

SCHICK

CIVIL CONSTRUCTION

COVID-19 – TRAFFIC LIGHT MANAGEMENT PLAN



TABLE OF CONTENTS

- 1. **ADDENDUM APPROVAL** ERROR! BOOKMARK NOT DEFINED.
- 2. **COVID19 PROTECTION FRAMEWORK – TRAFFIC LIGHT SYSTEM** **3**
 - 2.1 Risk Matrix for COVID 19 surveillance testing in Schick Group Business..... 3
 - 2.2 Definitions for COVID 19 related wording 4
 - 2.3 Flow chart for COVID 19 exposure in Schick Group Business 5
- 3. **COVID 19 PROTECTION FRAMEWORK – SETTING RED** **6**
 - 3.1 Red Traffic Light Settings 6
 - 3.2 General Working Conditions - Office 6
 - 3.3 General Working Conditions – Site 7
 - 3.4 Process for Staff Exposure 9
 - 3.5 Site Containment Plan 9
 - 3.6 Cleaning Team..... 9
- 4. **COVID 19 PROTECTION FRAMEWORK – SETTING ORANGE** **11**
 - 4.0 ORANGE Traffic Light Setting 11
 - 4.1 General Working Conditions – Office 11
 - 4.2 General Working Conditions – Site 12
 - 4.3 Process for Staff Exposure 14
 - 4.4 Site Containment Plan 14
 - 4.5 Cleaning Team..... 14
- 5. **COVID 19 PROTECTION FRAMEWORK – SETTING GREEN**..... **15**
 - 5.1 Traffic Light setting Green..... 15
 - 5.2 General Working Conditions – Office 15
 - 5.3 General Working Conditions – Site 15
 - 5.4 Process for Staff Exposure 17
 - 5.5 Site Containment Plan 17
 - 5.6 Cleaning Team..... 17
- 6. **COVID 19 EXPOSURE PROCESS FLOW – ANY SETTING**..... **18**
- 7. **CHASNZ COVID 19 RESPONSE FLOW**..... **19**

1. COVID19 Protection Framework – Traffic Light System

SUMMARY

- 2.0 COVID 19 Protection Framework - Outline
 - 2.1 Risk Matrix for COVID 19 in Schick Group Business
 - 2.2 Definitions for COVID 19 related wording
 - 2.3 Flow chart to be followed in event of exposure of staff to COVID 19

2.0 COVID 19 Protection Framework - Outline

New Zealand is moving to the COVID-19 Protection Framework (traffic lights) as of 11:59 2 Dec 2021. It minimises the impact of COVID-19 through 3 settings — Red, Orange and Green.

At Red, action is needed to protect at-risk people and protect our health system from an unsustainable number of hospitalisations.

At Orange, there will be community transmission, with pressure on our health system. The whole of health system is focussing its resources, but can manage primary care, public health, and hospitals. There may also be an increasing risk for at-risk people.

Green is when COVID-19 is across New Zealand, including sporadic imported cases. Community transmission is limited and COVID-19 hospitalisations will be at a manageable level. The health system will be ready to respond, including primary care, public health, and hospitals.

Business, including all Schick Group businesses, will continue to operate at all levels with varying degrees of restrictions at each level

1.1 Risk Matrix for COVID 19 surveillance testing in Schick Group Business

The risk to Schick Group Business in relation to COVID 19 exposure is outlined in the risk matrix below. This will be used to determine the use of surveillance testing using Rapid Antigen Testing for staff members

Matrix for COVID 19 Risk to staff

Matrix for Green or Orange light

COVID in the community/Exposure		Vaccination status			
		2 x Dose	1x dose	0 dose	Unable to get vaccinated due to health issue
Item Score	Wider Community	0	0	0	1
	Local Community	0	0	1	2
	Location of interest	1	1	2	3
	Casual contact	2	2	3	4
	Close Contact	3	3	4	5

0	Follow MOH guidelines
1	1 x RAT per week - Must use mask
2	RAT test every 4 days - Must use mask - Restricted to single site
3	2 RAT tests, 2 days apart - Only bubble contact
4	PCR test - Isolate until negative - RAT on day 4
5	Isolate
6	No Work

Matrix for COVID 19 Risk to staff

Matrix for RED light

COVID in the community/Exposure		Vaccination status				Item Score	
		2 x Dose	1x dose	0 dose	Unable to get vaccinated due to health issue		
Wider Community		1	1	1	2	0	Follow MOH guidelines
Local Community		1	1	2	3	1	1 x RAT per week - Must use mask
Location of interest		2	2	3	4	2	RAT test every 4 days - Must use mask - Restricted to single site
Casual contact		3	3	4	5	3	2 RAT tests, 2 days apart - Only bubble contact
Close Contact		4	4	5	6	4	PCR test - Isolate until negative - RAT on day 4
						5	Isolate
						6	No Work

This risk matrix considers that vaccinated staff are less likely to become infected and less likely to pass on COVID 19 if they do become infected.

1.2 Definitions for COVID 19 related wording

- Wider Community** A district or region as defined by Ministry of Health direction. There may be Covid cases amongst the wider community however they will be few and linked. General risk to Staff is low
- Local community** When a town or suburb has been identified as an area of interest due to Covid case numbers or cases are linked to an area not an event.
- Location of interest** Locations of interest are places where someone confirmed with COVID-19 visited.
- Casual contact** People who have been in the same place at the same time as someone infectious with COVID-19, but do not meet the requirements of a Close contact
- Close contact** People who may live or work with or have been in the same place at the same time as someone infectious with COVID-19. They have worked alongside the infected person in the same room for 15 min (or more) or have worked within 1m for 15 min (or more) if outdoors. Time is cumulative over a working day

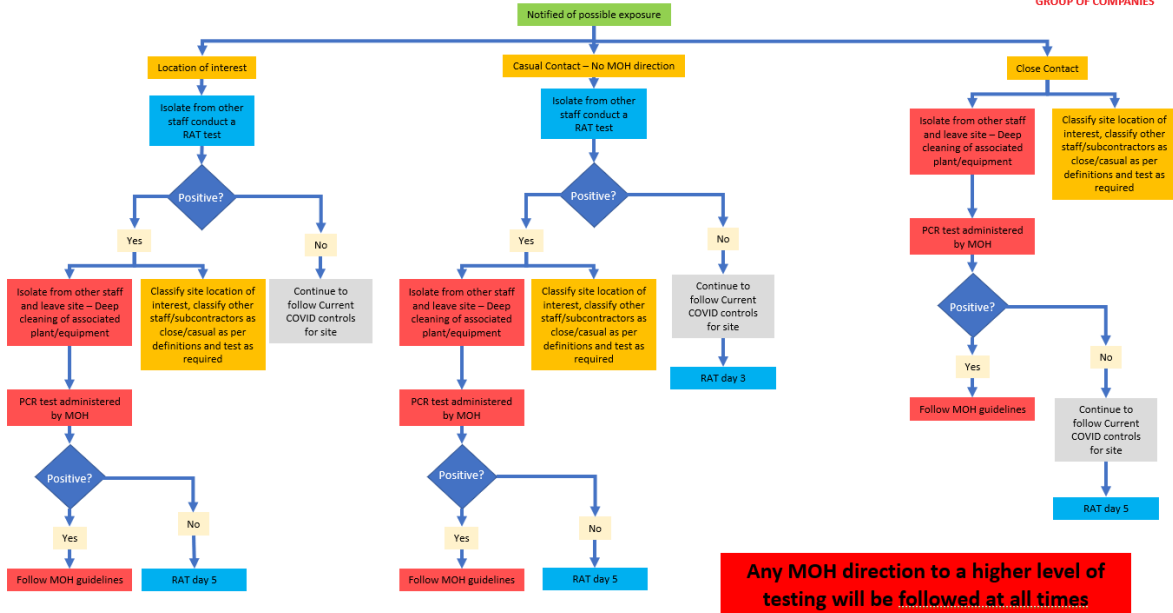
1.3 Flow chart for COVID 19 exposure in Schick Group Business

The chain of testing and site response is outlined in the flow chart below

COVID 19 process flow – Any setting (RED, ORANGE, GREEN)

version: 1.1

last update: December 2021



Any MOH direction to a higher level of testing will be followed at all times

2. COVID 19 Protection Framework – Setting RED

Summary

- 3.1 Red Traffic Light Settings
- 3.2 General Working Conditions – Office
- 3.3 General working Conditions - Site
- 3.4 Processes for staff exposure
- 3.5 Site Containment Plan
- 3.6 Cleaning Team

2.1 Red Traffic Light Settings

- Record keeping or scanning is required.
- Face coverings are mandatory in some places (for example, on flights, public transport, taxis, retail, education in Year 4 and up, including tertiary, public facilities) and encouraged elsewhere.
- Public facilities (for example, libraries, museums, public pools) are open with capacity limits based on 1-metre distancing.
- Retail (including farmers markets) is open with capacity limits based on 1-metre distancing.
- Education (schools & ECE) is open with public health measures in place.
- Workplaces are open, and working from home may be appropriate for some staff
- **Site Specific: If the site does not require a Vaccine pass for entry as per Government Guidelines, any unvaccinated visitor or staff member must maintain 2m distancing and wear a mask at all times. Proof of vaccination may be requested on entry at RED setting**

2.2 General Working Conditions - Office

General

- If you feel unwell work from home.
- If you wish to work from home please discuss with your manager
- All entry points to the Group office display COVID protocols poster and the COVID Contact Tracing App QR code poster.

Working in the Office

- Scan in using the NZ COVID Tracer app every day when arriving at work.
- Maintain a minimum of 2 metres where possible.
- Sanitise or wash hands on arrival and when departing.
- Use of face masks is encouraged in any shared workspace or meeting room where 1 metre distancing cannot be maintained.
- All workers interacting face-to-face with the public must wear a face covering while at work. Use risk assessment for determining the appropriate face covering.
- Do not share desks, workstations or stationery

Shared Spaces

- Staff should minimise congregating in enclosed spaces, ie. walkways, stairwells, reception, printer areas, smoko rooms, bathrooms
- If staff must be in the same space, they will maintain a minimum 1 metre physical distance while in their workspaces.
- If you sneeze in an shared space area, wipe down the affected zone immediately.
- When using shared equipment sanitise hands prior to using and wipe down after use.
- All printers etc should be wiped down after use and printing use minimised to reduce chances of contact

- Any shared equipment and supplies should be kept to an absolute minimum and must be wiped down by the previous user prior to using.

IT Support

- IT support should be where possible delivered remotely by phone or remote log in.
- Ryan Coley will also be based in the Group office to provide additional support.
- Any IT resources that require hands on support should be dropped at reception and Ryan Coley will pick up and then contact person via phone, email, teams, etc.
- If face to face meeting is required to resolve, social distancing should be maintained.
- Any devices handed over should be wiped down prior and will sanitise any devices handed over

Meetings

- All meeting rooms are open
- Increase ventilation in enclosed spaces – Open windows if possible
- We encourage meetings by teams where suitable
- Only use meeting rooms for larger groups if 1 metre minimum social distancing can be maintained.
- Staff can meet with staff between Group, Waikato, Workshop and other locations.
- Staff are encouraged to look at alternatives to minimise need for travel to other locations where possible.

Travel to and from Offices

- Only travel to site if critical to your role.
- 2 people can travel in a company vehicle.
- Staff will use own transport to get to and from offices where possible.

Regional Travel

<https://covid19.govt.nz/traffic-lights/life-at-red/travel-and-accommodation-at-red/travel-at-red/>

Courier Deliveries

- Deliveries to be contactless where possible and made outside office door.
- All courier drivers are required to scan COVID tracer app when dropping or picking up deliveries.
- Notice should be posted with instructions for courier.

2.3 General Working Conditions – Site

Physical distancing:

- Within a controlled environment such as the workplace, 1 metre distancing is allowed.
- We will continue to use 2 metres as our preferred distancing where it is possible and practical.
- To limit congestion in site office areas, staff should limit gatherings and meetings to no more than 4 people and maintain physical distancing.
- Staff who have capacity to work from home will continue to do so.

Travel to and from site:

- 1 person only in a company vehicle.
- Staff to use own transport to get to and from site.
- Preferably one person per vehicle in private cars.
- Vehicle used to get to site is the vehicle to be used to get home.
- No passengers in trucks and truck and trailers.
- Out of town sites to use sparsely populated minivans to allow for appropriate distancing.

Site Access

- Consider how you can use the minimum number of staff to ensure the works get done in a safe, timely and compliant manner.
- Client reps will only be granted access to site if deemed necessary.
- Telephone and video conferencing for project meetings to be used where appropriate.

- Site meetings to be done under physical distancing criteria and outdoors where possible.

Site Hazard ID Sign-In:

- All site staff and visitors must still acknowledge the Site Hazards and understand and agree to the related controls.
- A designated staff member is to verbally communicate daily hazards to all site staff (as part of the pre-start) and to site visitors on a case by case basis.
- Signage reminding workers of the COVID-19 protocols and hygiene practices will be posted at the site entrance and in common areas where appropriate
- The designated staff member will record attendance and acceptance on the site Hazard ID sheet.

Workday Pre-Start:

- Pre-Starts to be completed in an outside open-air environment.
- Introduce staggered start, finish and break times where possible to avoid extensive intermingling to reduce potential of exposure.
- Staff to maintain a 2m physical distance where possible.
- Staff with hearing issues to be closest to the presenter.

Machine Pre-Start and site walkover:

- Staff to maintain a 2m physical distance where possible.
- No handling of common surfaces without wearing disposable gloves, i.e. site fencing and gates.
- Before using a machine, if you were not the last to use that machine, thoroughly spray the controls with disinfectant and wipe to ensure an even coverage. If there is any doubt on who used the machine last, then always clean as per above.
- Wipes to be disposed of immediately into rubbish bags.
- Gloves to be disposed of once finished used.
- On large sites wheelie bins are provided for the disposal of used cleaning items.
- AMS prestart list now contains the following instruction:” wiping down controls according to Schick guidelines”.

General Works:

- Staff to maintain a 2m physical distance where possible.
- Machine doors and windows on cabs to remain closed.
- Do not exit cabs when people are within 2m of cab entry.
- Nobody is to approach the machine door to talk.
- Use digital communication tools for communication where possible, i.e. RT, CB and cell phones.
- Communicate through open windows, only if deemed necessary.
- Disposable gloves to be worn when touching common surfaces or external areas of machines, i.e. Door handles, oil dip sticks, radiator caps.
- No spitting at any time on any site.
- If you sneeze in a cab, wipe it down immediately.
- Machines with a dedicated operator are only to be accessed with authorisation/knowledge of that operator.
- Dedicated operator machines to have a sticker placed on the door, which will say “Restricted Access”
- Multi-operator machines must have all controls wiped prior to being used by a new operator.
- Multi operator machines to have a sticker on the door saying “Multi Operator - Wipe controls before use”
- Face masks for all employees in proximity.
- Where possible do not share hand tools (we will increase numbers of manual tools available to reduce transmission possibility).
- All small plant and hand tools should be wiped with disinfectant before being passed to a new user.

2.4 Process for Staff Exposure

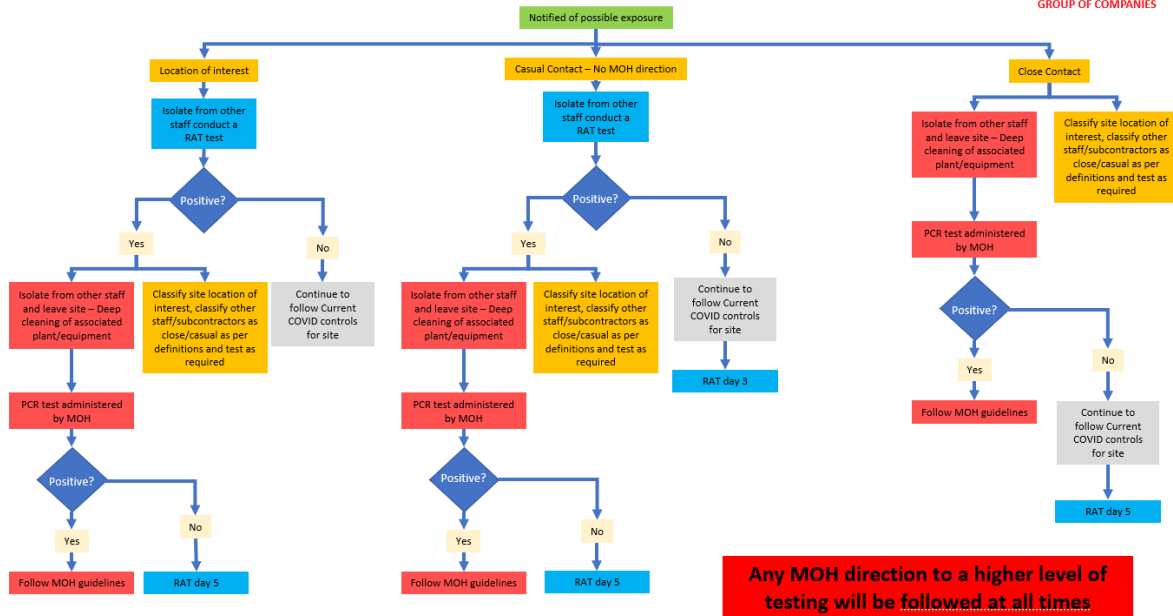
- Refer to flow chart for testing and isolation requirements for initial staff member who has been exposed to COVID 19.
- Additional staff will be categorised by the definitions of exposure risk, and then flow chart and matrix will

COVID 19 process flow – Any setting (RED, ORANGE, GREEN)

version: 1.1

last update: December 2021

SCHICK
GROUP OF COMPANIES



2.5 Site Containment Plan

Contact Tracing

- Start contact tracing as soon as someone is informed of a possible exposure
- Record who they have come into contact with.
- Determine these contacts exposure risk via the Exposure matrix.
- What kind of exposure they have had with each other?
 - Touch
 - Close confines
 - Social distance or greater.
 - How long they were exposed to each other
 - Under 10 minutes
 - 10-30 minutes
 - 30 minutes to an hour
 - Greater than an hour.
- Determine which physical items they have touched, all identified areas are out of action until cleaned and thoroughly wiped down.

2.6 Cleaning Team

- The Schick cleaning team will mobilise immediately and using Hospital grade disinfectant they will clean the following areas:
 - Any vehicle, plant, tools or area that affected people have been in contact identified through contact tracing – This is to include any areas that have been visited in the last 5 days
 - All common areas will be given an additional sanitary clean followed by disinfectant wiping of surfaces

- Once each item is cleared it can be put back into circulation

3. COVID 19 Protection Framework – Setting ORANGE

Summary

- 4 Orange Traffic Light Setting
- 4.1 General Working Conditions – Office
- 4.2 General working Conditions - Site
- 4.3 Processes for staff exposure
- 4.4 Site Containment Plan
- 4.5 Cleaning Team

4.0 ORANGE Traffic Light Setting

General settings at Orange

- Record keeping or scanning is required.
- Face coverings are mandatory in some places (for example, on flights, public transport, taxis, retail, public facilities) and encouraged elsewhere.
- Public facilities (for example, libraries, museums, public pools) are open with capacity limits based on 1-metre distancing.
- Retail (including farmers markets) is open with capacity limits based on 1-metre distancing.
- Education (schools and early childhood centres) are open with public health measures in place.
- Workplaces are open.
- **Site Specific: If the site does not require a Vaccine pass for entry as per Government Guidelines, any unvaccinated visitor or staff member must follow General health Guidelines issued by Ministry of health. No additional restrictions at Orange setting**

3.1 General Working Conditions – Office

General

- If you feel unwell work from home.
- Scan in using the NZ COVID Tracer app every day when arriving at work.
- If you wish to work from home please discuss with your manager
- Maintain a minimum of 2 metres where possible.
- Sanitise or wash hands on arrival and when departing.
- Face masks are not required but are encouraged in any shared workspace or meeting room.
- All entry points to the Group office display COVID protocols poster and the COVID Contact Tracing App QR code poster.

Meetings

- All meeting rooms are open
- We encourage meetings by teams where suitable
- Only use meeting rooms for larger groups if 1 metre minimum social distancing can be maintained.
- Staff can meet with staff between Group, Waikato, Workshop and other locations.

IT Support

- If face to face meeting is required, social distancing should be maintained.
- Any devices handed over should be wiped down prior and will sanitise any devices handed over

Travel to and from Offices

- Only travel to site if critical to your role.
- 2 people can travel in a company vehicle.

Regional Travel

<https://covid19.govt.nz/traffic-lights/life-at-orange/travel-accommodation-and-visiting-at-orange/travel-at-orange/>

Courier Deliveries

- Deliveries to be contactless where possible and made outside office door.
- All courier drivers are required to scan COVID tracer app when dropping or picking up deliveries.
- Notice should be posted with instructions for courier.

3.2 General Working Conditions – Site

Physical distancing:

- Within a controlled environment such as the workplace, 1 metre distancing is allowed.
- Staff who have capacity to work from home will continue to do so.

Travel to and from site:

- No Limit on staff in a company vehicle.
- No passengers in trucks and truck and trailers.

Site Access

- Consider how you can use the minimum number of staff to ensure the works get done in a safe, timely and compliant manner.
- Telephone and video conferencing for project meetings to be used where appropriate.

Site Hazard ID Sign-In:

- All site staff and visitors must still acknowledge the Site Hazards and understand and agree to the related controls.

Workday Pre-Start:

- Pre-Starts to be completed in an outside open-air environment.
- Staff to maintain a 1m physical distance where possible.
- Staff with hearing issues to be closest to the presenter.

Machine Pre-Start and site walkover:

- Staff to maintain a 1m physical distance where possible.
- No handling of common surfaces without wearing disposable gloves, i.e. site fencing and gates.
- Before using a machine, if you were not the last to use that machine, thoroughly spray the controls with disinfectant and wipe to ensure an even coverage. If there is any doubt on who used the machine last, then always clean as per above.
- Wipes to be disposed of immediately into rubbish bags.
- Gloves to be disposed of once finished used.
- On large sites wheelie bins are provided for the disposal of used cleaning items.
- AMS prestart list now contains the following instruction:” wiping down controls according to Schick guidelines”.

General Works:

- Staff to maintain a 1m physical distance where possible.
- Use digital communication tools for communication where possible, i.e. RT, CB and cell phones.
- No spitting at any time on any site.
- If you sneeze in a cab, wipe it down immediately.
- Machines with a dedicated operator are only to be accessed with authorisation/knowledge of that operator.
- Dedicated operator machines to have a sticker placed on the door, which will say “Restricted Access”
- Multi-operator machines must have all controls wiped prior to being used by a new operator.
- Multi operator machines to have a sticker on the door saying “Multi Operator - Wipe controls before use”
- Face masks for all employees in proximity.

3.3 Process for Staff Exposure

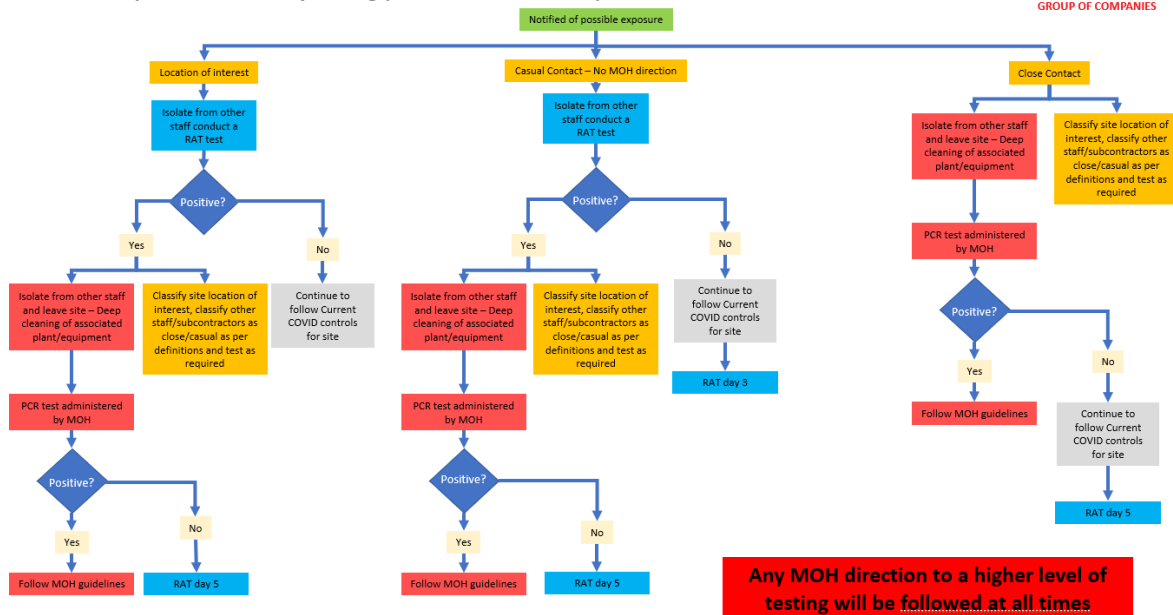
- Refer to flow chart for testing and isolation requirements for initial staff member who has been exposed to COVID 19.
- Additional staff will be categorised by the definitions of exposure risk, and then flow chart and matrix will be applied

COVID 19 process flow – Any setting (RED, ORANGE, GREEN)

version: 1.1

last update: December 2021

SCHICK
GROUP OF COMPANIES



3.4 Site Containment Plan

Contact Tracing

- Start contact tracing as soon as someone is informed of a possible exposure
- Record who they have come into contact with.
- Determine these contacts exposure risk via the Exposure matrix.
- What kind of exposure they have had with each other?
 - Touch
 - Close confines
 - Social distance or greater.
 - How long they were exposed to each other
 - Under 10 minutes
 - 10-30 minutes
 - 30 minutes to an hour
 - Greater than an hour.
- Determine which physical items they have touched, all identified areas are out of action until cleaned and thoroughly wiped down.

3.5 Cleaning Team

- The Schick cleaning team will mobilise immediately and using Hospital grade disinfectant they will clean the following areas:
 - Any vehicle, plant, tools or area that affected people have been in contact identified through contact tracing – This is to include any areas that have been visited in the last 5 days
 - All common areas will be given an additional sanitary clean followed by disinfectant wiping of surfaces
 - Once each item is cleared it can be put back into circulation

4. COVID 19 Protection Framework – Setting GREEN

Summary

- 5 Traffic Light setting Green
- 5.1 General Working Conditions – Office
- 5.2 General working Conditions - Site
- 5.3 Processes for staff exposure
- 5.4 Site Containment Plan
- 5.5 Cleaning Team

4.1 Traffic Light setting Green

- Record keeping or scanning is required.
- Face coverings are mandatory on flights.
- Public facilities (for example, libraries, museums, public pools) are open.
- Retail (including farmers markets) is open.
- Education (schools and early childhood centres) are open.
- Workplaces are open

4.2 General Working Conditions – Office

General

- If you feel unwell work from home.
- Scan in using the NZ COVID Tracer app every day when arriving at work.
- Maintain a minimum of 1 metres where possible.
- Sanitise or wash hands on arrival and when departing.
- Face masks are not required but are encouraged in any shared workspace or meeting room.
- All entry points to the Group office display COVID protocols poster and the COVID Contact Tracing App QR code poster.

IT Support

- If face to face meeting is required to resolve, social distancing should be maintained.
- Any devices handed over should be wiped down prior and will sanitise any devices handed over

Meetings

- All meeting rooms are open
- We encourage meetings by teams were suitable
- Only use meeting rooms for larger groups if 1 metre minimum social distancing can be maintained.
- Staff can meet with staff between Group, Waikato, Workshop and other locations.

Travel to and from Offices

- Unrestricted

Courier Deliveries

- Deliveries to be contactless where possible and made outside office door.
- All courier drivers are required to scan COVID tracer app when dropping or picking up deliveries.
- Notice should be posted with instructions for courier.

4.3 General Working Conditions – Site

Physical distancing:

- Within a controlled environment such as the workplace, 1 metre distancing is allowed.
- Staff who have capacity to work from home will continue to do so.

Travel to and from site:

- No Limit on staff in a company vehicle.
- No passengers in trucks and truck and trailers.

Site Access

- Access to site is in line with general H&S protocols for site.

Site Hazard ID Sign-In:

- All site staff and visitors must still acknowledge the Site Hazards and understand and agree to the related controls.

Workday Pre-Start:

- Staff to maintain a 1m physical distance where possible.
- Staff with hearing issues to be closest to the presenter.

Machine Pre-Start and site walkover:

- Staff to maintain a 1m physical distance where possible.
- Before using a machine, if you were not the last to use that machine, thoroughly spray the controls with disinfectant and wipe to ensure an even coverage. If there is any doubt on who used the machine last, then always clean as per above.
- Wipes to be disposed of immediately into rubbish bags.
- Gloves to be disposed of once finished used.
- On large sites wheelie bins are provided for the disposal of used cleaning items.
- AMS prestart list now contains the following instruction:” wiping down controls according to Schick guidelines”.

General Works:

- Staff to maintain a 1m physical distance where possible.
- Use digital communication tools for communication where possible, i.e. RT, CB and cell phones.
- No spitting at any time on any site.
- If you sneeze in a cab, wipe it down immediately.
- Machines with a dedicated operator are only to be accessed with authorisation/knowledge of that operator.
- Dedicated operator machines to have a sticker placed on the door, which will say “Restricted Access”
- Multi-operator machines must have all controls wiped prior to being used by a new operator.
- Multi operator machines to have a sticker on the door saying “Multi Operator - Wipe controls before use”

4.4 Process for Staff Exposure

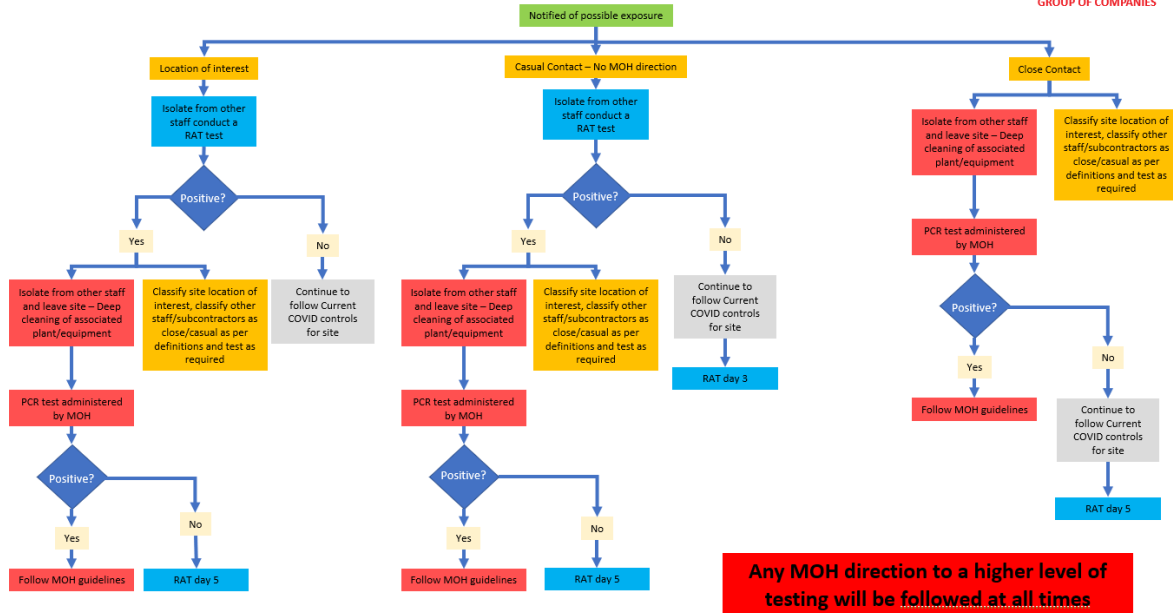
- Refer to flow chart for testing and isolation requirements for initial staff member who has been exposed to COVID 19.
- Additional staff will be categorised by the definitions of exposure risk, and then flow chart and matrix will be applied

COVID 19 process flow – Any setting (RED, ORANGE, GREEN)

version: 1.1

last update: December 2021

SCHICK
GROUP OF COMPANIES



4.5 Site Containment Plan

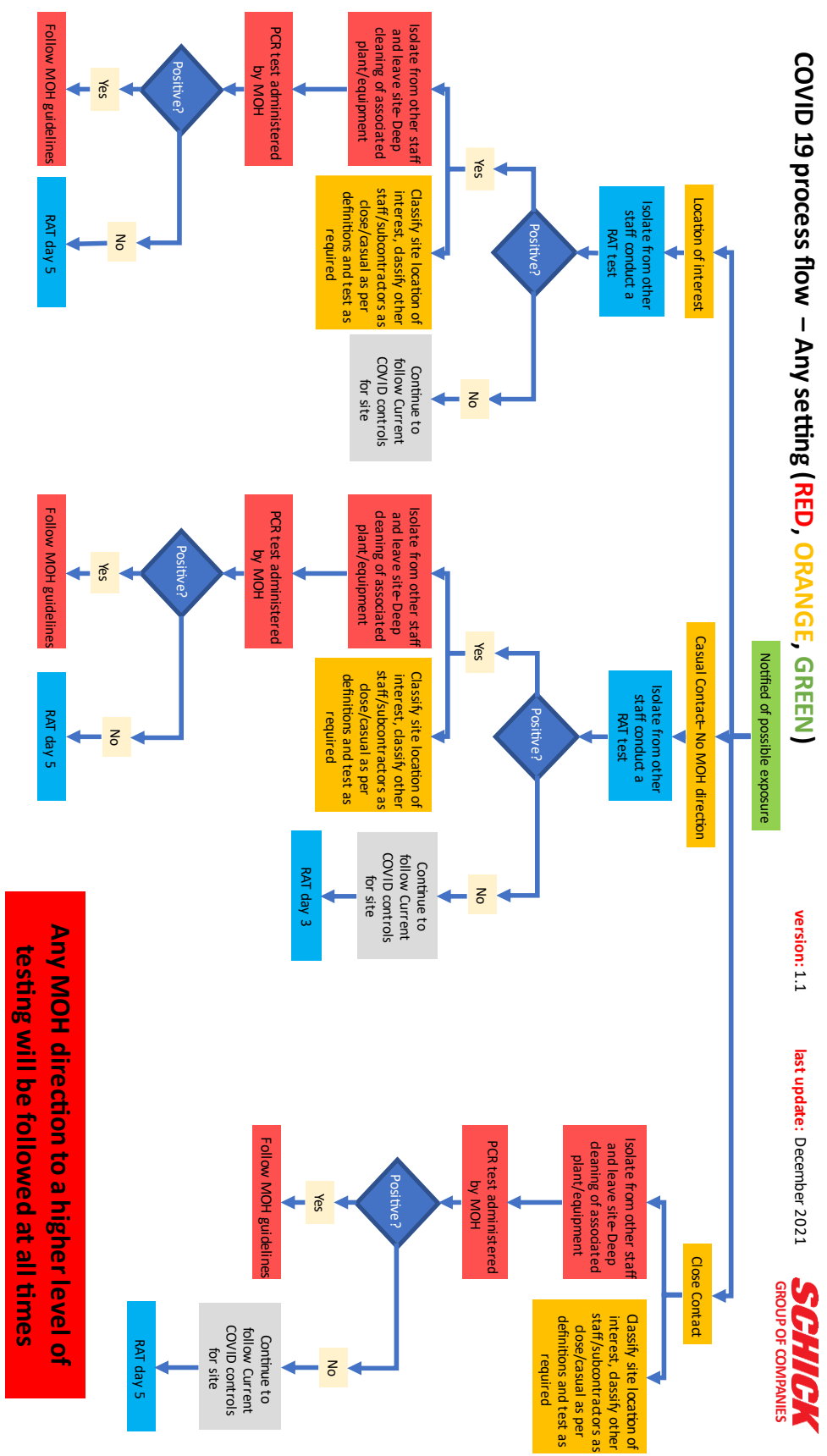
Contact Tracing

- Start contact tracing as soon as someone is informed of a possible exposure
- Record who they have come into contact with.
- Determine these contacts exposure risk via the Exposure matrix.
- What kind of exposure they have had with each other?
 - Touch
 - Close confines
 - Social distance or greater.
 - How long they were exposed to each other
 - Under 10 minutes
 - 10-30 minutes
 - 30 minutes to an hour
 - Greater than an hour.
- Determine which physical items they have touched, all identified areas are out of action until cleaned and thoroughly wiped down.

4.6 Cleaning Team

- The Schick cleaning team will mobilise immediately and using Hospital grade disinfectant they will clean the following areas:
 - Any vehicle, plant, tools or area that affected people have been in contact identified through contact tracing – This is to include any areas that have been visited in the last 5 days
 - All common areas will be given an additional sanitary clean followed by disinfectant wiping of surfaces
 - Once each item is cleared it can be put back into circulation

5. COVID 19 Exposure Process Flow – Any Setting



6. CHASNZ COVID 19 Response flow

This flow chart has been included as it contains additional information for Staff
 Further information can be found at

https://secure.chasnz.org/downloads/resources/Full_NewZealandCOVID-19ProtectionFramework_ConstructionProtocols.pdf

