

COVID19 ALERT LEVEL 3

Staff Guidelines – 12th August 2020

This guide has been put together by Ulti Group to provide advice to our team operating under the Alert Level 3 of the Government's response to COVID19 which will take effect from 11:59 am on Wednesday 12th August 2020.

At Alert Level 3, the following generic restrictions are particularly relevant to our team:

Government Overview Guidelines for Alert Level 3

Some businesses, but not all will close under Alert Level 3. Those remaining open must take health measures to keep their workers safe, including but not limited to:

- Physical distancing of two metres outside home (including on public transport), or one metre in controlled environments like workplaces and schools
- Workers must work from home if they can
- Workplaces must operate safely – keeping one metre between workers, recording who is working together, limiting interaction between groups of workers, disinfecting surfaces, and maintaining high hygiene standards
- Retail and hospitality businesses can only open for delivery and contactless pre-ordered pick-up – customers cannot enter stores
- Businesses cannot offer services which involve face-to-face contact or sustained close contact (e.g. hairdressing, massage, house cleaning, or door-to-door salespeople)
- Most workers will not require PPE to stay safe at work. Incorrectly used PPE can create more risk. Good hygiene measures like handwashing with soap and water, physical distancing, sneeze and cough etiquette, and wiping down surfaces are the best defence against COVID19

Ulti Group Protocols to be implemented under Alert Level 3 Safe Operations/Staff

Staff that can work from home must do so. This means all Office Staff must work from home unless approval is granted from the CEO.

Only staff necessary to the operations are allowed on-site. This means all Technicians, Factory Staff, Warehouse Staff & Operation Managers are permitted to go on-site to complete jobs.

All staff who are over the age of 70 or who have health conditions (e.g. respiratory disease, heart conditions, diabetes or are immunocompromised) are encouraged to stay at home. However, they may choose to work.

Any staff that have had close contact with or been exposed to someone who is a probable case or who has COVID19, must self-isolate in accordance with the Ministry of Health requirements. If, after the required self-isolation period, they are symptom free, they can return to work.

All staff must read instructions set out in Appendix 1 to ensure they are aware of their responsibilities conducting safe operations, including what they need to do if they are unwell or have any symptoms.

Health & Hygiene

Strict health and hygiene protocols are to be maintained. Please note the procedures below:

Health

- All staff are instructed to stay at home if they are unwell or show any signs of fever, sore throat, cough, or shortness of breath and if this is the case to report (by phone) to their manager for further instructions
- All staff instructed to report (by phone) to their manager if someone they live with is unwell or shows any signs of fever, sore throat, cough, or shortness of breath

Hygiene

All staff should follow their normal workplace hygiene and protective clothing routines as well as following additional measures:

- All staff must use regular hand washing (was with hand-soap and running water for a minimum of 20 seconds, dry thoroughly with disposable paper towels), or use hand-sanitizer, including:
 - After visiting the toilet
 - Before eating
 - After smoking/vaping
 - Before putting on and after removing protective clothing, including face mask and gloves
 - Before handling any product
 - Before and after cleaning, particularly after cleaning high contact surfaces
- Staff are reminded not to touch their face and eyes, if this occurs, to wash hands as per the above
- Staff are reminded to use cough and sneeze etiquette (cover coughs and sneezes with disposable tissues, place in rubbish or cough/sneeze into elbow and then wash hands, as above)
- Implement rigorous cleaning and sanitation regimes in high touch/contact surface areas. This includes doors, door handles, handrails, switches, bathroom fixtures, toilets etc
- All contact surfaces must be sanitised daily before and after use, particularly hand-contact surfaces in any social or amenity areas.
- When returning home, it is recommended to; try not to touch anything, remove your shoes and leave them outside, give your clothes a hot washing machine cycle (over 60C), have a shower.

Contact Tracing

Contact tracing procedures for all staff, contractors and visitors is necessary, in case the information is required by the Ministry of Health.

It is important Operations Managers can clearly trace who and when staff were on site. Please ensure Time Trak is kept up to date with this information on a daily basis. When entering a time entry note who you were working with.

For any contractors hired, ensure the details of who they worked with are recorded either in timetrak or manually on a daily basis.

Physical Distancing

Physical distancing includes the following:

Where possible, employees must practise a physical separation of two metres or more. However, in unavoidable operational circumstances, less than two metres is allowed providing additional safety measures are implemented.

The implementation of additional safety measures requires:

- PPE is worn, this includes protective clothing and gloves
- Face masks are optional only and procedure outlined in [appendix 2](#) must be followed
- 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.
- Plan all work to minimise contact between workers
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers
- Single use PPE should be disposed of so that it cannot be reused
- Increase ventilation in enclosed spaces

The key to identifying the distance between staff is the distance between people's faces. So, if they are standing side by side – it is the distance between the side of each person's face and not the distance between their shoulders.

Working from Home

All staff that can work from home, should continue to do so.

While New Zealand is at Alert Level 3, we must continue to stay in our household bubbles whenever we are not at work, school, buying groceries or exercising. People should keep two metres apart outside home where possible.

Travel is still restricted and is only allowed for permitted movement in your local area, e.g. going to work or school, shopping, or getting exercise.

Workplace/Site Procedures

Workplace and site-specific procedures need to be tailored to customers requirements, but things to consider are:

- SSSP's must include the updated risks and measures associated with Covid-19 (see [appendix 3](#))
- Task analysis or JSSA must include Covid-19 measures (see [appendix 4](#) for an example)
- Inductions will be completed prior to going to sites

Travel to and from Work

When travelling to work, try to travel alone or only with others from your house. However, if you need to travel to work with other members of your workplace, keep as much distance between all people within the vehicle, have a dedicated driver, open the windows to keep air circulating and passengers to face towards the window. It is also important to regularly clean any high-touch or hand-contact surfaces such as door handles etc and practise regular handwashing.

It is important to record who travelled with who in each vehicle each day. This must be added to the time entry in timetrak when recording km's.

Public transport will still be available. You can use it to travel to work, but you should sit two metres away from other people on public transport.

Contractors

If any contractors are invited on-site by Ulti Group, we will need to implement procedures to manage the risk. This will include things like:

- Carrying out risk assessment, checking:
 - Are they in the high-risk group (age or have health conditions)?
 - Have they travelled in the last 14 days?
 - Have they had close contact with or been exposed to someone who is a probable case or has COVID19?
 - Have monitored their own personal health and confirm they do not have a temperature or any other flu like symptoms and have been observing the isolation requirements when not working
- Confirm they agree to follow the requirements including distancing, sneezing and cough etiquette (into elbow), hand washing, and all other workplace rules, protocols and measures, and especially those measures related to preventing the transmission of COVID19

Delivery of Goods to Site

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

Supervision and Checks

Operations managers are ultimately responsible to ensure procedures are carried out properly. If anyone has any concern, please do not hesitate to contact your direct manager to discuss.

Appendix One: Instructions for Staff

Workplaces must implement protocols to prevent the transmission of the virus and to keep their people safe. These are designed to protect you, your families, and other staff members from being infected with the virus. This document provides guidance for staff while we are operating at Alert Level 3.

If you have any concerns or questions, please talk to either:

Don Cottle: don@ultigroup.co.nz or 021 228 2858

Jerry Prestidge: jerry@ultigroup.co.nz or 021 228 2662

Ernie Cottle: ernie@ultigroup.co.nz or 021 220 1202

The Ministry of Health website provides details about COVID19:

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus>

COVID19 is a new illness that can affect your lungs and airways. The symptoms of COVID19 are like other illnesses and include:

- A sore throat
- Sneezing and runny nose
- Temporary loss of smell
- A high temperature (at least 38°C)
- A cough
- Shortness of breath/difficulty breathing

These symptoms do not necessarily mean you have COVID19. The symptoms are like other illnesses that are much more common, such as a cold or flu.

COVID19, like the flu, can be spread from person to person. When a person who has COVID19 coughs, sneezes, or talks, they spread droplets containing the virus a short distance, which quickly settle on surrounding surfaces.

You may get infected by the virus if you touch surfaces or objects and then touch your mouth, nose or eyes. Here is the procedure to follow if you start to feel unwell:

1. If you start to feel ill with any of the COVID19 (or cold/flu like) symptoms at home before you come to work – you must stay home or if you start to feel unwell at work with any of the COVID19 (or cold/flu like) symptoms, you need to go home
2. You need to ring Healthline or your GP, they will give instructions on what to do and/or if they need a test for COVID19
3. If it is determined you need a test for COVID19, you need to stay at home in isolation until you receive the results of the test and you need to inform your manager that you are being tested for COVID19
4. If it is determined you do not need a test for COVID19, you should stay at home until you are symptom free for 48 hours.

5. If you suspect someone who lives with you may have COVID19, or if someone who lives with you may have been exposed to COVID19, you may also need to stay at home and contact your manager for further advice

If COVID19 is suspected, you must ring the dedicated Healthline on 0800 358 5453. It is free and available 24 hours per day, every day of the week. They will give you advice on what to do and you must follow that advice.

For a person to be considered recovered from COVID19, they must meet the following criteria:

- It must have been at least 10 days since the onset of their symptoms
- After 10 days, they need to have been clear of all symptoms for 48 hours

If a person was hospitalised, it must be at least 10 days since they were discharged from hospital and they must be clear of all symptoms for 48 hours.

Appendix Two: Safe Practises 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

Appendix Three: Updated Hazard Register

Hazard Description	Significant Hazard Yes/No	Control Type	Initial Risk Rating	Review Date	Previous Review Date	Status	Risk Score (post controls)	Approved Hazard Controls
AREA-ON SITE WORK								
Members of Public	Yes	Minimise	H25	23-Mar-21	23-Mar-20	✓	S19	Barrier and cone area off from public access where possible and use signage to warn of danger. No authorised people should be on a worksite, especially children. Provide alternative route for pedestrian to utilise Sanitise any areas that are due to be worked on, that may have been touched by members of the public. Do not take items from members of the public, if not sealed or sanitised in your presence. Ensure that special distance is maintained, to prevent possible contact/exposure to viruses. Ensure that the safety watch is in place to ensure members are not accessing the site
Other Contractors	Yes	Minimise	H25	23-Mar-21	23-Mar-20	✓	S19	Under no circumstances are you to give assistance to another contractor. Ensure that other contractors are signed onto JSA and attend Toolbox Talks Cone and barrier off your work area to prevent other contractors walking through your work site. Ensure that contractors training is up to date and valid Ensure that contractors are trained to use any piece of equipment or machinery Sanitise any areas that are due to be worked on, that may have been touched by members of the public. Ensure that special distance is maintained, to prevent possible contact/exposure to viruses.
Hand Tools	Yes	Minimise	H25	23-Mar-21	23-Mar-20	✓	S18	Use the correct tool for the job. Check tool in good working order before using. Replace worn tools. Ensure that tools are sanitised if left on objects or someone else has handled them.
Working Conditions	Yes	Minimise	H25	23-Mar-21	23-Mar-20	✓	S19	Assess current conditions at beginning of task. Make sure there is enough light, ventilation, no harmful materials, chemicals or fumes and not too much noise. Be aware of those working near who whose actions could cause you injury. Make team members aware of actions that are to be taken especially if working at height or in Scissor lift In conditions change, ensure your own safety first. Use all personal protective equipment as required. Be aware of working conditions and note any changes in environment Emergency plan developed for working alone in cold or isolated work areas. Extreme cold conditions need appropriate freezer suit. In areas with bad lighting, make personnel visible, as well as work area visible (cone lights) Any area could be contaminated and must be treated as such, ensure area sanitised prior to touch necessary parts. Continually wash hands prior to leaving site Use hand sanitiser or wipes when available.
Client sites	Yes	Minimise	H25	23-Mar-21	23-Mar-20	✓	S19	If unfamiliar with a client's site ensure you have a site induction or report to person in charge to be made aware of hazards. Follow on site instructions regarding hazard management. While on site you are representing Ulti Group. Follow Ulti Group health and safety standards at all times. Where the client standards are greater, follow client's health and safety standards. Stay within work area. Do not wander around site. Inform Client staff that work will be undertaken in the area Cone and barricade the area off Confirm with site, prior to arrival if it is safe to do so. Confirm that no-one on site has symptoms or has been in contact with any individual that have been/potentially been exposed to virus/bacteria.
Health & hygiene	Yes	Minimise	H25	23-Mar-21	23-Mar-20	✓	S19	Sanitise any areas that are due to be worked on, that may have been touched by members of the public. Sanitise any areas that are due to be worked on, that may have been touched by members of the public. Do not take items from members of the public, if not sealed or sanitised in your presence. Ensure that special distance is maintained, to prevent possible contact/exposure to viruses. Ensure that tools are sanitised if left on objects or someone else has handled them. Any area could be contaminated and must be treated as such, ensure area sanitised prior to touch necessary parts. Continually wash hands prior to leaving site Use hand sanitiser or wipes when available. Confirm with site, prior to arrival if it is safe to do so. Confirm that no-one on site has symptoms or has been in contact with any individual that have been/potentially been exposed to virus/bacteria.

Appendix Four: Updated Task Analysis

People Controls		Equipment Controls		Environment Controls	
Safety watch/observer	☐	Lockout and tag systems	☐	Ventilation	☐
Barriers	☐	Traffic Management Plans	☐	Ground Protection	☐
Warning signs	☐	Boundary Isolations	☐	Gas Detection/monitoring	☐
Emergency Team	☐	Fire Protection	☐	Tyre Wash System	☐
Specialist PPE (Identify above)	☐	Scaffolding for access	☐	Environmental Waste/Silt Control	☐
Team Brief / Toolbox Talk / Prestart (circle)	☐	Intrinsic Safety Requirement	☐	Safety Data Sheets Required	☐

Steps	Tools & Equipment	Hazards	Raw Risk Score	Hazard Control	Eliminate Minimise Control Level	Control Risk Score
List each of the key tasks	List equipment/tools used to complete the key tasks	Identify any hazards associated with the key tasks, equipment/tools		Describe steps to eliminate, or minimise the hazard		
1. Prior to attending site ensure you are healthy and symptom free	Personal health chart	If you have any of these symptoms: • Cough • Fever • Shortness of breath • Sneezing or runny nose CONTACT YOUR GP If no GP, contact Healthline on: 0800 358 5453		These symptoms do not mean you have COVID-19. Symptoms are like other illnesses that are much more common, such as colds, flu, allergies You also need to: • Stay at home • Avoid close or prolonged contact with other people • Stop having visitors to your home • Stay off public transport		
2. Physical/social distancing	COVID19 physical distancing protocol	Virus is spread via droplets from coughing, sneezing Working on sites with multiple other people Working in confined/restricted spaces 2 metre distance • Offsite • Taking breaks with others 1 metre distance • Controlled environments within workplace		Keep yourself out of any situation where you come into face-to-face contact with others closer than 1 metre away / 2 metres in meal breaks DO NOT: Shake hands, kiss hello or hongi Minimise the time you spend in shared spaces like smoko rooms Keep team sizes small Split worksite into 'zones' to reduce contact with others Apply a 1-way system – entry and exit to reduce physical contact or increase entries to reduce crowding. Once person to be nominated to receive supplies etc Remote inductions/pre-		

				starts/toolbox meetings. Minimal face to face e.g. phone, email paperwork etc Signage reminding all people on site of Physical Distancing		
3. Hygiene	Hygiene protocol and hand-washing guide	Cross contamination Shared surfaces and amenities on site		Wash hands often. Protect yourself and the people you work with by cleaning your hands frequently throughout the day. Use warm water and scrub with soap for at least 20 seconds before drying your hands thoroughly. Use paper towels. Hand sanitiser if your hands do not appear dirty. Good hygiene is one of the most effective ways of reducing the risk of infection to you and to other people. Wash hands before and after entering work site, eating, and having breaks, using toilet facilities. Use hand sanitiser when washing facilities are unavailable. Avoid touching your eyes, nose, and mouth with unwashed or washed hands. Cover your coughs and sneezes. Cover your mouth and nose with a tissue when you cough or sneeze, or cough or sneeze into your elbow. Throw used tissues in a lined bin and immediately wash your hands with soap and water for at least 20 seconds, making sure you dry them with a paper towel. Use disposable tissues to wipe away any mucus or phlegm after you have sneezed or coughed. All used wipes, tissues and single use PPE should be disposed of in appropriate lined bins.		
4. Have appropriate PPE available	Disposable gloves, face shield/mask, safety glasses	Cross contamination where social distancing is not guaranteed Shared site and potential contamination from asymptomatic workers		Disposable gloves: At all times. This includes when eating, using pens, or touching surfaces potentially contaminated by others. Not to replace standard safety equipment when completing manual tasks i.e. work gloves		

				Face shield: To be worn on site as directed Mask: To be worn underneath face shield or on its own. Use when a face shield is not suitable to limit hand to mouth contact and reduce personal droplet spread via sneezing and coughing. Keep PPE in good order and clean often. Dispose of face masks into bins Follow guides to use PPE – correct use of face masks and gloves Have ways of identifying own PPE, never share PPE with other workers.		
5. Vehicles	Site transportation protocol	Cross contamination Public exposure at petrol stations/public places		Travel to and from work only except for picking up materials where necessary. Stick to your own vehicle and do not travel unnecessarily with others. Restrict personal baggage or potentially contaminated equipment in your vehicle – storing in a separate part of vehicle or designated container where possible		
6. Clean and tidy worksite and equipment	Cleaning guide	Virus can be spread by touching unclean equipment or surfaces Shared tools and equipment Reinfection via contaminated vehicle or tools		Clean surfaces like kitchen benches and sink tops after you use them and try to avoid touching them after you have cleaned them All waste and PPE removed and appropriately cleared into bins Disinfectant wipes used to clean shared workspaces where appropriate Clean tools and equipment before and after each day's work with disinfectant spray / wipes, concentrating on points of contact e.g. handles Wipe down inside and common touched areas of vehicles before and after each day. Clean reusable PPE before and after each day of work and when physically dirty		

				with disinfectant wipes or spray Wash all work clothes at 60degC with bleach-based laundry and dry immediately daily		
7. Contact tracing		Identifying potential exposure to infected people – on worksite or in public places. Identifying potential people or workers you may have infected should be become symptomatic		Keep a record of who is in each team Keep a record of suppliers you have visited or public places i.e. petrol station Record time, dates, and location Sign into worksite each day including time of arriving and leaving		