

# **MCKEE FEHL CONSTRUCTORS LTD COVID-19 (CORONAVIRUS) ALERT LEVEL 4 POLICY**

## **Objective**

McKee FehL Construction Ltd (the “Company”) is committed to maintaining the health and safety of its employees and to supporting New Zealand’s response to COVID 19 through following appropriate guidelines and requirements.

## **Purpose**

To ensure that the team at McKee FehL Constructors Limited understand our requirements and expectations regarding appropriate behaviour and responses in the event of a COVID-19 Level 4 . This policy outlines how to respond in the event of a Level 4, our commitments to you as your employer, and how we will manage this situation.

## **Scope**

This policy applies to all employees of the Company. This policy also applies to all contractors, subcontractors and visitors to our sites.

## **Overview**

All non-essential businesses must now be closed and all New Zealanders not in essential services must stay home. As a result:

- Our sites will be closed and all non-essential staff, contractors, subcontractors and visitors will be denied entry to site until we are advised we can move to Level 3.
- All non-essential staff are to remain at home and not come to work
- All staff able to work from home will undertake their work at home remotely, utilising the technology provided
- Daily Site security visits of our construction sites will be carried out by a nominated security provider or a designated staff member. Site security visits will confirm the security of the site and escalate any concerns to the Site Manager who will work in consultation with the Project Manager to remedy the situation.

## **Responsibility for Covid 4 response**

The Company and employees need to work together, to keep in regular contact and to act in good faith.

## Company Responsibilities

The Company have established a team to monitor the Covid 19 situation and establish and communicate our business response.

Responsibilities include:

- Reviewing the current guidance and requirements of Ministry of Business, Innovation and Employment (MBIE), the Ministry of Health (MoH) and advice from the New Zealand Police and other Officials.
- Continuing to communicate with employees and provide on-going guidance on our response to Level 4.
- Providing the technology and equipment required (e.g. laptops, mobile phones and computer screens) to enable employees to work from home.
- Monitor the well-being of Employees and provide additional support and assistance if required, and on a case-by-case basis. All employees will continue to have access to the Employee Assistance Programme should they wish to use it. EAP will be accessible via phone or virtual appointments during this time.

## Supervisors/Managers Responsibilities

Supervisors/Managers are responsible for maintaining regular communication with employees, monitoring team wellbeing and ensuring staff have engaging and sufficient work to do (to the extent possible). Responsibilities include:

- Maintaining regular communication with employees including ongoing check ins, support and guidance to support them in performing their role
- Continuing to provide leadership to the team and utilising the technology to maintain a team and collaborative approach to the team's work
- Monitoring the wellbeing of the team and providing care, compassion, and support to staff as required. Including directing them to the Employee Assistance Programme if the Manager deems it appropriate or warranted.
- Continuing to take care of their own physical, and psychological needs and role model these behaviours.

## Staff Members Responsibilities

Individual staff members are responsible for:

- Maintaining contact with their Supervisor/Manager and communicate their work schedule, other commitments (if applicable) and process on work made.
- Following normal company procedures for notification of absences of leave including sick, bereavement or annual leave (if applicable).
- Dedicating their full attention to their job duties during working hours.
- Ensuring their cell phone remains on and they are contactable during the working day.

- Taking reasonable steps to keep the Company's technology, equipment and information safe and in working order.
- Following the MoH website updates <https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus>.

## Amendments

McKee FehL Construction Ltd reserves the right to amend this policy to suit business needs at any time.