

# COVID-19

## Staying Safe on Site

*COVID-19: Staying Safe on Site* outlines the best practices that construction sites will maintain in order to keep workers, and all those affected by the work, safe and healthy as soon as non-essential work resumes under COVID-19 Alert Level 3.

### 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

### 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. New Zealand's COVID-19 alert levels

### New Zealand's COVID-19 alert levels

New Zealand's 4-level COVID-19 alert system specifies public health and social measures to be taken against COVID-19. The alert system means people can see and plan for the kinds of restrictions we may be required to put in place. This includes escalating restrictions on human contact, travel and business operations.

For information on what COVID-19 is, what the symptoms are, and how it spreads, visit [www.covid19.govt.nz](http://www.covid19.govt.nz)

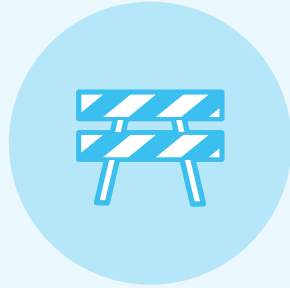
# The Five Step Guide

## Before arriving on site



- Each contractor must have a **plan** detailing the steps they will take to mitigate risks, including those present with COVID-19. The details of the plan should be communicated to workers before they start work.
- 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, the [physical distancing and hygiene protocol](#) must be followed.
- All workers should follow the [personal health guidelines](#) to confirm they are safe to be on site.
- Employers must have an understanding of how workers will travel to and from site and will communicate the [site transportation protocol](#) to all.
- Ensure all workers understand when additional PPE may be required due to COVID-19 and that workers 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.

## Site entry



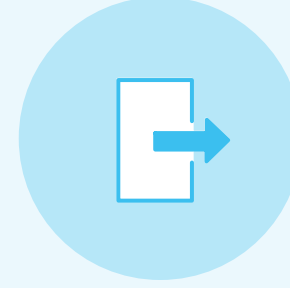
- Only essential personnel are to access the site. All office employees supporting a project will work remotely, where possible.
- All workers on site are required to sign a **sign-in register** and **health status declaration** daily on entering the site. If electronic self-sign-in machines are used, these must be cleaned and sanitised after each use.
- Signage reminding workers of the COVID-19 **physical distancing and hygiene protocol** will be posted at the site entrance and in common areas as appropriate.
- If an in-person induction is required, the [physical distancing and hygiene protocol](#) must be followed.
- Site access for construction personnel will be restricted to one point of entry.
- A site separation map detailing access and exit points will be completed.
- Temperature checks may be initiated by the main contractor, as require

## Site operations



- All work is to be undertaken in such a way as to reduce any possible contact between workers and to promote physical distancing wherever possible, as per the [physical distancing and hygiene protocol](#).
- All visitors to the site, such as necessary delivery workers, will be restricted to one person wherever possible. These workers must follow the [site transportation protocol](#).
- Make sure you are keeping yourself and others safe by following the securing your bubble guide.
- All offices and jobsites should implement additional cleaning measures as per the **Site Cleaning Guide**.
- Additional sanitary measures are to be implemented on site to prevent the spread of COVID-19 e.g. hand washing stations, provision of additional hand sanitizer, provision of disinfectant wiping products, as per the [physical distancing and hygiene protocol](#)
- Workers should follow the **COVID-19 tools, plant and vehicles guide** at all times.
- Smokers must follow the [physical distancing and hygiene protocol](#).
- A COVID-19 **emergency response plan** is to be completed and readily accessible on site.

## Leaving site



- Workers must use the **sign-in register** to sign out.
- Information will be provided to workers on the necessary hygiene measures to be taken before **returning home**.
- Each site must be cleaned and sanitised at the end of the working day or end of each shift, as per the **Site Cleaning Guide**.
- All waste and disposable PPE must be collected and securely removed from site as per the **Site Cleaning Guide**.
- Workers must follow the [site transportation protocol](#) as per the

## Manager Precautions



- Have an up to date **site plan** that is communicated and agreed with the appropriate persons.
- Review contractors site plans
- Communicate and consult the site expectations and prevention measures to all workers and contractors
- Maintain a **sign-in register** and detailed work schedule to understand the movements and activities of all workers in the event of an exposure to COVID-19.
- Have a COVID-19 **emergency response plan**.
- Have a protocol for workers who may feel unwell, as per the **COVID-19 emergency response plan**.
- Complete an **Exposure Report** in the event of a potential or actual exposure.
- Stay in contact with workers who may be in isolation or working remotely.
- Assist workers to access mental health and wellbeing information– e.g. Mates in Construction etc.
- Eliminate or minimise work health and safety risks so far as is reasonably practicable to meet their responsibilities under the Health and Safety at Work Act 2015. mitigated as per responsibilities under the Health and Safety Act 2015

## FAQ's

**Q: Where you can get a SSSP etc?**  
A: You can find...

## For further information please reference;

**Healthline:**  
call 0800 3585453  
[www.health.govt.nz](http://www.health.govt.nz)

[www.covid19.govt.nz](http://www.covid19.govt.nz)

**EAP Services:**  
call 0800 327 669

# Physical Distancing and Hygiene Protocol

Safe work practices to limit exposure to COVID-19 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.

## 1. What is physical distancing?

- a. Physical distancing, sometimes known as “social distancing”, is about keeping a safe distance from others. Physical distancing means remaining 2 metres away from other people. This is important to help protect us from COVID-19, which spreads via droplets from coughing and sneezing. Staying 2 metres away from others is an effective measure.

## 2. General Working Arrangements

- a. Consider reducing team sizes.
- b. Keep a record of who is in each team every day.
- c. Site teams are encouraged to put forward split/alternating shifts to avoid extensive intermingling.
- d. Voluntary shift offset and implementing time gaps between shifts are highly encouraged
- e. Construction site is to be segregated to the extent possible in zones or other methods to keep different trades physically separated at all time.
- f. Where practical, all office employees supporting a project work remotely.

## 3. External interfaces

- a. One member of the crew nominated to receive supplies etc
- b. Keep the engagement with the other person as brief as possible
- c. If avoidable, do not take receipt of anything from another person such as documentation etc.

## 4. Site Entry

- a. Stop all non-essential visitors
- b. Introduce staggered start and finish times to reduce congestion and contact at all times
- c. Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring
- d. Remove or disable entry systems that require skin contact e.g. fingerprint scanners
- e. Require all workers to wash or clean their hands before entering or leaving the site
- f. Allow plenty of space (two metres) between people waiting to enter site
- g. 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
- h. 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 consider holding them outdoors wherever possible.
- i. 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.

- j. Any sign in registers should be recorded by one person – do not pass material around the group and minimise contact with any screens.

## 5. Site Meetings

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

## 6. Avoiding Close Working

- a. There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 metres. In such cases, face masks and appropriate PPE must be worn. Refer to the Ministry of Health PPE Guide and the [face mask guide](#).
- b. 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.
- c. Plan all other work to minimise contact between workers
- d. Re-usable PPE should be thoroughly cleaned after use and not shared between workers
- e. Single use PPE should be disposed of so that it cannot be reused
- f. Stairs should be used in preference to lifts or hoists
- g. Where lifts or hoists must be used:
- h. Lower their capacity to reduce congestion and contact at all times
- i. Regularly clean touchpoints, doors, buttons etc.
- j. Increase ventilation in enclosed spaces

## 7. Toilet Facilities

- a. Restrict the number of people using toilet facilities to one at a time
- b. Wash hands before and after using the facilities
- c. Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush
- d. Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently
- e. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.
- f. Where possible install more sinks and sinks with physical separation between users. Where possible change out taps, paper towel dispensers and garbage cans to hands-free models.
- g. Remove doors/door handles where possible

## 8. Eating Arrangements

- a. The workforce should also be required to stay on site once they have entered it and not use local shops.

- b. Dedicated eating areas should be identified on site to reduce food waste and contamination
- c. Break times should be staggered to reduce congestion and contact at all times
- d. 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
- e. The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home
- f. Workers should sit 2 metres apart from each other whilst eating and avoid all contact
- g. Where catering is provided on site, it should provide pre-prepared and wrapped food only
- h. Payments should be taken by contactless card wherever possible
- i. Shared crockery, eating utensils, cups etc. should not be used
- j. Tables should be cleaned between each use
- k. All rubbish should be put straight in the bin and not left for someone else to clear up
- l. All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines..
- m. Limit access and use of coffee machines and water fountains.

## 9. Changing Facilities, Showers and Drying Rooms

- a. Introduce staggered start and finish times to reduce congestion and contact at all times
- b. Introduce enhanced cleaning of all facilities throughout the day and at the end of each day
- c. Consider increasing the number or size of facilities available on site if possible
- d. 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
- e. Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

## 10. General Hygiene

- a. Each worker must sanitise their hands with hot soapy water or hand sanitiser before entry onto site.
- b. Set up a specific place near the entry of the site for handwashing and/or sanitising.
- c. Any personal items brought to site by workers must be segregated (kept separate from other workers items).
- d. Any work specific PPE, other than base clothing should be kept at site and donned on site – individual PPE for workers must be kept separate from other workers PPE.
- e. No sharing of dishes, drinking vessels or cutlery
- f. All eating and drinking utensils to be cleaned by the user

## 11. Smoking

- a. 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.

## 12. Hand Washing

- a. Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site
- b. Ensure soap and fresh water is readily available and kept topped up at all times
- c. Provide hand sanitiser where hand washing facilities are unavailable
- d. Regularly clean the hand washing facilities and check soap and sanitiser levels
- e. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.
- f. Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.

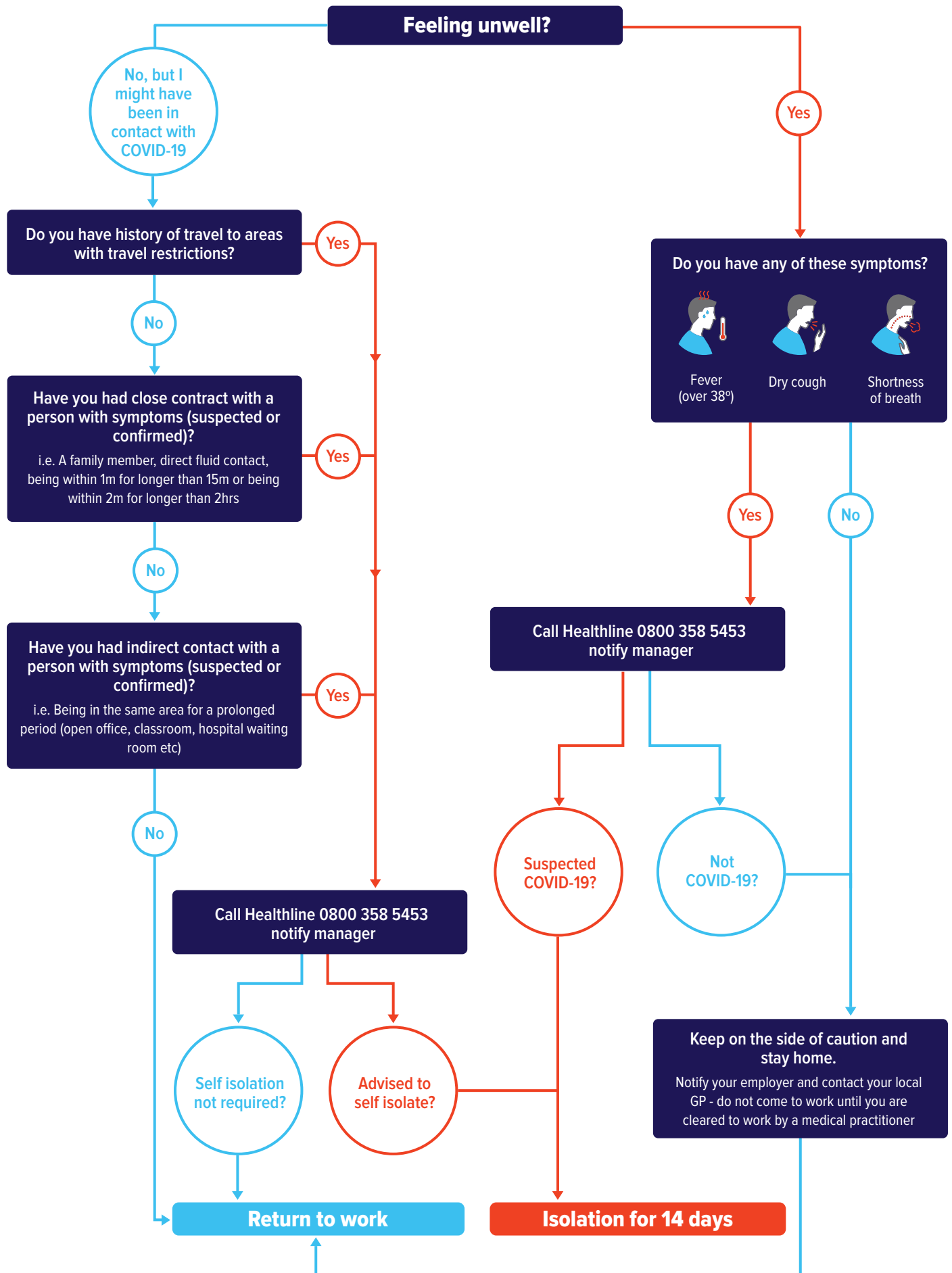
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# Personal Health Guidelines



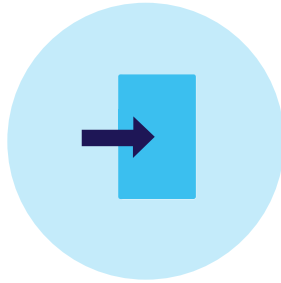
# Site Transportation Protocol

## 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 in their own vehicles where possible



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

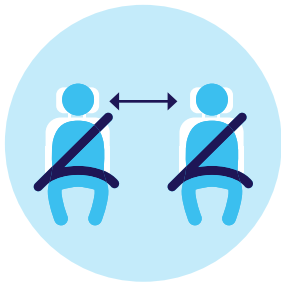


Workers travelling to work are required to travel from work in same vehicles



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



Health screening and monitoring of drivers



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

## Required process for deliveries to site



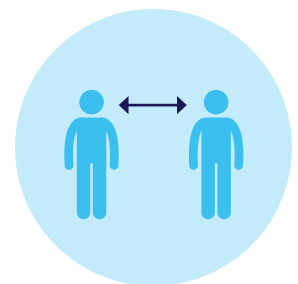
Deliveries to site should be delivered by one person only when possible



Handwashing protocols to be observed once arrived at site



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



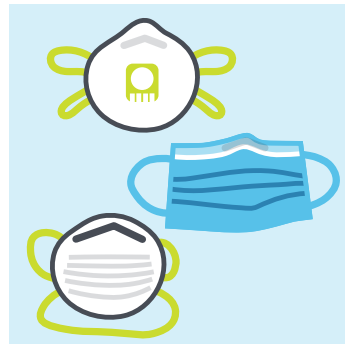
2m physical distancing rules to be applied at all times

# How to guide | Face masks



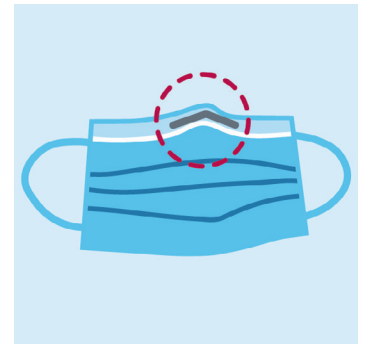
## Wash hands first

Always make sure you wash your hands thoroughly before and after touching a mask.



## Masks

There are many different kind 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.



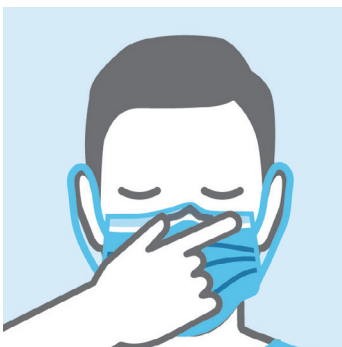
## Attach the mask

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)

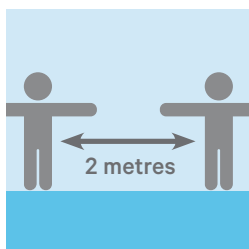


**Remember to avoid touching your face while wearing gloves.**

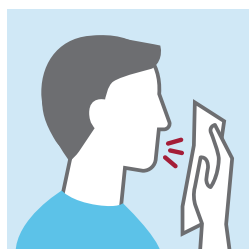
Please remove your gloves and then wash your hands prior to eating, drinking or smoking/vaping.

Good hand hygiene and good cough and sneeze etiquette has the biggest impact in preventing the spread of COVID-19.

## Protect yourself and your work mates



Keep 2 metres away from others



Cough/ sneeze into a tissue and throw the tissue in a bin, or cough/ sneeze into your elbow



Wash your hands with soap and water throughout the day