

## ALERT LEVEL 2

# THE FIVE STEP GUIDE - RETURNING TO WORK

### The Five Step Guide: Returning to work ALERT LEVEL 2

While the shift from Alert Level 3 to Alert Level 2 means a reduction in some controls, efforts should continue to be made to ensure recording of workers on-site, keeping shifts as separated as far as possible, and ensure physical distancing between workers.

Any changes should be done in a way which facilitates worker compliance. McKee FehL Constructors Limited will engage with workers on any changes that affect them.

#### 1. Before Returning to Site/Office

- If a worker has Covid-19 symptoms (fever, cough, shortness of breath) they must contact doctor or Healthline 0800 358 5453 immediately
- Workers must declare if they have had any Covid-19 symptoms (fever, cough, shortness of breath or sore throat) before entering site. Stay home if coughing, sneezing, or running a temperature, and contact appropriate manager or Supervisor to notify absence.
- If any McKee FehL Constructors worker has been identified at a location of interest or is deemed a close contact the worker must stay away from site until a negative test result is provided to relevant manager
- Different work teams or bubbles should be kept segregated and must not be mixed or mingle as much as possible. If there is mixing, then the workers must be recorded for contact tracing purposes. Workplace teams or bubbles are formed for immediate tracing in the case of a team member found to be infected or a team member who has had close contact with an infected person.
- Any worker with a confirmed case of Covid-19 being notified at work will be subject to a strict risk management regime; worker will be immediately quarantined and subsequently managed by the Public Health Unit (PHU) from Ministry of Health.
- 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.

## 2. Site Entry

- All visitors, contractors, drivers will also be issued with access to the site in line with their supplied appropriate covid level policy which is to be supplied to McKee Fehl Constructors Limited before commencing work on site. All access to site is strictly under the McKee Fehl Constructors Limited policy and they will be told requirements for Covid-19 safety at site they are expected to follow.
- Wherever possible employees are to travel individually to and from a work site. Where this is not practical joint travel with members of allocated work bubble only is allowed in vehicles allocated to that work bubble and ensuring when travelling to site you are taking the most direct route
- All must enter the site through a single designated entrance. This entry will be open for arrivals to site between 0630hr – 0900hr (to allow your fitness for work to be assessed as above) and will be controlled by a gate supervisor.
- All employees, subcontractors and visitors entering site will be subjected to a body temperature measurement with a laser thermometer along with a visual assessment for flu like symptoms and will be required to provide a verbal declaration that they are not presently experiencing any flu-like symptoms or been in contact with someone displaying flu-like symptoms.
- All staff and subcontractors must sign into site via the Sign on Site system mobile app using individual smart phone devices to ensure that arrival and departure from site is automatically captured (this information will be essential should any contact tracing be required) as well as scanning the NZ COVID-19 QR code applicable to the site.
- Site inductions will be delivered to and conducted via individuals' smart phones using Sign on Site.
- All persons entering site are required to bring all necessary PPE with them each day (Hardhat, steel cap boots, high viz, hearing protection along with any other task specific PPE such as ear protection, safety glasses, harness, etc. PPE is not to be stored on site at the end of the day and not to be shared.
- Ensure all workers understand when additional PPE may be required due to COVID-19 and that workers have access to the correct PPE at nominated area/s on site as outlined in the site maps
- 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.

## 3. Site Operations/ Office Operations

- Signage reminding workers of the COVID-19 protocols will be posted at the site entrance and in common areas where appropriate.
- Maintain social distancing practices of 1 metre apart where possible.
- Everyone on site when in close company of another, or breaching social distancing, must wear an appropriate face mask and disposable gloves. These shall be renewed every day.
- Single use PPE should be disposed of, in the appropriate rubbish bins provided on site, so that it cannot be reused.
- All work is to be undertaken in such a way as to reduce any possible contact between workers and to promote the Physical Distancing and Hygiene Protocol.

- Break times will be staggered were possible, this is to reduce congestion and always contact between workers.
- Site teams and Site support staff are to remain as one bubble and Head Office support team as another bubble.
- Dedicated eating areas on site and in the relevant office/s should be identified on site to reduce contact and contamination and maximum numbers outlined accordingly.
- Do not mix different teams or bubbles of workers in the same space at the same time. Ensure sufficient time between breaks to allow for cleaning and disinfection and avoid close contact in corridors/walkways and areas people must move through to get to their assigned areas unless the appropriate controls are in place.
- All site toilets, lunchrooms, offices, door handles, light switches etc to be cleaned/disinfected regularly throughout the day. Additional anti-microbial surface cleaners and handwash will be provided also.
- McKee FehL will provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.
- All rubbish to be placed straight in the bin and not left for someone else to clear up.
- 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 sanitiser, provision of disinfectant wiping products
- Smokers must follow the Physical Distancing and Hygiene Protocol while on site and/or office.
- **DO NOT SHARE** tools where possible.  
 Where any tools, equipment, vehicle, or machine is shared between different drivers / operators, each user must wipe down at the beginning and end of each use McKee FehL Constructors will follow the Ministry of Health General cleaning and disinfection advice.
- **Site deliveries** –Deliveries to the work location must be closely managed by the Site Manager and communicated to the Gate person. The Gate person will ensure the driver/s remain in their vehicle unless needing to get out if goods are being collected and for the responsibility for adequately tying loads.  
 All drivers must adhere to scanning in using the NZ COVID-19 QR Code applicable to the site.
- Separation - Where practicable, construction sites are to be separated into zones to maintain physical separation requirements. The zones will be outlined by the relevant Site Manager/s. These are the zones that you must remain in as well as taken your scheduled breaks.
- The Nominated person on site to ensure all COVID-19 Level 2 requirements are being adhered to is the joint responsibility of the Site Manager/s and relevant Project Manager/s. The Site Manager/s and Project Managers in charge of the site will actively monitor and manage COVID-19 site protocols.
- When leaving site ensure you are actively following the necessary safety measures as outlined in returning home poster included in this policy.
- **There are to be no unplanned visitors to site. All visitors to site are to be actively managed between the relevant Site Manager and Gate person/ Nominated Person on site.**

## 4. Leaving Site

- In an emergency the usual procedures apply with extra diligence to minimise Employee risk to COVID-19.
- Proceed to the single entrance and use Sign on Site from your phone to leave site.
- Keep to your social distancing of 1m and wait patiently.
- Take your required PPE home with you to clean/decontaminate. Throw your disposable PPE into the supplied rubbish bin for correct disposal as outlined on the site map.
- Disposable masks and gloves will be provided the next day for McKee FehL staff, all subcontractors are to supply their own.
- Site boundary should be examined for any openings to the site barriers/fencing.
- If there has been movement between site and/or office team member/s then cleaning and disinfecting protocols are to be carried out- i.e.- good hand hygiene practices, sanitiser, cleaning of PPE.

## 5. Management Protocols

- Employers must understand how workers will travel to and from site and will communicate the Site transportation protocol to all.
- Staff who are not needed to be onsite and can work from home will do so.
- Microsoft teams has been established for all sites to allow collaboration and to stay in contact if required to work remotely, the Zoom app is to also be utilised as necessary. Staff not needed on site for day-to-day construction are to take laptops home so they can connect to site staff and each other when necessary.
- Limited face-to-face meetings are to be held with external parties (clients, consultants, subs etc), and the maximum number of McKee FehL people allowed in a meeting space is dependent on the size of the room ensuring with social distancing requirements to be followed. Meeting rooms will clearly display maximum number of occupants allowed in the room. It is still actively encouraged to use other means of meetings i.e.- zoom, teams etc rather than face to face meetings.
- If a worker is deemed a close contact or visited a location of interest, they are to advise their relevant manager and follow the Ministry of Health guidelines regarding self-isolating and testing requirements. They must not return to site until a negative test result is received.
- Any worker with a confirmed case of Covid-19 being notified at work will be subject to a strict risk management regime; worker will be immediately quarantined and subsequently managed by the Public Health Unit (PHU) from Ministry of Health.
- Cleaning is an important measure that reduces the risk of exposure to many infections, including the virus that causes COVID-19. If a positive COVID-19 worker has been on site McKee FehL Constructors will follow the Ministry of Health General cleaning and disinfection advice accordingly.
- Work options will be discussed with Employees who are most at risk and where appropriate, an employer may recommend such employees are relocated or assigned alternate duties for added protection where they do not currently operate in a solo work bubble. Management will stay in contact with all workers including those who may be in isolation or working remotely.
- Management will actively monitor Government and Industry developments and update as required.

- Management will provide the means of supporting McKee FehL workers where necessary in the COVID-19 vaccination roll out, which could mean:
  - Assistance with booking vaccinations
  - Flexibility with work arrangements to accommodate time away from site to receive the vaccine
- Management understand that this is a stressful time for you and your family and wider community members. We encourage people to access 1737 for support with grief, anxiety, distress, or general mental wellbeing. They can call or text 1737 to talk with a trained counsellor for free, 24 hours a day, 7 days a week
- Management will provide mental health support to workers by means of the outlined below providers  
Employee Assistance Programme on <https://www.eapservices.co.nz/> or 0800 327 669 anytime.  
Healthline call 0800 358 5453 [www.health.govt.nz](http://www.health.govt.nz)  
Unite Against COVID-19 [www.covid19.govt.nz](http://www.covid19.govt.nz)  
National Telehealth Service [1737.org.nz](http://1737.org.nz)  
Mental Health Foundation [www.mentalhealth.org.nz](http://www.mentalhealth.org.nz)

## Suspected or Confirmed COVID-19

- Any worker with a confirmed case of Covid-19 being notified at work will be subject to a strict risk management regime; worker will be immediately quarantined and subsequently managed by the Public Health Unit (PHU) from Ministry of Health.

### Probable or confirmed case of COVID-19 at work

#### If the probable or confirmed case of COVID-19 is at work

 <b>1. Isolate</b> Isolate the person from others and provide a disposable surgical mask, if available, for the person to wear.	 <b>2. Inform</b> Call Healthline (0800 358 545). Follow the advice of health officials.	 <b>3. Transport</b> Ensure the person has transport to their home or to a medical facility.	 <b>4. Clean</b> Clean the area where the person was working and all places they have been. This may mean evacuating those areas. Use PPE when cleaning.
 <b>5. Identify</b> 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.	 <b>6. Clean</b> 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.	 <b>7. Review</b> 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 probable or confirmed case of COVID-19 is not at work when diagnosed

 <b>1. Inform</b> Call Healthline (0800 358 545). Follow advice of health officials.	 <b>2. Identify</b> 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.	 <b>3. Clean</b> 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.	 <b>4. Review</b> 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.
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#### Remember:

- From a health and safety perspective, there is not an automatic requirement to close down an entire workplace, particularly if the person infected has only visited parts of the workplace.
- Workers assisting the person who has probable 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.



## Relevant Posters required on site

### 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*

## Safe practices when using face masks on site



### Wash hands first

Always make sure you wash your hands thoroughly before and after touching a mask.



### Masks

There are many different kinds of masks, depending on the task.



### The right side

There is a metal clip at the top of the mask.



### Placement

Place the metal clip across the top of your nose.



### Attach the mask

Attach the mask by pulling the elastic bands over your ears.



### Stretch down

Stretch the mask down, so that it covers your chin.



### Adjust

Bend the metal clip around your nose so that it sits securely.



### Taking off the mask

Pull the elastic bands away from your ears.



### Disposal

Always place the used mask in a closed rubbish bin for secure disposal.



## Safe practices when using gloves on site

### You will need to use gloves:



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



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

### Remember to:



Avoid touching your face  
while wearing gloves



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



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

## Returning home after work

### Stopping the spread of COVID-19 from work to home

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 five 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.

## Key Resources for COVID-19

Please refer to Ministry of Health <https://covid19.govt.nz/> advice and WorkSafe <https://worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid-19/workplace-preparedness-for-novel-coronavirus> regularly for any updates and information on COVID-19, along with any safety and health precautions that must be undertaken.

Please refer to the CHASNZ New Zealand COVID-19 Construction Protocols <https://www.chasnz.org/covid19>

The protocols have been updated recently and are revised after any new COVID-19 requirements are announced.

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-novel-coronavirus-health-advice-general-public/covid-19-managing-your-mental-wellbeing>

<https://www.mentalhealth.org.nz/get-help/covid-19/>

For COVID-19 health advice 0800 358 5453

For COVID-19 information <https://covid19.govt.nz/>