

ARE YOU OR SOMEONE IN YOUR BUBBLE SHOWING FLU LIKE SYMPTOMS?

- Notify your manager immediately
- Contact your GP or Phone the Covid19 Health line 0800 358 5453

HYGIENE RULES

- *Keep all workspaces clean and sanitized to reduce contamination risk*
 - Reduce the risk of any contamination
- *Have in all work locations inside and out*
 - Disinfectant Sprays
 - Hand Sanitisers
 - Gloves
 - Masks
 - Wet wipes
 - Tissues
 - Handi-Towels
 - Showering facilities if needed to change clothes at worksite
- *Before entering any workplace/location or site*
 - Wash hands with soap and water
 - Sanitise your hands
 - Gloves on if touching surfaces others touch
 - Masks on hand at all times when in close proximity to other people use these
- *Washing Your Hands*
 - Best practice **DO THIS** before leaving home and on return
 - Wash often
 - On arrival at your destination
 - Before and after any multi use surface touching
 - Use disposable paper towels only
- *Gloves*
 - Highly recommended as an extra barrier to reducing infection
 - Still wash and sanitize hands before and after using them
 - Replace gloves every time removed to a new pair
 - Gloves do not protect you from transferring the infection to another location Change before moving
 - Remove gloves correctly by:
 - Remove the first glove with the other gloved hand at the wrist.
 - Pull the second glove over the first inside out, not

- touching inside part of gloves
- Dispose in the designated bin for possibly infectious items
- Ensure when full gloves and mask worn to dispose

No Gloves

- *All Touchable Surfaces Need to Be Disinfected/Sanitized After Every Touch*
- This includes
 - Door handles
 - Light Switches
 - Doors
 - Windows
 - Cupboards/Drawers
 - Toilets/Sinks/Taps
 - Gate latches/Hoses/Taps
 - Vehicle doors
 - Vehicle Fuel caps

DO NOT STAND WITHIN 2MTS OF ANOTHER PERSON

COMMUNICATIONS

- *Reduce or minimise face to face contact with all persons unless essential works*
 - Use Technology –phone, zoom, emails, snapchat where possible
 - All staff that can need to work remotely for office work
 - If in close proximity use gloves always

MEETINGS/INDUCTIONS

- *Do not hold your meeting in the office if possible Check on health of person before allowing on site*
 - Meetings to be held outdoors if possible
 - **Two metre spacing's** mark X around work areas to help define 2mt gap-tape/chalk/paint
 - Essential meetings only that cannot be conducted by other communication ways
 - Tool box talks for safety
 - Contractor discussion for essential works only
 - Formal enquiry/disciplinary meeting
 - Essential works for running the business

SMOKING

- *Smoking increases the risk of contamination*
 - No smoking on worksite/office

No smoking in company vehicles

COMMUNAL OFFICE/STAFF ROOMS

- **Do not enter communal area unless you have an essential reason**
 - NO VISITORS
 - Eat lunch at home or in an isolated location from other people
 - Do not use facilities at work if at all possible bring your own thermos and cup for use
 - Ensure if any surface touched it is sanitized and cleaned before others use it
 - Do not enter other offices unless emergency or essential reason
 - Mark a location for drop of or pickup delivery of mail or supplies sanitize if possible or wear gloves
 - Sanitize hands after opening or touching mail or deliveries

VEHICLES- (Bikes/Tractors/Utility/Forklifts/Other)

- **At all times in your vehicle have**
 - Disinfectant spray
 - Hand Sanitizer
 - Gloves
 - Masks
 - Wet wipes
 - Tissues
 - Rubbish Bag
- Do not swap utilities/bikes/tractors/plant
 - Disinfect all touch zones in vehicles at start and end of day
 - Steering wheel
 - Door handles
 - Gear sticks
 - Radios
 - Window knobs
 - Indicators etc.
 - Seats
 - Before giving to another driver only if essential complete sanitization must occur. Place in designated location
 - **NO PASSENGERS** -Single persons travel in vehicles at all times
 - mask at all times

FAILURE TO COMPLY

- **Company code of conduct could apply for failure to follow the COVID19 State of emergency safety rules**
 - Serious misconduct may be
 - Knowing working in an unsafe manner and or endangering others
 - Gross negligence in following NZ law or regulations at this time

VISITING WORK SITES OR FARMS/HOMES/TOWNS

It is now considered illegal for people to be outside their bubble for reasons that are not essential

- Stay away from all sites unless essential works for business. Check the list of essential business with - <https://www.business.govt.nz/news/corona-virus-information-for-businesses/>
- Ensure documents for travel a letter from company and picture ID are carried at all times
- No visitors or friends or family allowed on sites unless authorised for an emergency or essential need.
- Staff home occupiers can make phone contact if required for essential needs or emergency
- Follow all hygiene rules and adhere to social distancing if deemed necessary for your safety and wellbeing
- Try to avoid town if possible and adhere to Hygiene rules when returning from town

MENTAL HEALTH

- **Your mental health and wellness at this time is important and we can assist if required **Health line (0800 611 116).****
 - Stay connected with others
 - Phone
 - Text
 - Zoom
 - Snap chat etc.
 - Seek accurate information from legitimate sources
 - Acknowledge feelings reach out and support others
 - Assist others who may need help
 - Seek professional support if you need this
 - Continue if possible your current mental health treatment if getting help
 - Reassure children answer their questions, be understanding, give them love and attention and keep routines if possible
 - BE KIND

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-novel-coronavirus-health-advice-qeneral-public/covid-19-taking-care-your-mental-wellbeing>