



COVID-19 SITE SPECIFIC INDUCTION (CSSI) FOR RESIDENTIAL & COMMERCIAL CONSTRUCTION SITES

REV 1 – 24TH APRIL 2020

A. INTRODUCTION & PURPOSE

This COVID-19 Site Specific Induction Package is developed based on the guidelines of:

- COVID-19 – Standard for New Zealand Construction Operations
- New Zealand COVID-19 Construction Protocol
- COVID-19 Health and Safety Protocols for New Zealand Residential Construction Sites
- Site Safe – Site Induction guidelines

Individual businesses and operations may need to conduct the COVID-19 Induction to their site-specific circumstances but the overall intent of the standard should still be applied in all cases.

The Induction process and contents are expected to develop and evolve as requirements change from government and industry experience and are to be treated as working documents.

The purpose of this document is to:

- Apply relevant guidance from the Ministry of Health and other Government agencies to ensure workers are safe in construction sites;
- Provide a set practical tools for construction sites who are opened during COVID-19 Alert Level 3, 2 and 1;
- Enable the management to deliver a comprehensive COVID-19 induction before the workers arriving the site.
- Encourage a safe and respectful work environment and good communication between all stakeholders.

B. HOW TO USE CSSI

1. Complete the Site-Specific information in the CSSI before induction;
2. Run CSSI alongside with other safety induction items;
3. Go through the contents following the CSSI procedure shown below.

Note:

COVID-19 SITE SPECIFIC INDUCTION (CSSI)

1. COVID-19 POLICY & PLAN

All PCBU need to have its own COVID-19 Plan detailing the steps they will take to mitigate COVID-19 relative risks. The details of the plan should be communicated to workers and other PCBU including the Principle before starting work on site.

The following issues should be clarified:

- Our COVID-19 Policy – Do you have a copy? Have you read and understand it? Where you can find our policy documents
- Your COVID-19 Policy (if you induct contractors, subcontractors and/or suppliers) – Do you have a copy? Have you read and understand it?

Key policy statement: If you are unwell or believe you may have been in contact with any person having COVID-19, STAY HOME. Please follow the Appendix C – Personal Health Flowchart to confirm they are safe to be on site.

2. EMERGENCY MANAGEMENT PROCEDURE & CONTACTS

The following Emergency Management Procedure is recommended by “COVID-19 Health and Safety Protocols for New Zealand Residential Construction Sites”:

RISK IDENTIFICATION

- Should any worker or site visitor become suspected of having contracted COVID-19, or become aware they have had contact with a suspected COVID-19 case this must immediately be Reported to their contracting company and to the Site Owner.
- Site owner must immediately:
 - I. Shut site for minimum 3 days (unless confirmed not COVID-19) while investigation occurs.
 - II. notify Ministry of Health (Healthline Advice & Information line: 0800 358 5453)
 - III. begin contact tracing.

CONTACT TRACING

- Site Owner must identify all sites that the worker / visitor in question has accessed and compile a list of all people that may have been in the same home (same bubble) within a period of 7 days.
- Site owner must inform all those workers and their contracting companies that there could have been an exposure, whilst protecting the privacy of the individual where practicable.
- Workers who may have had contact to stay at home until case and contacts are confirmed or not in conjunction with Ministry of Health.

CLEANING





- Before the sites in question can be opened again after 3 day closure a full sanitising clean should be completed.
- Do not re-open site without specific approval from Ministry of Health.

EMERGENCY CONTACTS

- Healthline Advice & Information line: 0800 358 5453
- For more information about COVID-19 visit: <http://health.govt.nz/COVID-19>
- Our site safety representative:

Note:

3. COVID-19 HAZARDS & RISKS IDENTIFICATION AND CONTROL MEASURES

Steps	Hazards & Risks	Control Measures	PPE
Before Arriving on site 	Using public transport or sharing transport with others	Use your own car and only share car with people in same bubble	
	Contact with COVID-19 (tracing purposes)	Log is to be kept to record how to travel and who you travel with for	
Entering Site 	Carrying virus	Washing hands & wearing appropriate PPE before entering site.	Facemask, hand sanitiser, disposable glove
	Contact with COVID-19 (tracing purposes)	Sign in the register (<i>refer to Appendix D – Sign-in Register</i>). The register to be recorded daily.	Facemask, hand sanitiser, disposable glove
	Spread of COVID-19	Sign the Health Declaration Form (<i>refer to Appendix E</i>).	Facemask, hand sanitiser, disposable glove
Site Operations 	Spread of COVID-19 by working too close	Reduce / avoid aggregation and encounters of Workers. Keep physical distancing wherever possible (<i>refer to Appendix F – Physical distancing and hygiene Protocol</i>)	Facemask, hand sanitiser, disposable glove, goggle
	Spread of COVID-19 by visitors and deliveries	All visitors and delivery workers, will be restricted to one person wherever possible. Follow the Site transportation protocol (<i>Appendix G</i>)	Facemask, hand sanitiser, disposable glove, face shield, disposable overall
	Spread of COVID-19 by sharing facilities, tools, and equipment	To minimise the risk of cross-infection from shared surfaces, all offices and jobsites, and all tools, equipment, plant, vehicles must implement cleaning measures as per the Cleaning Guide (<i>Appendix H</i>)	Facemask, hand sanitiser, disposable glove, goggle, sanitised cleaning
Leaving Site 	Contact with COVID-19 (tracing purposes)	Workers must use the Sign-in Register to sign out. (<i>refer to Appendix D – Sign-in Register</i>). The register to be recorded daily.	Facemask, hand sanitiser, disposable glove
	Contact with COVID-19 / Spread of COVID-19	If workers re-entering the site, ask them to sanitizing hands, following the Hygiene Protocol (<i>refer to Appendix F</i>).	Facemask, hand sanitiser, disposable glove
	Spread of COVID-19 by carry virus from site	When returning home, workers will need to follow the necessary hygiene measures (<i>Appendix J</i>).	Sanitised cleaning
	Spread of COVID-19	Each site must be cleaned and sanitised at the end of the working day or end of each shift, as per the Cleaning guide.	Sanitised cleaning
	Spread of COVID-19	All waste and disposable PPE must be removed from site and securely disposed of as per the Cleaning guide.	Disposable glove, sanitised cleaning

4. SITE SAFETY FACILITIES & MEASURES

Set up and talk through the safety facilities at the workplace including entries and exits, Washing Station, COVID-19 kit/PPE, and security requirements:

- **SIGNAGE**
Set up appropriate signage around the site for COVID-19 facilities, procedures, notices and protocols (*refer to Appendix B for the Suppliers List*).
- **RESTRICT ACCESS AND ENSURE PHYSICAL DISTANCING**
Set up the site entry properly to enable everyone signing in > being checked for symptoms > cleaning and washing, while the physical distancing is strictly managed (*refer to Appendix B for the Suppliers List*).
- **COVID-19 KIT**
Set up a COVID-19 kit with sufficient quantity of COVID-19 safety PPE and other equipment, such as Hand Sanitiser, Facemask, Disposable Glove, Disposable wipe etc. Make everyone aware of where is the kit (*refer to Appendix A for PPE List, and Appendix B for the Suppliers List*).
- **WASH STATION**
Set up and clearly signage near the Site Entry and around the site where appropriate, again, make sure workers can be 2m apart while using it (*refer to Appendix B for the Suppliers List*).
- **WASTE MANAGEMENT**
Set up rubbish bins or containers at all necessary locations, ensure they are safe for worker to dispose waste. All waste and disposable PPE must be removed from site and securely disposed of as per the Cleaning guide (*refer to Appendix H*).

5. PERSONAL PROTECTION EQUIPMENT (PPE)

In terms of Personal Protection Equipment, correct PPE must be worn at all time, on top of usual PPE, hard hat / safety footwear / high visible vest etc. We also suggest the works to wear appropriate COVID-19

PPEs when and where appropriate, such as:

- Facemask
- Disposable glove
- Goggle
- Face Shield & disposable overall should be provided to the staff who handling interface with visitors and deliveries
- Disposable sanitising wipes

6. ACCIDENT & INCIDENT REPORTING

In addition to our normal accident & incident reporting, please use the following means for reporting any breach of COVID-19 incidents and accidents:

By Phone: _____

By Email: _____

By Social Media: _____

We encourage you to report any incidents or near misses in the following list, but not limited to the list:

- Any behaviour not keeping the safe physical distancing;
- Any behaviour not following the hygiene protocol;
- Any area to be sanitising cleaned;
- Anyone not wearing appropriate PPE;
- Anyone has suspected symptoms.

7. SAFETY MEETING & TOOL BOX TALK

In addition to our normal safety meeting and tool box talk, we require all PCBU to have regular tool box talk to discuss COVID-19 relative issues, such meeting may be conducted online.

Please confirm your Tool Box Talk arrangement:

We conduct our Safety Meeting:

8. COVID-19 SITE SPECIFIC INDUCTION REGISTER

The Safety representative uses the following register to complete the Induction process:

Date of the Induction:

Name of who conduct the Induction:

- Please tick the any of items you have gone through during the Induction:

CSSI Safety Items

- | | |
|--|---|
| <input type="checkbox"/> 1. COVID-19 Policy & Plan | <input type="checkbox"/> 4. Site Safety Facilities & Measures |
| <input type="checkbox"/> 2. Emergency Management Procedure & Contacts | <input type="checkbox"/> 5. Personal Protection Equipment (PPE) |
| <input type="checkbox"/> 3. COVID-19 Hazards & Risks Identification and Control Measures | <input type="checkbox"/> 6. Accident & Incident Reporting |
| | <input type="checkbox"/> 7. Safety Meeting & Tool Box Talk |

- Please record the names and signature (or confirmation) who attend the Induction:

Name of Attendee of the Induction	Company	Site Safe Passport No.	Signature or Confirmation

Note:

APPENDIX A – COVID-19 KIT & EQUIPMENT

1. YOUR PERSONAL COVID-19 RETURN TO WORK KIT

Item	No	Remarks
Facemask	1 box of 50	You can order these items as a Kit, refer to the Appendix B for ordering details
Disposable gloves	1 box of 100	
Hand sanitizer	2 bottles of 500 ml	
Disposable antibacterial cleaning cloth or wipe	1 box	
Safety goggle	2	
Face shield	TBC	Optional
Long sleeve gown / Disposable overall	TBC	Optional
Pen to use for signing in	TBC	Optional
Using disposable crockery, eating utensils, cups etc	Some	Optional

2. CONSTRUCTION SITE (OR OFFICE) COVID-19 KIT & EQUIPMENT LIST

Item	No	Remarks
Disposable Facemask	5 box of 50	You can order these items as a Kit, refer to the Appendix B for ordering details
Disposable gloves	10 box of 100	
Hand sanitizer	10 bottles of 500 ml	
Disposable antibacterial cleaning cloth or wipe	Several box	
Safety goggle	20	
Face shield	Some	Optional
Long sleeve gown / Disposable overall	Some	Optional
Full PPE for the crew member who act as External Interface: Face shell (eyes protection); mask, glove, Long sleeve gown or disposal overall.	A few sets	Front-line Kit
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.	Some	Signage Kit
Secure bins locate in suitable locations - All waste and disposable PPE must be securely disposed of.	Where appropriate	
Set up "Washing Station" - Set up a specific place near the entry of the site for handwashing and/or sanitising. (Supplying to the Washing Station, such as hand sanitiser, soap etc.)	Where appropriate	
Pen to use for signing in	Some	
Extra supplies of: Soap, hand sanitiser and paper towels and these should be securely stored.	When need	

APPENDIX B – SUPPLIERS

1. COVID-19 KIT / REFILL / EQUIPMENT SUPPLIER

THE UNICORNS

Website: <https://theunicorns.co.nz/>

Email: nancy@theunicorns.co.nz

Contact: Nancy 021 373 137

2. COMMERCIAL COVID-19 CLEANING CONTRACTOR

BG PARTNERSHIP LTD.

20 Years' experience of Professional Hygienic / Sanitise commercial and construction site cleaning with COVID-19 required standard.

Email: bgcleaning@xtra.co.nz

Contact: Ian Shin 021 236 7020
John Drummond 021 704 379

Postal Add: PO Box 11261 Ellerslie Auckland

3. COVID-19 SIGNAGE SUPPLIER

DTECH STUDIO (DESIGN & PRINT) LTD

Website: www.dtechstudio.co.nz

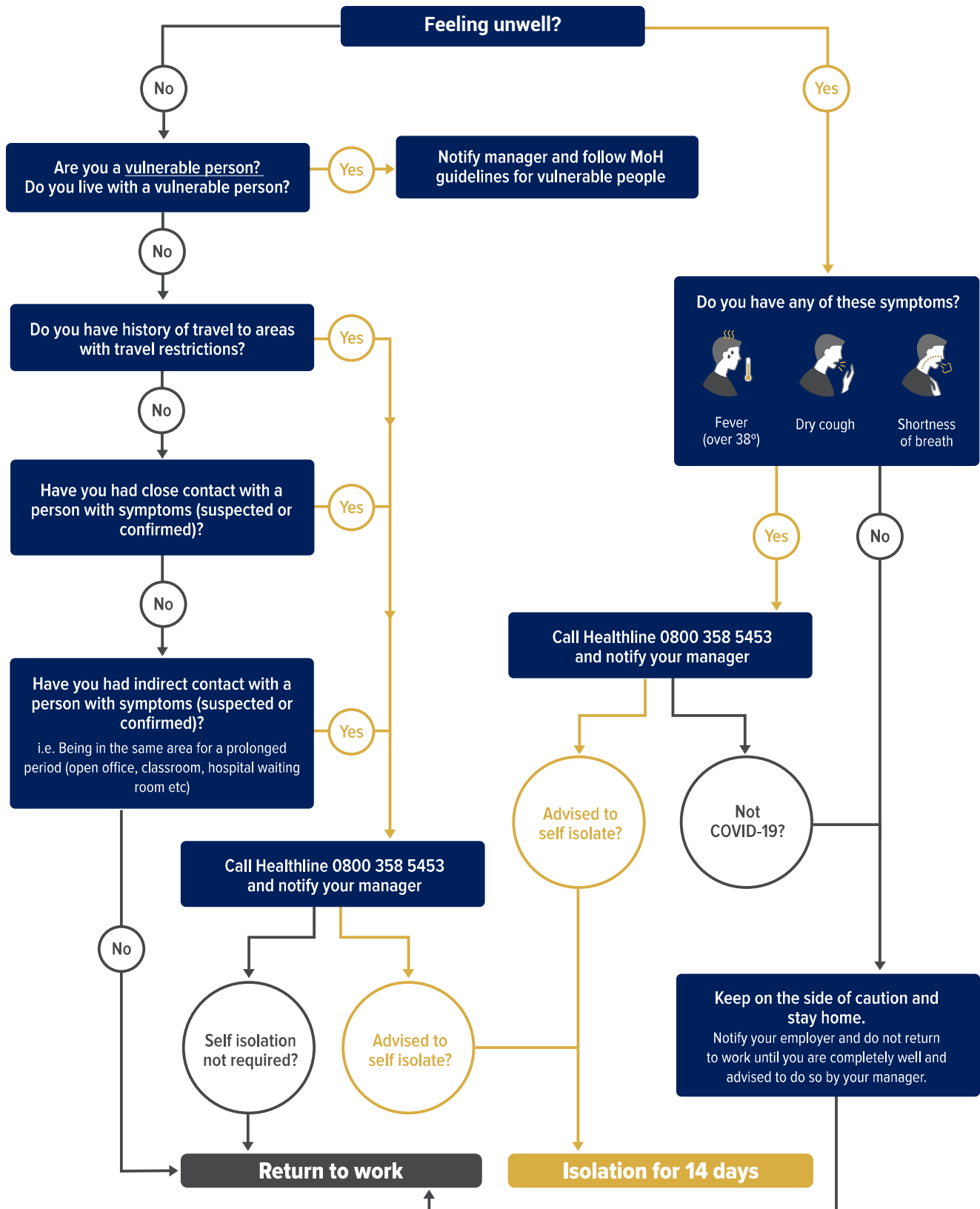
Email: rui@dtechstudio.co.nz

Contact: Rui Dai 021 648 451



APPENDIX C

PERSONAL HEALTH FLOWCHART



[illegible]

HEALTH DECLARATION FORM

Name:

Mobile:

Company:

Have you had any of the following symptoms over the past 14 days? Please tick if yes.

- | | |
|--|---|
| <input type="checkbox"/> Fever | <input type="checkbox"/> Nasal congestion (runny nose) |
| <input type="checkbox"/> Cough | <input type="checkbox"/> Sneezing |
| <input type="checkbox"/> Difficulty in breathing | <input type="checkbox"/> Temporary loss of smell |
| <input type="checkbox"/> Sore throat | <input type="checkbox"/> Other symptoms (please specify): |
-
-

Have you been in close contact with person showing symptoms of COVID-19?

- ☐ Yes ☐ No

If the answer is yes to either of the question above, please report to the Health Screening Area.

Definition close contact:

- Health care associated exposure, including providing direct care for COVID-19 patients, working with health care workers infected with COVID-19, visiting patients or staying in the same close environment of a COVID-19 patient.
- Working together in close proximity or sharing the same classroom environment with a COVID-19 patient.
- Travelling together with COVID-19 patient in any kind of conveyance.
- Living in the same household as a COVID-19 patient.

Signature:

Date:

APPENDIX F

PHYSICAL DISTANCING AND HYGIENE PROTOCOL – ALERT LEVEL 3

Safe work practices to limit exposure to COVID-19 while operating under alert level 3 at work means first assessing the risks, and then implementing the appropriate controls, so far as is reasonably practicable. All work must be undertaken in such a way as to reduce any possible contact between workers and to promote physical distancing wherever possible.

WHAT IS PHYSICAL DISTANCING?

Physical distancing, sometimes known as “social distancing”, is about keeping a safe distance from others. Physical distancing means remaining two metres away from other people. This is important to help protect us from COVID-19, which spreads via droplets from coughing and sneezing. Staying two metres away from others is an effective measure.

GENERAL WORKING ARRANGEMENTS

- Keep team sizes as small as possible
- Keep a record of who is in each team every day as you may be required to track back for contact tracing.
- Site teams are encouraged to put forward split/alternating shifts to avoid extensive intermingling to reduce potential of exposure.
- Work site is to be segregated into zones (or by other methods) as much as possible to keep different teams/trades physically separated at all times.
- Where possible, apply a one-way system in high-traffic areas, such as lifts, stairwells and scaffolds.
- Where practical, all office employees supporting a project work remotely.
- When using a vehicle, the Cleaning Guide must be followed.
- When using a vehicle, limit this to one person per vehicle if possible.

EXTERNAL INTERFACES

- One member of the crew nominated to receive supplies etc.
- Keep the engagement with the other person as brief as possible.
- Ask for paperwork to be emailed rather than handed over as much as possible:

- If unavoidable, then either wear gloves when handling the item or wash hands before and after handling said items.

SITE ENTRY

- Limit visitors to site where ever possible.
- Introduce staggered start and finish times where possible to reduce congestion and contact.
- Monitor site access points to enable physical distancing – you may need to change the number of access points, increase to reduce congestion or decrease to enable monitoring.
- Where entry systems that require skin contact e.g. fingerprint scanners are used, the Cleaning Guide must be followed.
- Require all workers to wash or clean their hands before entering and leaving the site.
- Allow plenty of space (two metres) between people waiting to enter site.
- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times.
- 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, reduce the number of people and hold them outdoors wherever possible.
- Delivery drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.
- Any sign in registers should be recorded by one person where possible –do not pass material around the group and minimise contact with any screens.

SITE MEETINGS

- Only absolutely necessary meeting participants should attend.
- Attendees should be two metres apart from each other.
- Rooms should be well ventilated / windows opened to allow fresh air circulation.
- Hold meetings in open areas where possible.
- Meetings are to be held through teleconferencing or videoconferencing where possible.

AVOIDING CLOSE WORKING

- There will be situations where it is not possible or safe for workers to distance themselves from each other by two metres. In such cases appropriate PPE must be worn – facemasks are optional.
- Teams working in close proximity (within 2m) should stay in these teams for close work. To minimise risk of exposure, do not introduce or change members of teams.
- Plan all work to minimise contact between workers.
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers.
- Single use PPE should be disposed of so that it cannot be reused.
- Stairs should be used in preference to lifts or hoists.
- Where lifts or hoists must be used:
 - Lower their capacity to reduce congestion and contact at all times.
 - Regularly clean touchpoints, doors, buttons etc.
- Increase ventilation in enclosed spaces.

TOILET FACILITIES

- Physical distancing rules apply to the use of shared facilities, including toilets.
- Wash hands before and after using the facilities.
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks, toilet flush and sanitary bins.
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

EATING ARRANGEMENTS

- If you need to leave site for any reason, follow site entry procedures on return.
- Dedicated eating areas should be identified on site to reduce food waste and contamination.
- Break time should be staggered to reduce congestion and contact at all times.
- Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area.
- The workforce should be asked to bring pre-prepared meals and refillable drink bottles from home.
- Workers should sit 2 metres apart from each other whilst eating and avoid all contact.
- Where catering is provided on site, it should provide pre-prepared and wrapped food only.
- Payments should be taken by contactless card wherever possible.
- Shared crockery, eating utensils, cups etc. should not be used unless a dishwasher is available to clean them.
- Tables should be cleaned between each use.
- All rubbish should be put straight in the bin and not left for someone else to clear up.
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines.
- Limited access and use of coffee machines and water fountains.
- Consider numbers on site for site facilities as physical distancing may require additional space/facilities.

CHANGING FACILITIES, SHOWERS AND DRYING ROOMS

- Introduce staggered start and finish times to reduce congestion and contact at all times.
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.
- Consider increasing the number or size of facilities available on site if possible.
- Based on the size of each facility, determine how many people can use it at any one times to maintain a distance of two metres.

- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

GENERAL HYGIENE

- Each worker must sanitise their hands with hand sanitiser or soap and running water before entry onto site, use warm water if available.
- Set up a specific place near the entry of the site for handwashing and/or sanitising. This could be as simple as on the back of a ute.
- Any personal items brought to site by workers must be segregated (kept separate from other workers items).
- Individual PPE for workers must be kept separate from other workers PPE and cleaned correctly as per the Cleaning Guide.
- All eating and drinking utensils to be cleaned by the user. Have paper towels accessible to dry.

SMOKING

- Smokers/vapers must use designated area or do so off-site and butts are to be placed in the designated receptacle. Hands must be washed before and after smoking.
- Stand so that smoke or vapor produced is not going into another person's breathing zone.

HAND WASHING

- Provide additional hand washing facilities to the usual welfare facilities on large, spread out sites or significant numbers of personnel on site.
- Ensure soap and fresh water is readily available and kept topped up at all times.
- Provide hand sanitiser where hand washing facilities are unavailable.
- Regularly clean the hand washing facilities and check soap and sanitiser levels.
- Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.

HAND WASHING



Wet your hands under clean running water. Use warm water if available.



Put soap on your hands and wash for 20 seconds. Liquid soap is best.



Rub on both sides of both hands...



and in between fingers and thumbs...



and round and round both hands.



Rinse all the soap off under clean running water. Use warm water if available.



Dry your hands all over for 20 seconds. Using a paper towel is best.

Steps provided by Ministry of Health's guide to hand washing.

APPENDIX G

SITE TRANSPORTATION PROTOCOL – ALERT LEVEL 3

WORKERS TRAVEL TO SITE

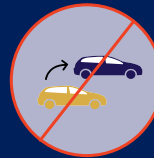
Employers are required to have an understanding of how workers will travel to and from site.



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



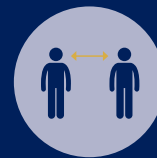
Deliveries to site should be delivered by one person only where possible.



Handwashing protocols to be observed once arrived at site.



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



2m physical distancing rules to be applied at all times.

APPENDIX H

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 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 J

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.