

COVID-19 Level 2 Protocol

PLANNERS | SURVEYORS | ENGINEERS | ARCHITECTS | ENVIRONMENTAL

Cato Bolam Covid-19 Level 2 Protocol

This Cato Bolam Covid-19 Protocol has been devised on the basis of best advice and reflect Cato Bolam's commitment to health and safety and the New Zealand Government's plan to eliminate COVID-19.

This protocol has been updated to reflect the Government's Level 2 modifications applying from August 31 2020.

Purpose:

- To keep our staff and the wider community healthy and safe by preventing the spread of COVID-19.
- Apply relevant guidance from the Ministry of Health to the Cato Bolam working environment during the Covid-19 Alert Level 2 period.
- This protocol sits alongside usual Cato Bolam Health and Safety Policy.
- These protocols are to be followed by Cato Bolam staff during the Level 2 stage of the COVID-19 period.

For information on what COVID-19 is, what the symptoms are, and how it spreads, visit www.covid19.govt.nz

Vulnerable Persons

Are you a Vulnerable Person?

If you feel that you are a vulnerable person this does not necessarily mean you cannot work in the safe environment we provide. Any concerns should be raised with your Director.

Current Advice is that relevant conditions include:

- serious respiratory disease such as chronic lung disease or moderate to severe asthma
- serious heart conditions
- immunocompromised conditions
- severe obesity — a body mass index (BMI) of 40 or higher
- diabetes
- chronic kidney disease
- people undergoing dialysis
- liver disease

Many conditions can cause a person to be immunocompromised, including:

- cancer treatment
- smoking related illness
- bone marrow or organ transplantation
- haematologic neoplasms
- immune deficiencies
- poorly controlled HIV or AIDS
- prolonged use of corticosteroids and other immune weakening medications such as disease-modifying anti-rheumatic drugs.

Vulnerable Persons may also be:

- Older people, including those over 70 and in particular those who have underlying health issues, including respiratory issues that make them more vulnerable to COVID 19
- Anyone who is pregnant

Personal Health

Are you feeling unwell?

Staff who are feeling unwell should stay home if they are exhibiting flu like symptoms (fever, dry cough, shortness of breath) they should call Healthline (0800 358 5453) and notify their manager.

You **MUST** stay home if you have a temperature over 38°, a dry cough and / or shortness of breath.

Hygiene Material Provided

We have good stocks of sanitiser, cloth, and cleaning materials, in both offices and vehicles – **hygiene items must be used in accordance with these protocols.**

If any staff have any concerns at all about hygiene material provided, or suggestions to make, please contact Mark Parker.

Office Protocols

1. Ensure people sitting at desks are at least 1m apart. If not, either rearrange as required or look at rostered work from home etc.
2. No-one to be admitted to office who has a cough, fever or sore throat. Staff affected to work from home or take sick day.
3. Use hand sanitiser on arrival at the office.
4. Visits by external parties to the office are not encouraged (use alternatives if possible) but are permitted. Do not make personal contact (e.g. do not shake hands) and maintain as much separation as practicable (at least 1m). Keep meetings as short as possible.
5. Employees, couriers and visitors are to sign in using either the QR code or reception register. Make sure it is done every day, including weekends and after hours.
6. Courier packages to be cleaned by admin staff using gloves and disinfectant clothes then disposed.
7. Preference is for internal meetings to be via by Microsoft Teams Office. If meetings are required, maintain as much separation as practicable (1m). Keep meetings as short as possible and in no circumstances are meetings involving other than Cato Bolam staff to exceed 10 persons.
8. When using toilet, lunchroom or meeting rooms (i.e. any common meeting area) thoroughly disinfect your hands prior to entering and wash your hands afterwards – 20 second rule applies.
9. Shared surfaces are to be cleaned by admin staff (using gloves) at regular intervals during the day. Dispose of cloth afterwards.
10. Mobile phones and any other office equipment (pens, etc) are not to be shared.
11. If at all possible, avoid interpersonal exchange of paper / files etc. Wherever possible use Synergy to links to share documents by email. If receiving any item from another person immediately use hand sanitiser on hands afterwards – 20 second rule applies. If unavoidable, then either wear gloves when handling the item or wash hands before and after handling said items.

Do not touch another person's office furniture or equipment.

COVID 19 SITE VISIT CONTACT TRACING RECORD

Staff Name

Date

I confirm in completing this site record that today I am not exhibiting flu like symptoms (fever, dry cough, shortness of breath).

Job Number

Client

Address

Purpose of site visit / fieldwork

Vehicle / Equipment Cleaned by You Prior to Site Visit Yes ☐ No ☐

Cato Bolam Reception Advised of Site Visit Yes ☐ No ☐

Record of stops made on the way to the site (N/A or full record including addresses / contacts made)

Time arrived on site

Details of others present on site

Name	Position	Mobile Number

--	--	--

Work conducted at site

Time left site

Record of stops made on return from the site to office or home (N/A or full record including addresses / contacts made)

Vehicle / Equipment Cleaned by You After Site Visit Yes ☐ No ☐

Cato Bolam Reception Advised of end of Site Visit Yes ☐ No ☐

COVID 19 Site Visit Contact Tracing Record

Page 2

6. If there is any chance the vehicle is to be used by someone else, all parts of vehicle (door handles, steering wheel, gear lever, keys) and equipment touched must be cleaned before and after, with disposal gloves and cloth used for cleaning disposed of after. If any sharing of gear then there is a need for cleaning of the gear also – instruments, survey pole, spades etc. In any case, hand sanitiser to be used before leaving your vehicle at the site, and immediately upon re-entering the vehicle after the site visit.
7. If possible, site visits / fieldwork is to be undertaken without persons other than Cato Bolam staff present. Essential site meetings or interactions on site with other persons are to be undertaken outside wherever possible and must ensure 2m separation and no longer than 15 minutes contact. Groups exceeding 10 persons are not permitted. The site owner / operator and any others who may be present are to be contacted before the site visit advising of this requirement. If the separation requirement is not adhered to by others on site, staff should leave the site immediately. Note: it is the responsibility of staff members to have face coverings (masks) available for use if clients require them to be used
8. Disposable gloves should be used when filling a vehicle with petrol. Use hand sanitiser before re-entering the vehicle. Otherwise, the wearing of masks and disposable gloves is not required. If staff choose to wear gloves or masks, then the use of these requires specific care in their use and disposal. The disposable gloves provided are to be used once only, and then disposed of.
9. Staff are to avoid areas that could be high contamination risk (such as site offices, toilets, lunchrooms). If toilets are needed, then hand washing twice is needed.

10. Staff are to refrain from taking documents from site and to request they be sent electronically.
11. Before eating or drinking, staff should return to their vehicle and wash their hands.

Wash Your Hands

You can never wash your hands regularly enough. Adopt an approach which assumes you have COVID 19.

How to wash your hands properly

- Step 1: Wet hands with running water.
- Step 2: Apply enough soap to cover wet hands.
- Step 3: Scrub all surfaces of the hands – including the back of hands, between fingers and under nails – for at least 20 seconds.
- Step 4: Rinse thoroughly with running water.
- Step 5: Dry hands with a clean cloth, single-use towel or blow-drier.

How to use hand sanitiser

The same goes for hand sanitiser, use a sanitiser that contains at least 60% alcohol. Rub it into your hands for at least 20 seconds to ensure full coverage.

When should you wash your hands

Wash your hands regularly, especially:

- after blowing your nose, coughing or sneezing
- after visiting a public space, including public transport
- after touching surfaces outside of the home
- after touching money
- before and after eating.


Always wash your hands:

- after using the toilet
- before and after eating
- after handling rubbish
- when your hands are visibly dirty


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

Emergency Management

The following Covid 19 Emergency Management Protocol is attached to the Cato Bolam Emergency Procedures.

- Cato Bolam will ensure that workers understand that any individual exhibiting flu-like symptoms such as fever, coughing or congestion must:
 - Not come to work;
 - Contact their supervisor and/or human resources department; and
 - Stay at home and self-isolate as directed by MOH.
- Persons who have been identified as having potentially been exposed to the virus must follow MOH advice and must not enter or remain at a workplace.
- Any business, workplace, or site that has had a worker with a positive COVID-19 diagnoses must prevent any person entering the workplace or conducting work activities and must complete the following:
 - Contact the MOH COVID-19 health line;
 - Gather records of all persons who have been on site or involved with the person who has tested positive within the past four weeks;
 - Gather information to identify those who have worked at the location or shared equipment with that person.
 - Be ready to present the information to the appropriate authorities;
 - Inform the wider workforce of the situation while protecting the privacy of the individual where practicable so that further health monitoring can take place of potential contacts with the person;
 - Clean and sanitise all site surfaces and equipment; and
 - Follow any other directions from MOH

More information

Healthline

call 0800 3585453

www.health.govt.nz

Unite Against COVID-19

www.covid19.govt.nz

National Telehealth Service

1737.org.nz

Mental Health Foundation

www.mentalhealth.org.nz

SCAN HERE TO SIGN-IN WITH
THE NZ COVID TRACER APP



Cato Bolam Consultants Ltd

127 Bank Street, Whangarei

Sign-in. Stop the virus.

Help protect yourself, your whānau, and your community with our contact tracing app.

Search NZ COVID Tracer app now:



Unite
against
COVID-19



MANATŪ HAUORA

SCAN HERE TO SIGN-IN WITH
THE NZ COVID TRACER APP



Cato Bolam Consultants Ltd

89 Central Park Drive, Henderson, Auckland

Sign-in. Stop the virus.

Help protect yourself, your whānau, and your
community with our contact tracing app.

Search NZ COVID Tracer app now:



Unite
against
COVID-19



MANATŪ HAUORA

SCAN HERE TO SIGN-IN WITH
THE NZ COVID TRACER APP



Cato Bolam

19A Tamariki Avenue, Orewa

Sign-in. Stop the virus.

Help protect yourself, your whānau, and your community with our contact tracing app.

Search NZ COVID Tracer app now:



Unite
against
COVID-19



MANATŪ HAUORA

SCAN HERE TO SIGN-IN WITH
THE NZ COVID TRACER APP



Cato Bolam Consultants Ltd

15 Osterley Way, Manukau, Auckland

Sign-in. Stop the virus.

Help protect yourself, your whānau, and your community with our contact tracing app.

Search NZ COVID Tracer app now:



Unite
against
COVID-19



MANATŪ HAUORA