



COVID-19 Level 3 Protocol

PLANNERS | SURVEYORS | ENGINEERS | ARCHITECTS | ENVIRONMENTAL

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Cato Bolam Covid-19 Level 3 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.

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 3 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 3 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

Personal Health - Vulnerable Persons

Are you a Vulnerable Person?

Vulnerable Persons, or those that live with a Vulnerable Person, should stay at home – if in any doubt talk to Mark Parker (Director Responsible for Health and Safety)

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

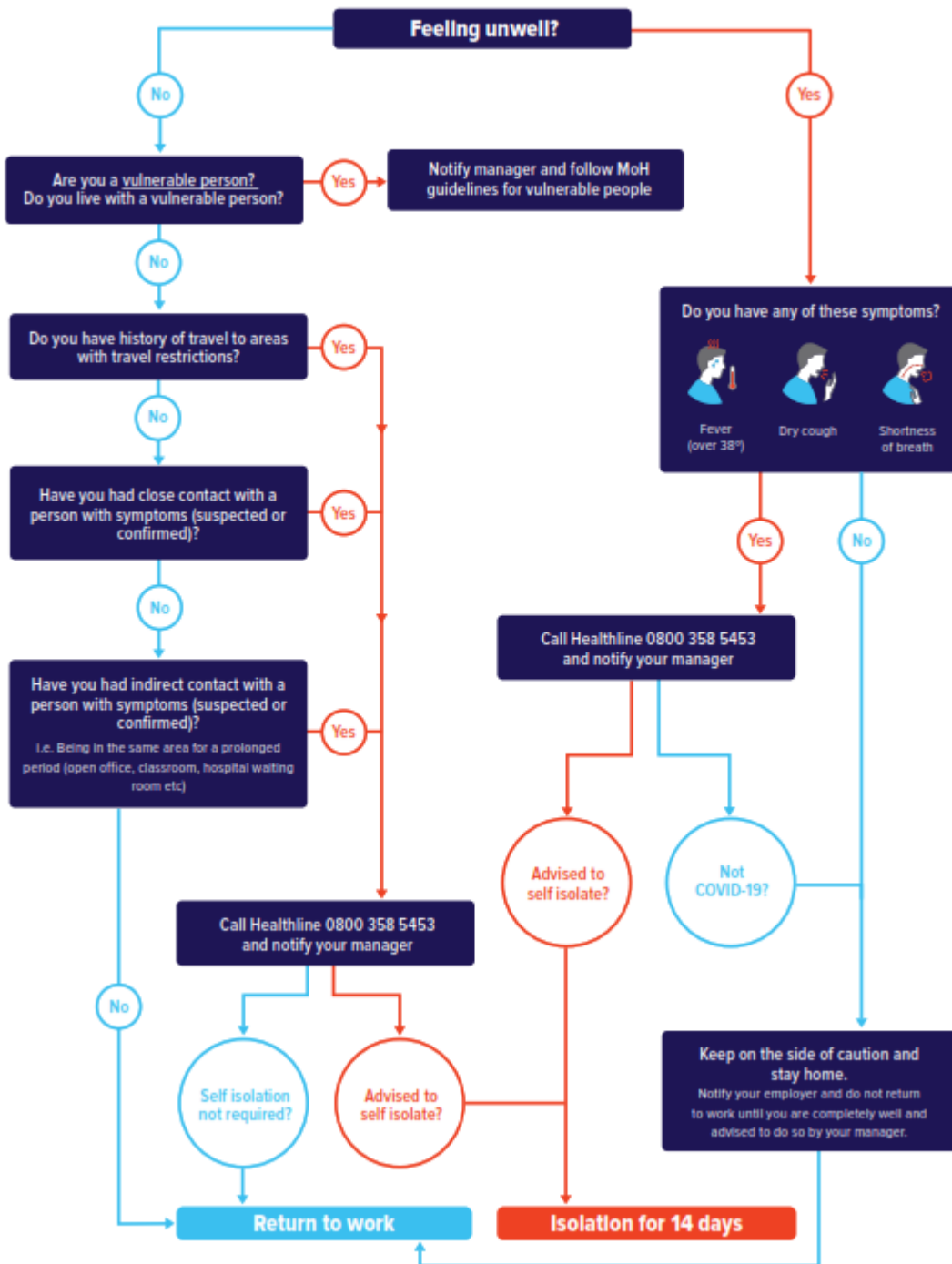
We have good stocks of sanitiser, cloth, and cleaning materials, in both offices and vehicles – **hygiene items must be used in accordance with these protocols.**

The government is strongly recommending the use of masks in public spaces. It will be the responsibility of each staff member to ensure they have masks available for use where maintaining the recommended distance is not possible.

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

Use this chart if you are working in the office and/or visiting a site


Personal Health Flowchart



Office Protocols

1. Ensure people sitting at desks are at least 1m (preferably 2m) 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. All staff (including any other person entering the office for emergency purposes) must be rigorous about signing in and out. You must confirm your Personal Health status on arrival.

Use the one for your office [Office Sign In Register - Henderson.xlsx](#), [Office Sign In Register - Manukau.xlsx](#), [Office Sign In Register - Orewa.xlsx](#), [Office Sign In Register - Whangarei.xlsx](#)



Sign-In Register - To be completed by all Staff and Visitors to the Office

Contact tracing Information					I declare that I HAVE NOT: (please sign)	Time in	Time out
Date	Full Name	Company/Person Visiting	People You Travelled With	Contact Number			
					<ul style="list-style-type: none"> • arrived into NZ within the past 14 days • been in contact with someone with COVID-19 symptoms • had any COVID-19 symptoms 		

5. Visits by external parties to the office are not permitted except in emergency situations. Signs will be placed at front doors.
6. 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.
7. Courier packages are to be left in a box in the entranceway, signing by digital means/text. Packages to be collected and cleaned by admin staff using gloves and disinfectant clothes then disposed.
8. Avoid going to meetings if at all possible. If it is required Rule 8 applies. If you can't get a guarantee re that, don't go.
9. Preference is for internal meetings to be via by Microsoft Teams Office. Personal meetings to be limited to two persons, the objective being to maintain 2m separation

at all times (no less than 1m). There must be no staff meeting via standing next to someone at desks, photocopier etc. Opposite side of desk (e.g. in director's offices) is acceptable, provided staff ensure 2m separation and meeting no longer than 5 minutes.

10. No more than one person to be at the bench in lunch area. Cups, crockery and cutlery to be used once only and then placed in dishwasher. Tea towels not to be used. All surfaces touched (taps, drawer handles etc) to be wiped after use and cloth disposed of afterwards.
11. Preference is to have drink and food at your desk or outside if weather permits but use of lunchroom acceptable if staff maintain 2m separation (e.g. Henderson, one person per table). Table to be wiped after use and cloth disposed of afterwards.
12. Wash hands immediately after touching any surface that may have been touched by others - door handles, photocopier, kitchen benches, lunchroom tables – 20 second rule applies. These shared surfaces also to be cleaned by admin staff (using gloves) at regular intervals during the day. Dispose of cloth afterwards.
13. All individuals to clean workstation desktops and computer keyboards before leaving each day – dispose of cloth afterwards.
14. When using toilet thoroughly disinfect your hands prior to entering and wash your hands afterwards – 20 second rule applies. Wipe toilet and tap handles and any other surface touched and cloth disposed of afterwards.
15. Mobile phones and any other office equipment (pens, etc) is not to be shared.
16. 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.
17. Do not touch another person's office furniture or equipment.
18. If you leave and return to the office during the day you must fill in the Sign In/Out Register (per 3 above). If going on a Site Visit you must also complete the Covid-19 Site Visit Contact Tracing Record (per 6 of Site Visit / Field Work Protocols below).

Site Visits / Field Work Protocols

1. No inter-regional travel is allowed, unless it is for essential services work, in which case an essential work letter must be obtained from the client.
2. Prior to visiting the site (whether going from home or the office) check whether the site owner / operator has a health and safety protocol (COVID 19) that needs to be followed. If so, request documentation and ensure all protocols are satisfied. If there is a conflict with this Cato Bolam Covid-19 Protocols document, raise with Mark Parker before conducting the site visit.
3. Where any Cato Bolam subcontractors attend or are present at a construction site they must have a health and safety protocol (COVID 19). Check that protocol for any conflict with this Cato Bolam Covid-19 Protocols document. If there is a conflict, raise with Mark Parker before conducting the site visit.
4. A full copy of this Cato Bolam Covid-19 Protocols document is to be provided on request by any party.
5. Prior to leaving the office or home (working remotely) to go on a site visit you must complete the Site Visit Form digitally in synergy (this is not a substitute for the Site Visit Contact Tracing Form in Rule 6 below). Office admin are to regularly check this form to ensure staff members have returned within the expected timeframe.

Use the one for your office [VE211 Site Visit Form Henderson.xlsx](#), [VE211 Site Visit Form Orewa.xlsx](#), [VE211 Site Visit Form Manukau.xlsx](#), [VE211 Site Visit Form Whangarei.xlsx](#)

SITE VISIT FORM												
Date	Who	Job Number	Where	Time Due Back?	Have you CHECKED OUT, reviewed and taken copy of Hazard Register?	Have you filled out White Board at Reception?	Is your phone charged?	Turn on Return	Have you CHECKED IN the Hazard Register and updated with new hazards noticed?	Lone Worker Do you have a PLB? (Y/N)	To be Completed by Reception	
					(Y/N)	(Y/N)	(Y/N)	(-)	(-)	(Y/N)	Time of Last Contact	Advised Director of Overdue Staff (Y/N)

- For contact tracing purposes a record of the site visit, including names and contact details of all present is to be made and recorded in Synergy (using the COVID-19 Site Visit Contract Tracing Record). Note that this record is to enable contact tracing if required by the Ministry of Health and must detail the full information required in the template.

Create a "New File" in your office folder [Contact Tracing Records - Henderson](#), [Contact Tracing Records - Manukau](#), [Contact Tracing Records - Orewa](#), [Contact Tracing Records - Whangarei](#)

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

- 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, wash your hands before and after using the vehicle and after handling tools and equipment.
- Hand sanitiser to be used before leaving your vehicle at the site, and immediately upon re-entering the vehicle after the site visit.
- 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. 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.

10. If it is at all possible you should travel in vehicles on your own. If you must have more than one person in a vehicle then keep as much distance between people as possible by being seated diagonally opposite, open the windows to keep air circulating and passengers to face towards the window to reduce the spread of germs.
11. Rubber gloves should be used when filling a vehicle with petrol. Use hand sanitiser before re-entering the vehicle.
12. The wearing of rubber gloves and masks is not currently a requirement however is strongly recommended where maintaining a 2m distance is not possible. 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.
13. 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.
14. Staff are to refrain from taking documents from site and to request they be sent electronically.
15. Before eating or drinking, staff should return to their vehicle and wash their hands.

To and From Home

1. If at all possible, staff are to travel from home to work without stopping off on the way. If you need to refuel you should arrange to do so only if you are able to use rubber gloves when filling the vehicle. Use hand sanitiser before re-entering the vehicle.
2. On returning home from work no touching of anything when you get home until hands have been cleaned.
3. Remove shoes and do not walk through the house in them.
4. Disinfect items that you have used at work (i.e. mobile phones).
5. Wash clothes.
6. Store work shoes, caps, sunglasses etc in a safe and separate place from home wear.

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.

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

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THE NZ COVID TRACER APP



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