

COVID-19 – Level 3 Plan

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Introduction

This plan has been developed to eliminate the spread of COVID-19 whilst people work on our Construction Site. The key driver of this plan is the NZ Government's Four-Level Alert system for COVID-19. It covers Government recommendations for a workplace operating at Levels 1 – 3 in the Alert System. It should be read in conjunction with existing Project Safety and Environmental Plans.

Construction sites will continue to operate during levels one, two and three. They will be closed at level four. The Government may change the level applied at a town, city, territorial local authority, regional or national level. Different parts of the country may be at different alert levels and therefore this plan and Government restrictions are specific to this site only.

Information and resources for the development of this plan has been sourced from www.covid19.govt.nz and [The New Zealand COVID-19 Construction Protocols](#). The key drivers of change relating to COVID-19 meet the Five Step Guide for returning to work – Alert Level 3.

The Five Step Guide for returning to work - Alert Level 3

Before arriving on site	Site entry	Site operations	Leaving site	Management Protocols
 <ul style="list-style-type: none"> Each contractor must have a plan detailing the steps they will take to mitigate risks, including those presented by COVID-19. The details of the plan must be communicated to workers before they start work. Where possible, conduct a remote induction before arrival on site, this can be done via video conferencing or by phone. If an in-person induction is required, the Physical distancing and hygiene protocol must be followed. All workers should follow the Personal health flowchart to confirm they are safe to be on site. Employers must have an understanding of how workers will travel to and from site and will communicate the Site transportation protocol to all. Ensure all workers understand when additional PPE may be required due to COVID-19 and that workers have access to the correct PPE as per the Ministry of Health PPE Guide and Worksafe guidelines. When required to use face masks or gloves please follow these processes. 	 <ul style="list-style-type: none"> Only essential personnel are to access the site. All office employees supporting a project will work remotely, where possible. A daily register of workers entering and leaving site must be completed along with a health declaration. If electronic sign in machines are used, these must be cleaned and sanitised after each use. Use your existing sign in register or the example Sign in register. Signage reminding workers of the COVID-19 physical distancing and hygiene protocol will be posted at the site entrance and in common areas where appropriate. 	 <ul style="list-style-type: none"> All work is to be undertaken in such a way as to reduce any possible contact between workers and to promote physical distancing wherever possible, as per the Physical distancing and hygiene protocol. All visitors to the site, such as necessary delivery workers, will be restricted to one person wherever possible. These workers must follow the Site transportation protocol. All offices and jobsites must implement cleaning measures as per the Cleaning guide. All tools, equipment, plant and vehicles must be used in alignment with the Cleaning guide. Toolbox talks should be held with physical distancing in place as per the Physical distancing and hygiene protocol. A COVID-19 level 3 Toolbox Talk is available for use to assist with your Toolbox Talks. Additional sanitary measures are to be implemented on site to prevent the spread of COVID-19 e.g. hand washing stations, provision of additional hand sanitizer, provision of disinfectant wiping products, as per the Physical distancing and hygiene protocol. Smokers must follow the Physical distancing and hygiene protocol. A COVID-19 Response plan must be available and accessible on site. 	 <ul style="list-style-type: none"> Workers must use the Sign-in register to sign out. When Returning home, workers will need to follow the necessary hygiene measures. Each site must be cleaned and sanitised at the end of the working day or end of each shift, as per the Cleaning guide. All waste and disposable PPE must be removed from site and securely disposed of as per the Cleaning guide. Workers must follow the Site transportation protocol. 	 <ul style="list-style-type: none"> Follow the COVID-19 Manager's Checklist. Communicate the site expectations and prevention measures to all workers and contractors. You must have a COVID-19 Response plan in place to identify processes for dealing with suspected and confirmed COVID-19 cases. Stay in contact with all workers including those who may be in isolation or working remotely. Conduct Toolbox Talks regularly and keep track where and when workers are on site for contract tracing purposes and ensure they have the correct PPE. Don't forget your normal health and safety obligations still apply. These Protocols are in addition to your usual health and safety controls.

It is important to acknowledge that all companies, including our subcontractors and consultants are expected to have their own plan to mitigate the risk of COVID 19 infection. This plan developed by Holmes is the overarching plan for our sites. All persons on site are to adhere to the minimum expectations set out in this plan.

Non-compliance with this plan will result in removal from site.

Information

Our site entrance has a range of information about the site and the risks associated with the site. A dedicated COVID-19 risk control board has been erected at the site entrance. This risk control board will have the following information updated as required:

- Site requirements
- PPE requirements

A dedicated COVID-19 information panel has been erected on site. The location is indicated on the site plan, appendix 1. The information panel will have the following information updated daily as required:

- Site Plan detailing site entry/exit, hygiene stations and notice boards
- The **five-step** guide for returning to work – Alert Level 3
- Safety practices when using gloves and face masks – information sheets
- Returning home after work – information sheet
- Stop the Spread – information poster
- Hygiene – information poster

Risk Register

Each contractor will need to update their site risk register to include the Risk of COVID-19 and include their control methods. The updated risk register must be issued to the Project Manager who will review and accept before the trade can start on site.

COVID-19 Induction

Holmes has developed a COVID-19 specific induction for **ALL** site staff to view prior to arriving on site. This induction will be issued to all subcontractors who are required to distribute the induction to staff via our Sign on Site APP

Sign on Site

Holmes uses the **Sign on Site** APP to record worker attendance on our sites. **Sign on Site** can be downloaded onto smartphones and will be the fastest, most efficient process to get people onto site. All subcontractors are to ensure their staff are able to do this (i.e. mobile phones that are capable of running the Sign on Site APP) as there will be no paper sign in. People with the APP will be given priority site entry. People without the APP will need to be signed in manually by the Site Manager prior to entry to site via handwashing/sanitising stations. Those with the APP will need to complete the health declaration daily, then proceed straight to the handwashing/sanitising station.

Health Declaration

All people will need to confirm the following prior to entering site:

- That they are **NOT** a vulnerable person (in relation to COVID-19)
- That they have **NOT** travelled in the past 14 days
- That they have **NOT** had close, or indirect contact with a person with symptoms of COVID-19
- They have **NOT** had any symptoms of COVID 19 for the past two weeks including:
 - Fever (over 38°)
 - Dry Cough

- Shortness of Breath

Process for deliveries to site

Deliveries are to be managed closer to reduce the chance of infection for site staff. Delivery vehicle drivers must stay in their vehicle when possible. If they cannot remain in their vehicle, they will need to comply with the following:

- A single person making deliveries where possible
- Delivery drivers signing in and out and completing the health declaration and view COVID 19 information
- Handwashing/sanitiser protocols to be used prior to entering site
- Physical distancing measures to be applied at all times (not being less than 2m for longer than 15 minutes)
- Electronic acknowledgement of delivery of goods is preferred

Note: where drivers can remain in vehicles- they do not need to sign in or be inducted. They will need to be sure the site has been notified of their forthcoming delivery.

Visitors

Restrict visitors where possible, through the use of video conferencing. (Holmes uses Microsoft Teams or Zoom)

Schedule essential visits to be approved by the Project Manager/Site Manager at times to minimise numbers on site.

Visitors, regardless of how long they will be on site, will need to undertake the following in order to work on site:

- Regular Site Induction
- COVID-19 Induction
- Sign in and health declaration
- Sign out

Regular inductions are not able to be carried out during Alert Level 2 and 3. Careful planning and ample notice is required in order to reduce the amount of down-time and waiting before a site visitor can be inducted onto site.

Site Transportation Protocol

Subcontractors will need to record information on how personnel get to and from work for tracing requirements if required. Any shared transport is to be provided in line with [Site Transportation Protocol – Alert Level 3](#) – In summary this requires:

- Ensuring workers **do not** share vehicles or car-pool where possible
- Recording who people have travelled with to get to site
- Ensuring people travel home in the same vehicle
- Allowing for space (an empty seat) between passengers
- Hand hygiene and the sanitising of touch points in the vehicle before and after the journey

Hygiene Supplies

In order to function on site, there will likely be a higher use of consumables relating to hygiene.

Site Supplied Equipment

It is estimated that each person on site will use approximately 8ml of soap and 40 paper towels per day. Each site has placed orders to keep hygiene equipment stocked and has allowed for increased use of soap, hand sanitiser, paper towels and bin liners for up to four weeks using the following as a guide:

Item	# People on site/Day	Volume per Day	Volume per Week	Volume per 4 Weeks
Hand Soap (8ml person/day)	3	24ml	120ml	480ml
Paper Hand Towels (40 person/day)	3	120no	600no	2400no
Paper Towels for Wiping surfaces	-	50no	250no	1000no
Rubbish sacks (4 per hygiene station per day)		4no	20no	80no
Hand Sanitiser (8ml person/day)	3	24ml	120ml	480ml

During shortages of supplies, alternative methods **may** be introduced such as:

- People each bringing a hand-towel to site (cleaned daily) to dry hands after washing.
- People each bringing a soap in a plastic container to wash hands with.

Head Office Pandemic Supplies

Holmes head office will hold excess supplies for distribution to site teams where their supplies run low. It is the responsibility of the Office Admin to keep excess pandemic supplies at appropriate levels taking into consideration the Alert Levels.

Subcontractor Supplied PPE:

In addition to Holmes standard PPE requirements, subcontractors will need to provide full finger work gloves to all people working on site.

Subcontractors may choose to exceed the minimum standards for PPE on site during Alert Levels. We accept that subtrades may have different minimum PPE standards, they should not however expect that their minimum standard is met by everyone else on site.

Subcontractors will need to provide their own PPE to their people working in teams, manual handling and not able to achieve the 2-metre distancing for periods longer than 15 minutes. This PPE will be defined by a Task Analysis.

Task Analysis will need to be updated in situations where physical distancing is not possible – this will need to be signed off by Holmes Project Manager **24** hours prior to the start of the activity. These contractors must identify COVID-19 as a risk in their Risk Register. It must detail in the register controls to eliminate infection. If they are unable to eliminate the risk of infection, then they must identify how they will take all reasonable and practicable steps to mitigate such risk.

Physical/Social Distancing

Physical Distancing is required when we are in Levels 2 and 3. In some cases, restrictions on site numbers and rostered tea-breaks are required to achieve the physical distancing requirements.

Work Bubbles

Contractors will be required to identify teams that need to work in close proximity for prolonged periods of time (over 15 minutes). In these cases, a work bubble should be created, and a Task Analysis developed to mitigate the risk for persons in the bubble, and to allow for close contact tracing as required by the Ministry of Health. The persons in the bubble should remain constant and supervisors are to avoid changing people in bubbles unless absolutely necessary. It is likely that most work bubbles will last for as long as we are in Alert Level 3. It is the responsibility of the contractor to keep a record of the people in the bubble and the dates that any necessary changes were made to assist with contact tracing if required.

Holmes Staff Physical Distancing

Holmes site management staff will ensure social distancing by implementing the measures below:

- QS team will work from home, coming into site only to view and record site progress to ensure validity of sub claims and to prepare the client payment claim.
- Video conferencing will be utilised for all internal meetings to allow staff working from home to be involved and up to date.

Staggered Breaks to allow social distancing

A roster for breaks may need to be developed to allow social distancing requirements to be met during meal breaks. The following table will be completed where rostered breaks are required.

Trade	Workers Name	Morning Tea	Lunch	Afternoon Tea
Carpenters	Terry Maloney Stuart Blathwaith	10:30am – 11:00am	1:00pm – 1:30pm	N/A

		A Block Compound with social distancing	A Block Compound with social distancing	
Gas	Des Beech	10:30am – 11:00am A Block Compound with social distancing or personal vehicle	1:00pm – 1:30pm A Block Compound with social distancing or personal vehicle	N/A
Electrical	Blair Gardener	10:30am – 11:00am A Block Compound with social distancing or personal vehicle	1:00pm – 1:30pm A Block Compound with social distancing or personal vehicle	N/A
Excavation	Mark Taylor	10:30am – 11:00am A Block Compound with social distancing or personal vehicle	1:00pm – 1:30pm A Block Compound with social distancing or personal vehicle	N/A
Plumbers	Verhaart& Laffey	10:30am – 11:00am A Block Compound with social distancing or personal vehicle	1:00pm – 1:30pm A Block Compound with social distancing or personal vehicle	N/A

In circumstances where rostered breaks are not necessary it is important to maintain 2m distancing during break times.

Personnel are allowed to sit in their car alone during tea breaks however sign in and out requirements will need to be followed and hygiene protocols will need to be undertaken each time the site is entered or exited.

Utilising Video Conferencing

Video conferencing has been mandated during level 4 and will continue where practical in Levels 3 and 2.

Online/Video Inspections will be provided to Consultants and Local Authorities wherever possible to allow inspections of site works to continue.

Open Air Meetings

Meeting rooms will not be utilised where social distancing cannot be implemented. Open air meetings will be encouraged where space permits.

Holmes site offices will have an open-door or windows policy to promote fresh air – however any subcontractors needing to speak to Holmes Staff will need to remain outside. Face to face meetings to be held at 2m distancing (outside).

Foot Traffic / Directional Traffic to eliminate close contact.

Use a site plan to show if this is going to be required on your project – Consider the use of a ‘**one way**’ system on your scaffold to reduce the need for people passing in narrow areas?

Use of Plant and Machinery

Access Equipment should be operated by one person only providing this is safe. Any other equipment that typically is used by one or more people should be limited to one person if it is safe to do so. Should this not be possible, refer to Task Analysis. Be specific about the controls you will put in place including use of Task Analysis and putting people into a Work Bubble.

Holmes hired plant and machinery will have the frequent touch points cleaned at the end of each work day. Subcontractors will be required to have their plan clearly identified and must have a cleaning plan for their plant and machinery.

Site measures

Entry to site

Some Holmes sites will have a dedicated gate man to ensure all persons entering site have;

- Logged in via Sign on Site, or
- Will have their details entered into the site iPad, tablet or PC
- Completed the health declaration for the day
- Received induction

Sites without a gate man will be audited on this daily by the Site Manager.

Personnel entering site

In order to provide traceability, we need to be sure that we accurately record all persons entering our offices and sites. A dedicated gate man or the Site Manager will be checking people are using Sign on Site, or they will be manually entering people onto site. Any site workers showing signs of illness will be turned away. This includes cough and fever. Personnel who do not comply with the site rules of entry will be turned away.

Refer to site plan below showing: Dedicated entrance/exit point.

Truck drivers will need to sign on prior to exiting their vehicle.

Site Entry Point will be set up with:

- Hand washing/sanitising station
- COVID-19 Information Board
- Sign on Site Information

In the event that anybody is turned away, it is essential that we discretely identify who the person is and who they work for. It is the responsibility of the Project Manager to inform the subcontractor's management team of any suspected cases with urgency – keeping in mind the safety and security of the person involved, and that symptoms do not confirm a positive COVID-19 case. Information on [‘What to Do’](#) will be provided to anybody who is turned away at the site entrance. Our team will isolate the person until we are certain they have transport to get home safely. It is the Project Managers responsibility to follow the ‘What to do when someone is sick at work’ procedure.

Suspected or confirmed case of COVID-19 at work

If a person presents at work with symptoms, is suspected or confirmed case of COVID-19, **or** the suspected or confirmed case of COVID-19 is not at work when diagnosed, the [‘Suspected or confirmed case of COVID-19 at work’](#) procedure will be followed and Holmes CEO or H&S Coordinator will be notified immediately following. An incident report and investigation will also be completed by the Project/Site Manager.

Hand washing/sanitising stations

Posters and reminders on the importance of handwashing and information on how to manage gloves will be placed around the site. Hand sanitiser will be available to ensure all site staff have relatively close access to sanitisation stations throughout the site.

- Regular checks – at least 3 times daily will be undertaken at each hand washing station to clear away used paper towels and sanitise the station itself.
- These checks will be logged on the [High Touch Area Cleaning Log](#).
- It is estimated that each person on site will use approximately 8ml of soap and 40 paper towels per day. Orders for replacement stock (to ensure a four-week supply on site) have been placed on routine orders.
- Where there is no running water on site, hand washing stations will be made using:
 - 20L water container with tap
 - Bucket for wastewater catchment

- Liquid soap (or bar of soap if not available)
- Hand towels (or notices to use your own if not available)
- An acceptable alternative to Hand Washing Station is a Hand Sanitising Station

Hand washing/sanitisation stations will be provided in the following locations – and as per the attached site plan:

- At the site entry point
- At toilets
- At entry to site sheds (unless this is close enough to another one)

Sanitiser can be used for cleaning of gloves.

Cleaning

Holmes will undertake:

- 3 x daily cleaning of high touch shared areas (on areas where gloves are not required) such as shared tools, door handles, bathrooms, shared chairs and tabletops.
- Daily cleaning of handrails, gate latches and porta-loo's will be undertaken at the end of the day.
- These cleans will be logged in the High Touch Area Cleaning Log.

Subcontractors will need to:

- Provide disinfectant to clean their own tools, plant and machinery.
- Ensure personal hygiene is maintained
- Keep records

Leaving Site

Holmes encourages all site personnel to bring their own food from home and enough water for the day.

If it is necessary for a worker to leave site for any reason, in addition to normal sign in and out requirements you will need to provide details of your destination and contacts to the gate man or Site Manager for the purpose of contact tracing as required by the Ministry of Health. A guideline document will be available for those leaving site to complete.

When returning home workers are required to follow the necessary hygiene measures outlined in the New Zealand COVID-19 Construction Protocols and shared on the site COVID-19 information panel.

Non-Conformance with the COVID-19 Control Plan

Holmes are dedicated to stopping the spread of COVID-19 and we have confirmed our commitment through the Vertical Construction Leaders Group to work to the [The New Zealand COVID-19 Construction Protocols](#). Individuals or groups that do not comply with construction protocols, COVID-19 Level 3 Plan, or direction from Holmes

Management will result in the removal of an individual (or group) from site, and a Non-Conformance Notice with the Subcontractor. Examples where removal and/or Non-Conformances include, but are not limited to:

- Turning up to site unwell
- Failing to sign in or out using Sign on Site
- Failing to comply with Holmes PPE Requirements
- Refusing to wash or sanitise hands/gloves when and where required
- Failing to confirm close contact with positive or probable COVID-19 cases
- Putting others in danger by coughing, sneezing on people or surfaces
- Failing to maintain physical distancing from others wherever possible
- Not meeting the Government guidelines for Level 3 whilst at home (i.e. engaging in large gatherings outside of work hours).

In general terms, we will not tolerate people endangering the health and safety of others, or negatively impacting Holmes and other Subcontractors ability to continue to work on site.