

## Physical Distancing

Physical Distancing is not required at alert level 1. The Physical Distancing Protocols have been removed from the level 1 protocols.

## Management Protocols

Under alert level 1, businesses will be operating under their usual management practices. We have removed the Manager's Checklist from the level 1 protocols. However, there still needs to be a COVID-19 response plan in place to identify processes for dealing with probable and confirmed COVID-19 cases.

## Mental Health Protocols

The mental health protocol remains under alert level 1 to assist managers and workers address and access mental health and wellbeing information.

Mental wellbeing will be important if workers are stressed with work load issues, ensure you have the resources on site to do the work safely.

## Health Declaration / Sign-in Sheet

Contact tracing efforts will remain under alert level 1. Sites can use their existing sign-in process or the example Sign-in Register for contact tracing purposes.

We have simplified the Sign-in Register by removing the health declaration and travelling companion information.

## Hygiene Practices

Ensuring good cleaning and hygiene practices are in place will help us all by reducing the likelihood of having to go back to stringent processes.

General cleaning and hygiene practices for washing hands and keeping the site clean have been combined in the new Cleaning and Hygiene Guide. This identifies common areas to clean and best practice for washing hands.

Signs and posters are available to remind people entering and operating on site to apply these practices.

## Personal Health Flowchart Updated

Operating under alert level 1, we are in control of the spread of COVID-19 and therefore the health flowchart has been simplified to remove reference of vulnerable persons.

The golden rule is not to come to work if you are unwell and to get tested for COVID-19 before returning to work.

- › Do not come to work if you are sick
  - If you have symptoms of COVID-19 – contact your manager and Healthline on 0800 358 5453 and get tested
  - If you don't have signs of COVID-19 – stay home until you are completely well and talk with your manager
- › If you have been in contact with a confirmed case of COVID-19 then contact Healthline and inform your manager

## What's Next in a Post COVID-19 New Normal

Operating under COVID-19 alert level protocols has taught us a lot as an industry about how we manage our sites and keep our workers safe and healthy. We may be required to move and operate between different alert level protocols. Take this time to review what worked well for your business and your crews, and consider what you will retain as good H&S practice going forward.

## Physical Distancing

The Government have advised that for physical distancing under alert level 2 *“People should keep their distance from people they don’t know in public (ideally two metres), with one metre physical distancing in other environments unless other mitigating measures are in place.”*

### What this means for the protocols:

- › People working together should keep one metre physical distancing unless other mitigating measures are in place
- › When in public people should keep two metres physical distancing from people they do not know

### What this looks like:

- › The protocols still expect one metre separation between people at work and greater separation where it is reasonably practicable to do so
- › In situations where it is believed work can only be done safely and effectively within one metre physical distancing, first consult the workers directly involved with the work, then this work must only be done under the hierarchy of controls and risk management

### Examples of this could be:

- › Physical barriers
- › Increased hygiene and cleanliness
- › Short duration of works
- › Wearing additional PPE

## Additional Access to Sites & Site Deliveries

Operating under alert level 2 means that most businesses will be operational and people will be visiting your site. This includes deliveries along with engineers, client reps and the like.

### All visitors to site must:

- › Sign in and out using the register for contact tracing purposes
- › Follow the handwashing protocols for site entry and exit
- › Follow the physical distancing protocols for the site at all times

## Mental Health Protocols

The mental health protocol is available under alert level 2 to assist managers and workers address and access mental health and wellbeing information.

## Health Declaration / Sign-in Sheet

The need to track the movements of people on and off site is still an important tool for our defence against a resurgence of COVID-19 under alert level 2.

Sites can use their existing sign-in process or the example Sign-in Register available in the protocols for contact tracing purposes.

## Personal Health Flowchart Updated

Under alert level 2 the golden rule is not to come to work if you are unwell and to get tested for COVID-19 before returning to work.

- › However, do not come to work if you are sick
  - If you have symptoms of COVID-19 – contact your manager and Healthline on 0800 358 5453 and follow Healthline instructions
  - If you don’t have signs of COVID-19 – stay home until you are completely well and talk with your manager
- › If you are a vulnerable person or live with a vulnerable person, contact your manager and discuss your options to return to work
- › If you have been in contact with a confirmed case of COVID-19 then contact Healthline and inform your manager

## Transportation Protocol and Travel Arrangements

The transportation protocol is not required under alert level 2 and the relevant information has been included in the Physical Distancing and Hygiene Protocol.

### Relevant information under level 2:

- › When travelling for work or using a vehicle, limit the number of people per vehicle to maintain one metre spacing
- › Delivery drivers must sign in and out using the register and follow the physical distancing protocols for the site at all times
- › Regional travel is allowed under alert level 2. Please check the alert level of your destination as regions can have different alert levels in place which may affect travel

## Physical Distancing

For physical distancing under alert level 3, at least one metres separation is required at work, and two metres in uncontrolled environments, like in public.

### What this means for the protocols:

- › There should be one metre separation between people at work as the minimum and greater separation where it is reasonably practicable to do so
- › When in public people should keep two metres physical distancing from people they do not know

### What this looks like:

- › Keep team sizes as small as possible and maintain a record of who is in each team daily for contact tracing. Limit the number of visitors on site and introduce staggered start and finish times to reduce congestion and contact
- › If it is not possible or safe for workers to distance themselves by one metre for a work activity, the works should not be carried out

## Access to Sites & Site Deliveries

Operating under alert level 3:

- › Keep a record of who is in each team every day as you may be required to track back for contact tracing
- › Site teams are encouraged to put forward split/ alternating shifts to avoid extensive intermingling to reduce potential of exposure
- › Work site is to be segregated into zones (or by other methods) as much as possible to keep different teams/ trades physically separated at all times
- › Where practical, all office employees supporting a project are to work remotely

### All visitors to site must:

- › Sign in and out using the register for contact tracing purposes
- › Follow the handwashing protocols for site entry and exit
- › Follow the physical distancing protocols for the site at all times

## Mental Health Protocols

The mental health protocol is available under alert level 3 to assist managers and workers address and access mental health and wellbeing information.

## Health Declaration / Sign-in Sheet

The need to track the movements of people on and off site is still an important tool for our defence against a resurgence of COVID-19 under alert level 3.

Sites can use their existing sign-in process or the example Sign-in Register available in the protocols for contact tracing purposes.

## Personal Health Flowchart Updated

Under alert level 3 the golden rule is not to come to work if you are unwell.

- › Do not come to work if you are sick
  - If you have symptoms of COVID-19 – contact your manager and Healthline on 0800 358 5453 and follow Healthline instructions
  - If you don't have signs of COVID-19 – stay home until you are completely well and talk with your manager
- › If you are a vulnerable person or live with a vulnerable person, contact your manager and discuss your options to return to work
- › If you have been in contact with a confirmed case of COVID-19 then contact Healthline and inform your manager

## Transportation Protocol and Travel Arrangements

Employers are required to understand how workers will travel to and from site.

### Relevant information under level 3:

- › Workers are to travel to the site one person per vehicle where possible and return in the same vehicle
- › A log is to be kept to record who has arrived on site, how they travelled and who they travelled with for contact tracing purposes
- › When travelling for work or using a vehicle, limit the number of people per vehicle to maintain one metre spacing. Follow Vehicle Cleaning Procedures as per the Cleaning guide