Covid-19 Health and Safety Workplace Control Management Plan

Level 2

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Covid-19 Workplace Management Control Plan

Purpose:

The Covid-19 Health and Safety Workplace Control Management Plan outlines the minimum standards that have been implemented to manage the risk of Covid-19 transmission in our workplace. These standards are in line with the protocols set by the New Zealand Government and Ministry of Health for the control of Covid-19 transmission in the workplace, following the lifting of the Covid-19 Alert Level 4 midnight Monday 27th April 2020 and amended following the lifting of the Covid-19 Alert Level 3 midnight Wednesday 13th May 2020.

We are committed to:

- Unite with all New Zealanders in the fight against Covid-19 and will take every measure to ensure the health and safety of our workers and anyone affected by our work
- Implementing and maintaining the relevant guidelines for business operation in New Zealand as set out by the New Zealand Government, Ministry of Health, and any other applicable government agencies
- Ensuring the application of Covid-19 Control measures as they apply under the Health and Safety at Work Act 2015

1. Covid-19 Management Control Plan

The plan will outline how we, as the employer (PCBU), will manage work undertaken in our workplace (office or site) and the controls we will use to minimize the risk of Covid-19 transmission.

Prior to the return to work of any employee, or arrival of a contractor/sub-contractor at an office or site, under our control we will conduct a risk management assessment, to ensure that the health and safety of workers and other people isn't put at risk from changes that are made to work arrangements because of this pandemic.

Specifically, the following areas of concern will be addressed:

- The 5-step guide for returning to work
- Physical distancing (also refer appendix 1.)
- Hygiene / Cleaning (also refer appendix 1.)
- Contact tracing
- Covid-19 response plan
- Isolated or Remote Workers
- Travel
- Communicating the plan

Five Step Guide for Returning to Work – Alert Level 3

Before Entry to Workplace

- Management must have reviewed all work activities and assessed the level of risk they present under Covid-19
- Risk management protocols for work activities are put in place and have been communicated
- Where possible conduct a remote reinduction to the workplace
- All workers are to complete a Health declaration
- Ensure all staff understand PPE and hygiene requirements under Covid-19
- Management must understand how staff are travelling to and from the workplace.
- A Covid-19 Response plan will be available and accessible at appropriate locations e.g. First Aid stations

Entry to Workplace

A worker is any person employed or contracted to work at the workplace

- All workers who can confirm they are "fit to work" may enter
- Hand washing / sanitizing must happen at entry to the workplace and prior to signing in
- A daily register will be kept of all persons entering the workplace
- Signage reminding workers and visitors to the workplace of Covid-19 protocols for physical distancing and hygiene will be visible throughout the workplace, specifically at entry and common areas.

Working

- All work is to be undertaken in a safe manner, incorporating physical distancing and hygiene protocols
- All visitors to the workplace will be escorted as required or attended to by one person, e.g. Courier deliveries
- All workspaces, common areas, tools, equipment, and work vehicles must receive regular cleaning and disinfecting
- Workers are responsible for their own tools and equipment, NO sharing
- Sanitary measures have been implemented to prevent the transmission of Covid-19

Leaving Workplace

- Workers must sanitise their workstations / workspace prior to leaving
- All waste and disposable PPE must be cleared from workstations / workspace
- Workers must sign out
- Returning home after work, it is important that you take precautions to ensure that you and Workers must sanitise their workstations / workspace prior to leaving
- Returning home after work, it is important that you take precautions to ensure that you and everyone in your bubble are safe.

Refer to: **Stopping the spread of Covid-19 from work to home.** In your Covid-19 Workplace Management Control Plan.

Management Protocols

- Be an example of how to control the spread of Covid-19 in the workplace by following the Hygiene protocols.
- Reinforce the Covid-19 Workplace Management Control Plan when communicating with workers
- Stay in regular contact with all workers, including those who may be working in isolation or remotely.
- Don't forget your normal Health and Safety obligations apply. Your Covid-19 Workplace Management Control Plan is in addition to those.

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i. Physical Distancing

The recommended safe distance between any 2 people is 2 metres. Under Alert Level 2, 1 metre is acceptable in a controlled environment.

Practical measures to encourage physical distancing include:

- allowing staff to work from home, if practicable
- calculating the area of each workspace and directing those workers in that space to remain at least 1 metre apart to perform their duties
- rotating shifts (early morning, afternoon/evening), compressing hours, changing start and finish times, so that there are less staff in any one workspace at one time or having staff doing one day on, one day off rotations.
- not allowing use of meeting rooms or other spaces that would not allow for the required spacing
- discouraging use of public transport if possible, or if not feasible, recommending that workers:
  - travel at off peak times
  - wash hands with soap and water for at least 20 seconds, or sanitise hands with alcohol-based hand sanitiser before and after travelling on public transport, and
  - maintain physical distancing measures during any trip.
- encouraging workers, for external meetings, to hold video conferencing calls or just use the phone
- encouraging workers to maintain physical distancing in break rooms, using lifts, scaffolding, walking through corridors or other workspaces and at staff meetings
- develop a “one way” system to mitigate workers having to continually give way or come within 1 metre of each other

If physical distancing measures introduce new health and safety risks (e.g. because they impact communication), we will manage those risks too.

ii. Hygiene

The amount of time the COVID-19 virus survives on inanimate objects and surfaces will vary. Environmental cleaning is one way to remove the virus that causes COVID-19.

We will ensure:

- wash stations or sanitiser are available for all work areas and at entry and exit points so workers can use it when arriving and leaving
- disinfectant or surface wipes will be available to clean work area surfaces, tools and equipment
- worker’s bringing in personal items for use in the workplace such as phones/tools will clean and disinfect them
- that frequently touched surfaces such as doors, handrails, windows, vending machines are cleaned and disinfected frequently using appropriate detergent and disinfectant solutions
- that people cleaning the workplace wear gloves and use alcohol-based hand sanitiser before and after wearing gloves

- closed bins are available for workers to hygienically dispose of waste and rubbish such as used tissues, immediately after use.
- where possible we reduce the number of touch points for workers. For example, leaving access doors open, where appropriate.

We will limit the use of air-conditioning units and promote the use of open windows where appropriate.

Washroom facilities will have adequate supplies of soap, water and toilet paper and will be kept clean, properly stocked and in good working order.

See the Ministry of Health information sheet on environmental health https://www.health.govt.nz/our-work/environmental-health for further information.

Worker Hygiene:

Workers are required to practice good hygiene, including:

- coughing or sneezing into their elbow or using a single use tissue, disposing of it immediately in a bin
- washing hands often for at least 20 seconds with soap and water, including before and after eating and after going to the toilet
- using alcohol-based hand sanitiser where hands are not noticeably soiled
- cleaning and disinfecting surfaces and shared equipment after use
- washing body hair and clothes thoroughly every day
- staying at least 1 metre away from work colleagues always, and
- reporting and staying home if experiencing any flu like symptoms.

In addition, to prevent the spread of the COVID-19 virus, everyone should also:

- avoid touching their face
- avoid handshakes or any other close physical contact and
- put cigarette butts in the bin- making sure your cigarette was been properly extinguished before doing so.

Everyone will also be informed about the risk of exposure and good hygiene through increased signage and information.

iii. Contact tracing

Records will be kept of all employees, contractors, sub-contractors, visitors and couriers to the workplace so should a suspected or confirmed Covid-19 transmission take place, people who have or may have come into contact with that person can be contacted.

This information will be made available to the Ministry of Health to assist in the contact tracing where a suspected of actual case of Covid-19 occurs in the workplace.

- A sign in sign out register will be maintained and kept for the duration that Covid-19 Alert levels remain in New Zealand, and for any time period beyond that as deemed necessary by the New Zealand Government or Ministry of Health.
- All persons entering the workplace will be required to complete a health declaration, retaining the original with a copy taken by the company for their records kept for the duration that Covid-19 Alert levels remain in New Zealand, and for any time period beyond that as deemed necessary by the New Zealand Government or Ministry of Health.

Covid-19 Response Plan – In the event of a Suspected or Confirmed case of Covid-19 at work:

Isolate
- Isolate the person from others and provide a disposable surgical mask, if available, for the person to wear.

Inform
- Manager and have someone call the Covid-19 Healthline **0800 358 5453** and follow the advice of health officials**.** Complete an incident report.

Transport
- Ensure the person has transport to their home or medical facility as per advice of Healthline officials.

Clean
- Clean the area where the person was working and all the places they have been. This may mean evacuating those areas. Use PPE when cleaning.

Identify
- Identify who at the workplace had close contact with the affected person in the 24 hours prior to the person showing symptoms. Send those people home to isolate. Discuss any concerns they may have.

Clean
- Clean the area where the close contact people were working and all common areas, they have been in. This may mean evacuating those areas. Use PPE when cleaning.

Review
- Review incident report and risk management controls relating to Covid-19 and review whether work may need to change. Keep employees up to date on what it is happening.

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Covid-19 Response Plan – If a Suspected or Confirmed case of Covid-19 is <u>not</u> at work when diagnosed:

Inform

- Call Healthline **0800 358 5453** and follow the advice of health officials**.**

Identify

- Identify who at the workplace had close contact with the effected person in the 24 hours prior to the person show symptoms. Send those people home to isolate. Discuss any concerns they may have.

Clean

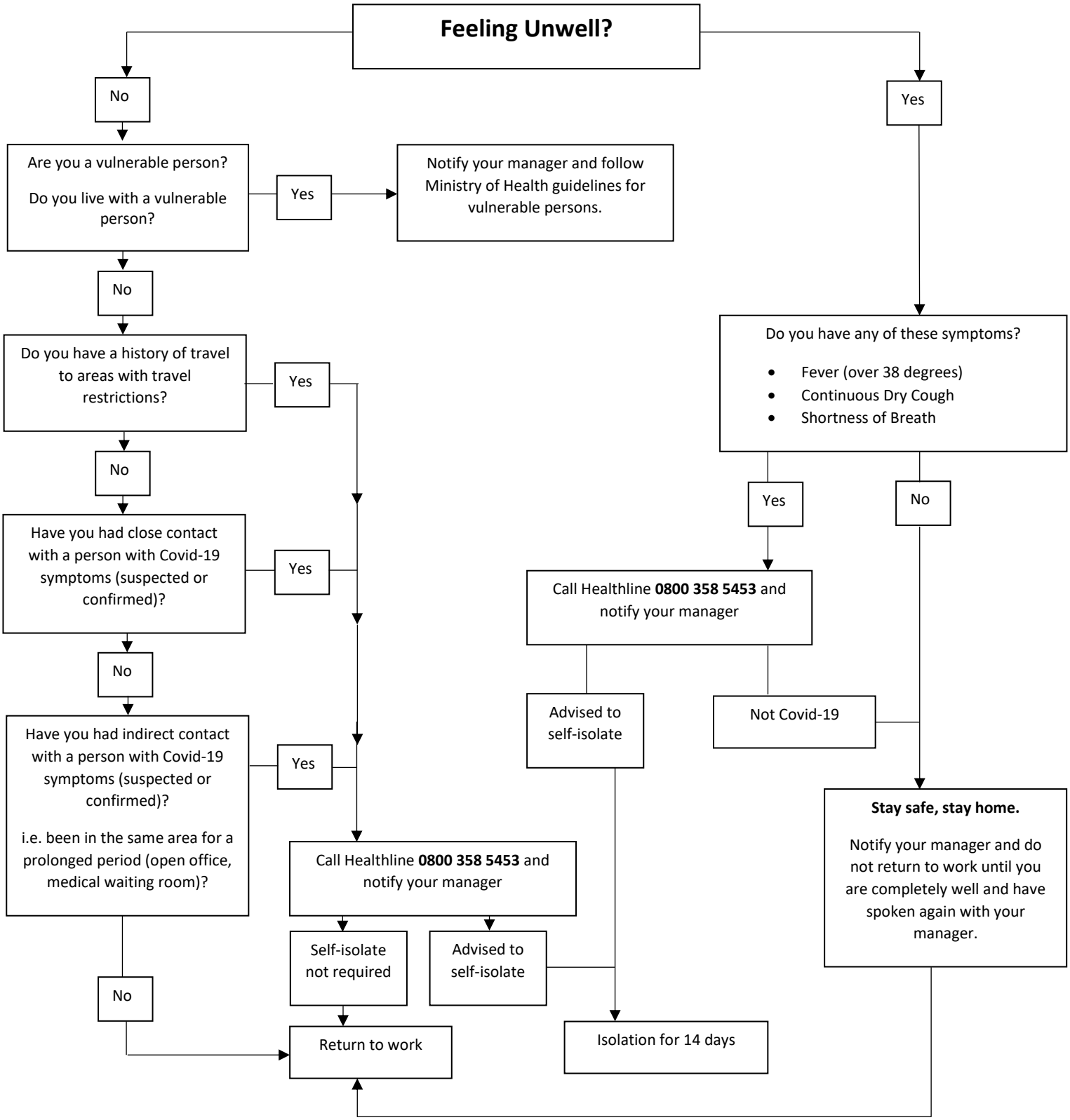
- Clean the area where the close contact people were working and all common areas they have been. This may mean evacuating those areas. Use PPE when cleaning.

Reiview

- Review risk management controls relating to Covid-19 and review whether work may need to change. Keep employees up to date on what it is happening.

Note:

- Always follow the advice of health officials.
- Workers assisting the person who has suspected or confirmed Covid-19 should be provided PPE, if available, such as gloves and mask and follow both hand hygiene and cleaning protocols.
- There is no automatic requirement to close an entire workplace, particularly if the person infected, or suspected to be infected, has only visited parts of the workplace.
- Be aware of privacy obligations.


Feeling Unwell?
No
Yes
Are you a vulnerable person?
Do you live with a vulnerable person?
Yes
Notify your manager and follow Ministry of Health guidelines for vulnerable persons.
No
Do you have a history of travel to areas with travel restrictions?
Yes
No
Have you had close contact with a person with Covid-19 symptoms (suspected or confirmed)?
Yes
No
Have you had indirect contact with a person with Covid-19 symptoms (suspected or confirmed)?
i.e. been in the same area for a prolonged period (open office, medical waiting room)?
Yes
No
Call Healthline 0800 358 5453 and notify your manager
Self-isolate not required
Advised to self-isolate
Return to work
Do you have any of these symptoms?
Fever (over 38 degrees)
Continuous Dry Cough
Shortness of Breath
Yes
No
Call Healthline 0800 358 5453 and notify your manager
Advised to self-isolate
Not Covid-19
Isolation for 14 days
Stay safe, stay home.
Notify your manager and do not return to work until you are completely well and have spoken again with your manager.

Isolated or remote workers:

Working alone is defined as, work done in a location where the employee cannot physically see or talk to other staff.

Because each work situation is different, risks when working alone should be assessed and minimised or eliminated on a case-by-case basis.

Examples of sensible options to promote the safety of employees working alone include:

- An effective means of getting help quickly in an emergency.
- Regular face to face contact with another person or, if regular face to face contact is impractical, they should check in (electronically) with another person at regular intervals.
- A designated person should be aware of the location and expected duration of work being conducted by a “lone worker”.

Travel:

When traveling to and from work you should observe the following:

- All road traffic laws, safe driving practices and any person or signage directing traffic.
- When using your personal vehicle, you should travel by yourself or only with someone from your household.
- If you have a company vehicle, adhere to your company's vehicle policy. Travel to and from work should be by yourself.
- You should not offer to collect or drop someone off either at your place of work or elsewhere.
- Wash hands before and after each journey.

When traveling for work related activities, other than to and from home, you should observe the following:

- All road traffic laws, safe driving practices and any person or signage directing traffic.
- When using a work vehicle, adhere to your company's vehicle policy. With regards to passengers, if passengers are allowed, ensure there is adequate spacing, and you and your passenger/s are observing Covid-19 hygiene guidelines.
- Travelling to a worksite, whether to deliver goods, work, or attend a meeting, adhere to all site-specific traffic directions, rules, and regulations.
- If you are travelling with tools, equipment, goods (for sale or display, delivery) restrict them to baggage areas, trailers, or separate parts of the vehicle.
- Wash hands before and after each journey.
- Company pool vehicles should be limited to a single user. Where this is not possible, they should be disinfected and cleaned (all rubbish removed) after each use.
- While you can travel between regions at Alert Level 2, follow these simple guidelines:
    - Keep records of what travel services you use.
    - Keep track of who you have been in contact with.
    - Keep your distance from groups of people you don't know.
    - Minimise the number of places you stop on the way to your destination.

If your reason for travelling is to deliver goods, work onsite, or attend a face to face business meeting, you must observe that company's Covid-19 Site Specific Safety Plan.

As a minimum you must:

- Sign in / out
- Observe physical distancing
- Follow handwashing protocols

Flying:

If travelling domestically by aircraft, adhere to physical distancing and other risk mitigating measures in place by relevant agencies.

Note: Our international borders remain closed.

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 precautions to ensure that you and everyone in your bubble are safe.

Some simple steps include:

- Remove work items, such as boots, shoes and overalls and leave them outside
- Do not touch anything at home until you have cleaned your hands properly
- Disinfect any personal items that you had at work, such as mobile phone, handbag
- Place any work items for cleaning, in a bag or container, then take them through to the laundry and wash on a hot cycle. Disinfect the bag / container.
- Have a shower, thoroughly cleaning areas that may have been exposed throughout the day such as neck, hands, face, arms, legs.

Communicating your plan with your staff prior to work commencing:

This can be managed in several ways:

- Video conferencing prior to returning to work
- A controlled meeting, ensuring physically distancing is observed, on the first day back at work and prior to any work commencing. Depending on the size of workforce you may have to hold multiple meetings. Each meeting must cover the same agenda.
- A record of each meeting and those in attendance along with the agenda must be kept on file
- Signage around the workplace for ongoing reinforcement of your plan

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Introduction

This meeting is being held to discuss the steps we are taking to protect ourselves, your family, and the people around you against Coivd-19 and the potential spread through our community and New Zealand.

The Disease

COVID-19 is a new illness that can affect your lungs and airways. It is caused by a virus called coronavirus. Everyone is at risk of contracting Covid-19, however those most at risk are older adults and people with low immune systems from conditions such as heart disease, lung disease, asthma, and diabetes.

The virus spreads through tiny droplets of saliva or body fluids spread via close personal contact such as kissing or talking, sneezing, and coughing, smoking, or vaping. The disease can survive for varying lengths of time on surfaces, from minutes to days at a time depending on the surface, therefore it is important that you wash your hands regularly when you come into contact with everyday surfaces like benchtops and door handles.

Symptoms

While some people get very mild forms of the disease it kills others, especially elderly or those with low immune systems from conditions such as heart disease, lung disease, asthma, and diabetes.

Symptoms to look for are:

- A high temperature (at least 38 degrees Celsius)
- Continuous dry cough
- Difficulty breathing

These symptoms do not necessarily mean you have COVID-19 as the symptoms are like other illnesses that are much more common, such as colds and flu. But if anyone you know or see is displaying these symptoms you should encouraged them to contact their local GP or the Covid-19 Healthline 0800 358 5453.

Do not just have them attend a medical Centre prior to making contact though, as there are protocols to be followed and we do not want to put our health professionals at greater risk than the already are.

Prevention

There is no cure or vaccine yet so preventing the spread is our best defence.

- Stay at home if you are sick.
- If you have been in contact with someone who has the disease, assume you have it and say at home.
- Clean and disinfect frequently touched surfaces regularly.
- Wash your hands frequently for at least 20 seconds each time.
- Cough or sneeze into your elbow or single use tissue, disposing of the tissue immediately in a bin.
- Stay 2 metres away from work colleagues always.

Self-Isolation

If you are exhibiting symptoms of being unwell (or have been in contact with someone who is or has been unwell) you may be required to self-isolate. Follow the Personal Health Flowchart and take the appropriate action.

As the situation is constantly evolving, stay up to date with developments by visiting the Ministry of Health Website, and regularly checking the signage and noticeboards around the office/site, as we will also keep you up to date with changes.

Covid-19 Control Management Plan

We have put together protocols for operating our workplace under the influence of Covid-19 as set by the New Zealand Government and Ministry of Health. These protocols, as discussed today, are in addition to our obligations under the Health and Safety at Work Act 2015. Should you wish for further information and advice about Covid-19 visit Unite Against Covid-19 at https://covid19.govt.nz/

Resources utilised in the development of this plan

- Ministry of Health: https://www.health.govt.nz/
- Worksafe: https://worksafe.govt.nz/
- CHASNZ: https://www.chasnz.org/

Appendix 1- Physical Distancing / Hygiene / Cleaning

Physical distancing:

Physical distancing, also known as "social distancing", is about ensuring a safe space between people. While the recommended distance to help prevent the spread of Covid-19 is 2 metres, under Alert Level 2, 1 metre is acceptable in a controlled environment.

When applying physical distancing to your workplace, if practical, consider the following:

Internal interaction

- Reduce the size of teams in certain areas
- Delineate work areas
- Where practical apply a "one way" system, such as in high traffic areas, stairs, scaffolding, hoists/lifts
- Where practical have office, staff work remotely
- Limit pool vehicles to one person
- Limit and control access to common areas such as meeting / smoko rooms and kitchens

External interaction:

- Have couriers attended to by one person, maintaining brief encounters each time
- Look for paperless options, documents emailed, wherever possible otherwise wear gloves or wash hand after handling the delivery
- Visitors to site/office to be attended to by one person and escorted if required

Entry to the workplace:

- Limit visitors or implement a No Visitors policy until Alert Level 2 or lower has been introduced. You may choose to maintain this or move to allowing visitors, with required protocols in place i.e. physical distancing
- Stagger worker start and finish times to remove congestion at entry / exit points
- Monitor entry / exit, use markers to maintain physical distancing to enable safe Sign In / Out

Meetings:

- Ideally, conduct meetings via telephone or video conferencing
- If face to face meetings, have absolutely necessary participants only
- Ensure rooms are well ventilate or consider holding outdoors or in large open spaces

If workers cannot avoid Close Working:

To ensure safe working practices there will be times when 1 metre apart is not practical. In these cases, appropriate PPE must be worn i.e. gloves, masks are optional

- Where you have teams working closely together, within 1 metre, do not introduce or change team members
- Plan work to minimise contact
- Re-useable PPE should be thoroughly cleaned after use and not shared

- Single use PPE should be disposed of appropriately after use
- If working outside, use scaffold, do not use lifts or hoists to move between floors under construction (one way on scaffold where possible)
    - If lifts are to be used limit number of riders

Washroom and Toilet facilities:

- Users need to be mindful of time spent in these facilities and observe physical distancing
- Based on the size of your workforce consider utilizing / increasing temporary facilities

Meal breaks:

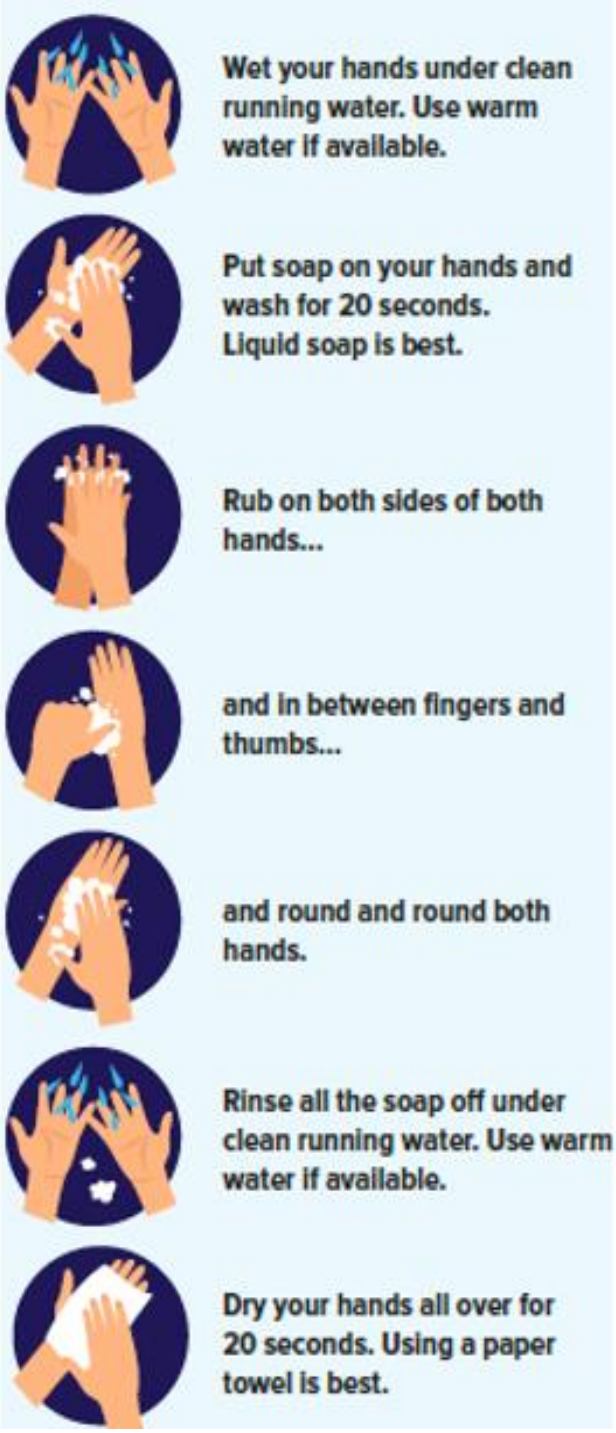
- If leaving the workplace follow entry / exit protocols
- Consider staggering break times and the use of open spaces and well-ventilated meeting rooms in addition to recognized break rooms. Limit and control access
- As these are shared areas everyone should sit 1 metre apart
- Encourage all workers to bring their own food / non-alcoholic beverages and utensils
- If catering is provided have pre-prepared packaged meals only with a contactless payment system
- Workers in a queue must be 1 metre apart
- Consider eliminating vending machines

Smoking / Vaping:

- Use designated smoking / vaping areas only, stand 2 metres apart if a person is unknown to you.
- Do not stand where you smoke or vapour will cross another persons' breathing zone

Hygiene:

The amount of time the COVID-19 virus survives on inanimate objects and surfaces will vary, from minutes to days at a time depending on the surface. Environmental cleaning and Hand Washing are the only ways to remove the virus that causes COVID-19.



Cleaning:

All offices and jobsites should implement additional cleaning measures of common areas as recommended by the Ministry of Health.

Regular and thorough cleaning of the workplace will minimise the spread of Covid-19.

Disinfecting and washing reusable cleaning cloths, mops, buckets, and brushes will also aid in reducing the spread of Covid-19.

As we work through Covid-19 Alert Levels cleaning should not be considered the sole responsibility of 1 or 2 staff or just your commercial cleaning company. Everyone should, throughout the day, take time to clean/disinfect or sanitise high touch point areas such as:

- Doors and door handles, lift buttons, stair rails
- Tables, Desktops, and work benches
- Kitchen microwaves, photocopiers, digital check-in scanners, table saws and presses
- Washroom taps and flushers
- Computer screens and keyboards
- Manual hand and Handheld power tools, specifically handles and electrical leads
- Coffee machines and water fountains
- Light, heat and air conditioning switches / controls
- Common touch points in all vehicles: keys, door handles – interior and exterior, steering wheel, console, dashboard buttons/controls, window controls, handbrake, gearstick. Users should wash hands before and after driving.
- Reusable PPE should be laundered and / or disinfected following manufacturers specifications.

Cleaning In the event of a Suspected or Confirmed case of Covid-19 at work:

- Clean the area where the person was working and all the places they have been.
- Clean the area where the close contact people were working and all common areas, they have been in.
- This may mean evacuating those areas.
- Use PPE when cleaning.

Management will talk with Commercial Cleaners to ensure that the level of cleaning being conducted by them, is and will remain, sufficient under all Covid-19 Alert Levels for the premises they are cleaning.

Appendix 2- Managers Checklist

- [ ] Have an up to date workplan incorporating the separate job activities undertaken at your workplace, and the controls in place to manage those activities under your Covid-19 Workplace Management Control Plan.

- [ ] Review contractors plans

- [ ] You must have a Covid-19 response plan in place, and displayed in the event of a suspected or confirmed Covid-19 case

- [ ] Complete an incident report in the event of a suspected or confirmed Covid-19 case

- [ ] Maintain a Sign In / Out register and where necessary a detailed work schedule to understand the movements and activities of all workers in the event of a suspected or confirmed Covid-19 case

- [ ] Stay in regular contact with all workers, including those who may be working in isolation or remotely.

- [ ] Be prepared to support and assist workers, who may due to stress, related to Covid-19 require additional support up to and including professional counselling.

- [ ] Hold regular meetings with all workers at your workplace keeping them up to date with all Health and Safety requirements and Covid-19 updates and or changes to protocols. Your standard Health and Safety obligations till apply.

- [ ] Check that your supplies of PPE, including gloves, and cleaning products, is adequate to service your workplace.

Appendix 3- Sign IN / OUT Register

This register will be maintained and kept for the duration that Covid-19 Alert levels remain in New Zealand, and for any time period beyond that as deemed necessary by the New Zealand Government or Ministry of Health.

		Contact tracing Information			I declare I HAVE NOT: (please sign)	Time IN - Time OUT	
Date	**Full name**	**Visiting**	**People you travelled with**	**Contact number**	**# Arrived in NZ in the last 14 days # Been in contact with someone with COVID-19 symptoms # Had any COVID-19 symptoms**		

Appendix 4- Health Declaration

The below declaration needs to be completed before you commence any work or are remaining for any period of time as a visitor at

_____

Visitor / Contractor – please circle

First name: _____

Last name: _____

Reason for visit:

_____

_____

I declare that I have:

- Observed the Government sanctioned Covid-19 Alert Level 4 lockdown that commenced Wednesday 25th March at 11.59pm, and Covid-19 Alert Level 3 protocols that commenced Monday 27th April at 11.59pm and now the Alert Level 2 protocols which commenced Wednesday 13th May 2020.
- Not been out of the country in the last 14 days or where applicable, self-isolated on return to New Zealand from having been overseas.
- Not knowingly been exposed to someone with Covid-19.
- Not had anyone within my bubble or living with me inside the 14 days leading up to my return to work, or entry to site, who has Covid-19.
- Not had anyone staying within my bubble or living with me inside the 14 days leading up to my return to work, or entry to site, become ill with flu like symptoms.
- No illness or flu like symptoms such as a fever, continuous dry cough or difficulty breathing.

I have been on the following work sites today:

-

Signed:_____ Date: _____

Company Approval Signed: _____ Date: _____

Appendix 5- Workplace Entry

COVID-19 LEVEL 2 – WORKPLACE ENTRY and OPERATING INSTRUCTIONS

STOP, READ THIS BEFORE YOU ENTER THIS WORKPLACE

- Before signing in please wash your hands, using the wash station provided, or sanitise your hands. Either option for a minimum of 20 seconds.
- Please ensure you follow the latest guidelines set by the Ministry of Health with regards to the use of Personal Protective Equipment (PPE) before entering this workplace www.ministryofhealth.govt.nz
- If you are a Visitor or Courier, scheduled to be here, please proceed to the office and observe hygiene and physical distancing protocol. (Minimum of 2 metres).
- If you are remaining onsite you must sign in, recording date and time of arrival and departure.
- When working near or with anyone you must maintain the minimum physical distance of 1 metre.
- NO sharing tools.
- If you sneeze or cough it must be into your elbow or a single use tissue that you immediately dispose of in the appropriate manner i.e. rubbish bin, not left lying around exposed to other persons.

STAY AT HOME IF YOUR ARE UNWELL.

IF YOU START TO FEEL UNWELL WHILE AT THIS WORKPLACE, PLEASE NOTIFY MANAGEMENT IMMEDIATELY.

This workplace is supervised by:

Name: _____ Contact: _____