

Consultants Division of Survey + Spatial New Zealand

COVID-19 Survey Protocol Guidance

20 April 2020

Version 1.0

Table of Contents

1.	Introduction.....	3
2.	About this Guidance Note	4
2.1.	The goals of this document:.....	4
2.2.	Our commitment as a Profession:	4
3.	About Covid-19	5
4.	Assessment of Alert Levels.....	5
5.	Quicklinks.....	8
6.	Protocols for Surveying Services – ALERT LEVEL 3	9
7.	Field work considerations in the Covid-19 Environment	10
7.1.	Personal Health	10
7.2.	Additional PPE Requirements for Fieldwork	10
7.3.	Site Safety Plans	10
7.3.1.	Job Management.....	10
7.3.2.	Site Safety Plans (SSP).....	10
7.3.3.	Sites Under the Control of Third Parties	11
7.3.4.	Sub-contractors	11
7.4.	Guidance on new COVID-19 elements to add to Site Safety Plans - Hygiene and Health and Safety Protocols	11
7.4.1.	Reporting to enable Contact Tracing.....	11
7.4.2.	Vehicles and travel	11
7.4.3.	Site.....	12
7.4.4.	Equipment	12
7.4.5.	Returning home	12
7.4.6.	Workplace and Home Offices	13
7.5.	Impacts on Staff.....	13
7.6.	Critical Site Staff	13
8.	Sample template for Site Specific Safety Plan	14
9.	APPENDICES.....	15
	Physical Distancing and Hygiene Protocol - Alert Level 3	16
	Site Transportation Protocol – Alert Level 3.....	18
	Person Health Flowchart.....	19
	Cleaning Guide - Alert Level 3.....	20
	Safe practices when using face masks on site.....	22
	Safe practices when using gloves on site	23
	Sample Sign-in Register.....	24
	Returning home after work	25
	Suspected or confirmed case of COVID-19 at work.....	26

1. Introduction

In responding to the Covid-19 environment and the development of protocols to manage risk, Surveyors in New Zealand understand that their daily work routines are somewhat unique from other professions and sectors – comprising fieldwork (*which cannot be undertaken in a working from home environment*) and office work (*which can usually be undertaken in a working from home environment*).

Fieldwork encompasses a range of site environments and scenarios, from busy construction sites to quiet rural subdivisions. This range of site situations requires a risk-based approach, a protocol toolkit, to enable assessment of the specific responses and actions needed to manage risk from Covid-19.

Other activities such as travel to and from sites, working in the home office, or returning to work in the office environment, all require risk assessment and development of appropriate responses.

Covid-19 is expected to remain a significant risk factor for the medium term and could become a normal part of Health and Safety risk for the long term. This implies that investment in protocols, new systems of working, and in the products and PPE needed to manage Covid-19 risk should be undertaken with, at least, a medium-term view. Taking these measures, with that timeframe in mind, will enable surveying businesses to put in place systems that can become the “new normal”. This will enable the resilience needed to manage Covid-19 risk to employees and the wider community.

The Consultants Division of Survey and Spatial New Zealand (CSNZ) has compiled the following Survey Protocol Guidance Notes (20 April 2020 – Version 1.0).

An important observation from these Guidance Notes is that the appropriate response to managing Covid-19 risk does not change significantly when going between Levels 4 to 1.

These Guidance Notes and attachments are based on four key documents:

- 1) The Governments Covid-19 Alert Level guidance document (Levels 1 to 4)
- 2) NZ Covid-19 Construction Protocols issued by Construction Health and Safety NZ (CHASNZ)
- 3) Civil Contractors of New Zealand CCNZ COVID-19 Protocols Version 1.0 15/04/2020
- 4) A Sample “Surveying Protocol” developed by a large NZ multi-discipline business, and further adapted by CSNZ.

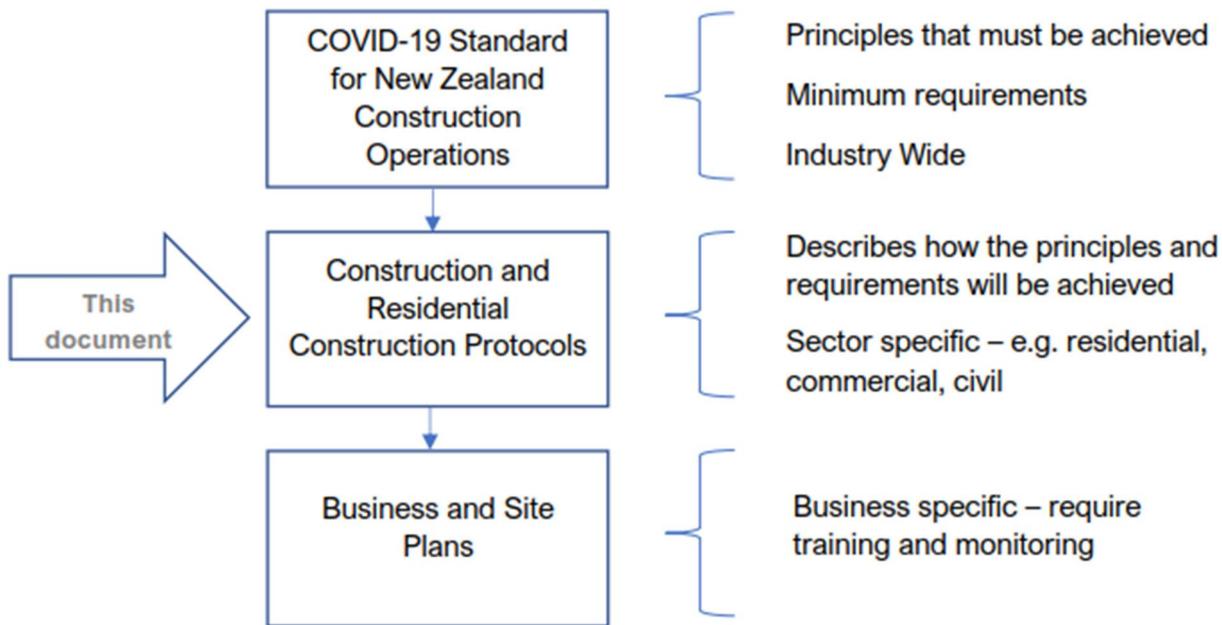
These are “Protocol Guidance Notes” intended to be shared with the Surveying and Spatial sector, to provide a starting point for individual firms seeking guidance on how to develop specific Health and Safety protocols and plans for their businesses.

Requirements from Government and Industry are likely to evolve and change. Each Company will have its own specific situations and scenarios to plan for, and so these Guidance Notes alone should not be treated as your businesses documented response to Covid-19.

CSNZ takes no responsibility for actions or the outcome of those actions that anyone may take as a result of relying on these guidance notes.

2. About this Guidance Note

These protocols and attachments are to be read in conjunction with the “CHASZ 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 working documents.



Source: CHASNZ COVID-19 Construction Standards

2.1. The goals of this document:

- Assist surveying and spatial companies to keep employees 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.
- Become part of your usual health and safety controls to ensure workers are safe at all times.

2.2. Our commitment as a Profession:

- We are committed to working alongside Government to prevent the spread of COVID-19.
- As a profession, we are united against COVID-19 and will do our utmost to protect our workers, the wider community, and New Zealand.
- We recognise that we must work together, across sectors, to ensure the health, safety, and wellbeing of everyone in the supply chain.

3. About Covid-19

Covid-19 is a contagious virus that effects the lungs and airways and can be fatal. As per the New Zealand Government website Covid-19 is spread by droplets.

Like the flu, COVID-19 can be transmitted from person to person. The scientific evidence confirms that COVID-19 is spread by droplets. When an infected person coughs, sneezes or talks, they may generate droplets containing the virus. These droplets are too large to stay in the air for long, so they quickly settle on surrounding surfaces.

People may get infected by the virus if they touch those surfaces or objects, and then touch their mouth, nose or eyes.

The basics of prevention of transmission include:

- n Washing hands
- n Avoiding touching your face, eyes, nose and mouth
- n Coughing or sneezing into your elbow
- n Physical distancing
- n Cleaning surfaces

Much of the safe working practises detailed below are related to these hygiene principals.

The risk of infection will vary, and the New Zealand Government has Alert Levels with a range of restrictions to travel and gatherings. The Alert Levels can change and may be different across the country

4. Assessment of Alert Levels

The New Zealand Government will set the risk level depending on the current situation. This may not be a consistent level across New Zealand and may change up and down quickly.

We assess below each Alert level and interpretation of this on Office working policy and Site working policy.

A more detailed assessment of Site Safety Plans and Policies is provided further in this document.

4.1. Level 4 – Eliminate:

Government:

“Essential Operations”

- n People instructed to stay at home.
- n Educational facilities closed
- n Businesses closed except for exceptional circumstances
- n Rationing of supplies and requisitioning of facilities
- n Travel severely limited
- n Major prioritisation of healthcare services

Office Work Policy:

- n All staff to work from home.
- n Some staff may need some access to the office (if considered essential services).

Site Work Policy:

- n Fieldwork needs to be considered essential and there are strict protocols around this.
- n Assessment of essential needs to be rigorous and it is preferential that staff remain at home at level 4.
- n Letter from client showing that works are critical to support an essential service needs to be carried (can be stored on phone)
- n Covid-19 Site Safety Plan needs to be completed and approved.
- n Required PPE in each vehicle (potentially includes hand sanitiser, antiseptic wipe, and disposable rubber gloves).
- n One person per vehicle unless length of travel (driver fatigue) could be an issue and then two people can be in one vehicle. Note the passenger should sit diagonally behind the driver to maximise distance unless isolated by a compliant physical barrier.

4.2. Level 3 – Restrict:

Government:

“Safe Operations Only”

- n Travel in areas with clusters or community transmission limited
- n Affected educational facilities closed
- n Mass gatherings cancelled
- n Public venues closed
- n Alternative ways of working required, and some non-essential businesses should close
- n Non face-to-face primary care consultations
- n Non acute (elective) services and procedures deferred and health care staff reprioritised

Office Policy:

- n All staff work from home if possible.
- n Some staff may need some access to the office (if that is essential)

Site Work Specific:

- n Fieldwork needs to be considered “safe” and there are strict protocols around this.
- n Covid-19 SSP needs to be completed and approved by Company Authorised Officer
- n No inter-regional travel is allowed, unless it is for essential services work
- n Required PPE in each vehicle (potentially includes hand sanitiser, antiseptic wipe, and disposable rubber gloves).
- n One person per vehicle unless length of travel (driver fatigue) could be an issue and then two people can be in one vehicle. Note the passenger should sit diagonally behind the driver to maximise distance unless isolated by a compliant physical barrier.

4.3. Level 2 – Reduce:

Government:

“Heightened Awareness and increased controls”

- n Entry border measures maximised.
- n Further restrictions on mass gatherings.
- n Physical distancing on public transport (e.g. leave the seat next to you empty if you can).
- n Limit non-essential travel around New Zealand.
- n Employers start alternative ways of working if possible (e.g. remote working, shift-based working, physical distancing within the workplace, staggering meal breaks, flexible leave arrangements).
- n Business continuity plans activated.
- n High-risk people advised to remain at home (e.g. those over 70 or those with other existing medical conditions).
- n Travel in areas with clusters or community transmission limited

Office Policy:

- n Consideration for some staff to start working from home if possible. [Physical distancing and increased hygiene practices within the office is required]

Site Work Specific:

- n Fieldwork needs to be considered “safe” and there are strict protocols around this.
- n Covid-19 SSP need to be completed and approved.
- n Required PPE in each vehicle (potentially includes hand sanitiser, antiseptic wipe, and disposable rubber gloves).

4.4. Level 1 – Prepare:

Government:

“Awareness and controls”

- n Border entry measures to minimise risk of importing
- n COVID-19 cases applied.
- n Contact tracing.
- n Stringent self-isolation and quarantine.
- n Intensive testing for COVID-19.
- n Physical distancing encouraged.
- n Mass gatherings over 500 cancelled.
- n Stay home if you are sick, report flu-like symptoms.
- n Wash and dry hands, cough into elbow, do not touch your face.

Office Policy:

- n Physical distancing and increased hygiene practices within the office is required.

Site Work Specific:

- n Fieldwork needs to be considered “safe” and there are strict protocols around this.
- n Covid-19 SSP need to be completed and approved.
- n Required PPE in each vehicle (potentially includes hand sanitiser, antiseptic wipe, and disposable rubber gloves).

5. Quicklinks

The following links may be useful.

- n The New Zealand Government Covid-19 website can be found [here](#).
- n The CHASNZ Covid-19 construction protocols can be found [here](#).
- n Health and Safety at Work Act can be found [here](#).
- n Risk Management Regulations can be found [here](#).
- n Ministry of Health can be found [here](#).

6. Protocols for Surveying Services – ALERT LEVEL 3

Before arriving to work	Office Work	Field Work	Returning Home	Management Protocols
<p>Each EMPLOYER must have a plan detailing the steps they will take to mitigate risks, including those presented by COVID-19. The details of the plan must be communicated to workers before they start work.</p>	<p>All staff are to work remotely, where possible. A daily register of workers working in the office or visitors to the offices must be completed along with a health declaration. If electronic sign in machines are used, these must be cleaned and sanitised after each use.</p>	<p>All work is to be undertaken in such a way as to reduce any possible contact between workers and promote physical distancing whenever possible as per the Physical distancing and hygiene protocol.</p>	<p>When returning home workers will need to follow the necessary hygiene measures.</p>	<p>Communicate the expectations and prevention measures to all staff and visitors</p>
<p>Where possible, conduct a remote induction before arrival on sites, this can be done via video conferencing or by phone. If in-person induction is required, the Physical distancing and hygiene protocol must be followed.</p>	<p>All offices and jobsites must implement cleaning measures as per the Cleaning Guide.</p>	<p>All tools, equipment and vehicles must be used in alignment with the Cleaning Guide</p>	<p>Shared work areas are to be cleaned and sanitised at the end of the working day or completion of use of equipment before being used by another staff member, as per the cleaning guide</p>	<p>You must have a COVID-19 Response Plan in place to identify processes for dealing with suspected and confirmed COVID-19 cases.</p>
<p>EMPLOYERS must have an understanding of how workers will travel to and from site and will communicate the Site Transportation Protocol to all.</p>	<p>Signage reminding workers and visitors of the COVID-19 physical distancing and hygiene protocol will be posted at the entrances and in common areas where appropriate.</p>	<p>Thought is to be given to fieldwork sanitation needs including handwashing and toiletry needs and the measures outlined in the Physical distancing and hygiene protocol Guide.</p>	<p>All waste and disposable PPE must be removed from site and securely disposed of as per the cleaning guide.</p>	<p>Stay in contact with all staff including those who may be in isolation or working remotely. Conduct Toolbox Talks regularly and keep track where and when staff are for contract tracing purposes and ensure they have the correct PPE.</p>
<p>Ensure all EMPLOYEES understand when additional PPE may be required due to COVID-19 and that workers must have access to the correct PPE as per the Ministry of Health PPE Guide and Worksafe guidelines. When required to use face masks or gloves please follow these processes.</p>	<p>A COVID-19 Response Plan must be available on site</p>	<p>A COVID-19 Response Plan must be available on site</p>	<p>All staff must follow the site transportation protocol.</p>	<p>Do not forget your normal health and safety obligations still apply. These Protocols are in addition to your usual health and safety controls.</p> <p>Ensure there are protocols in place to audit the effectiveness of the controls and processes.</p>

7. Field work considerations in the Covid-19 Environment

This document is intended as a reference for field work expectations at different Covid-19 Alert Levels. The Covid-19 situation is rapidly developing, and it is expected that this will remain a live document. The document will consider Government recommendations and industry best practise and provide guidelines for safe working practises.

The global Covid-19 pandemic has necessitated that Surveyors reassess our site working practises and protocols. The need to keep our staff safe and not be a source of spreading COVID-19 requires us to understand the transmission of the virus and to take a risk assessment on the importance of the work to be undertaken.

7.1. Personal Health

Staff who are feeling unwell should stay home. If they are exhibiting flu like symptoms (fever, dry cough, shortness of breath) they should call Healthline (0800 358 5453) and notify their manager.

If they are a vulnerable person or live with a vulnerable person, they should not be undertaking field work.

7.2. Additional PPE Requirements for Fieldwork

At all Covid-19 alert levels the following additional PPE should be included in vehicles as a minimum.

- n Hand sanitiser
- n Antiseptic wipes
- n Water – or a way of washing hands
- n The wearing of masks and rubber gloves is not currently a requirement unless these would normally be worn as part of usual PPE for a particular activity. If staff choose to wear gloves or masks, then the use of these requires specific care in their use and disposal. Guidance on the safe use of masks and gloves is provided in the CHASNZ document and on Ministry of Health website.

This list does not supersede the need for any other standard PPE needed to complete the site works.

7.3. Site Safety Plans

At all Alert Levels protocols for managing Covid-19 risk should be formalised into company Health and Safety Policies and Site Safety Plans.

7.3.1. Job Management

- n Check for any change in the Alert Level in the area of the site before every visit – noting it may be different where the site work is being undertaken.
- n If the works are deemed essential and in a Level 4 region, then the formal government mandated process needs to be followed. Letter from client showing that works are critical to support an essential service needs to be carried (can be stored on phone)
- n Managers should check that staff are comfortable to work on site.

7.3.2. Site Safety Plans (SSP)

All current SSP's should be reassessed and the requirements to combat Covid-19 added. These need to be approved before work can commence. The approval person depends on the Alert Level.

- n A Covid-19 SSP should be undertaken before any visit to site and approved
- n Older SSP (pre-Covid-19) will need to be revisited, validated, updated and approved
- n All SSP will need to be revisited if the Alert Level changes and approved
- n Mental wellness checks should be included in the SSP

Staff should be briefed on the Site Safety Plans before attending site. If the protocols are not being adhered to by others, staff should leave site and report this immediately.

7.3.3. Sites Under the Control of Third Parties

Where staff are heading to a site that is under the control of another entity (e.g. Main Contractor on a construction site), additional steps are needed to confirm the controlling party has appropriate measures in place

- n Request a copy of their site-specific safety plan detailing measures to combat Covid-19
- n This should be assessed, validated and checked against Surveyors plan. Any gaps identified should be discussed and addressed with the controlling entity before attending site.
- n Where requested, supply a copy of your SSP to that controlling entity.

7.3.4. Sub-contractors

Where surveyors are engaging subcontractors to attend a site, the following measures should be undertaken

- n Request a copy of their Covid-19 SSP from any sub-contractor
- n This should be assessed, validated and checked against Surveyors plan. Any gaps identified should be discussed and addressed with the controlling entity before attending site.
- n Where requested, supply a copy of your SSP to that sub-contractor

7.4. Guidance on new COVID-19 elements to add to Site Safety Plans - Hygiene and Health and Safety Protocols

The following elements are recommended to be added to Site Safety Plans for managing risk associated with Covid-19. These are written mainly to address **Level 3** requirements. Changes to the Government Levels would require review of the appropriate elements to retain, add or remove.

7.4.1. Reporting to enable Contact Tracing

Establish a system that records employee locations, dates and times, to enable contact tracing if required by the Ministry of Health.

- n On site - staff to record the date and time they attend a site
- n Vehicle use – staff to record the date and time they use a vehicle
- n Interactions – staff to record interactions (in the work environment) with others that could be considered a close contact. This includes the name of the person/people interacted with and the time and location.
- n Management to actively maintain and archive these records so that staff contacts during their work environment can be traced.

7.4.2. Vehicles and travel

A key difference in working the Covid-19 environment is additional logistics around keeping peoples bubbles intact. Vehicles and travel being a key part of this. How do staff get to the vehicle to then get to site? Where are they travelling to, and who else needs to be there? Refuelling of vehicles and toilet facilities need to be considered. Additionally, extra time should be taken in a pre-travel inspection of the vehicle as breakdowns create additional risk.

- n Before any use of a vehicle, all staff must do a personal health check (refer CHASNZ guidelines)
- n How is the staff member getting to the vehicle?
- n If the works are being undertaken as “essential” and out of the region, then a copy of the letter from the client is needed (although this can be an email on the phone).
- n Surfaces should be wiped down before any travel (steering wheels, door handles, hand brake and gear stick at a minimum)

- n Rubber gloves should be used when filling with petrol, or ask attendant to fill the petrol for you, or use hand sanitizer before re-entering the vehicle.
- n One person per vehicle is the preferred method of transport.
- n If there is a second person in the vehicle, they should sit in the rear seat across from the driver.
- n All vehicles to contain suitable bin liners for disposal of waste, food wrappers, wipes, etc. This bin to be replaced before use by another staff member.
- n If staff are working remotely and/or on their own, they should text in and text out to their job manager. There should also be a process agreed if staff do not text out (i.e. contact the police).

7.4.3. Site

- n On attending site, staff are to make an assessment of activities on site and evaluate Covid-19 risk, if others on site are not undertaking social distancing and/ or unsafe work practises are occurring, then staff should not enter the site and should report immediately to their manager.
- n Staff are to avoid areas that would be high contamination risk (such as sign in sheets, site offices)
- n Staff are not to enter any site sheds on site or attend meetings within site sheds
- n Staff are to practise social distancing
- n Toolbox or site meetings should be undertaken in the open air and with conservative social distancing, or by phone from the survey vehicle.
- n Staff should not use site toilets unless urgent. If toilets are needed then hand washing twice is needed, once within the bathroom and then return to vehicle and use sanitizer or wipes to remove potential contamination from door opening.
- n Before eating or drinking, staff should return to their vehicle and wash their hands. Lunchrooms should be avoided. Staff are to refrain from taking documents from site and to request they be sent electronically

7.4.4. Equipment

Equipment that will be shared with other surveyors should be cleaned with appropriate wipes after use.

- n Survey pole
- n Keypads and touchscreens
- n GPS and EDM units
- n Any other field gear that has been used during that site visit
- n Consider minimising the use of vehicles and equipment to a smaller bubble of staff (i.e. assign vehicles and gear)

7.4.5. Returning home

Depending on the site that has been attended there may be a risk of spread of Covid-19 when staff get home. The CHANZ protocols recommend the following actions.

- n No touching anything when you get home until hands have been cleaned.
- n Remove shoes and do not walk through the house in them.
- n Disinfect items that you have used at work (i.e. mobile phones).
- n Wash clothes.
- n Have a shower.
- n If staff have been working remotely and/or on their own, they should text in and text out to their job manager. There should also be a process agreed if staff do not text out (i.e. contact the police).
- n Store work shoes, caps, sunglasses etc in a safe and separate place from home wear

7.4.6. Workplace and Home Offices

At Alert Level 4 working from home is instructed. At Alert Level 3, working from home is instructed if possible, but businesses can open premises if they can do safely (i.e. no physical interaction with customers). At Level 2 people are asked to stay at home where possible. This means that most staff will continue to work from home or a home bubble, for the medium term and it is unknown when full return to the office environment will be allowed.

For that reason it is recommended that management review home working arrangements with staff, check that they have what they need to work comfortably and safely in their bubble, and to continuously review government advice on the appropriateness of some or all staff returning to the office environment.

When office work is enabled again, consider the following:

- n Social distancing between workstations and in the office environment
- n Avoid/reduce visitors to the office
- n Provide hand sanitizer and use every time entering the premises
- n Regular cleaning of surfaces, especially shared surfaces, kitchens, toilets.
- n Support working from home options

7.5. Impacts on Staff

Some staff will be impacted to a greater extent by the Covid-19 situation and additional care needs to be taken at this highly stressful time. Often meetings will be over the phone or video calls and management will need to check in with staff. Some staff maybe at heightened levels of stress with some of the following things possibly contributing.

- n Anxiety caused by being requested to go into the field or into the office.
- n Being directly affected by loss due to the virus.
- n Having family and friends in other regions of the world.
- n Having immuno-deficient people at home.
- n Unable to go in the field or to the office due to schools or day cares being closed.
- n Unable to complete contracted hours due to needing to look after dependents
- n Having partners or family impacted by job loss.
- n Financial stresses having taken a pay cut or leave without pay.
- n A mental wellness check-in should be undertaken before asking anyone to go into the field.

Be mindful that some people may not be able to undertake site work (or their contracted hours) due to needing to care for others.

7.6. Critical Site Staff

Critical staff are staff with a skillset that only a limited number of people can do and on projects where fieldwork needs to be undertaken. Failure to undertake this fieldwork could result in contractual or health and safety risks. Examples of critical staff would be construction set out surveyors, UAV pilots or those involved with monitoring.

Having these staff working together in the office at lower alert levels could be a risk and consideration to these staff working from home at lower levels should be considered.

8. Sample template for Site Specific Safety Plan

Company logo		Covid-19 Operations Plan – Alert Level 3	
People Plan	Field Work/Site Visits	Management	Other
ARE you WELL for WORK?	RISKS	CONTACT TRACING CLEANLINESS	TRAINING and MEETINGS (in office, working from home)
HYGIENE	PPE	SCHEDULING of WORK	HR QUERIES
EATING / SMOKO	VISITORS to a site which we control (typically site visits and <u>topos</u>)	ILLNESS on SITE	OTHER RULES MAY APPLY
TRAVEL TO SITE, HOME			<input type="checkbox"/> Updated date

9. APPENDICIES

Physical Distancing and Hygiene Protocol - Alert Level 3

Safe work practices to limit exposure to COVID-19 while operating under alert level 3 at work mean first assessing the risks, and then implementing the appropriate controls, so far as is reasonably practicable. All work must be undertaken in such a way as to reduce any possible contact between workers and to promote physical distancing wherever possible.

What is physical distancing?

Physical distancing, sometimes known as “social distancing”, is about keeping a safe distance from others. Physical distancing means remaining two metres away from other people. This is important to help protect us from COVID-19, which spreads via droplets from coughing and sneezing. Staying two metres away from others is an effective measure.

General Working Arrangements

- Y Keep team sizes as small as possible and avoid mixing of team members.
- Y Keep a record of who is in each team every day as you may be required to track back for contact tracing.
- Y Site teams are encouraged to put forward split/alternating shifts to avoid extensive intermingling to reduce potential of exposure.
- Y Work site is to be segregated into zones (or by other methods) as much as possible to keep different teams physically separated at all times.
- Y Where possible, apply a one-way system in high-traffic areas, such as lifts, stairwells and scaffolds.
- Y Where practical, all office employees supporting a project work remotely.
- Y When using a vehicle, the Cleaning Guide must be followed.
- Y When using a vehicle, limit this to one person per vehicle if possible.

External interfaces

- Y One member of the crew nominated to receive supplies etc.
- Y Keep the engagement with the other person as brief as possible.
- Y Ask for paperwork to be emailed rather than handed over as much as possible:
- Y If unavoidable, then either wear gloves when handling the item or wash hands before and after handling said items.

Site Entry

- Y Limit visitors to site wherever possible.
- Y Introduce staggered start and finish times where possible to reduce congestion and contact.
- Y Monitor site access points to enable physical distancing – you may need to change the number of access points, increase to reduce congestion or decrease to enable monitoring.
- Y Where entry systems that require skin contact e.g. fingerprint scanners are used, the Cleaning Guide must be followed.

- Y Require all workers to wash or clean their hands before entering and leaving the site.
- Y Allow plenty of space (two metres) between people waiting to enter site.
- Y Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times.
- Y Where possible, conduct a remote induction before arrival on site, this can be done via video conferencing or by phone. If an in-person induction is required, reduce the number of people and hold them outdoors wherever possible.
- Y Delivery drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.
- Y Any sign in registers should be recorded by one person where possible – do not pass material around the group and minimise contact with any screens.

Site Meetings

- Y Only absolutely necessary meeting participants should attend.
- Y Attendees should be two metres apart from each other
- Y Rooms should be well ventilated / windows opened to allow fresh air circulation.
- Y Hold meetings in open areas where possible.
- Y Meetings are to be held through teleconferencing or videoconferencing where possible.

Avoiding Close Working

- Y There will be situations where it is not possible or safe for workers to distance themselves from each other by two metres. In such cases appropriate PPE must be worn - facemasks are optional.
- Y Teams working in close proximity (within 2m) should stay in these teams for close work. To minimise risk of exposure, do not introduce or change members of teams.
- Y Plan all work to minimise contact between workers.
- Y Re-usable PPE should be thoroughly cleaned after use and not shared between workers.
- Y Single use PPE should be disposed of so that it cannot be reused.
- Y Stairs should be used in preference to lifts or hoists.
- Y Where lifts or hoists must be used: Lower their capacity to reduce congestion and contact at all times.
- Y Regularly clean touchpoints, doors, buttons etc.
- Y Increase ventilation in enclosed spaces.

Toilet Facilities

- Y Physical distancing rules apply to the use of shared facilities, including toilets.
- Y Wash hands before and after using the facilities.
- Y Enhance the cleaning regimes for toilet facilities particularly door handles, locks, toilet flush and sanitary bins.
- Y Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Eating Arrangements

- Y If you need to leave site for any reason, follow site entry procedures on return.
- Y Dedicated eating areas should be identified on site to reduce food waste and contamination.
- Y Break times should be staggered to reduce congestion and contact at all times.
- Y Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area.
- Y The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home.
- Y Workers should sit 2 metres apart from each other whilst eating and avoid all contact.
- Y Where catering is provided on site, it should provide pre-prepared and wrapped food only.
- Y Payments should be taken by contactless card wherever possible.
- Y Shared crockery, eating utensils, cups etc. should not be used unless a dishwasher is available to clean them.
- Y Tables should be cleaned between each use.
- Y All rubbish should be put straight in the bin and not left for someone else to clear up.
- Y All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines.
- Y Limit access and use of coffee machines and water fountains.
- Y Consider numbers on site for site facilities as physical distancing may require additional space/facilities.

Changing Facilities, Showers and Drying Rooms

- Y Introduce staggered start and finish times to reduce congestion and contact at all times.
- Y Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.
- Y Consider increasing the number or size of facilities available on site if possible.
- Y Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres.
- Y Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

General Hygiene

- Y Each worker must sanitise their hands with hand sanitiser or soap and running water before entry onto site, use warm water if available.

- Y Set up a specific place near the entry of the site for handwashing and/or sanitising. This could be as simple as on the back of a vehicle.
- Y Any personal items brought to site by workers must be segregated (kept separate from other workers items).
- Y Individual PPE for workers must be kept separate from other workers PPE and cleaned correctly as per the Cleaning Guide.
- Y All eating and drinking utensils to be cleaned by the user. Have paper towels accessible to dry.

Smoking

- Y Smokers/vapers must use designated area or do so off-site and butts are to be placed in the designated receptacle. Hands must be washed before and after smoking.
- Y Stand so that smoke or vapor produced is not going into another person's breathing zone.

Hand Washing

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

Source: CCNZ NZ COVID-19 Construction Protocols

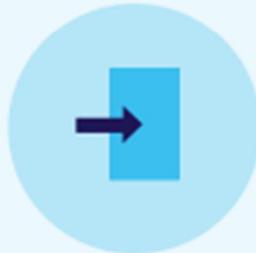
Site Transportation Protocol - Alert Level 3

Workers travel to site

Employers are required to have an understanding of how workers will travel to and from site.



Workers are to travel to the site one person per vehicle where possible.



Log is to be kept to record who has arrived on site, how they traveled and who they traveled with for contact tracing purposes.

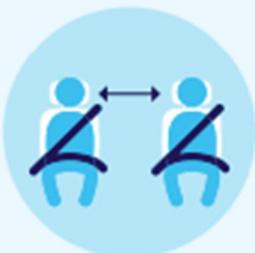


Workers must travel home in the same vehicle as they arrived in.



Handwashing protocols to be observed before entering site.

Any travel managed by the employer should ensure that adequate steps can be achieved for this transport – which includes:



Allowing for spaces between passengers.



Hygienic washing of hands before and after the journey.



Follow Vehicle Cleaning Procedures as per the [Cleaning guide](#).



Restricting equipment and baggage to trailers and or separate parts of the vehicle.

Required process for deliveries to site



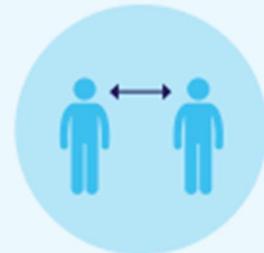
Deliveries to site should be delivered by one person only where possible.



Handwashing protocols to be observed once arrived at site.

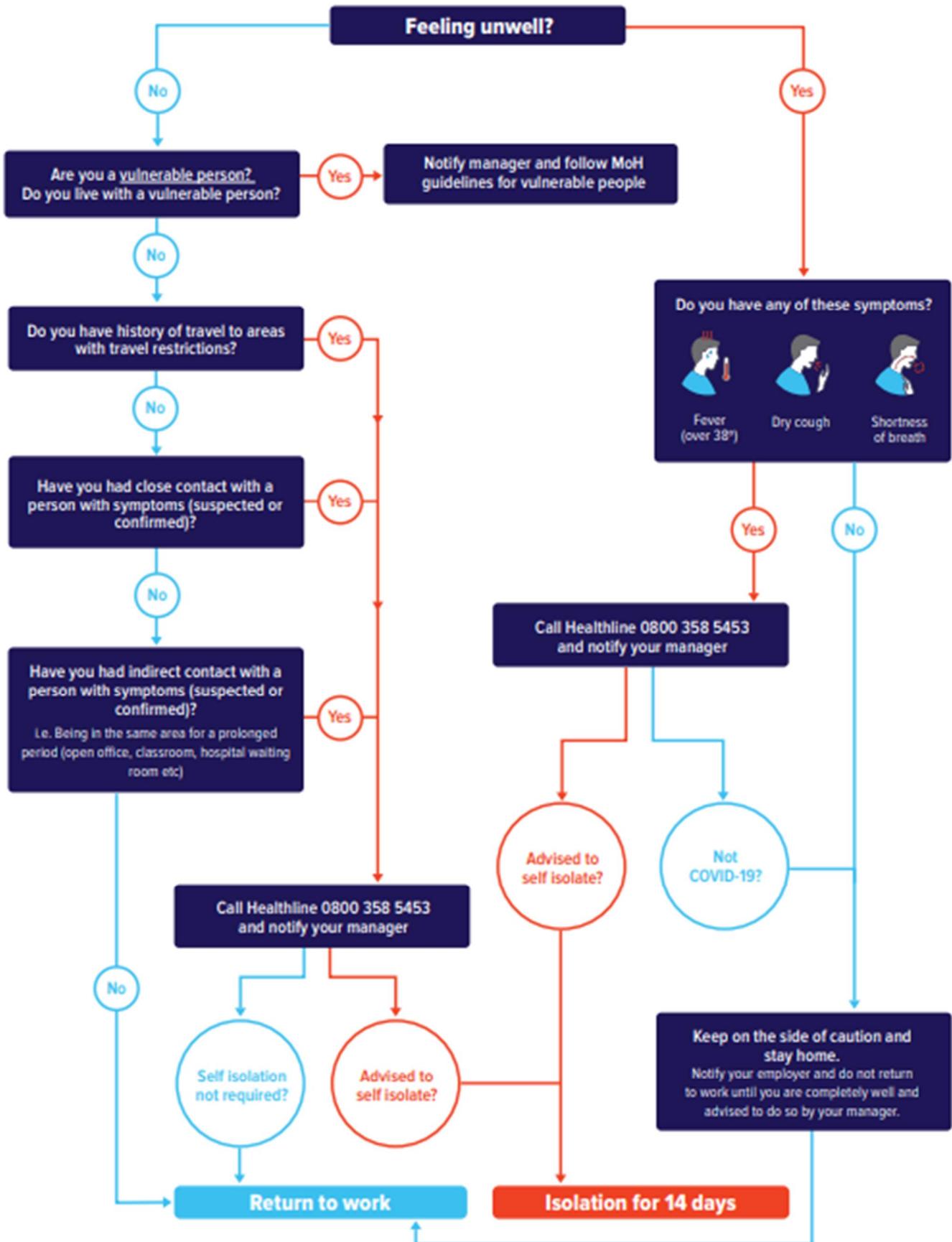


Sign-in register must be completed for persons delivering goods to site.



2m physical distancing rules to be applied at all times.

Personal Health Flowchart



Cleaning Guide - Alert Level 3

Construction sites operating after Coronavirus COVID-19 level 4 is lifted need to ensure they are protecting their workforce and minimising the risk of spread of infection.

Key cleaning tips

Consider your work environment and what is frequently used and touched by workers, customers, and others. The virus can be spread from person to person or by touching unclean equipment or surfaces. To stop the spread, focus efforts on cleaning areas where the virus is more likely to spread, such as the kitchen and toilet. Physical distancing should also be practiced when cleaning offices and jobsites. Refer to the [Physical Distancing and Hygiene Protocol](#) for more information.

- Schedule regular cleaning.
- Use a suitable cleaning product.
- Use disposable cloths, if available.
- Always wear disposable gloves when cleaning. When finished, place used gloves in a rubbish bin.
- Wear disposable gloves while handling soiled items.
- Wash hands immediately after removing gloves or after handling these items.

Disinfecting cleaning aids

Cleaning aids, such as cloths or mops, must be germ-free or they will spread germs to other surfaces.

Here are some general cleaning tips to help prevent the spread of germs:

Cloths and sponges

- Use disposable cloths or paper towels when possible.
- Reusable cloths should be disinfected or washed after each use.

Washing-up brushes

- Wash brushes in a dishwasher regularly or clean with detergent and warm water after each use.

Mops and buckets

- Use two buckets for mopping – one for detergent and the other for rinsing.
- Mops and buckets should be cleaned and dried after each use.

Key cleaning tips

All offices and jobsites should implement additional 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. Reusable cloths should be disinfected and then dried after use, as bacteria and viruses can still survive on damp cloths.

Common internal touch points may include:

- Coffee machines and water fountains.
- Common pens for sign in sheet to construction site.
- Doors/door handles - look at all reasonable opportunities to remove them.
- High-touch public surfaces such as stairwell handrails, door handles, tabletops, lift buttons, microwaves and other kitchen surfaces.
- Screens and tables should be wiped after use, including iPads, photocopiers, digital check-in scanners and desktop stations.
- Clean floors with disinfectant or bleach solution, starting from one end of the premises to another (from the exit inwards).
- Wash items such as towels, tea towels and other fabrics and dry thoroughly outside or with a dryer.

Site cleaning

Before leaving the office or jobsite at the end of the working day or end of each shift, wipe down any tables/surfaces with soapy water or cleaning agents where possible. All workers must be checked out of site and record kept daily.

Common touch points may include:

- All waste and disposable PPE must be securely disposed of.
- All door handles, railings and personal workstation areas are wiped down with a disinfectant, such as disinfectant wipes. Individuals are responsible for cleaning their workstation area with disinfectant wipes.

- Clean all 'high-touch' surfaces such as desks, counters, tabletops, doorknobs, bathroom fixtures, toilets, light switches, phones, and keyboards every day with antiseptic wipes or disinfectant, including bleach solutions.

Cleaning bathrooms, toilets and showers

Clean toilets with a separate set of cleaning equipment (disposable cleaning cloths, mops, etc).

Clean sinks frequently, if they're used regularly.

If your jobsite has a shower:

- Clean shower trays frequently, if used regularly.
- If a shower hasn't been used for a while, let it run with hot water before using it.
- Keep tiles and grout in good condition.
- Clean shower curtains frequently.

Common toilet touch points may include:

- Keep the U-bend and toilet bowl clean by flushing after each use.
- Limescale should be regularly removed using a descaling product.
- Keep the toilet seat, handle and rim clean by using a disinfectant.

Cleaning Tools and Equipment

- Clean tools and equipment before and after each day's work with a disinfectant, concentrating on points of contact such as handles.
- Wash your hands after handling tools and equipment to prevent the spread of germs.
- If possible, don't share tools on-site. If sharing cannot be prevented, take precautions and follow the hand washing guide before and after each use.

Cleaning vehicles

- Have dedicated drivers when using vehicles to avoid the spread of germs.
- Don't share vehicles if possible, if you need to use a shared vehicle then wipe down the common touched areas of the vehicle after each use (steering wheel, handbrake, gear stick, dashboard, handles, etc) and wash hands before and after using the vehicle.
- Wipe down the inside and common touched areas of the vehicle before and after each day.
- Have one person per vehicle where possible. If you are required to have more than one person then keep as much distance between people as possible, open the windows to keep air circulating and passengers to face towards the window to reduce the spread of germs.
- If you need to have multiple people in a vehicle, then where possible, split teams into groups and stay in those groups when you travel together.

Cleaning PPE

Work clothes to be placed in washing machines and clean reusable PPE.

Read and follow directions on the labels of laundry or clothing and detergent. In general, wash and dry laundry and clothing with the warmest temperatures recommended on the label.

When handling soiled laundry wash your hands afterwards. All clothes and towels should be washed with a laundry product to prevent germs from spreading. Don't leave laundry in the washing machine – any remaining germs can multiply rapidly.

Specialist Clean

If a worker is unwell and removed from site, a specialist clean will be completed in the area/ areas identified where the worker was working and has accessed. These areas are to be isolated until a specialist clean has taken place.

All equipment and vehicles used must be cleaned down and disinfected, concentrating on points of contact such as handles, steering wheels etc.

Source: CCNZ NZ COVID-19 Construction Protocols

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

Source: CCNZ NZ COVID-19 Construction Protocols

Sign-in Register

		Contact tracing Information			I declare that I HAVE NOT: (please sign)		
Date	Full name	Company or person visiting	People you traveled with	Contact Number	<ul style="list-style-type: none"> arrived into NZ within the past 14 days been in contact with someone with COVID-19 symptoms had any COVID-19 symptoms 	Time in - time out	

Source: CCNZ NZ COVID-19 Construction Protocols

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, nails and areas that might have been exposed.

Source: CCNZ NZ COVID-19 Construction Protocols

Suspected or confirmed case of COVID-19 at work

If the suspected 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 611 116). 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 suspected or confirmed case of COVID-19 is not at work when diagnosed



1. Inform

Call Healthline (0800 611 116). 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, or suspected to be infected, has only visited parts of the workplace.
- Workers assisting the person who has suspected 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.