand sanitiser before you eat.
- Sit 2 metres apart from each other whilst eating and avoid all contact.
- Do not use shared crockery, eating utensils, cups etc. unless a dishwasher is available to clean them.
- Clean tables between each use.
- Put all rubbish straight in the bin. Do not leave it for someone else to clear up.
- Thoroughly clean all areas at the end of each break and shift, e.g. chairs, door handles, microwaves etc.
- Wash hands when leaving the area.

In Toilets / Bathrooms

- Apply physical distancing rules when using toilets.
- Flush toilets with the lid down.
- Clean toilets with a separate set of cleaning equipment (disposable cleaning cloths, mops, etc).
- Clean sinks frequently if they're used regularly.
- Keep the U-bend and toilet bowl clean by flushing after each use.
- Keep the toilet seat, handle and rim clean by using a disinfectant.

Deliveries

			
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.

- Delivery drivers must sign in and out of site as per COVID-19 Protocols.
- Instruct delivery drivers to remain in their vehicles if the load will allow.
- Anyone involved in unloading must obey physical distancing rules and wash their hands before unloading goods and materials.

Smoking / Vaping

		
Wash your hands thoroughly before smoking or vaping	Smoke or vape in designated areas only. Observe 2m Physical Distancing	Dispose of butts or waste in designated bins

- NO SMOKING or VAPING while working on site, driving in company vehicles or eating or any meeting area with other staff.
- 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.
- Stand so that smoke or vapor produced is not going into another person's breathing zone.

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.



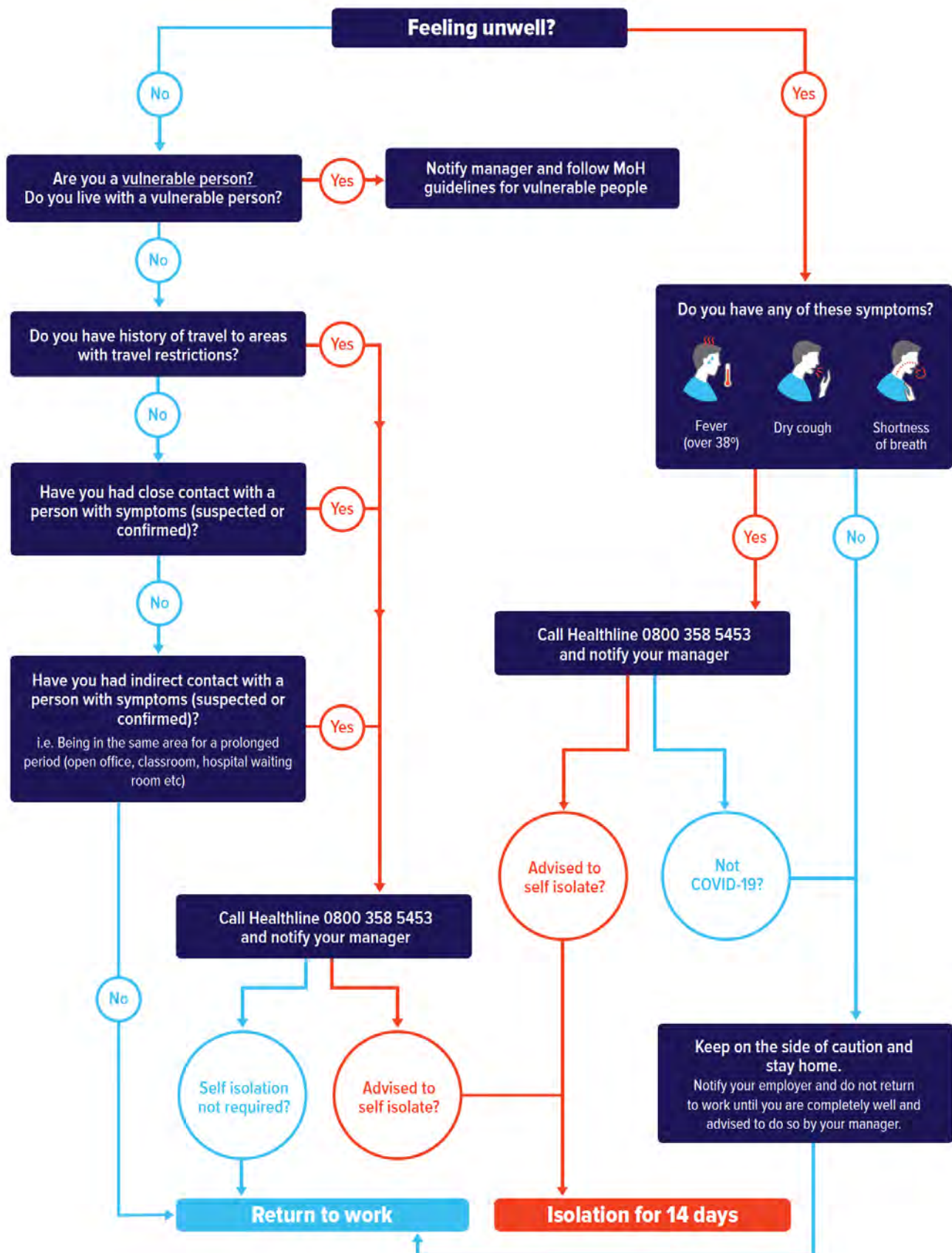
4. Review

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



Protect yourself and your workmates

Ways to prevent spreading germs



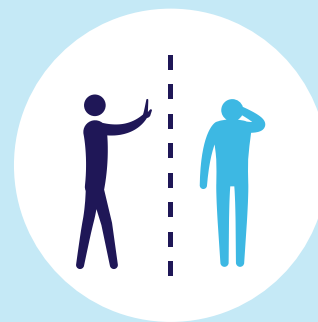
Throw tissues in a bin or plastic bag after use



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

Protect yourself and your workmates against COVID-19



Cover your coughs or sneezes with
tissues or your elbow



Put your used tissue in the rubbish bin
or in a plastic bag



Wash and dry your hands often,
especially after coughing or sneezing
– use soap or hand sanitiser



Stay away from others if you're
unwell

Protect your family/whanau
from COVID-19 (coronavirus)

This advice is from The New Zealand Ministry of Health

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

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**