**2**

**Covid-19 Return to Work at Level**

Inside we have the following documents to help you to return to work at level 2, the following are:

* [**Covid-19 Trace and Sign-in Register (Client & Employees)** 5](#_Toc40092622)
* [**Covid-19 Trace and Sign-in Register (Contractor)** 6](#_Toc40092623)
* [**Travel and Medical Declaration** 7](#_Toc40092624)
* [**Covid-19 Induction Checklist** 9](#_Toc40092625)
* [**Covid-19 Safety Plan** 10](#_Toc40092626)
* [**Covid-19 Return to Work Policy** 11](#_Toc40092627)
* [**Personal Protective Equipment (PPE) requirements for essential non-health workers Covid-19** 15](#_Toc40092635)
* [**Your guide to perfect PPE** 16](#_Toc40092636)
* [**Covid-19 STOP poster** 18](#_Toc40092637)
* [**How to wash your hands poster** 19](#_Toc40092638)

At Alert Level 2, businesses are encouraged to use alternative ways of working where possible. The aim is to reduce levels of people movement and interaction. For example, a business could use staggered shifts to reduce the amount of interpersonal interaction between workers on premises.

# **Engaging with customers**

At Alert Level 2 businesses can have customers on their premises if they can meet public health requirements. This means businesses should:

* have a contact tracing system in place to record everyone who you interact with on your premises **(use the trace and sign-in register below to track those on your premises)**
* maintain physical distancing of 1 metre between groups of customers.

## **Businesses that can open are:**

* Bars and cafes. Hospitality businesses are to keep groups seated, separated 1 metre apart, and use a single server where practical. Keep records of all customers and workers to enable contact tracing.
* Hardware, gardening, and clothing retailers. However, malls, markets and takeaway shops need to keep customers 2 metres apart and do not need to keep records of customers to enable contact tracing. There is no maximum number of customers allowed in a store, as long as they can keep 2 metres apart at all times.
* Butchers, bakeries, and fishmongers
* Services can also be provided on customers’ premises, for example, cleaning and home help.

# **Work involving close personal contact**

For some businesses, close personal contact is required to deliver a service. This includes:

* hairdressers
* home help providers

## **These businesses can operate if they have measures like:**

* have a robust contact tracing system in place
* maintain good hygiene practices, require hand sanitising/cleaning, clean frequently including between occupancy between each client
* minimise contact to the extent possible, manage distancing of people, keep groups contained and not mixing groups
* wear appropriate PPE e.g. facemasks
* remove magazines, try to minimise the surface areas clients can touch
* clients only in the salon/hairdressers/barbers and maintain 1 metre distancing even when they are waiting
* no refreshments are to be served in the salon/hairdressers/barbers
* laundry of towels and other garments are to be washed with soap and water between each use

# **Sharing areas with others**

Exercise and sport can continue provided they are done safely. There will be restrictions on:

* Swimming at a public swimming pool
* Going to the gym
* Community sports are limited to groups of 100 in a defined space. A sports field can have multiple defined spaces by keeping, people in groups of up to 100 groups separate either through consistent 2m physical distancing when outdoors or barriers. These groups are prevented from intermingling or sharing common facilities at the same time.

## **These businesses can operate if they have measures like:**

* have a robust contact tracing system in place
* maintain good hygiene practices, require hand sanitising/cleaning, clean frequently including between occupancy by different groups
* minimise contact to the extent possible, manage distancing of people, keep groups contained and not mixing groups
* wear appropriate PPE when and if required
* manage appropriate class sizes that ensures social distancing of 1 metre between people
* encourage clients to bring their own towels
* all equipment and surfaces touched will require robust cleaning and sanitising before the next person is to use it e.g. gym equipment, mats etc.

# **Events**

Gatherings of no more than 100 people, like weddings, funerals, family events, concerts, religious services, and public meetings, provided public health measures.

## **Additional conditions on gatherings:**

* Physical distancing and infection prevention and control requirements must be met
* All gatherings should record attendees to ensure contact tracing can be conducted if necessary
* Hospitality guidelines regarding alcohol consumption need to be strictly adhered to
* You cannot participate in any gatherings or events if you have COVID-19 symptoms or if you need to be in isolation/quarantine for any reason

# **Education**

Early learning services, schools and tertiary education facilities will all open at Alert Level 2.

On the advice of public health officials, any educational facilities connected to a confirmed or probable case of COVID-19 must close on an individual or group basis for 72 hours to allow contact tracing, and then potentially for a further 14 days.

* Keep kids home if they are sick
* Maintain regular hygiene practises, washing and drying hands, disinfecting all surface areas daily
* Ensure hand sanitiser is available and staff to monitor its location and use
* Indoor temperature must be set at a minimum of 18 degrees Celsius
* Indoor and outdoor space requirements return to standard license requirements e.g. 2.5sqm indoors and 5sqm outdoors
* Outdoor play areas can be used, including sandpits
* Children will need to have their own food containers and will be monitored closely to ensure they do not share with other children
* Try to keep a physical distance where and if possible, however there does not need to be a measurable physical distance between children or children and staff
* Record information on who is on site daily to ensure contact tracing is effective
* PPE is not required or recommended as necessary in any educational facility by the Public Health officials

# **Golden Rules**

* COVID-19 is still out there, play it safe
* All businesses can operate if they can do so safely. Alternative ways of working are still encouraged where possible
* Talk with your workers to identify risks and ways to manage them
* Ask everyone, workers, contractors, and customers, with cold or flu-like symptoms to stay away from your premises
* Keep groups of customers 1 metre apart, unless you are a large retailer, mall or market social distancing needs to be 2 metres apart
* Keep contact-tracing records of anyone who will have close interaction (workers, contractors, or customers)
* Reduce the number of shared surfaces, and regularly disinfect them
* Develop a Safety plan so employers, employees and customers are aware of the procedures to protect everyone from Covid-19
* Wash your hands, wash your hands, wash your hands
* Remember every surfaced touched MUST be wiped down and sanitised before ANY other person can enter premises

***The information gathered is what the government has released so far, this document will be updated regularly with further information when made available***

**Last updated: 12th August 2020, at 8:30am**

# **Covid-19 Trace and Sign-in Register (Client & Employees)**

Due to Covid-19 everyone who enters our site is required to fill in their details. You will only be allowed in if you answer **"NO"** to the following questions:

* Have you or are you experiencing flu like symptoms?
* Have you been diagnosed or suspected of having Covid-19?
* Have you been in close contact with someone who meets the above criteria?
* Have you recently travelled overseas?
* Are you a vulnerable person or do you live with a vulnerable person?
* Have you been in close contact with someone who has recently travelled overseas?

If you have answered **"YES"** to any of the questions above, we politely ask you to leave site to ensure the safety of others

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Name** | **Contact Number** | **Email Address** | **Address** | **Time In** | **Time Out** | **Signature** |
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# **Covid-19 Trace and Sign-in Register (Contractor)**

Due to Covid-19 everyone who enters our site is required to fill in their details. You will only be allowed in if you answer **"NO"** to the following questions:

* Have you or are you experiencing flu like symptoms?
* Have you been diagnosed or suspected of having Covid-19?
* Have you been in close contact with someone who meets the above criteria?
* Have you recently travelled overseas?
* Are you a vulnerable person or do you live with a vulnerable person?
* Have you been in close contact with someone who has recently travelled overseas?

If you have answered **"YES"** to any of the questions above, we politely ask you to leave site to ensure the safety of others

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Company** | **Name** | **Contact Number** | **Email Address** | **Address** | **Reason for visit** | **Time In** | **Time Out** | **Signature** |
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**Travel and Medical Declaration**

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| **Employee/Contractor Details** | | | |
| **Full Name:** |  | | |
| **Date:** |  | | |
| **Company Name:** |  | | |
| **Reason for Visit** |  | | |
| **Email Address:** |  | | |
| **Address** |  | | |
| **Contact Phone Number:** |  | **Alt. Contact Number:** |  |

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| **Part A – Travel/ Health Declaration** | | | | |
|  | Have you recently travelled overseas? | | Yes | No  go to **Q3** |
|  | If **Yes** to **Question 1**, please provide the countries visited (or transited through). Please also provide arrival and departure dates: | | | |
| Country visited or transited through: | | Arrival Date: |  |
| Departure Date: |  |
| Country visited or transited through: | | Arrival Date: |  |
| Departure Date: |  |
|  | Have you been in close contact with a **confirmed** case of Covid-19? | | Yes | No |
|  | If **No** to **Q1** and **Q3**, please go to **Q7**. | | Yes | No |
|  | If **Yes** to **Q1** or **Q3**, have you contacted the Department of Health? | | Yes | No |
|  | Have you self-isolated for 14 days? | | Yes | No |
| If **No** to **Q6**, **DO NOT TRAVEL TO SITE,** you must self-isolate until 14-day isolation is completed. | | | |
|  | Currently awaiting results for COVID-19 testing? If **No**, go to **Q9** | | Yes | No |
|  | Have you received a **NEGATIVE** COVID-19 test result? | | Yes | No |
|  | Do you currently have any of the following symptoms? | | | |
| a. | Fever | Yes | No |
| b. | Cough | Yes | No |
| c. | Sore Throat | Yes | No |
| d. | Tiredness | Yes | No |
| e. | Shortness of Breath | Yes | No |
| **Note:** If you exhibit any of the above symptoms or answer **Yes** to **Q1** and **Q3**, **do not attempt to return to site.** Notify your Manager, self-isolate and seek Medical Advice for clearance to return to work. | | | |
|  | If **Yes** to any symptoms in **Q9**, when did the symptoms start? | | Date: |  |
|  | Any UPCOMING domestic or international flights planned? | | Yes | No |
|  | Country visiting or transiting through: | | Arrival Date: |  |
| Departure Date: |  |
| Country visiting or transiting through: | | Arrival Date: |  |
| Departure Date: |  |
| **Part B - Health Risk** | | | | |
|  | Do you have a health condition that makes you a high risk to Covid-19? | | Yes | No |
|  | If **Yes** to **Q13**, please detail your condition(s) here: | | | |
|  | What is you Date of Birth (DOB)? | | / / | |
| D M Y | |
| If you are over the age of 65 plus you are considered to be a high risk to Covid-19 | | | |
|  | Do you live with someone who has a health condition that makes them a high risk to Covid-19? | | Yes | No |
|  | If **Yes** to **Q16**, please detail their condition(s) here: | | | |
|  | Do you live with someone who is 65 plus? | | Yes | No |

If your current health condition or travel arrangements change, please notify ***(insert name)***

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| **Declaration** | | | |
| Please read the following and sign where indicated: | | | |
| Declaration - I declare that I have answered the above correctly and completely, to the best of my knowledge. I understand that any false or misleading information may result in disciplinary action or removal from site. | | | |
| **First Name:** |  | **Surname:** |  |
| **Signature:** |  | **Date:** |  |

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| **Employees:** | Please return your completed form via e-mail to ***(insert email)*****at least 24 hours prior** to returning to site. Please mark the e-mail as **URGENT**, this will allow for any quarantine risks to be assessed. |
| **For additional information please refer to:** | <https://covid19.govt.nz/>  <https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus> |

**Covid-19 Induction Checklist**

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| --- | --- |
| **Employee Name:** | **Position/Job Title:** |
| **Induction Date:** | **Trainer:** |
| **Signed by Employee:** | **Signed by Trainer:** |
| **BEFORE ARRIVING ON SITE**   * All workers must review the person health flowchart and confirm that they are safe to be on site. * Means of travel to site must be approved by management. * PPE must be worn as required.   **SITE ENTRY**   * Only relevant workers may be on site. * All workers must complete the register * Stagger arrival and departure times.   **SITE OPERATIONS**   * Maintain physical distancing * Restrict visitors to site to one person where possible. Visitors should be essential to the work. * Cleaning must be implemented as per the Cleaning Guide. * Keep doors, etc. open if possible, to reduce common touch points.   **LEAVING SITE**   * Sign out before leaving. * Site must be cleaned and sanitised at the end of each working day or working shift. * All waste and disposable PPE must be removed from site and disposed of as per the Cleaning Guide.   **PHYSICAL DISTANCING**   * Keep teams as small as possible. * Keep a record of who is in each team. * Manage shifts to avoid intermingling. * Work sites to be segregated into zones to keep * One worker should receive delivers and/or interact with external people. * Have short interactions with other people. * Paperwork to be emailed. * Use gloves to handle paperwork and/or product if considered necessary. * Wash hands with soap and water for 20 seconds or use hand sanitiser. | **CLEANING**   * Use disposable cloths or paper towels when possible * Use suitable cleaner or disinfectant. * Wash brushes in a dishwasher or clean with detergent and warm water after use. * Use two buckets – one for detergent and one for rinsing. * Clean and dry buckets and mops after each use. * Clean common touch points – handles, keys, switches, knobs, etc. * Clean tools and equipment before and after each day’s work with disinfectant.   **VEHICLES**   * Have a dedicated driver, where possible. * Do not share vehicles if possible. * If more than one person is in a vehicle, split teams and keep these groups together. * Wipe down the inside and common touch points before and after use.   **CLEANING PPE AND CLOTHING**   * Place work clothes in washing machines. * Clean reusable PPE * Wash hands after handling soiled laundry. |

**Covid-19 Safety Plan**

Use this form to document your thinking about how you and your workers will keep safe at work during the COVID-19 pandemic. It is important to outline your expectations from workers and for workers to feel safe from Covid-19 while working.

Complete the Covid-19 Risk Assessment to assist you in filling in your form. This will help you identify areas in your business operations that are risks and help you implement controls to mitigate those risks.

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required.

|  |  |
| --- | --- |
| **Company Details** | |
| **Business Name:** |  |
| **Division/Group:** |  |
| **Date Completed:** |  |
| **Date Distributed:** |  |
| **Revision Date:** |  |
| **Manager Approval:** |  |
| **Name of Manager:** |  |
| **Worker Representative Consultation:** |  |
| **Name of Worker Representative:** |  |

**When assessing the risks in your workplace and creating a safety plan consider and think about the following questions:**

* How will you gather information on the wellness of your staff to ensure that they are safe to work?
* How will you operate your business in a way that keeps workers and others safe from exposure to COVID-19?
* How will you manage an exposure or suspected exposure to COVID-19?
* How will you evaluate whether your work processes or risk controls are effective?
* How do these changes impact on the risks of the work that you do?

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| **Safety Plan** | | |
| **Task/Process** | **Describe what you will do** (use the controls from the risk assessment) | **Who is responsible** |
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**Covid-19 Return to Work Policy**

1. **Our Commitment** 
   1. ***(insert Company name)*** is committed to Healthy Work and Wellbeing by minimising any risk of Covid-19 transmission when returning to work by following government rules and recommendations and following the Covid-19 Alert System.
   2. Workers are protected by this policy where they feel they have been subjected to potential harm, risk or have been exposed to Covid-19 transmission due to returning to work.
   3. This policy will be made available to all workers including contractors. New workers will be given a copy of this policy at their induction. Managers and supervisors will remind workers of the policy from time to time.
2. **Definition**

2.1 **New Zealand COVID-19 Alert System levels:**

|  |  |  |
| --- | --- | --- |
| **LEVEL** | **RISK ASSESSMENT** | **RANGE OF MEASURES (can be applied locally or nationally)** |
| **Level 4 – Eliminate**  Likely that disease is not contained | Sustained and intensive transmission  Widespread outbreaks | People instructed to stay at home  Educational facilities closed  Businesses closed except for essential services (e.g. supermarkets, pharmacies, clinics) and lifeline utilities  Rationing of supplies and requisitioning of facilities  Travel severely limited  Major reprioritisation of healthcare services |
| **Level 3 – Restrict**  Heightened risk that disease is not contained | Community transmission occurring OR  Multiple clusters break out | Travel in areas with clusters or community transmission limited  Affected educational facilities closed  Mass gatherings cancelled  Public venues closed (e.g. libraries, museums, cinemas, food courts, gyms, pools, amusement parks)  Alternative ways of working required, and some non-essential businesses should close  Non face-to-face primary care consultations  Non acute (elective) services and procedures in hospitals deferred and healthcare staff reprioritised |
| **Level 2 – Reduce**  Disease is contained, but the risk of community transmission growing | High risk of importing COVID-19 OR  Uptick in imported cases OR  Uptick in household transmission OR  Single or isolated cluster outbreak | Entry border measures maximised  Further restrictions on mass gatherings  Physical distancing on public transport (e.g. leave the seat next to you empty if you can)  Limit non-essential travel around New Zealand  Employers start alternative ways of working if possible (e.g. remote working, shift-based working, physical  distancing within the workplace, staggering meal breaks, flexible leave arrangements)  Business continuity plans activated  High-risk people advised to remain at home (e.g. those over 70 or those with other existing medical conditions) |
| **Level 1 – Prepare**  Disease is contained | Heightened risk of importing COVID-19 OR  Sporadic imported cases OR  Isolated household transmission associated  with imported cases | Border entry measures to minimise risk of importing COVID-19 cases applied  Contact tracing  Stringent self-isolation and quarantine  Intensive testing for COVID-19  Physical distancing encouraged  Mass gatherings over 500 cancelled  Stay home if you are sick, report flu-like symptoms  Wash and dry hands, cough into elbow, do not touch your face |

Source: Covid-19. (2020). *New Zealand COVID-19 Alert Levels.* Retrieved from <https://covid19.govt.nz/assets/COVID_Alert-levels_v2.pdf>

2.2 **Essential Services:** are businesses that are essential to the provision of life and those businesses that support them. Government has outlined the sectors that provide essential services on covid19.govt.nz.

1. **Hygiene** 
   1. Basic hygiene measures are the most important way to stop the spread of infections. That is why we ask you to do the following:
2. hand hygiene – that is, washing hands regularly with soap and water, or cleansing with hand sanitiser
3. staying at home if you are sick
4. coughing or sneezing into a tissue or your elbow and then performing hand hygiene
5. cleaning surfaces regularly
6. avoid touching eyes, nose and mouth, the virus could infect your body this way
   1. The use of personal protective equipment (PPE), such as face masks are effective when used correctly and in the appropriate context. ***(insert Company name)*** will provide further PPE if there is a known risk of coming into contact with Covid-19.
   2. A designated person will ensure workers are signed in and out of the workplace/site. This is to minimise the amount of people touching the same sign-in sheet.
7. **Social Distancing** 
   1. Maintain at least a minimum of 2 metres (6 feet) distance between yourself and anyone who is coughing or sneezing, as recommended by the Government.
   2. Workplaces must operate safely – keeping 1 metre between workers in the same work group. It is important that interactions amongst groups of workers are limited with 2 metre social distance, therefore no workers should be unnecessarily interacting unless it is absolutely necessary.
   3. Avoid shaking hands and greet people with a wave, a nod, or a bow instead.
8. **Customers, Visitors and Contractors** 
   1. Gather information from customers, visitors, and contractors before they enter into the building or onsite:
9. have you or are you experiencing flu like symptoms?
10. have you been diagnosed or suspected of having Covid-19?
11. have you been in close contact with someone who meets the above criteria?
12. have you recently travelled overseas?
13. have you been in close contact with someone who has recently travelled overseas?

If answered yes to the above, please politely ask them not to enter site, as we do not want to risk the health of others.

All customers, visitors and contractors who can enter MUST fill in the POLC-028b Att. Sign in Register. This is to ensure we can contact trace in the event Covid-19 is detected in the workplace/site.

1. **Returning to work Level 2 Covid-19 Safety Plan** 
   1. All workers will be recorded when they enter and when they leave the workplace/site to ensure we can contact trace in the event Covid-19 is detected in the workplace/site.
   2. Refer to your Company Covid-19 Safety Plan

**OR**

* 1. Comply with the following:

1. Start and finish times will be ***(insert times here)***
2. Split breaks will be held ***(insert times here)***
3. Follow the Hygiene and Social Distancing criteria in section 3 and 4. Manage customers, visitors, and contractors in the criteria above in section 6.
4. Office doors are to be left open, people with access control will be responsible for closing these at the end of the day.
5. Door handles to be cleaned and sanitised each morning as well as common surfaces.
6. Suppliers are only to enter site if it is necessary, all further communication will be done over the phone or video calling.
7. Meetings will be conducted where individuals have 2m separation rule. These may be conducted weekly or on a as needed basis.
8. Those staff who can work from home will be required to do so until the alert level has come down.
   1. Ensure you receive and approve a Covid-19 Safety Plan from all sub-contractors before they access workplaces under your control.

1. **Employee obligations** 
   1. Staff must be seen to be complying with company processes and ensuring they are following good hygiene practises, social distancing, and following government rules. If staff are found to be purposely disregarding company processes and government rules, they will undergo further investigation and potentially a disciplinary process. ***(insert Company name)*** has an obligation to protect workers, visitors, customers, and contractors from any risks to their health and well-being.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer Name:** |  | **Creation Date:** | **13-Apr-2020** |
| **Employer Signature:** |  | **Review Date:** | **13-Apr-2021** |

**Sign off**

Please sign below to indicate that you have read and understood the above.

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| --- | --- | --- |
| **Date** | **Name** | **Signature** |
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**Personal Protective Equipment (PPE) requirements 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

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| --- | --- | --- | --- | --- |
| Group | A picture containing game, drawing  Description automatically generated | A picture containing drawing, game  Description automatically generated | A picture containing drawing  Description automatically generated | A picture containing drawing, clock  Description automatically generated |
| Accommodation Campgrounds | Close | Checkmark  Use for cleaning | Close | Close |
| Border: Customs, Maritime pilots, Stevedores | Checkmark  If not able to maintain  physical distancing | Follow usual health and  safety aspect of job and  wear what is ‘business as  usual’ | Close | Close |
| Building and Construction Plumbers, builders, and electrician | Follow usual health and safety aspect of job and wear what is ‘business as usual’ | | | Close |
| Courts, tribunal workers | Checkmark  If not able to maintain  physical distancing | Checkmark  If having physical contact with person and a risk of  contact with body fluids | | Close |
| Fast moving consumer goods, Delivery drivers (all goods including courier service) | Close | Close | Close | Close |
| Supermarket staff | Close | Staff may wish to wear for  reassurance | Close | Close |
| Financial services – personnel/ customer facing | Close | Close | Close | Close |
| Local and National government staff involved in COVID-19 response office based | Close | Close | Close | Close |
| 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 | Checkmark  If not able to maintain  physical distancing | Checkmark  If having physical contact with person and a risk of  contact with body fluids | | Close |
| Public safety and National security, Ministry of Defence, Ministry of Justice | Checkmark  If not able to maintain  physical distancing | Close | Close | Close |
| Social Services | Close | Close | Close | Close |
| Utilities and communications, including supply chain | Close  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. ***Source:* Ministry of Health**

# **Your guide to perfect PPE**

Make sure you are following Personal Protective Equipment (PPE) requirements by following these steps.

|  |  |  |  |
| --- | --- | --- | --- |
| **Putting on PPE** | | **Removing PPE** | |
|  | **Put on normal protective**  **clothing such as disposable**  **overalls or gown if they are**  **required** |  | **Pull off gloves, first by using**  **one hand to take off one then**  **using the un-gloved hand to**  **remove other by sliding fingers**  **underneath the remaining glove** |
|  | **Sanitise hands with gel**  **sanitiser or soap and hot**  **water and dry them off** |  | **Sanitise hands with gel**  **sanitiser or soap and hot**  **water and dry them off** |
|  | **Put on mask, mould to**  **bridge of nose and ensure**  **snug fit to face by pulling**  **on the straps to adjust** |  | **Remove any protective**  **clothing such as disposable**  **overalls or gowns** |
|  | **Put on protective eyewear** |  | **Sanitise hands with gel**  **sanitiser or soap and hot**  **water and dry them off** |
|  | **Put on gloves** |  | **Remove eye protection by**  **only touching the sides** |
|  |  |  | **Remove your mask using**  **only the straps** |
|  |  |  | **Wash hands with warm**  **water and soap and dry**  **thoroughly** |

***Source:*** **Construction Industry Council, Construction Health and Safety NZ**

**Do not take work home with you**

Keep yourself and your loved ones safe from germs with these practices.

|  |  |
| --- | --- |
|  | **Remove all clothing down to your underwear outside before**  **entering your home and put into a plastic bag or bucket. Leave**  **your boots outside and wash your protective eyewear with hot**  **water and soap** |
|  | **Put all your dirty clothes in the washing machine and wash as**  **soon as you enter the house** |
|  | **Shower and get dressed in clean clothes before you do**  **anything else** |
|  | **Get rid of the plastic bag or wash the bucket your clothes**  **were in with soap and hot water** |
|  | **Wash hands with soap and water**  **and dry** |

***Source:*** **Construction Industry Council, Construction Health and Safety NZ**



# **Covid-19 STOP poster**

Download from the Covid-19 website: <https://covid19.govt.nz/assets/resources/posters/COVID19_poster_stop_A3.pdf>

# **How to wash your hands poster**