



New Zealand COVID-19 Alert Level 1

V&H Construction Protocols

These protocols and attachments are to be read in conjunction with the COVID-19 – Standard for New Zealand Construction Operations and reflect how the requirements in the standard may be achieved. Individual businesses and operations may need to adapt the protocols to their specific circumstances but the overall intent of the standard should still be applied in all cases. These protocols are expected to develop and evolve as requirements change from government and industry experience and are to be treated as living documents.

Version 4.2

8/6/2020

Key amendments in Version 4.2:

New guidance from government for working under alert level 1 has required a new version of the V&H Construction Protocols.

- Physical Distancing protocol removed.
- Hygiene practices included in the new Cleaning and Hygiene Guide.
- Personal Health Flowchart updated, removing reference to vulnerable persons.
- Managers Checklist has been removed.

The goals of this document are to:

- Keep workers and the wider community healthy and safe by preventing the spread of COVID-19.
- Apply relevant guidance from the Ministry of Health and other government agencies to the construction environment.
- Encourage a safe and respectful work environment and good communication between all stakeholders.
- Sit alongside your usual health and safety controls to ensure workers are safe on site.

New Zealand's COVID-19 alert levels

New Zealand's COVID-19 alert system specifies public health and social measures to be taken against COVID-19. The protocols in this document are designed for construction operating within COVID-19 alert level 1. As we move between alert levels, the protocols will indicate what we need to do to operate and plan for the kinds of restrictions we may be required to put in place. This includes restrictions on human contact, travel and business operations.

Our commitment as an industry:

- We are committed to working alongside government to prevent the spread of COVID-19.
- As an industry, we are united against COVID-19 and will do our utmost to protect our workers, the wider community and New Zealand.
- We know that we're in this together – this means trusting those we work with will keep us safe and that we'll do the same for them.

We recognise that we must work together to ensure the health, safety and wellbeing of everyone in the supply chain.

For information on what COVID-19 is, what the symptoms are, and how it spreads, visit www.covid19.govt.nz

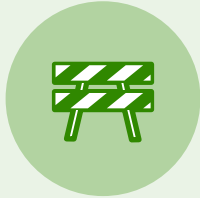
The Five Step Guide for Returning to Work - Alert Level 1

Before arriving on site



All workers should follow the [Personal Health Flowchart](#) to confirm they are safe to be on site.

Site entry



Use your existing sign-in process or the example [Sign-in Register](#) for contact tracing purposes.

[Signage](#) reminding workers of the COVID-19 protocols will be posted at the site entrance and in common areas where appropriate.

Site operations



All offices and jobsites must implement cleaning measures as per the [Cleaning and Hygiene Guide](#).

Toolbox talks should be held to communicate the information contained in these protocols. A [COVID-19 Toolbox Talk](#) is available for use to assist with your Toolbox Talks.

A COVID-19 [Response Plan](#) must be available and accessible on site.

If you need to leave site for any reason, follow the sign-in and sign-out processes on exit and entry.

Leaving site



Workers must use the [Sign-in Register](#) to sign out.

All waste and disposable PPE must be removed from site and securely disposed of.

Management Protocols



Use the Mental Health Protocol and assist workers to access mental health and wellbeing information. Free call or text 1737 any time for support from a trained counsellor, or use the resources created by MATES in Construction available [here](#).

You must have a COVID-19 [Response Plan](#) in place to identify processes for dealing with probable and confirmed COVID-19 cases.

Don't forget your normal health and safety obligations still apply. These protocols are in addition to your usual health and safety controls.

More information

Healthline

call 0800 3585453
www.health.govt.nz

Unite Against COVID-19

www.covid19.govt.nz

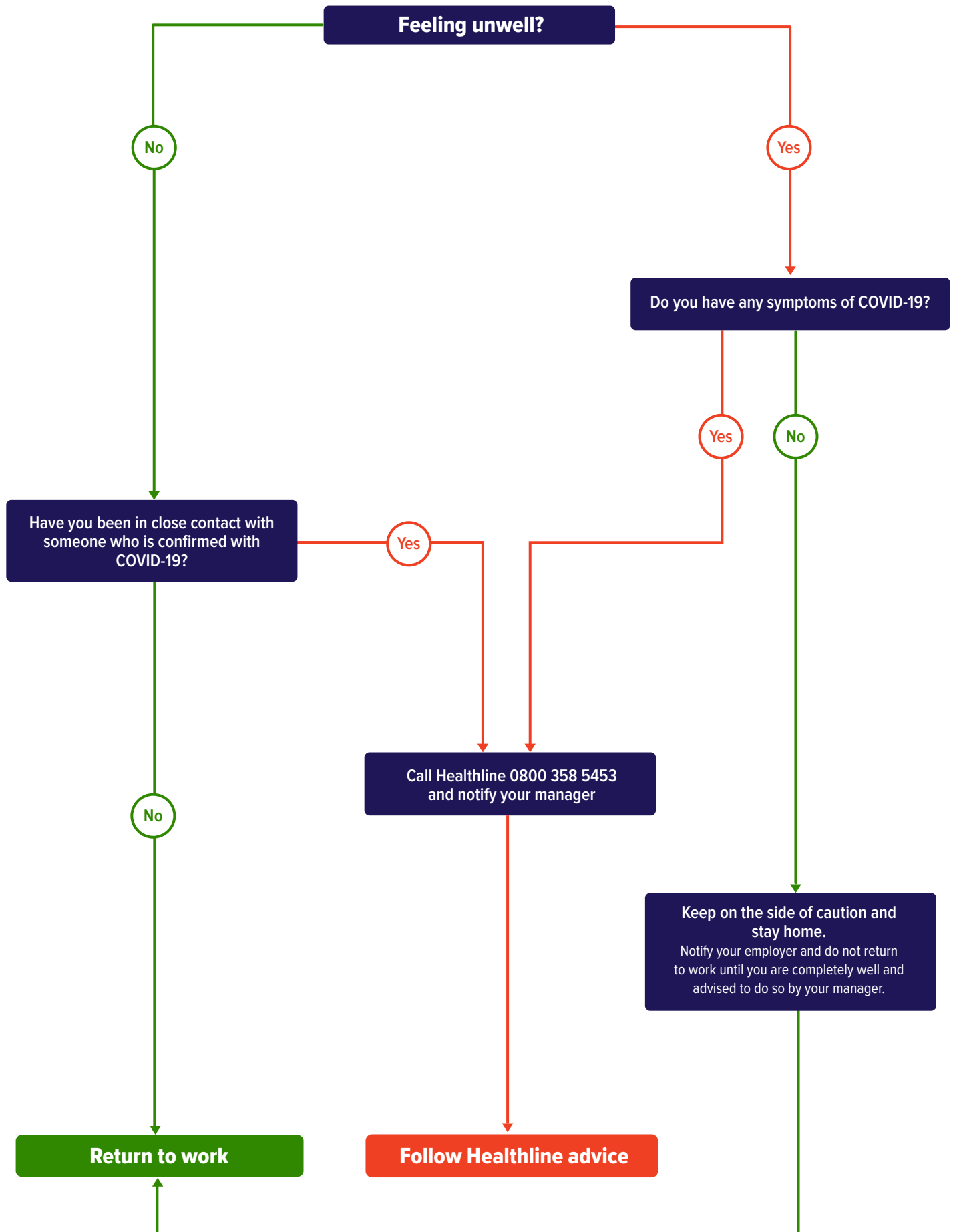
National Telehealth Service

1737.org.nz

Mental Health Foundation

www.mentalhealth.org.nz

Personal Health Flowchart - Alert Level 1



Cleaning and Hygiene Guide - Alert Level 1

Construction sites operating in the wake of the Coronavirus COVID-19 pandemic need to ensure they are protecting their workforce and minimising the risk of spread of infection.

Key cleaning tips

- All offices and jobsites should implement sufficient cleaning measures of common areas as recommended by the Ministry of Health and to help minimise the spread of COVID-19.
- Regular cleaning of the workplace environment will minimise the spread of infection by reducing workers' contact with contaminated surfaces.
- Clean surfaces with a suitable cleaner and/or disinfectant and follow the manufacturer's instructions for use. When choosing a suitable cleaning product, consider what the product is effective against and the length of time the product needs to be left on a surface to clean it properly.
- Where possible, use disposable cloths or paper towels to clean surfaces. Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. Reusable cloths should be disinfected and then dried after use, as bacteria and viruses can still survive on damp cloths.

Hand Washing

- Provide additional hand washing facilities to the usual welfare facilities on large, spread out sites or significant numbers of personnel on site.
- Ensure soap and fresh water is readily available and kept topped up at all times.
- Provide hand sanitiser where hand washing facilities are unavailable.
- Regularly clean the hand washing facilities and check soap and sanitiser levels.
- Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.

Common areas may include:



Toilet facilities



Reception and sign in areas



Smoko room



Kitchen and cooking facilities

Hand washing



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.

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

Probable or confirmed case of COVID-19 at work

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



1. Isolate

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



2. Inform

Call Healthline (0800 358 5453). Follow the advice of health officials.



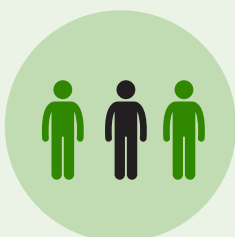
3. Transport

Ensure the person has transport to their home or to a medical facility.



4. Clean

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



5. Identify

Identify who at the workplace had close contact with the infected person in the 24-hours before that infected person started showing symptoms. Send those people home to isolate. Allow employees to raise concerns.



6. 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.



7. Review

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

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



1. Inform

Call Healthline (0800 358 5453). Follow advice of health officials.



2. Identify

Identify who at the workplace had close contact with the infected person in the 24-hours before that infected person started showing symptoms. Send those people home to isolate. Allow employees to raise concerns.



3. Clean

Clean the area where the infected person and their close contacts were working and all common areas they have been. This may mean evacuating those areas. Use PPE when cleaning.



4. Review

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

Remember:

- From a health and safety perspective, there is not an automatic requirement to close down an entire workplace, particularly if the person infected has only visited parts of the workplace.
- Workers assisting the person who has probable or confirmed COVID-19 should be provided with appropriate PPE, if available, such as gloves. They should also follow hand hygiene procedures.
- Be aware of privacy obligations.
- Follow the advice of health officials at all times.

Sign-in Register

Date	Full name	Company or person visiting	Contact number	Time in/Time out	

COVID-19 BACK TO WORK MENTAL HEALTH PROTOCOLS

FEELINGS AND EMOTIONS

Feeling stressed is an experience that you and many of your MATES are likely going through.

It is normal to be feeling this way in the current situation.

Stress and the feelings associated with it are by no means a reflection that you cannot do your job or that you are weak.

Recognise where you are sitting with your emotions and take some time to stay focused on the now.

Consider if your emotions are more extreme than usual and if so, you might need some further support.

WELLBEING

Managing your stress and wellbeing during this time is as crucial as:

- Looking after your physical health.
- Take care of your everyday needs and ensure rest and time out during work or after work, eat healthy, engage in physical activity, and stay in contact with family and friends.
- Continue to use the self-care strategies that you know work for you.
- Consider your wellbeing bucket – you will need to fill it up as it will feel empty at times.

CHANGES IN BEHAVIOUR

There could be changes that you or a MATE might be showing. These are not one-off incidences but are happening more often than usual.

Are they:

- Angry or agitated
- Isolating themselves
“Not wanting to talk to people”
- Using alcohol or drugs as a way of coping
- Being distant
“Not replying to messages”
- Finding it hard to cope with everyday things
- Not looking after themselves, washing, looking unkempt
- Struggling to concentrate
- Struggling to finish work
- Coming into work late or being absent a lot

SUPPORT AVAILABLE

Sometimes what might be happening for us might require more help.

Talk to someone that you trust at work or a friend or family member.

We know there is a range of support in the community that is available.

MATES in Construction Team can help navigate you through some of the supports available.

MATES in Construction is a free confidential service available 24/7.

Simply ring MATES in Construction on **0800 111 315** or text us on **5353** and one of our staff will support you.

WHAT CAN EMPLOYERS DO?

Clear communication during Covid-19 is essential. Make mental health part of the conversation.

Know your workers. Look out for any changes in their behavior.

Proactively support workers who identify as being at risk of workplace psychological injury.

Use the MATES induction tools on site.

Talk about how everyone is travelling at Toolbox Talks and breaks.

If you have an Employee Assistance Programme, inform your workers that it is available.

Have MATES signage as much as you can across the site to encourage help seeking behaviors.

Simply ring MATES in Construction on **0800 111 315** or text us on **5353** and one of our staff will support you.