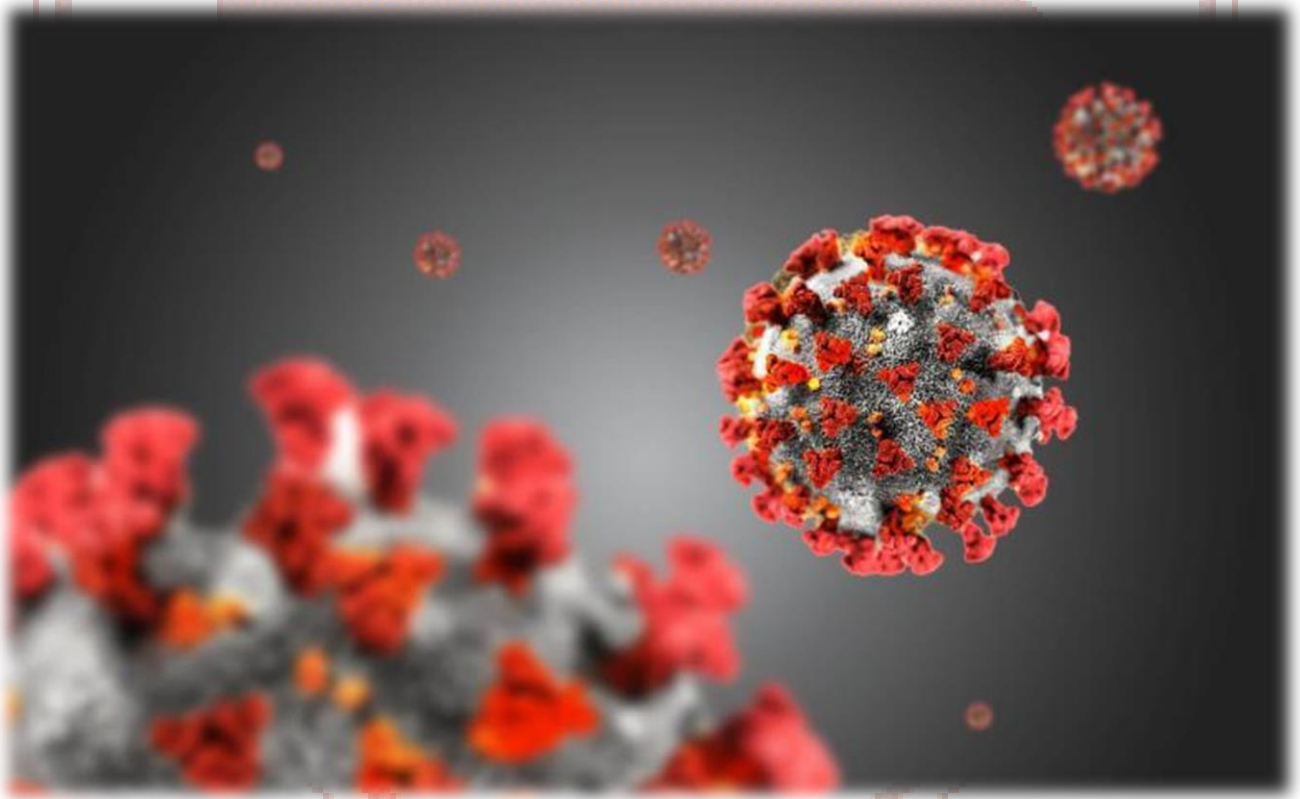


DAVCO

ELECTRICAL SERVICES LTD

COVID-19 MANAGEMENT PLAN ALERT LEVEL 3 - RETURN TO WORK



“When returning to work we must ensure we do so safely, and at all times comply with the COVID-19 Construction standard by following all Davco policies, client policies, and the New Zealand COVID-19 Construction Protocols”



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Our Goal:

- 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. – See Construction Protocols [Appendix A](#)
- 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.

Principles

- Protect vulnerable staff - High risk or vulnerable workers, (e.g. over 70 or those who are immune compromised) are still required to stay/work at home.
- Clearly defined controls - Clear controls for staff to operate under Level 3.
- Strict work team bubbles - Establish work bubbles and prevent workers from moving across work bubbles and risk cross infection
- Essential staff only in the office - People required to work from home unless that is not possible.
- Monitoring & reporting - Daily monitoring of staff and centralised reporting.
- Customers are not allowed on premises.
- Contact tracing - Contact tracing in place to notify of illness and rapid stand down of work bubbles.

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 3.

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.

Our commitment as an industry:

- We are committed to working alongside Government to prevent the spread of COVID-19, by following the Covid-19 response plan – [Appendix F](#)
- 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.



Working Remotely

- During alert level 3 we will continue to work remotely
- The Davco office will remain closed and all office staff will continue to work from home
- Staff will travel from home directly to site, as required, and directly home again
- All staff must bring their own lunch to work and not leave site for any reason other than emergencies
- We will not be holding company wide toolbox meetings during alert level 3, each team will hold their own toolbox meeting, before entering site if possible, with agenda items being provided by management where required along with project specific and COVID-19 specific agenda
- Staff will be allocated to teams specific to sites and projects, they will remain in these teams for the duration of alert level 3 at minimum, to avoid any cross infection within the company
- When not required staff will remain at home until there is adequate work to return, management will keep in contact with staff via email and telephone

Visiting Customers Homes:

- Phone ahead of time if possible, to arrange an arrival time and ask the **safety questions** first
- Knock on door and then step back 2 meters. Introduce and identify yourself, ask the **safety questions**.
- If safe to do so proceed – Complete the work maintaining distance from all occupants and follow safety instructions. If you are required to work in the house, please ask the customer to leave the room you are to work in.
- Once done, sanitise and clean up – wipe down all surfaces you came in contact with, wash your hands thoroughly with soap or use hand sanitizer. Leave the site maintaining distance and follow PPE removal process.

Safety Questions



Is anyone within the household...

- Currently unwell with flu-like symptoms?
- Been exposed to someone with COVID-19?
- Self-isolating at the direction of the Ministry of Health, Healthline, or your GP?
- In a "HIGHER RISK" group? (See below list)
 - Severe respiratory conditions
 - Cancer -those with active treatments incl. chemotherapy & radiotherapy
 - Those over 70 years of age
 - Diseases including liver disease, kidney disease, heart disease
 - Diabetes
 - Compromised immune system
 - Solid Organ Donor Recipients
 - Pregnant with significant heart disease

If one or more answers is YES

Stop and call your manager or supervisor before proceeding.



Always:

- Maintain a minimum of 2 metre distance from the customer.
- Where internal access is required, ask the customer to leave the room.
- Wear PPE in accordance with the COVID-19 PPE guidelines (Appendix B) whilst inside the premises.
- Dispose of items correctly in the bags provided and return them to the depot for disposal.

Know that at all times:

- If you don't feel comfortable, give your manager a call.
- If the customer will not vacate any room you require access to, politely advise that you cannot proceed until they do so.
- If the customer does not follow your instructions at any time, leave the premises and call your manager from your vehicle.
- In a few days, the Maintenance Manager will call the customer to ask the **safety questions** again.

Work Vehicles:

- Each electrician has their own assigned vehicle (no risk of cross-contamination via shared vehicles)
- If something happens (e.g. vehicle breakdown or accident) we also have a number of pool vehicles available, one of which can be reassigned to the affected electrician as an interim measure.

Travel to Site:

All workers travelling to site need to do so in accordance with the Site Transportation protocol – Appendix C - outlined in Construction Industry and MOH Guidelines:

- Workers are to travel directly to the site from home, one person per vehicle.
- Workers must travel home in the same vehicle as they arrived in.
- Workers are not to travel to the Davco workshop
- Delivery of materials to site be arranged with wholesaler, delivery driver to not enter 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 handwashing before and after the journey
- Follow vehicle cleaning procedures – Cleaning Guide – Appendix D

Access to Site/work:

- The Davco project managers are to ensure all workers follow the Personal health flowchart (Appendix E) to confirm they are safe to be on site.
- All service electricians are required to self-check and ensure they are safe to attend work.



- There should be only one dedicated site access point, setup by the main contractor.
- Sign any logbook or register required upon entry and exit of site.
- Follow and comply with all main contractor COVID-19 protocols at all times, including any health declarations required.
- Hand washing protocols will be observed before entering and leaving any site.

Working on Site:

Where possible a minimum of 2m separation between all staff and other contractors will apply as in accordance with the Ministry of Health guidelines.

- Each project manager is to hold a weekly toolbox meeting off site where possible (should be held with physical distancing in place) and discuss all requirements for returning to work on site.
- Only relevant personnel to the workplace are to access the site. All office employees supporting a project will work remotely, where possible.
- Have an identified observer to monitor protocols. – See Monitoring
- If specific clients/sites/tasks require the use of gloves, do so accordingly.
- If materials are required we will contact the wholesaler via phone and arrange to collect the materials from the branch, we will follow all branch protocols and the materials will be given to us in a contact-free way (placed in carpark and collected once branch staff have gone inside)
- Avoid using site facilities whenever possible, ensure main contractor is carrying out required cleaning of all facilities regularly

Leaving Site:

- Follow the sites exit plan, disinfectants should be available to wash down any tools and plant before removing from site.
- Ensure you wash your hands before returning to your vehicle.
- All waste PPE must be removed from site and securely disposed of as per the Cleaning Guide – Appendix D.
- Ensure you comply with the Returning home after work document
- All staff will be required to keep a clean full spare set of clothing in their vehicle, in case they need to change and go to a different job. A shower is recommended also
- There is a shower available for all staff to use in the Davco office, staff must bring their own towel and soap

PPE:

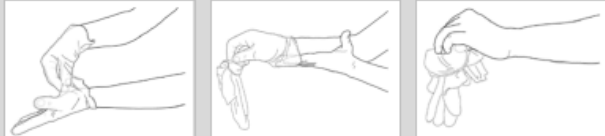
All staff are to wear COVID-19 specific PPE when required and must continue to use all normal PPE whenever required. We recommend wearing a face mask at all times while at work, gloves are only required for specific situations and this will be evaluated in the project SSSP or for service work the JSEA. If gloves are used staff must still wash their gloves regularly with soap and water, and not touch their face. Gloves become just as dirty as, if not dirtier, than bare hands



COVID-19 PPE guidelines

Safe practice when using gloves – Appendix B

Safe Practice when using face masks – Appendix B

| How to remove a mask | How to remove your gloves |
|--|--|
| Wash hands with soap and water or use hand sanitiser. | Pinch one glove at wrist level to remove it. Without touching the skin, peel away from hand. Glove will turn inside out. |
| Avoid touching the front of the mask. | Hold removed glove in gloved hand. Slide fingers underneath the gloved section. Roll second glove into the first glove. |
| If the mask has ties, untie the bottom, then the top. | Discard the removed gloves in a disposable bag. |
| Remove from face. |  |
| Discard, and do not use again. | |
| Wash hands with soap and water, or use hand sanitiser immediately. | |

Monitoring:

- Constantly monitor each other to ensure site rules are being adhered to, including other trades on site.
- Constantly monitor each other to ensure no team member is showing symptoms of COVID-19.
- Check you are keeping the safe 2m personal distance, including other trades on site.
- Ensure you are keeping the site clean.
- Ensure you have the required amount of PPE and have extra stock if required.
- Ensure the main contractor is cleaning and sanitizing the site at least at the end of each day- as per the Cleaning guide - Appendix D

Response plan

- Any person feeling unwell or exhibiting symptoms of illness should stay at home, contact their employer, and follow the advice set out in the Construction Industry and MOH Guideline to call HEALTHLINE on 0800 358 5453.
- If there is any concern of a suspected COVID-19 case within the workplace, whether a Davco employee or other person on site, management must be notified immediately
- They should then follow the advice set out in the Construction Industry and MOH Guideline to call HEALTHLINE on 0800 358 5453.
- In any case the person should immediately leave site and follow the advice provided by Healthline.



- Davco management will then monitor the process to ensure compliance with Industry and MOH Guidelines and advise the involved client where applicable accordingly so that effecting tracking/tracing can be maintained.
- See Appendix – F Response protocol for further guidance

Behaviour at Work

The effectiveness of the Management plan will only work if all employees follow it closely.

Davco views any breach of the management plan extremely serious and, due to the extremely serious risk of the COVID-19 virus, any person found exhibiting any of the following behaviours will be immediately sent home:

- Spitting
- Coughing near other workers without covering your mouth
- Failing to wear the correct PPE when required.
- Failing to observe basic hygiene – Hand washing, toilet courtesy etc.
- Failing to remove food and other rubbish from common areas
- Failing to follow client specific requirements and respecting clients

Client Compliance

- We must ensure we follow all additional client protocol, all of our clients have very strict measures in place to minimize the risk of the virus entering their workplace, if their key staff member were to get infected this would have a significant effect on their operations.

Contact Tracing

- Inline with government requirements we will carry out contact tracing for all staff during the workday
- Staff will record all people they come in contact with.
- This will be recorded on our job management software Simpro by each staff member, with admin staff transferring this data to 1 common record
- Example of contact tracing register Davco will use – See Appendix H



Further Information:

COVID-19 website information for business.

<https://covid19.govt.nz/businesses-and-employees/essential-businesses/>

COVID-19 website information from the construction industry:

<https://www.building.govt.nz/covid-19>

COVID-19 NZ Alert levels:

<https://covid19.govt.nz/assets/resources/tables/COVID-19-alert-levels-detailed.pdf>

COVID-19 NZ website FAQs – being updated daily:

https://covid19.govt.nz/?gclid=CjwKCAjwkPX0BRBKEiwA7THxiAU5izSp1PfSCsccA8u8y7Ugd_x4BV5w5DkjuCwrhn46woXH2v1T8RoC6g4QAvD_BwE

Construction Sector Accord:

[Construction Accord](#)

Construction Protocols Document:

https://secure.chasnz.org/downloads/resources/New_Zealand_COVID-19_Construction_Protocols_V1.pdf



Appendix A - Construction Protocols (Click [Here](#) for full webpage protocol)



New Zealand COVID-19 Construction Protocols

These protocols and attachments are to be read in conjunction with the COVID-19 – Standard for New Zealand Construction Operations and reflect how the requirements in the standard may be achieved. Individual businesses and operations may need to adapt the protocols to their specific circumstances but the overall intent of the standard should still be applied in all cases. These protocols are expected to develop and evolve as requirements change from government and industry experience and are to be treated as working documents.

Version 1.0
15/04/2020

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 3. 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.

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.

For information on what COVID-19 is, what the symptoms are, and how it spreads, visit www.covid19.govt.nz

Appendix B – PPE Guidelines

Personal Protective Equipment (PPE) requirement for essential non-health[‡] workers - COVID-19

Basic hygiene measures for everyone include; physical distancing, good hand hygiene, cough etiquette, regular cleaning of surfaces and frequently touched items, avoid touching face, eyes, mouth and nose

| Group | Mask | Gloves | Eye Protection* | Long sleeve gown |
|---|--|--|-----------------|------------------|
| Accommodation Camp grounds | ✗ | ✓ Use for cleaning | ✗ | ✗ |
| Border: Customs, Maritime pilots, Stevedores | ✓ If not able to maintain physical distancing | Follow usual health and safety aspect of job and wear what is 'business as usual' | ✗ | ✗ |
| Building and Construction Plumbers, builders and electrician | Follow usual health and safety aspect of job and wear what is 'business as usual' | | | ✗ |
| Courts, tribunal workers | ✓ If not able to maintain physical distancing | ✓ If having physical contact with person and a risk of contact with body fluids | | ✗ |
| Fast moving consumer goods, Delivery drivers (all goods including courier service) | ✗ | ✗ | ✗ | ✗ |
| Supermarket staff | ✗ | Staff may wish to wear for reassurance | ✗ | ✗ |
| Financial services – personnel/ customer facing | ✗ | ✗ | ✗ | ✗ |
| Local and National government Staff involved in COVID-19 response <i>office based</i> | ✗ | ✗ | ✗ | ✗ |
| Primary Industries. Food production, processing food, | Follow usual health and safety aspect of job and wear what is 'business as usual' | | | |
| Primary Industries. Animal welfare staff and veterinarians | Follow usual health and safety aspect of job and wear what is 'business as usual' | | | |
| Police, Fire -in first responder role, Prison staff, Court staff, | ✓ If not able to maintain physical distancing | ✓ If having physical contact with person and a risk of contact with body fluids | | ✗ |
| Public safety and National security, Ministry of Defence, Ministry of Justice | ✓ If not able to maintain physical distancing | ✗ | ✗ | ✗ |
| Social Services | ✗ | ✗ | ✗ | ✗ |
| Utilities and communications, including supply chain | ✗ However if your usual standard operating procedure or Health & Safety guidance requires you to wear, then continue to follow that guidance | Follow usual health and safety aspect of job and wear what is 'business as usual' | | |

[‡] Refer to <https://covid19.govt.nz/government-actions/covid-19-alert-level/essential-businesses/> for your business sector

* Face shield or goggles. Prescription glasses are not classed as eye protection. Remember to clean reusable eye protection between use.



Appendix B continued – Safe Practice When using Gloves

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



Remove your gloves and then wash your hands prior to eating, drinking or smoking/vaping



Practice good hand hygiene and good cough and sneeze etiquette while wearing gloves



Appendix B continued – Safe Practice When using face masks

Safe practices 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 C – Transportation Protocols

Site Transportation Protocol - Alert Level 3

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 one person per vehicle where possible.



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

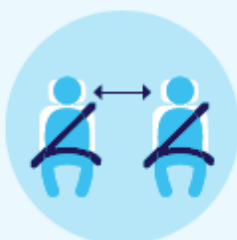


Workers must travel home in the same vehicle as they arrived in.



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.



Follow Vehicle Cleaning Procedures as per the Cleaning guide.



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

Required process for deliveries to site



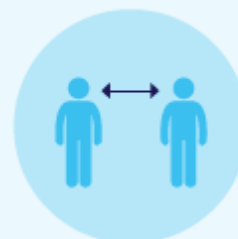
Deliveries to site should be delivered by one person only where possible.



Handwashing protocols to be observed once arrived at site.



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



1m physical distancing rules to be applied at all times.



Appendix D – Cleaning Guide

Cleaning Guide - Alert Level 3

Construction sites operating after Coronavirus COVID-19 level 4 is lifted need to ensure they are protecting their workforce and minimising the risk of spread of infection.

Key cleaning tips

Consider your work environment and what is frequently used and touched by workers, customers and others. The virus can be spread from person to person or by touching unclean equipment or surfaces. To stop the spread, focus efforts on cleaning areas where the virus is more likely to spread, such as the kitchen and toilet.

Physical distancing should also be practiced when cleaning offices and jobsites. Refer to the Physical Distancing and Hygiene Protocol for more information.

- Schedule regular cleaning.
- Use a suitable cleaning product.
- Use disposable cloths, if available.
- Always wear disposable gloves when cleaning. When finished, place used gloves in a rubbish bin.
- Wear disposable gloves while handling soiled items.
- Wash hands immediately after removing gloves or after handling these items.

Disinfecting cleaning aids

Cleaning aids, such as cloths or mops, must be germ-free or they'll spread germs to other surfaces.

Here are some general cleaning tips to help prevent the spread of germs:

Cloths and sponges

- Use disposable cloths or paper towels when possible.
- Reusable cloths should be disinfected or washed after each use.

Washing-up brushes

- Wash brushes in a dishwasher regularly or clean with detergent and warm water after each use.

Mops and buckets

- Use two buckets for mopping – one for detergent and the other for rinsing.
- Mops and buckets should be cleaned and dried after each use.

Key cleaning tips

All offices and jobsites should implement additional cleaning measures of common areas as recommended by the Ministry of Health and to help minimise the spread of COVID-19.

Regular cleaning of the workplace environment will minimise the spread of infection by reducing workers' contact with contaminated surfaces.

Clean surfaces with a suitable cleaner and/or disinfectant and follow the manufacturer's instructions for use. When choosing a suitable cleaning product, consider what the product is effective against and the length of time the product needs to be left on a surface to clean it properly.

Where possible, use disposable cloths or paper towels to clean surfaces. Reusable cloths should be disinfected and then dried after use, as bacteria and viruses can still survive on damp cloths.

Common internal touch points may include:

- Coffee machines and water fountains.
- Common pens for sign in sheet to construction site.
- Doors/door handles - look at all reasonable opportunities to remove them.
- High-touch public surfaces such as stairwell handrails, door handles, tabletops, lift buttons, microwaves and other kitchen surfaces.
- Screens and tables should be wiped after use, including iPads, photocopiers, digital check-in scanners and desktop stations.
- Clean floors with disinfectant or bleach solution, starting from one end of the premises to another (from the exit inwards).
- Wash items such as towels, tea towels and other fabrics and dry thoroughly outside or with a dryer.

Site cleaning

Before leaving the office or jobsite at the end of the working day or end of each shift, wipe down any tables/surfaces with soapy water or cleaning agents where possible. All workers must be checked out of site and record kept daily.

Common touch points may include:

- All waste and disposable PPE must be securely disposed of.
- All door handles, railings and personal workstation areas are wiped down with a disinfectant, such as disinfectant wipes. Individuals are responsible for cleaning their workstation area with disinfectant wipes.
- Clean all 'high-touch' surfaces such as desks, counters, tabletops, doorknobs, bathroom fixtures, toilets, light switches, phones, and keyboards every day with antiseptic wipes or disinfectant, including bleach solutions.

Cleaning bathrooms, toilets and showers

Clean toilets with a separate set of cleaning equipment (disposable cleaning cloths, mops, etc).

Clean sinks frequently, if they're used regularly.

If your jobsite has a shower:

- Clean shower trays frequently, if used regularly.
- If a shower hasn't been used for a while, let it run with hot water before using it.
- Keep tiles and grout in good condition.
- Clean shower curtains frequently.

Common toilet touch points may include:

- Keep the U-bend and toilet bowl clean by flushing after each use.
- Limescale should be regularly removed using a descaling product.
- Keep the toilet seat, handle and rim clean by using a disinfectant.



Cleaning Tools and Equipment

- Clean tools and equipment before and after each day's work with a disinfectant, concentrating on points of contact such as handles.
- Wash your hands after handling tools and equipment to prevent the spread of germs.
- If possible, don't share tools on-site. If sharing cannot be prevented, take precautions and follow the hand washing guide before and after each use.

Cleaning vehicles

- Have dedicated drivers when using vehicles to avoid the spread of germs.
- Don't share vehicles if possible, if you need to use a shared vehicle then wipe down the common touched areas of the vehicle after each use (steering wheel, handbrake, gear stick, dashboard, handles, etc) and wash hands before and after using the vehicle.
- Wipe down the inside and common touched areas of the vehicle before and after each day.
- Have one person per vehicle where possible. If you are required to have more than one person then keep as much distance between people as possible, open the windows to keep air circulating and passengers to face towards the window to reduce the spread of germs.
- If you need to have multiple people in a vehicle, then where possible, split teams into groups and stay in those groups when you travel together.

Cleaning PPE

Work clothes to be placed in washing machines and clean reusable PPE.

Read and follow directions on the labels of laundry or clothing and detergent. In general, wash and dry laundry and clothing with the warmest temperatures recommended on the label.

When handling soiled laundry wash your hands afterwards. All clothes and towels should be washed with a laundry product to prevent germs from spreading. Don't leave laundry in the washing machine – any remaining germs can multiply rapidly.

Specialist Clean

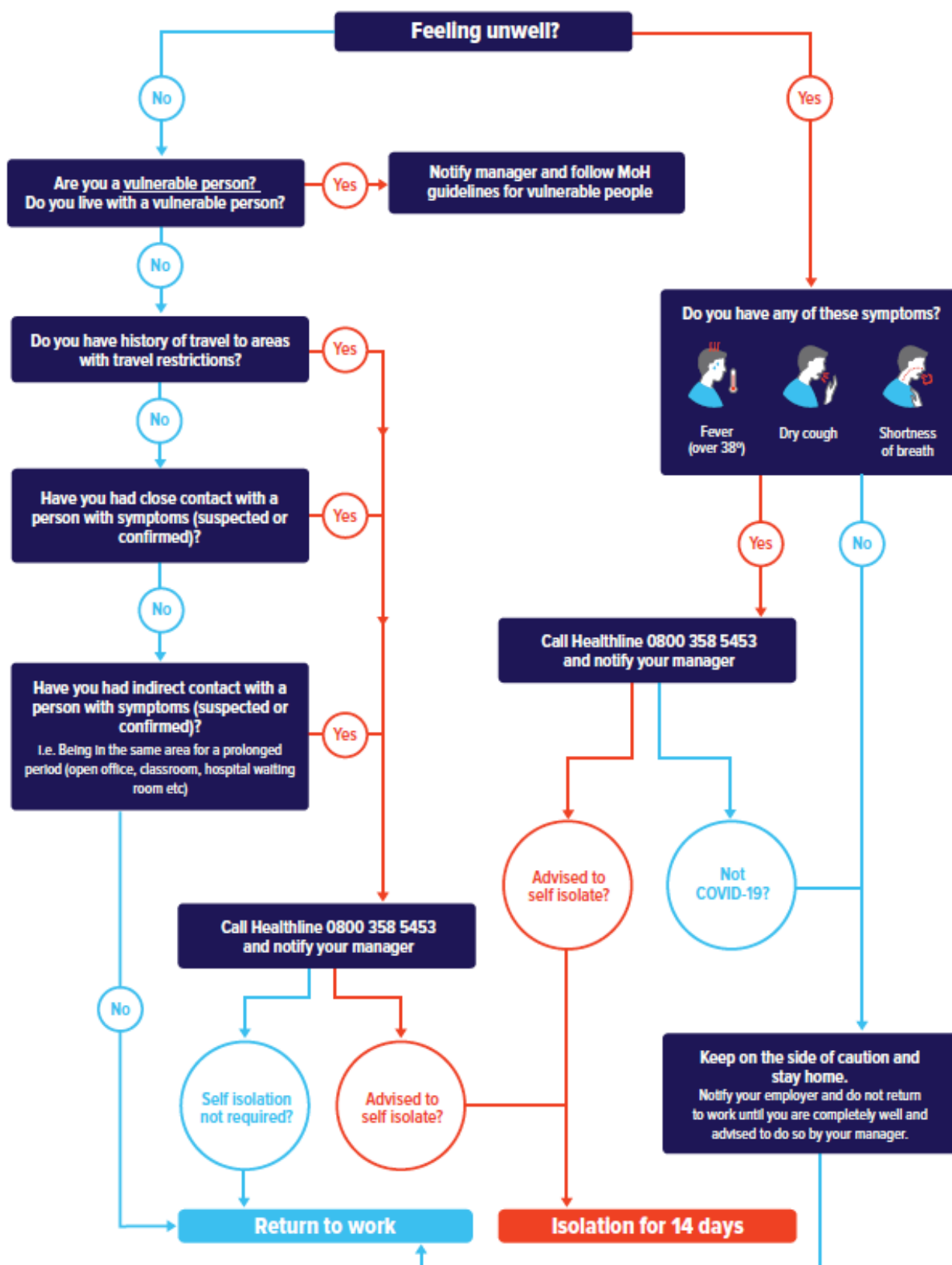
If a worker is unwell and removed from site, a specialist clean will be completed in the area/ areas identified where the worker was working and has accessed. These areas are to be isolated until a specialist clean has taken place.

All equipment and vehicles used must be cleaned down and disinfected, concentrating on points of contact such as handles, steering wheels etc.



Appendix E – Personal Health Flowchart

Personal Health Flowchart



Appendix F – COVID-19 Response Plan

Suspected or confirmed case of COVID-19 at work

If the suspected or confirmed case of COVID-19 is at work



1. Isolate

Isolate the person from others and provide a disposable surgical mask, if available, for the person to wear.



2. Inform

Call Healthline (0800 611 116). Follow the advice of health officials.



3. Transport

Ensure the person has transport to their home or to a medical facility.



4. Clean

Clean the area where the person was working and all places they have been. This may mean evacuating those areas. Use PPE when cleaning.



5. Identify

Identify who at the workplace had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate. Allow employees to raise concerns.



6. Clean

Clean the area where the close contact people were working and all common areas they have been. This may mean evacuating those areas. Use PPE when cleaning.



7. Review

Review risk management controls relating to COVID-19 and review whether work may need to change. Keep employees up to date on what is happening.

If the suspected or confirmed case of COVID-19 is not at work when diagnosed



1. Inform

Call Healthline (0800 611 116). Follow advice of health officials.



2. Identify

Identify who at the workplace had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate. Allow employees to raise concerns.



3. Clean

Clean the area where the infected person and their close contacts were working and all common areas they have been. This may mean evacuating those areas. Use PPE when cleaning.



4. Review

Review risk management controls relating to COVID-19 and review whether work may need to change. Keep employees up to date on what is happening.

Remember:

- From a health and safety perspective, there is not an automatic requirement to close down an entire workplace, particularly if the person infected, or suspected to be infected, has only visited parts of the workplace.
- Workers assisting the person who has suspected or confirmed COVID-19 should be provided with appropriate PPE, if available, such as gloves. They should also follow hand hygiene procedures.
- Be aware of privacy obligations.
- Follow the advice of health officials at all times.

Appendix G – Returning home after work

Returning home after work

Stopping the spread of COVID-19 from work to home

To stop the possible spread of COVID-19, it is important that when you return home after work, you take all the necessary precautions to ensure that you and everyone in your bubble are safe. Here are four simple guidelines to follow:



No touching

When you return home, try not to touch anything until you have cleaned your hands properly.



Shoes

Remove your shoes, do not walk through the house with them on - leave them outside.



Items

Leave non-essential items at work and disinfect items you have used at work that you have to keep with you, e.g. mobile phones.



Clothes and bags

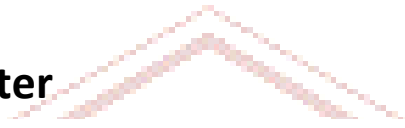
Place your clothes and bags in a container and wash in a hot washing machine cycle.



Shower

Have a shower and make sure to clean your hands, wrists, arms, neck, nails and areas that might have been exposed.

Appendix H – Example of sign-in Register



Sign-in Register

| Date | Full name | Contact tracing Information | | | I declare that I HAVE NOT: (please sign) | Time in - time out | |
|------|-----------|-----------------------------|--------------------------|----------------|---|--------------------|--|
| | | Company or person visiting | People you traveled with | Contact Number | | | |
| | | | | | <ul style="list-style-type: none"> • arrived into NZ within the past 14 days • been in contact with someone with COVID-19 symptoms • had any COVID-19 symptoms | | |
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