



P.O Box 141  
Carterton 5743  
E-mail: [admin@mckenzenz2000.co.nz](mailto:admin@mckenzenz2000.co.nz)

Ph: 06-379-6433  
[www.mckenzenz2000.co.nz](http://www.mckenzenz2000.co.nz)

## Covid 19 Protocols 2020

As McKenzies Electrical 2000 Ltd is an Electrical Contracting business we have designed our protocols around the type of work we undertake.

There will be the Personal Preventative measures Team members will be asked to abide by, the Domestic jobs section and the Commercial Building site section.

We have basic procedure outlines on our Web site and all Clients will be asked to read and understand at first point of contact. [www.mckenzenz2000.co.nz](http://www.mckenzenz2000.co.nz)

**Ordering Goods from Wholesaler:** Please use JA Russell on-site app or ring Masterton Branch to place your order. They will either deliver or ask you to use Drive Thru facility for contactless delivery. The same goes for Mitre 10 Mega or contact Office to order goods to be delivered to Hughan Place Workshop.

## Personal Covid 19 Measures

- Team members must abide firstly by National Covid 19 Levels
- Team Members are asked not to travel out of the region or to be in contact with people out of region. This will be re assessed at Level 2.
- Team Members must practise good personal hygiene: washing of hands, wearing PPE, and practise Social distancing outside their `bubble` of 2 m
- If you are feeling unwell, have had a sore throat, vomiting etc you are to stay at home until well or have been cleared by a Medical Practitioner for work. Please use your common sense do not think it is okay to go to work. If you are unsure, please contact the Office for advice.
- When we return to work Tuesday 28<sup>th</sup> April 2020: you will need to inform the Office daily of who you meet so we can keep a Register for each Team Member.

### **Team Members: What to expect?**

**Before arriving at work, we will ask you to fill out the Health Declaration form including the following:**

1. Have you or anyone you are in contact with been overseas in the last 20 days?
2. Have you had close contact with, or cared for, anyone suspected or diagnosed as having Covid-19, or who is currently subject to health monitoring for possible exposure to Covid-19 within the previous 30 days?
3. Do you have a fever above 38.c, feel feverish, or have chills, a cough or difficulty breathing?
4. Do you currently have or had diarrhoea or vomiting during the last 3 days?

Also:

Please remember 2m contact Rule when with clients,

No Hand Shaking and,

Clean areas you have been working in.

## Domestic Jobs

- In the first instance the person taking the call/job will need to ascertain that the Client is aware of Social distancing and be directed to our Website to see what to expect

### **Clients: What to expect?**

**When you ring or email to book a job, we will ask you a couple of questions.**

1. Have you or anyone you are in contact with been overseas in the last 20 days?
2. Have you or anyone you are in contact with been exposed to Covid19?
3. Are you comfortable with our Team members greeting and working for you wearing a mask and gloves?

Also:

Please remember 2m contact Rule when our Team are with you,

No Hand Shaking and,

Team members will clean areas they are working in.

## Commercial Sites:

Each of the Commercial Building firms we currently contract to have their own Covid 19 protocols, you will be provided with this information and asked to follow their protocols when on their sites. The links to their Protocols will be available via the Webpage after Wednesday 28<sup>th</sup> April 2020, Registered Electricians must make sure Apprentices in their care know what these protocols are.

We will update our SSSP to include Covid 19 Protocols.

- Each Team Member will travel directly to their jobs using either Work Vans or personal vehicle.
- Will take all food and drinks for the day with them, we strongly advise not to buy `Smoko` until we are at Level 2 : if you make another point of contact outside the work bubble please let the Office know details of who you were in contact with.
- Tools must be cleaned daily and if you are changing work sites they must be cleaned before you go onto a new site.
- Overalls are to be worn where possible and to be laundered daily/ uniform must be changed daily, Boots are to be cleaned when moving from site to site.
- Hands are to be washed frequently water/soap/ paper towels are provided in each Van: Use masks where appropriate (don't touch Face when mask is on please)
- Dispose of PPE into appropriate Rubbish bins (to be emptied daily)