



MCKEE FEHL CONSTRUCTORS LTD COVID-19 (CORONAVIRUS) ALERT LEVEL 3 POLICY

Document updated: 17th April 2020

McKee FehL Constructors Ltd treats the health and safety of its employees, subcontractors, clients, consultants & members of the public who engage or interact with our projects as the highest priority.

In keeping with this commitment McKee FehL are supporting the New Zealand Governments response measures implemented to control the COVID-19 Pandemic by following the guidelines published by Ministry of Business, Innovation and Employment (MBIE), the Ministry of Health (MoH) and advice from the New Zealand Police and other Officials.

It is of the upmost importance for McKee FehL to contribute and support all New Zealanders efforts to minimise the spread of the virus, in order to keep our communities healthy and minimise the burden on our health and economic systems by doing everything we can to continue with our projects in a safe and healthy way.

We acknowledge that to achieve this will require changes to the way we have normally undertaken our work and interacted with one another, along with delivering information and education so workers understand how to protect themselves on site from potential exposure to COVID-19 and consequently protect their family members as they return home.

In response to this McKee FehL is implementing the following policy and site control measures to align with the Government response measures under level 3. This will apply to all employees, subcontractors and visitors on our sites and facilities and will help protect them while allowing works to continue.

This policy will be displayed at all locations of work and will be communicated to all McKee FehL staff, subcontractors, consultants and clients through email and /or Procore notifications by senior management.

Site management are to remind the workforce at every opportunity of the Site Operating Procedures outlined in this policy which are aimed at protecting them, their colleagues, their families and the New Zealand public.

If a site is not consistently implementing the measures set out below, it may be required to shut down.

COVID-19 Alert Level 3 Key Policy and Control Methods

The following policies and methods are to be adhered to at all times by all people entering its construction sites, facilities or other buildings controlled by McKee Fehl

Travelling to a McKee Fehl Site:

McKee Fehl requests all employees, subcontractors and other site visitors to follow best practice and Government Guidelines when travelling to site to avoid unnecessary personal exposure to COVID-19 or unwittingly exposing the wider site to the same, this means;

- 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.
- Travel on the most direct route to site from your home and only making stops that are essential (e.g. stopping for petrol).
- Maintain the practice of “keeping to your bubble” during your commute to work by not sharing transport with people outside your household or bubble.
- Maintain the accepted 2m social distancing procedure on and off site. That means when arriving to site keep to the required 2m distance from other workers before entering the single access gate.
- Ensure you have the correct PPE before you arrive on site. McKee Fehl will supply gloves, masks to all employees. Subcontractors need to supply their own. No appropriate PPE, no entrance to site! Do not share PPE!
- Do not come to site if you have been in contact with someone displaying flu-like symptoms or anyone who has returned from overseas in the previous 2 weeks.
- Everyone is urged to follow the MoH website updates <https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus>.

Site Entry:

- All non-essential visitors will be denied entry to site until further notice.
- 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, or who has returned from overseas within the last 2 weeks. Any persons failing to meet this criteria will not be allowed entry to site and will be instructed not to return without a negative medical test or following a 14 day stand down.

- All staff and subcontractors must sign into site via the SignOnSite 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) This app must be downloaded and running on individuals phones before entry to site will be granted. No exceptions.
- 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.
- Anyone leaving site will not be able to return until the next working day as multiple health checks will not be possible, and traceability will be compromised. (i.e. no leaving site for lunch or supplies etc.)
- All site deliveries are to be registered with the gate supervisor prior to entry who will record the details of the delivery driver & company along with the recipient of the delivery and duration on site.
- All people entering site need to wash their hands upon arrival, following best practice, see MoH guidelines for hygiene. Hand Sanitiser and/or hand wash facilities will be available at the entrance.
- Site inductions will be delivered to and conducted via individuals' smart phones using SignOnSite.
- All persons entering site are required to bring all necessary PPE with them each day (Hardhat, steel cap boots, disposable gloves, disposable mask, hand sanitiser, 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.

Construction/Operation on Site:

- 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.
- Bring your own lunch and maintain social distancing during breaks. Do not share food between staff.
- Break times will be staggered were possible, this is to reduce congestion and contact between workers at all times.
- Dedicated eating areas should be identified on site to reduce contact and contamination.
- **DO NOT** share the smoko rooms if you do not need to. Use facilities and leave.
- 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** engage in any contact based greetings (hand-shakes, fist-bumps, toe/elbow tapping, hugs, etc.).
- Washing facilities with soap and hot water will be provided. You must supply your own alcohol based sanitiser and use it yourself only. **DO NOT SHARE** with other workers. Keep minimal contact with fellow workers, please use disposable gloves where possible.
- **DO NOT SHARE** tools where possible, use your own.
- Once common (MFC supplied) tools have been used and before they are stored, they must be wiped down to disinfect by the operator of the tool.
- Site supervisors are the only people to have access to first aid kits. If access is needed approach the supervisor who will distribute the appropriate supplies whilst wearing PPE to avoid contamination. The injury or requirement needs to be recorded.
- There will be no meetings of any kind on site until further notice. Toolbox talks will be completed through the daily huddles. Subcontractors are asked to create meetings with Microsoft Teams or Zoom as appropriate.
- All subcontractors are required to provide McKee Fehl with updated/amended task analysis and SSSP which include consideration and controls for dealing with COVID-19, before any work resumes on site.
- **Avoiding Close Working:** There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 metres.
 - Non-essential physical work that requires close contact between workers should not be carried out
 - Plan all other work to minimise contact between workers
 - Re-usable PPE should be thoroughly cleaned after use and not shared between workers
 - Single use PPE should be disposed of in the supplied rubbish bins, so that it cannot be reused
 - Stairs should be used in preference to any lifts or hoists. Prioritise these for material handling only.

Leaving Site and Lock Down:

- Proceed to the single entrance and use SignOnSite 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.
- 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.

Cleaning:

- Sites will be stocked with extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.
- Enhanced cleaning of all facilities throughout the day and at the end of each day. There will be a supervisor in charge of these items. Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:
 - Taps and washing facilities.
 - Toilet flush and seats.
 - Door handles and push plates.
 - Handrails on staircases and corridors.
 - Lift and hoist controls.
 - Machinery and equipment controls.
 - Food preparation and eating surfaces.
 - Photocopiers and other common office equipment.
 - Rubbish bins for PPE disposed and decontaminated.
 - Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.

Requirements For Self-Isolation from site or due to probable contact:

- Has a high temperature or a new persistent cough – must follow the MoH guidance on self-isolation.
- Is a vulnerable person (due to age group, underlying health condition, and clinical condition or if they are pregnant).
- Is living with someone in self-isolation or a vulnerable person.

Site Risk Response Plan and Senior Management/Meetings:

- 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 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.
- If site is contaminated it will be locked down for cleaning and the sign in register will be handed to the MoH for contact tracing. Site will be closed for 3 days.

This policy has been reviewed and accepted on behalf of McKee Fehl Constructors Ltd by:

Signed by: Stephen Cummings

Signed:



Role: General Manager

Date: 17th April 2020

This policy will be reviewed weekly or as required by the MBIE/MoH/NZ Government.

All employees, subcontractors and visitors have viewed this policy at the time of induction.