



August 2021

ALERT LEVEL 3

THE FIVE STEP GUIDE - RETURNING TO WORK

**McKEE
FEHL** 
CONSTRUCTORS LTD

The Five Step Guide: Returning to work ALERT LEVEL 3

1. Before Returning to Site

- All nonessential staff to continue to work from home.
- All staff who are not required to have a direct physical involvement/impact on the construction or have appropriate risk management procedures in place are to work at a dedicated workspace from home.

2. Site Entry

- A mask must be worn from the time you enter site until you leave site for the day. The only exception for removal of a mask is for replacement and while eating and/or drinking.
- Workers **MUST NOT** travel if they have any symptoms of COVID-19 or have been in close contact with anyone with COVID-19
- 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.
- Ensure when travelling to site you are taking the most direct route
All non-essential visitors will be denied entry to site until further notice.
- 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.
- 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.
- 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

- 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.
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers. Single use PPE should be disposed of, in the appropriate rubbish bins provided on site, so that it cannot be reused.
- The site workforce is required to stay on site once they have entered it and not leave during the day to use local shops or suppliers etc.
- Once on site stay on site for duration of working day unless required to leave site to collect construction material.
- Bring sufficient food and drink to site to last the working day, no trips off site during the day to buy food, drink and maintain social distancing during breaks. Do not share food between staff. Break times will be staggered where possible, this is to reduce congestion and always contact between workers.
- Dedicated eating areas should be identified on site to reduce contact and contamination and maximum numbers outlined accordingly.
- **DO NOT share** the dedicated smoko rooms. The site will be broken into sections working on a roster basis as outlined by the Site Manager to ensure social distancing measures are always considered. Please ensure you don't leave site.
- 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.
- **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 3 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.

- **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.**

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 2m 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.

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.
- No 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 three with social distancing requirements to be followed.
- 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 in regards to self-isolating and testing requirements. They must not return to site until a negative test result is received.
- If a worker is confirmed to have Covid19 site will immediately close for decontamination. Worker will self-isolate with MoH guidelines and the MoH and MBIE will be notified.
- 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 actively monitor Government and Industry developments and update as required.

Suspected or Confirmed COVID-19

Suspected or confirmed case of COVID-19 at work

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



If the suspected or confirmed case of COVID-19 is not at work when diagnosed



Remember:

- Workers assisting the person who has suspected or confirmed with COVID-19 should be provided with appropriate PPE, if available, such as gloves and a mask. 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



Maintaining physical distancing in **Level 3.**

Maintain a **1-2 metres** distance from each other.

On site, find ways to maintain an adequate working distance from each other.

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.

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 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.

More Information

Unite Against COVID-19

www.covid.govt.nz

Mental Health Foundation

www.mentalhealth.org.nz

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Revision 1

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