



January 2022

COVID-19 PROTECTION FRAMEWORK

RESPONSE PLAN



Purpose

The purpose of this document is to provide our staff, contractors, consultants and clients with assurance that McKee Fehl Constructors have measures in place to mitigate and respond to the COVID-19 pandemic.

This plan has been compiled to comply with current guidelines on <https://www.chasnz.org/> and the Ministry of Business, Innovation & Employment.

Please note that all project specific Health & Safety protocols and procedures till remain in place. These are still of importance and are not to be compromised by this or any revision to COVID-19 protocols that have been put in place.

Working under the COVID-19 Alert Protection Framework

Workplaces may open at all levels, provided they are not undertaking activities that are otherwise restricted. At red, workplaces are open, working from home may be appropriate for some staff in consultation with the Health and Safety Manager and/or General Manager.

Workplaces must display NZ COVID tracer app QR codes and have other record keeping options available.

The following protocols have been put in place in response to allow McKee Fehl Constructors to continue work under the COVID-19 Protection Framework (Traffic Light System).

Our plan is in line with the CHASNZ New Zealand COVID-19 Construction and is referenced in this document.

A copy of the protocols will be always displayed on site at all entry/exit operational points to site/s and/or premises.

Site Entry

Site Access Points



One entry/exit point is allocated per site to control safe entry/exit.

Health checks will be conducted upon entering site ensuring social distancing of 1 metre is always adhered to.

The use of Sign on Site at the entry sign in area, QR scanning at all times. **Do not** cause congestion in this area.

Government QR Code



Must be displayed prominently on all sites at entry/exit point being the default location.

Visitors to Site



In the interest of keeping site contacts low, visitors to site are to be via appointment only, please make an appointment with the relevant Site Manager.

For clarity regarding this section visitors refer to any non-direct project member i.e.- Project Architects or Client Project Managers **do not** require an appointment

Clients wanting to bring colleagues to site to see progress, **do** require an appointment

Wash/Hygiene Stations



Will be provided at each site entry/exit points.

Hand sanitiser will be located on all stairwells across site.

Staff and subcontractors are to wash their hands with soap and water/sanitiser before entering and exiting site each day.

Deliveries to Site



Site Manager/s are to be made aware of all deliveries to site and a designated/nominated person is allocated to receive deliveries.

Drivers are to remain in their vehicles where possible.

Sanitising/washing of hands before unloading goods required.

Site Operations

<p>COVID-19 Response Plan</p>  <p>McKee Fehl Constructors will enact the response plan from CHASNZ. A copy of this will be visible on all sites as well as part of this documentation. This plan contains easy to follow flow charts for infection/suspected infection is identified on a McKee Fehl Constructors site.</p>
<p>Wash/Hygiene Stations</p>  <p>Will be provided at each site entry/exit points. Hand sanitiser will be located on all stairwells across site. Staff and subcontractors are to wash their hands with soap and water/sanitiser before entering and exiting site each day.</p>
<p>On Site Cleaning</p>  <p>Cleaning and disinfecting of high use surfaces will be cleaned at least once a day on all McKee Fehl Constructors site/s, these include but aren't limited to door handles, light switches, handrails, shared appliance and toilets. Tools are not to be shared between team members where possible. All McKee Fehl Constructors tools are to be wiped down at the end of each day using disinfecting wipes. Tools must be cleaned/sanitised thoroughly between uses, if they are required to be shared with another of us.</p>
<p>Worksite Ventilation</p>  <p>As per guidelines from CASHNZ McKee Fehl Constructors site/s are performed outdoors or in an environment where the site/s is over 100m² across the entire site.</p>
<p>Visiting Sites across the business</p>  <p>Staff movements between sites will be minimised as much as possible while maintaining productivity. Stricter minimisation may be enacted at RED level. Bubbles will be identified by the relevant Site Manager/s in a separate document.</p>
<p>One Way System</p>  <p>McKee Fehl Constructors are enacting a one-way entry/exit system on site where practical and physical distancing is required.</p>
<p>Deliveries to Site</p>  <p>Site Manager/s are to be made aware of all deliveries to site and a designated/nominated person is allocated to receive deliveries. Drivers are to remain in their vehicles where possible. Sanitising/washing of hands before unloading goods required.</p>
<p>Waste and PPE Disposal</p>  <p>Disposal bins are placed at all hand washing facilities on site as well as scattered throughout site for the disposal of PPE, paper towels/tissues and any other related items.</p>

Commonly Asked Questions

Where do I download My Vaccine Pass from?

- Download your My Vaccine from <http://mycoviderecord.health.nz/>
- In person at a pharmacy or call the Ministry of Health on 0800 222 478

What do I do if I am feeling sick?

If you are feeling sick or unwell, stay at home. The decision must be made before you arrive at work. Workers who are sick, or unwell will be required to stay at home until they are fully recovered and must complete COVID testing.

Advised your Site Manager ASAP

How and when do I get a COVID test?

Check your closest location at [COVID-19 Testing • Wellington • Healthpoint](#)

If your symptoms are severe, call your GP or Healthline on 0800 358 5453 (24/7/) before attending a testing station.

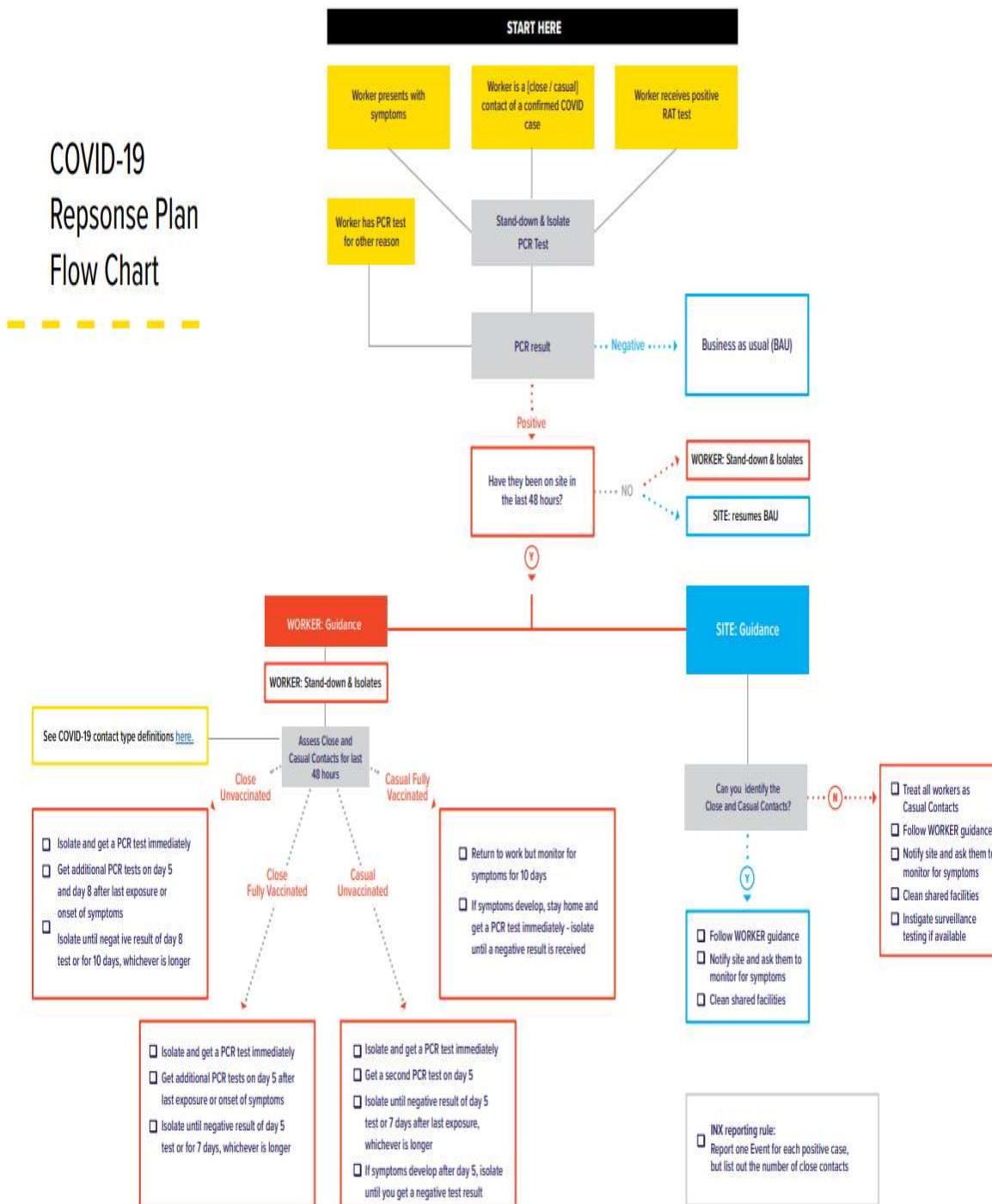
What happens if I have to self-isolate?

Follow advice from your GP and/or Healthline on how to look after yourself.

Your Site Manager will check in with you periodically just to see how things are going and make sure you are ok.

Supporting Documentation

COVID-19 Reponse Plan Flow Chart

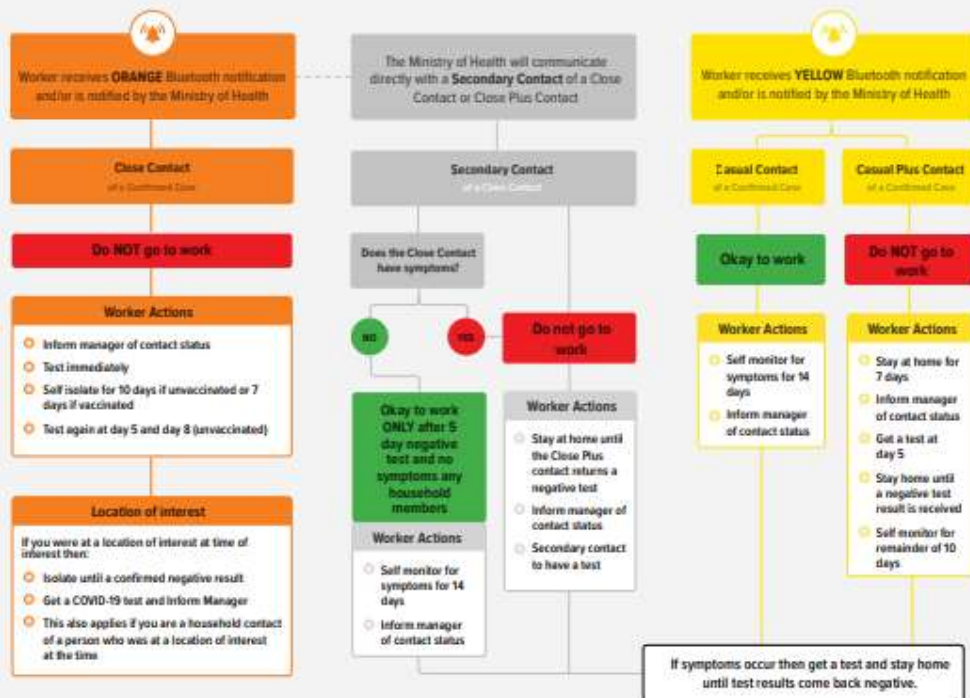


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COVID-19 Contact Classification Process

What the worker should do



What to do on-site

Worker is SELF MONITORING or SELF ISOLATING but has not tested positive

- Communicate with and support the worker
- Respect their privacy
- Maintain hygiene standards on site
- Ensure all workers are well when coming to work

Worker is a CONFIRMED CASE

- Communicate with workers to advise them that they need to self-isolate for 14 days and await notification from local Public Health Unit or the Ministry of Health. If no call has been received after 48 hours, workers should contact Healthline.
- Workplace conducts deep cleaning and can continue to operate if safe to do so at an operational level.

For additional advice please contact Healthline on **0800 358 5453**
 For up to date guidance visit the [Ministry of Health website](#)
 For COVID testing information visit the [Health Point website](#)
 In all cases advice from public health officials will supersede the information provided in this flow chart

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Guidance for if workplace/site have a case of COVID-19 If the case is an employee

Remember, always protect the privacy of your employee. Their name must not be shared.

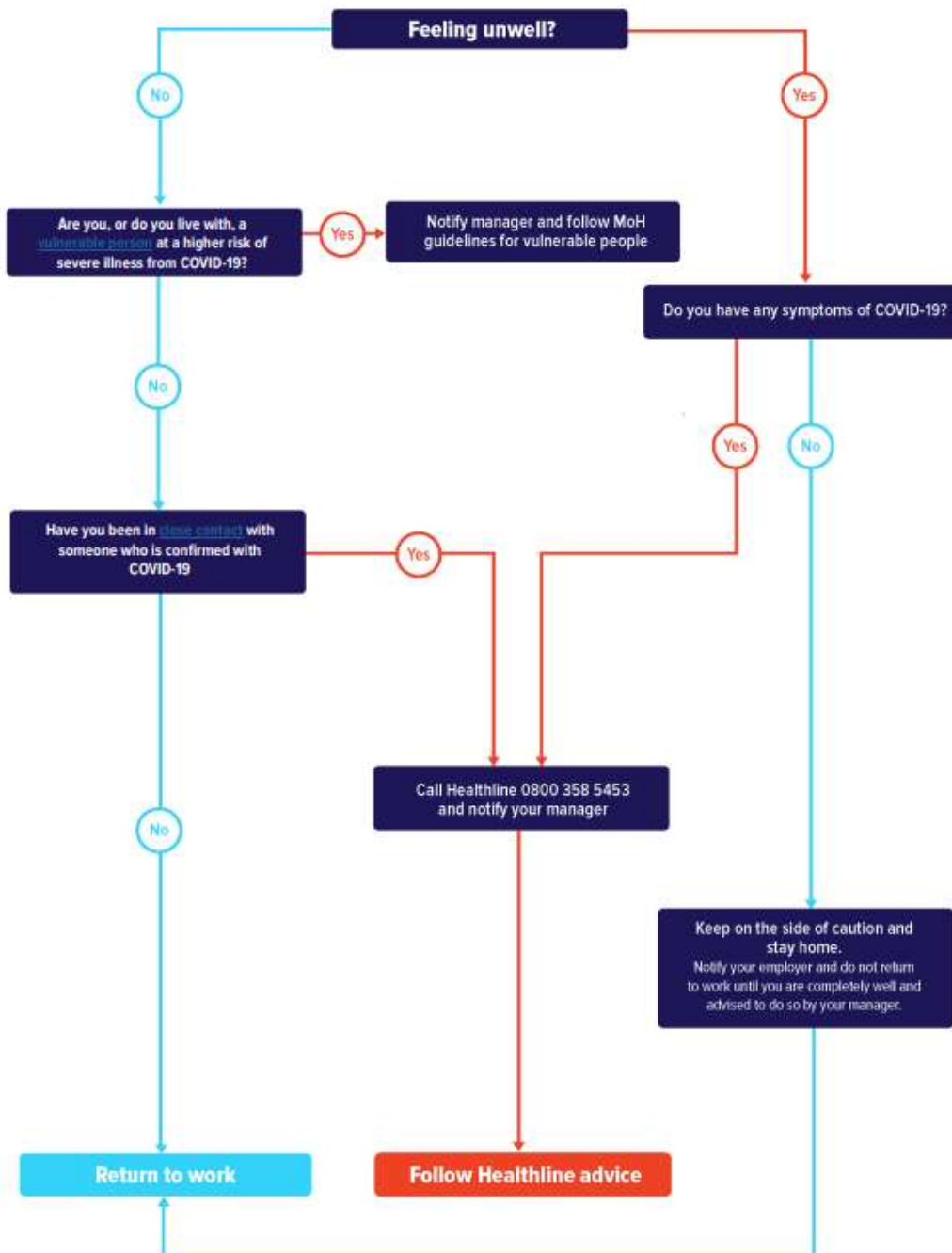
At any time, an employee who feels unwell with symptoms of COVID-19, no matter how mild, should be encouraged to get a test, and stay at home until they receive a negative test result.

If an employee becomes a confirmed (or probable) COVID-19 case and has been at your workplace while infectious, there are standard processes that will be followed

Inform the Health and Safety Manager and/or General Manager within the organisation as they are the best people to liaise with public health officials

Further details around isolation, cleaning, contact tracing and possible consideration for site/s closures will be outlined by the Health and Safety Manager/General Manager on guidance from the Public Health officials.

Personal Health Flowchart



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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

Wash your hands often and thoroughly with soap and water for at least 20 seconds to prevent spreading germs.



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 (or, if at home, a clean dry towel).

Steps provided by Ministry of Health's guide to hand washing

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 and areas that might have been exposed.

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

Disclaimer

All items are subject to review and updated as new guidelines and protocols are released.