

DEVELOPED BY:



With support from:



Alert Level 2

COVID-19 Health and Safety

Protocols for New Zealand

Residential Construction Sites

The following Protocols outline the minimum standards to be implemented at residential construction sites to manage risk of COVID-19 transmission on site. These Protocols apply at Alert Level 2. These Protocols are to be read in conjunction with the *COVID-19 Standard for Operating New Zealand Construction Sites* developed by CHASNZ

AMENDMENTS IN VERSION 4

New guidance from the Government for work required under Alert Level 2 has required changes to these protocols:

- Recommend workers stay 2m from those outside their work bubble.
- Workers stay 1m minimum from all other workers unless necessary and a risk assessment has been completed than a risk assessment is necessary.
- Non-essential visitors can undertake site visitors with prior notice.
- Multiple trades can work onsite.
- Workers can leave site for food/drink. However, they must complete the sign out and sign in processes.
- Maintain minimum 1m physical distancing from delivery team and 2m where possible.

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 that 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.

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 2. 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 escalating restrictions on human contact, travel and business operations.

1. COVID-19 CONTROLS PLAN

Each construction site operating at Alert Level 2 needs to have in place a COVID-19 Controls Plan. This plan will guide how the principal or main contractor and contractors will manage work on site and the controls they will use to minimise the risk of COVID-19 transmission.

The COVID-19 controls are over and above the existing health and safety plan requirements for residential construction sites. It is the responsibility of the Site Manager (the principal PCBU or party responsible for overall site co-ordination) to ensure this plan is in place. The site manager may be a client (e.g. in the case of a self-managed renovation); a group home builder; a project manager; or a small builder / contractor. There must always be a nominated person onsite when work is occurring who is responsible for administering the COVID-19 management plan. This can be shared among multiple people from different contractors for an individual site if required.

These protocols apply only to site-based work. Businesses will need to form a separate view about how and when office-based or sales activity recommences and what controls and contact tracing approach are appropriate given their specific circumstances.

These protocols are separated into four sections:

- A) Before Arriving on Site**
- B) Site Entry**
- C) Site Operations
(including deliveries & visitors)**
- D) Leaving Site**



A) BEFORE ARRIVING ON SITE

- Each contractor must provide to the site manager a COVID-19 Plan detailing the steps they will take to mitigate risks presented by COVID-19. The details of the plan should be communicated to workers before they start work. The plan must include at a minimum:



A) BEFORE ARRIVING ON SITE *continued*

- » Ensure workers understand physical distancing requirements:
 - I. Recommend workers stay 2m from those outside their work bubble.
 - II. Workers stay 1m minimum from all other workers unless necessary and a risk assessment has been completed.
 - III. As additional situations come up workers must be encouraged to identify these and have them added to the plan and ensure they are managed appropriately.
- » Resourcing plan to ensure those who do work within 2m of each other always work together and maintain a “work bubble” that minimises exposure.
- » Confirmation that vulnerable workers have been identified as per the COVID19.govt.nz guidelines and that they have discussed with their employer and or health advisor ways to keep safe while at work if they cannot work from home and want to return to work.
- » Consideration of whether physical distancing measures introduce new health and safety risks (e.g. because they impact communication or because of the minimum 1m separation). Engage with workers to develop appropriate controls to mitigate the risk.
- » Establishment of communication channels for workers to raise any concerns about the effectiveness of COVID-19 controls or identify improvement opportunities.
- All workers must complete a re-induction to the site with the COVID-19 Controls Plan protocols before coming on site. This should include a COVID-19 Toolbox talk (to be completed via video conference / app-based approach etc).



B) SITE ENTRY

- All sites to have clear entry / exit points and have clear signage (and fencing where appropriate) to prevent members of the public from accessing the site. Visitors allowed on site with prior notice but must follow site entry requirements.
- Each site must be set up with:
 - I. A sign in register at the entry point that includes name, full contact details, time in, which unit (if multi-unit) the worker is accessing, and health declaration. Note this can be completed through a software / app-based system so long as all visitors are captured.
 - II. Wash stations with soap or if a wash station is not available provide hand sanitiser.
 - III. Signage installed at sign-in point and throughout the site outlining the commitment of the site to maintaining COVID-19 controls. Ensure a clear contact person is nominated with phone number provided for any COVID-19 concerns at the site.
- We encourage site managers to consider providing visible 1m and 2m circles at the sign-in area (e.g. painted on ground) to help people set their personal “bubble” at the start of work each day.
- **All** people accessing site must sign in and sign out at each visit. This includes companies making deliveries, Council Inspectors, and clients. The sign in regime is critical to allowing contact tracing to occur in the event of a suspected or confirmed case of COVID-19.
- Site Managers should consider restricting site operating hours to ensure sign in station is prepared at the start of day before any workers arrive at site.



C) SITE OPERATIONS

How we work on site:

- Recommend that the Site Manager coordinates works to reduce overlap of trades where possible.
- Eliminate where possible face-to-face meetings.
- All common areas shall be closed unless absolutely necessary. If required to be utilised these must be sanitised daily.
- Do not share tools if possible. If tools are to be shared, they need to be cleaned before passing between people. Where possible have key tasks undertaken by one specified person (e.g. using drop saw).
- Consider opening windows for more ventilation.
- All food / drink waste must be immediately disposed of in rubbish bins or taken away from site by the worker. Workers should wash their hands with soap before and after eating and remain 1m from other people. If workers leave site to get food / drink, they must complete the sign out and sign in processes.
- Site Managers to review COVID-19 controls at least weekly with contractor companies and workers to seek their views on COVID-19 Controls. Workers must be encouraged to suggest improvements or raise concerns.
- Smoking or vaping should only occur in designated areas or off site and smokers must dispose of butts responsibly. Hands must be washed with soap before and after smoking or vaping.

Continued over.



C) SITE OPERATIONS *continued*

Cleaning Regime (Responsibility of Site Manager)

- Remind all workers to regularly wash their hands with soap during the day or make hand sanitiser available throughout the site and show staff where they are located.
- Daily cleaning of all high touch areas (e.g. door handles, scaffold handrails, sign in station)
- Toilets shall be spaced a minimum of 2 metres apart. Cleaning and maintaining of toilets should be completed daily. Cleaning products should be available for cleaning toilets prior and after use.
- Utilise appropriate detergents or disinfectant solutions for all site, equipment, and amenity cleaning.
 - » See this link on the Ministry of Health website for more information about cleaning: <https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-novel-coronavirus-information-specific-audiences/general-cleaning-information-covid-19>
 - » Consider reduced site work hours to ensure daily cleaning can be completed after construction work has finished.

Site Visitors (including Council Inspectors)

- Visitors allowed on site with prior notice but must follow site entry requirements.
- All visitors / inspectors shall follow the same processes as the site worker entry provisions detailed in section (b).
- All visitors / inspectors to maintain at least 1m physical distancing and 2m where possible.
- Where the visitor must interact with someone on site that should be completed by one worker at site only.



C) SITE OPERATIONS *continued*

- Encourage visitors not to touch anything onsite unless necessary (e.g. for a Council inspection).

Deliveries

- Workers / site managers should attempt to arrange all deliveries / orders through phone / online systems rather than face to face visits to store.
- Site managers / contractors to ensure suppliers who will make deliveries to site have a COVID-19 plan and that Delivery Drivers will be trained in operation of the plan
- Delivery driver to follow same sign in and sign out processes as any other worker / visitor when arriving and leaving site.
- Do not take physical documentation from delivery driver. Utilise photographic proof of delivery.
- Maintain minimum 1m physical distancing from delivery team and 2m where possible.
- Any two-person lifts will require either a two-person delivery team, or two workers from a contractor bubble to complete the lift. This should not be completed in a way which breaches defined bubbles.

Builders working in client homes

- Completing renovation work on homes where clients are living presents additional challenges and careful consideration should be given to when such work restarts based on the specific nature of the work.
- All COVID-19 controls in this document should still apply and the client family members treated like a contracting company / visitor.
- Additional consideration would need to be given to toilets and kitchens which should not be shared between client family members and contractors.



C) SITE OPERATIONS *continued*

- Take all practicable steps to separate the work site from the occupied area of the home.
- Consider appropriate daily cleaning regime for the nature of the site and areas being occupied.

D) LEAVING THE SITE

Sign out process:

- All contractors, visitors and those making deliveries to sign out before they leave the site.
- For multi-unit sites, confirm that the information provided at sign-in about which units would be visited remains accurate.
- Acknowledge obligation to inform Site Manager if they become unwell or become aware they have had contact with a suspected COVID-19 case. Ensure they have Site Manager contact details.
- Sign out and wash hands with soap or use hand sanitiser.

2. EMERGENCY MANAGEMENT PROTOCOLS

Risk Identification

- Should any worker or site visitor become suspected of having contracted COVID-19, or become aware they have had contact with a suspected COVID-19 case this must immediately be reported to the Ministry of Health, their contracting company and to the Site Manager.
- Site Manager must immediately:
 - notify Ministry of Health (Healthline Advice & Information line: 0800 358 5453)
 - shut site for minimum 3 days or longer as specified by Ministry of Health (unless confirmed not COVID-19) while investigation occurs.

Contact Tracing:

- Contact tracing will be completed by Ministry of Health
- To support Ministry of Health, the Site Manager should review records to identify all sites that the worker / visitor in question has accessed and compile a list of all people that may have been in the same home within a period of 4 weeks.
- Site Manager must inform all those workers and their contracting companies that there could have been an exposure, whilst protecting the privacy of the individual where practicable.
- Workers who may have had contact to stay at home until case and contacts are confirmed or not in conjunction with Ministry of Health.

Cleaning

- Before the sites in question can be opened again a full sanitising clean should be completed
- Do not re-open site without specific approval from Ministry of Health.

3. MONITORING / ENFORCEMENT

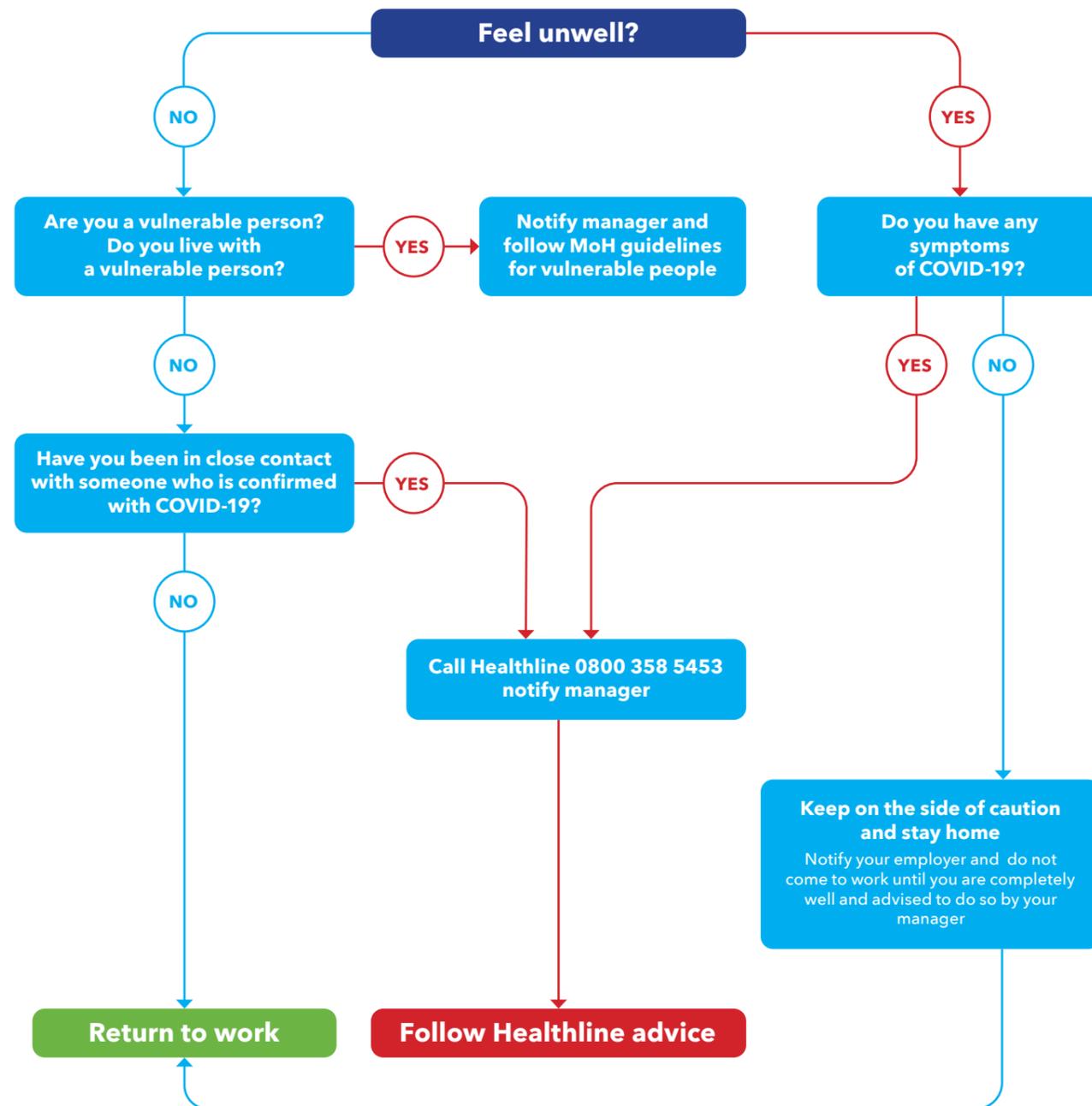
We encourage all sector participants to take a **zero tolerance** approach to any serious breaches of this controls plan by either individual workers or companies.

These controls will be shared with WorkSafe, Local Councils and MBIE / MOH. We expect that some / all of these entities will conduct audits against these controls.

APPENDIX 1:

PERSONAL HEALTH GUIDELINES:

How to identify if you should be at work or stay at home.



APPENDIX 2:

EXAMPLE SITE SIGNAGE

COVID-19 LEVEL 2 - SITE OPERATING INSTRUCTIONS

STOP BEFORE YOU ENTER THIS SITE

- You are not permitted to enter this site unless you are scheduled to do so.
- Portable toilets are equipped with wash stations.
- Before signing in please wash your hands using the provided wash stations or sanitize for a minimum of 20 seconds.
- Please ensure you follow the latest guidelines by the Ministry of Health using all necessary Personal Protective Equipment (PPE) before entering this site. (health.govt.nz)
- If you are a visitor or delivering materials, please contact the respective Site Supervisor before entry.
- You must sign in and record arrival and departure dates.
- You must complete the health declaration and note all work sites which you have visited during this work day.
- You must ensure you maintain 1 meter (horizontal and vertical) from any other person on site at any time.
- NO sharing of tools, unless these are cleaned/sanitised between use.
- Sneeze and cough into your sleeve and avoid touching your face.
- Complete the sign out procedure including acknowledgement of the COVID-19 daily updates, during any point of departure from site.

STAY AT HOME IF YOU ARE UNWELL AND NOTIFY THE SITE SUPERVISOR IMMEDIATELY

This site is supervised by:

NAME: _____

CONTACT: _____

EMAIL: _____

Unite against COVID-19

11 May 2020

APPENDIX 3: MENTAL HEALTH AND WELLBEING

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.

INDUSTRY-BACKED, RESEARCH-BASED, SUICIDE PREVENTION AND SUPPORT FOR THE CONSTRUCTION INDUSTRY SINCE 2008

0800 111 315 / www.mates.net.nz

APPENDIX 4: RISK ASSESSMENT

RISK ASSESSMENT: WORKING CLOSELY WITH OTHERS

THERE'S NEW ALERT LEVEL 2 PROTOCOLS - BUT THE FUNDAMENTALS REMAIN THE SAME!



Wash your hands



Inductions



Health check



Contact tracing



Physical distancing

PLAN. DO. CHECK. ACT

CARRY OUT A RISK ASSESSMENT BEFORE YOU CONTINUE AND USE A PLAN, DO, CHECK, ACT METHOD.

PLAN

In a controlled environment, ensure there is a 1 metre physical distance between you and other workers.

Not sure how it works? Follow our flow chart to find out more.

DO

Put your plan into action, stick to it, and complete the work - communication is the key!

REMEMBER - Maintain hygiene protocols. Hands, high touch areas, equipment, facilities.

CHECK

Monitor the controls that you have in place.

ACT

Review the effectiveness of your plan with your work team.

If you develop symptoms while at work or believe that you have had close contact with a confirmed COVID-19 case, ring Healthline on 0800 611 116 and follow their directions.

DISCUSS:

Do you need to complete this work at Level 2?

N Reschedule for when the COVID-19 response level is reduced.

Y

Have you consulted with those who will actually DO the work?

N Consult.

Y

Does everyone agree that this can only be done inside of 1M?

Consider equipment or tools to complete the work outside of 1 metre or alternative methods.

N Complete work using alternate methods greater than 1 metre.

Y

Is everyone involved free from flu like symptoms?

N STOP - DO NOT CONTINUE!

Y

Are records available of all workers involved in close contact work?

N STOP - DO NOT CONTINUE!

Y

Can all workers sanitise hands and equipment before and afterwards?

N STOP - DO NOT CONTINUE!

Y

Could there be close physical contact? Is the correct PPE available if a chance of physical contact will happen?

N STOP - DO NOT CONTINUE!

Y

Great! Carry on!



HAZARDCO.COM 0800 555 339

ADDITIONAL RESOURCES

The Ministry of Health provides full information on the current state of CV19.

Ministry of Health: www.health.govt.nz

The COVID-19 website is a government developed website with extensive tools and information on CV19.
Official COVID-19 website: www.covid.govt.nz

The Site Safe website has tools specific for the construction industry. You can find toolboxes for all types of situations and general information on CV19. Site Safe:
www.sitesafe.org.nz/news--events/covid-19/

Mates in Construction has a range of tools available relating to mental health and wellbeing:
mates.net.nz/get-help/covid-19-support/returning-to-work-induction-resources/