

DEVELOPED BY:



With support from:



# THIS SITE IS COMMITTED TO COVID SAFETY: ALERT LEVEL 3 - WEEKLY COVID PROTOCOLS CHECKLIST

|                                  |  | Tasks  | Done   |
|----------------------------------|--|--|--|
| Pre-site Entry Protocols         |  | <ul style="list-style-type: none"> <li>Industry Alert Level 3 Protocols have been reviewed and communicated to all workers / contractors.</li> <li>Contractors have provided a COVID-19 Management Plan and briefed their workers about social distancing, hygiene and contact tracing measures.</li> <li>Resourcing Plan completed to ensure those who do work within 2m of each other always work together and maintain "bubbles" within their crews.</li> <li>Work scheduled to have one trade per site unless unavoidable</li> <li>All workers to complete a re-induction to site with the Covid-19 Protocols.</li> <li>All workers know personal health guidelines and know when they should stay home.</li> <li>Site manager reviewed COVID controls this week and consulted contractors.</li> </ul> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| Site Access                      |  | <ul style="list-style-type: none"> <li>Site sign-in / sign out register and wash station established at each site and process clearly communicated to all workers.</li> <li>Ensure site displays the Government NZ COVID Tracer app QR code.</li> <li>Are workers bringing their lunch and not leaving site to pick up lunch?</li> </ul>   | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>   |
| Hygiene & Cleaning Regime        |  | <ul style="list-style-type: none"> <li>Soap, water, paper towels and sanitiser to be made available to all workers so they can wash / sanitise their hands regularly during the day.</li> <li>All high touch areas and amenities including toilets to be cleaned at least daily.</li> </ul>  | <input type="checkbox"/><br><input type="checkbox"/>   |
| Tools and Equipment              |  | <ul style="list-style-type: none"> <li>Tools and equipment should not be shared if possible. Tools and equipment used by workers must be cleaned at least daily.</li> </ul>  | <input type="checkbox"/>   |
| Communication                    |  | <ul style="list-style-type: none"> <li>Establish communication channel for workers to raise any concerns about the effectiveness of COVID-19 controls or identify improvement opportunities.</li> </ul>  | <input type="checkbox"/>   |
| Emergency Response Plan          |  | <ul style="list-style-type: none"> <li>Have a COVID-19 Emergency Response Plan to outline steps and processes for dealing with a suspected or confirmed case at your site.</li> </ul>  | <input type="checkbox"/>   |
| Controls                         |  | <ul style="list-style-type: none"> <li>Have control measures in place to ensure workers understand and follow protocols.</li> <li>Establish a process to address any protocol breach.</li> </ul>   | <input type="checkbox"/><br><input type="checkbox"/>   |
| Builders Working in Client Homes |  | <ul style="list-style-type: none"> <li>Has the client family been inducted to COVID management plan?</li> <li>Has the work site been separated from the occupied area of the home? In particular food preparation and toilet facilities should not be shared.</li> </ul>   | <input type="checkbox"/><br><input type="checkbox"/>   |

Nominated Site Manager:

Signature:

Date: