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against
COVID-19

Covid-19 Protocols for Erosion Control Operations under Level 3 and Level 4

[Level 4 work is the subject of a separate submission to MPI]

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Contents

| | |
|---|-----------|
| Introduction..... | 3 |
| Start-up Considerations | 5 |
| Recommended Practices for Covid-19 – Everyone | 7 |
| Recommended Practices for Covid-19 – Harvesting / Engineering Operations..... | 11 |
| Recommended Practices for Covid-19 – Hydroseeding, Strawmulching and Hay Cartage | 13 |
| Appendix | 15 |

Introduction

This is a guide intended to be used by those working for Erosion Control, operating under the NZ Covid-19 Alert System.

This material is only issued as guiding recommendations and information. All businesses operate differently and should identify their own risks and mitigation measures, adhering to New Zealand Government restrictions.

The government is using four levels to define the status of the pandemic and how all of NZ will respond. The levels are categorised as follows:

- Level one – Prepare: The disease is contained.
- Level two – Reduce: Disease is contained but risks of community transmission growing.
- Level three – Restrict: Heightened risk that disease is not contained.
- Level four – Eliminate: Likely that disease is not contained.

Erosion Control is currently defined as non-essential unless specified otherwise and is non-operational at Level four.

Restarting operations under level 3 or 4 will require all businesses to have in place:

- A Covid-19 safety plan with the key aim of a minimum physical distancing of 2 metres at all times.
- General hygiene provisions (GHP) for minimising the possibility of spread of Covid-19 between workers.

This document uses the Ministry of Health (MoH) guidelines, which have been continually reinforced as important measures for mitigation of disease risk:

- Stay at home if unwell
- Wash hands
- Sneeze / cough into tissue / elbow (tissues in bin)
- Physical distancing
- Visitor / other service provider protocols to maintain good hygiene and physical distancing
- Clean hard surfaces with high touch points
- All persons on site to sign a register to facilitate contact tracing

Our focus is safe restart when we move to Level three. This is not a return to business as usual. There will be considerable restrictions on businesses and not all non-essential businesses will be operating.

Level 3 still means:

- 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 remain closed
- Non face-to-face primary care consultations
- Non acute (elective) services and procedures in hospitals deferred and healthcare staff reprioritised

Level 3 is still very restrictive and necessary. But the key difference is, you can leave your house. Provided the correct preventative practices are followed, you're good to go – only some non-essential businesses will still be closed.

Consideration of possible essential work during Level four will be dealt with as a separate submission to MPI.

Framework

These guidelines and protocols have been developed using the following framework:

- Before people get to work (i.e. planning, rostering, remote inductions, clearing)
- When people arrive at work (i.e. signing-in, health checks, washing facilities, work distancing, site maps)
- While people are at work (i.e. approach for deliveries, separation plans and barriers, bathroom management, break management, limited access points)
- When people are leaving work (i.e. sign-out, washing, transport protocols, home arrival hygiene)
- What happens in an emergency (i.e. emergency plans still work in line with hygiene and distancing, (e.g. assembly points); COVID case plan)

Recommended practices have been developed as follows: Everyone, Operations, Engineering operations.

Restarting of Operations

In addition to considering disease management, a successful restart will require collaboration, coordination and detailed planning with all those involved across the supply chain.

This lockdown situation is unprecedented. The 2021 work year has been reduced by a minimum of 18 workdays. Businesses should adjust their work schedule and expectations prior to start-up. The industry cannot reasonably expect people to complete the planned work in fewer days and this will impact seasonal operations.

When people return to work there will be a whole range of pressures which may be unseen and unknown (work scheduling, financial, emotional, relationship, physical pressures). It will not be business as usual for some time.

This is also the longest break from work that many people have had. We will have to be aware of mind set, physical condition and general health along with pre-existing health conditions and circumstances within people's existing 'bubble'.

Start-up Considerations

1. Start-up pre-planning

- Clear directives on Alert level and the requirements for start-up
- Liaise with all key stakeholders in your supply chain
- Site assessment including environmental aspects
- Complete any site remedial work before production work starts
- Have start-up plan documented and reviewed by all overlapping PCBU's
- Complete risk assessment and identify controls
- Purchase required PPE and hygiene goods required for start-up
- Determine methods for transport to and from work that maintain physical distance
- Determine communication methods prior to starting work and when on site
- Financial impacts and payment schedules for contractors and workers
- Assess training requirements utilising more digital means of communication and technology solutions. Managers/ Supervisors may need to act as mentors/ 'go to person' for setup of devices where they have the skills.
- Designated person to manage stock of PPE and hygiene goods including purchasing and distribution, so it remains readily available as needed
- Consider make up of workforce by role/ skills/ tasks and implement 'working bubbles' based on people who must work, and may travel together, to:
 - a) minimise the risk of community spread amongst people
 - b) reduce risk to business functionality by losing all people with same skill set infected in a single event
 - For example, if a crew has two operators in separate bubbles, this isolates them from each other when working and travelling

3. Site start-up activities

- Machines / equipment to be inspected (detailed inspection) and pre maintenance completed
- Phased approach to working through start up to get workers back in mindset
- Segregating phases to eliminate interaction risks between workers and machine
- Communication on every worker and check that it is effective.

4. Re-start of operations

- Methodical, pre-planned approach with sufficient time to work towards full production
- Education on Covid-19 protocols including physical distancing, hygiene and proper use of PPE
- Mental and physical pre-start exercise for all workers to participate in before work
- Pre-start-up meeting (detailed and engage workers in each phase)
- Manual operations work hardening (rotation, more breaks, avoided where possible)
- Buddy system (workers given a mate to watch out for)
- Physical distancing to be maintained during tailgate / toolbox meetings

5. Supervision

- Owners/Supervisors to have a high-level daily review and monitoring plan. No work tasks to be covered
- Ensure PPE and physical distancing is effective, and that personal hygiene is maintained
- Daily coordination of work to avoid physical interactions and good communication
- Response / confirmation protocols for radio / phone communication

Recommended Practices for Covid-19 – Everyone

1. Stay at home if you are unwell

- Everyone must self-assess their health prior to attending work. If in doubt, phone Healthline on 0800 358 5453 to seek advice
- Staff will not come to work if anyone in their home bubble has any COVID19 symptoms

2. General hygiene

Practise good hygiene at ALL TIMES including:

- Cover your coughs and sneezes with your elbow or a tissue
- Put used tissues straight into the bin
- Wash your hands often with soap and water, including before and after eating and after going to the toilet
- Use alcohol-based hand sanitisers
- Avoid touching your eyes, nose and mouth
- Clean and disinfect frequently used hard surfaces
- Clean and disinfect frequently used objects such as mobile phones, keys, wallets and work passes

3. Have hygiene and cleaning products available on site:

All works sites should have available:

- Alcohol-based hand sanitisers
- Alcohol-based cleaning products for wipe down areas
- Anti-bacterial soap & water
- Paper towels to wipe down surfaces and dispose of
- Tissues
- Gloves
- Bins / bags / waste areas to dispose of used cleaning items

If sanitisers cannot be sourced, then frequently wash hands with soap and water which must be provided.

4. Physical distancing

Maintain physical distancing – best practice is 2 metres of separation between people. Separation can also be achieved through staggering start / finish / and meal break times.

Where businesses cannot achieve the preferred physical distance of 2 metres between workers, they should ensure a minimum of 1 metre separation and should put in place

additional mitigation measures (e.g. personal protection equipment). It is important that all businesses adapt the principles of disease control for their specific circumstances.

They must ensure, as much as possible, that people are able to remain within their designated 'bubble' and do not spread the virus.

The following protocols should be discussed and agreed with teams:

1. Stagger breaks so that there are no communal lunches, smoko or other gatherings
2. Maintain a minimum distance of 1.0m from others, 2.0m is preferable
3. Handheld two-ways and phones are to be used to reduce close contact between crew and visitors

5. Site register

Ensure you have a register for all employees, visitors and service providers to ensure contact tracing can be done by MoH if there is a Covid-19 case at your workplace.

6. Travel to and from work site

Wherever possible employees are to travel individually, as a single occupant, with no passengers to and from a work site. Avoid sharing vehicles wherever possible.

7. Shared vehicle (split shifts, different users on different days etc)

Where a vehicle or machine is shared between different drivers / operators, each user must wipe down at the beginning and end of each use:

- Interior (including high touch areas such as steering wheel, gear shift, seat belt and buckle, radio, window controls etc)
- Any handheld devices left in the vehicle (where possible individuals to retain their own handheld devices)
- Two-way radio
- Exterior high touch areas including door handles
- Keys and or remote sensor

8. Fuel purchases

- Use hand sanitiser or wash hands with soap and water both before and after refuelling vehicles

9. 'At-Risk' employees

- Employees who are most at risk, as defined by MoH, should discuss options with their employer. Where appropriate, an employer may recommend such employees are relocated or assigned alternate duties for added protection.

10. All meetings to be conducted remotely (including Toolbox Meetings)

- All meetings should be conducted using either phone conference, video conference or other technologies which can be set up to be accessed by laptop, tablet or smartphone.
- All communications for toolbox meetings should now take place with 2m distancing or via phone or radio with participants

11. Training

- No face to face training should be provided either onsite or offsite - until further notice.

12. Work from home where possible

- While this will not be an option for many employees, businesses must identify work from home options.

Hydroseeding and Straw Mulching and Hay Cartage

| Task | Multiple Contact Engagements | Exposure Management Controls |
|--|-------------------------------------|---|
| Get to work | One Bubble | If not travelling individually by private vehicle (in which case no multiple contacts), 1 Bubble or crew per vehicle/trip (dependent on vehicle seat numbers), clean interior surfaces of vehicle between trips. |
| Prepare for work including PPE | One Bubble | Bubbles to be assigned time at shed to prepare. 2m physical distancing to be enforced. Sanitisation practices between Bubbles to be implemented. |
| Toolbox meeting | One Bubble | 2m physical spacing in open area, outside shed. |
| Movement around by foot. | One Bubble | All movements 2m spacing. |
| Machine Operation 1 Operator | One Bubble | If not travelling individually by private vehicle (in which case no multiple contacts), 1 Bubble or crew per vehicle/trip (dependent on vehicle seat numbers), clean interior surfaces of vehicle between trips. |
| Machine Operation 2 Operator | Two People | Masks to be worn. Wear Gloves |
| Smokos/Meal breaks | One Bubble | Bubble sizes to be set to allow work program to be efficiently completed whilst maintaining physical distancing. If more than 1 Bubble, stagger smoko/meal breaks at common shed. Sanitisation practices implemented between Bubbles. Clean common areas daily. |
| Collection of Tools / Signs / other items | Two people (if items are purchased) | Masks to be worn if purchasing items. Disinfect items purchased. Disinfect hands if handling items before disinfecting. |
| Contractor / Staff drives to site | None | 1 person in own vehicle. If vehicle shared disinfect before and after. |
| Gates opening and closing | None | Wear gloves when handling gate and lock or disinfect before and after use. |
| Site representative onsite supervision and compliance. | Two people | 1 Site representative and contractor can communicate via independent radio / phone or 2m spacing. |

Recommended Practices for Covid-19 –Operations

1. Re-induction of everyone on site

- Each worker to be re-inducted on the new practices for Covid-19 for the work site
- Each individual to possess individual PPE that includes a bottle of sanitiser, soap and disinfecting wipes, individual water bottles and toilet paper. These are not to be shared
- Subcontractors and service agents must be also be fully re-inducted

2. Wipe down, disinfect and disposal

- Frequently wipe down and disinfect frequently used and communal surfaces
- Each work site must have a disposal procedure for used disinfecting wipes

3. Wash hands

- Regularly and thoroughly wash or sanitise hands with soap
- For example; after every sneeze or cough; before and after eating, using the toilet, refuelling vehicles, opening or closing a forest gate, touching something 'communal', upon entering a machine/vehicle and after any contact with another person or pet

4. Travel

- Workers are to travel to work individually as a single occupant where possible. Leave home/work and return directly to your bubble. Do not sightsee or make unnecessary stops to/from work
- If a driver is required to collect a passenger, then both occupants must maximise their separation distance whilst in the vehicle. Both workers must thoroughly wash or sanitise their hands on exiting the vehicle

5. Social distancing

- **Maintaining social distancing is a critical health practice.** Individuals must keep 2m apart for any activity that requires interaction between 2 or more people (e.g. toolbox meetings, maintenance)

6. Meetings

- If wet, use radio / phone communication (either handheld or in machines/vehicles) to communicate
- At the end of each toolbox meeting and once all plans have been discussed, Team Leader or Operations Manager are to ask all workers individually by name for an affirmation that they understand the work plan, and then sign off the Daily Toolbox Book on their behalf

- Each person should be asked at each toolbox meeting if they are “feeling right and not exhibiting any Covid-19 symptoms”

7. Work Bubble – Machine Operation

- Sanitise machine prior to starting work at the beginning of the day; wipe down all switches, door/window handles, seatbelts, controls, radio, seat, roof and all surfaces
- Once cleaning is completed, hands must be washed for 20 seconds with soap and dried thoroughly OR sanitised
- If an operator needs to switch machines for operation or maintenance during the day, then they need to sanitise the machine prior to use as above
- If they are the only user of both machines, then a daily high touch area wipe down is all that is required to maintain a healthy work bubble

8. Work Bubble – Other activities

- Stay isolated for rest breaks. There are to be no communal lunches. Do not share your food or water. Keep a minimum of 2m apart. Wash hands before and after eating
- First Aid kits on site and in vehicles to be allocated to each person as the ‘holder’ of that kit. It will be that person’s responsibility to ensure that used items are replenished.

9. Work Bubble – Visitors

- Any visitors to site should notify the crew in advance of their visit. No surprise visits
- The visitor will be informed of the check-in procedure prior to arriving on site
- Sign in will be via verbal affirmation with the site contact
- Maintaining a minimum distance of 2m with any person on site is paramount
- All visitors must have their own hand sanitiser as part of their compulsory PPE to enter the site.
- Any sub-contractor or service agent visiting the site to undertake work must provide their own business’s Covid-19 health and safety procedures.
- Any rubbish brought on site by a visitor must be removed by that visitor.
- A register must be kept that includes each individual who was on site that day and when (arrival to leaving) for contact tracing purposes if a Covid-19 case occurs

In an emergency the usual procedures apply but take extra diligence to minimise your risk to Covid-19

Recommended Practices for Covid-19 – Hydroseeding, Strawmulching and Hay Cartage

1. Arriving at Work

- Ensure you are well rested the night before, ready for the day ahead
- Driver to self-declare that they are Covid symptom free (using an app or day sheet)
- 1 driver inside the driver's room or toilet at any time
- Maintain 2 metres distance between yourself and workmates
- Complete your pre-start checks
- If it is a shared truck, then follow protocols and wipe down cab with sanitiser
- Check your water bottle is filled ready to wash hands on the road. Wash your hands prior to departing the yard with sanitiser or soap and water.

2. On the Road

- Wearing your gloves, complete your chain checks as per normal. Do this on your own
- Wash your hands with sanitiser or soap and water prior to returning to cab.

3. Refuelling

- Enter your fuel pin etc at the machine,
- Wash your hands with sanitiser or soap and water,
- Wearing your gloves, start refuelling process,
- Once complete, hang bowser back,
- Remove your gloves and wash your hands with sanitiser or soap and water prior to returning to cab.

4. Back at the yard - End of Day

- Wipe down your cab with sanitiser spray and a rag
- Dampen rag with sanitiser spray and wipe down tablet and case - wipe inside and out of case
- Refill water bottle ready for hand washing following day
- Check drivers' room and if/once empty, go inside – 1 person at any time
- Place your completed dockets and day sheets in the office
- Wash your hands with sanitiser or soap and water

5. Punctures/Blow - Outs on the Road

- Contact office or supplier and notify of issue, which tyre, tyre size, your location

- Upon arrival of tyre repairer, remain in your cab and avoid any unnecessary contact with repairer – if you need to speak with repairer, do so in an open air environment and maintain 2 metres of distance. Do not assist with changing the tyre
- Wash your hands with sanitiser or soap and water prior to returning to cab.

6. Tyre Changes [TYRECORP]

- Call ahead via office and notify of issue, which tyre and tyre size
- Park vehicle in designated area at suppliers
- Avoid contact with supplier staff
- Remain in cab or outside of supplier building whilst repairs are completed
- Once complete, wash your hands with sanitiser or soap and water prior to returning to cab

7. Workshop

- Call ahead via office and notify of issue requiring repair on vehicle
- Complete vehicle fault sheet and leave inside cab
- Park vehicle outside workshop
- Wipe down cab with sanitiser spray
- DO NOT ENTER WORKSHOP FOR ANY REASON

8. CVST – NZ Police

- Remain in your cab and advise officer you would always prefer to keep 2 metres from them, suggest they speak to you from the passenger side with door open and engine off
- If an officer needs to look at your logbook, request they use their sanitiser
- If you exit the vehicle for any reason, maintain 2 metres distance
- Wash your hands with sanitiser or soap and water prior to returning to cab
- STAY PROFESSIONAL, FOLLOW INSTRUCTIONS AND ASSIST THEM IN THEIR JOB SAFELY

9. Talking with workmates

- If you always need to talk to workmates then do so either by phone or if possible, have a conversation outside in an open-air environment maintaining 2 metres of distance for less than 10 minutes.

AT ALL TIMES, MAINTAIN PHYSICAL DISTANCE, WASH HANDS AND KEEP YOUR SELF AND OTHERS SAFE.

Appendix

1. Alert level protocols

Level One – Prepare

- Communication on pandemic status and appropriate protocol,
 - Personal hygiene expectations following MoH guidelines
 - Distancing recommendations,
 - Sickness:
 - refer to COVID-19 symptoms chart
 - use of health line – 0800 358 5453
 - communicate with supervisor if feeling unwell
 - self-isolate if virus symptoms appear and seek medical advice

Level Two – Reduce

Will apply the protocols in Level one, and:

- Communication on pandemic status and appropriate protocol
 - Physical distancing measures in communal areas – seating arrangements, break times, working from home options
 - Internal meetings – essential only, limited numbers, key personnel
 - Limitation of Contractor access to site, on site and with staff
 - Prestart check of staff wellness prior to work commencing
- Ceasing of all international travel
- Introduction of compulsory hygiene requirements for staff, contractors and visitors
- Provision of additional hygiene resources - sanitisers
- Restrictions on domestic travel – only essential travel to be undertaken
- Restrictions on face-to-face meetings with people external to the business - essential
- Additional cleaning duties employed with emphasis on communal surfaces
- Main office closed to the general public, visits by appointment only
- Essential external training only
- Clinical testing where staff identified with symptoms or possible contact
- Those deemed to have been in contact with a carrier must self-isolate as per MoH guidance
- Company to be informed of any staff feeling unwell
- Contingency plan to manage reduced numbers

Level Three – Restrict

Will apply the protocols in Level two, and:

- Mandatory use of PPE where required by management and available
- Strict control of staff movements and interactions within the workplace and around the site (silo-ing of the workplace)
 - Pedestrian traffic
 - Smoking areas
 - Workplace interactions
- Staff who can work from home will do so as much as possible
- No external training
- Changes to working structures where applicable
 - Days and hours of work to reduce numbers gathered
 - Separation of working crews as much as possible

- splitting crews
- creating fixed teams (team bubbles)
- gaps between crews start and finish times
- Strict limitation on local travel to essential only
- Automatic and mandatory quarantining of working crews for 14 days following a crew member diagnosed with virus

Level Four – Eliminate

- Stay home until further notice

People who have contracted the virus are not permitted to return to work until they have been deemed able to do so by a suitably qualified medical practitioner.

Appendix 2: Covid-19 Alert Levels

New Zealand COVID-19 Alert Levels

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- These alert levels specify the public health and social measures to be taken.
- The measures may be updated on the basis of (i) new scientific knowledge about COVID-19 and (ii) information about the effectiveness of intervention measures in New Zealand and elsewhere.
- The alert levels may be applied at a town, city, territorial local authority, regional or national level.
- Different parts of the country may be at different alert levels. We can move up and down alert levels.
- In general, the alert levels are cumulative, e.g. Level 1 is a base-level response. Always prepare for the next level.
- At all levels, health services, emergency services, utilities and goods transport, and other essential services, operations and staff, are expected to remain up and running. Employers in those sectors must continue to meet their health and safety obligations.

| LEVEL | RISK ASSESSMENT | RANGE OF MEASURES (can be applied locally or nationally) |
|--|---|--|
| Level 4 - Eliminate Likely that disease is not contained | <ul style="list-style-type: none"> • Sustained and intensive transmission • Widespread outbreaks | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • Community transmission occurring OR • Multiple clusters break out | <ul style="list-style-type: none"> • 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 risks of community transmission growing | <ul style="list-style-type: none"> • High risk of importing COVID-19 OR • Uptick in imported cases OR • Uptick in household transmission OR • Single or isolated cluster outbreak | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • Heightened risk of importing COVID-19 OR • Sporadic imported cases OR • Isolated household transmission associated with imported cases | <ul style="list-style-type: none"> • 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're sick, report flu-like symptoms • Wash and dry hands, cough into elbow, don't touch your face |

Appendix 3. Framework for 'Covid-19 Safe to Work'

Key principles align with Ministry of Health guidelines: hygiene (personal and surfaces, separation distances, stay home if unwell etc)

| | What do you do (actions) | Individual | Contractor | Site Manager | Interfaces |
|----------|--|-------------------|-------------------|---------------------|-------------------|
| 1 | When you leave home? | | | | |
| 2 | When you travel to work? | | | | |
| 3 | When you get to site? | | | | |
| 4 | Operationally – must include consideration of the full supply chain and other companies / people working or coming on to site? | | | | |
| 5 | When you leave site? | | | | |
| 6 | When you travel to home? | | | | |
| 7 | When you get home? | | | | |