




## What to Expect

### Working on Our Clients' Sites During Alert Level 2

The below is a list of some of the key things you can reasonably expect to be in place when you go to work at a client site at alert level 2. We have also listed some things you need to put in place.

These measures are necessary to ensure everyone's safety and to help reduce the transmission of COVID-19. We have discussed with all of our clients the practices they have introduced and we will only place you into work when we are satisfied that our clients have systems in place to protect you and to support the prevention of the COVID-19 virus.

Please ask us if you have any questions and you **MUST** let us know if you feel unsafe for any reason when you go to work or you become unwell. Your safety is our number one priority!

	<b>Physical distancing requirements and reducing contact</b>	<ul style="list-style-type: none"> <li>• People should keep 1 metre apart in a controlled environment like a workplace.</li> <li>• Break times may be split so people are not gathering in large groups.</li> <li>• You may be working in different ways or at different times to reduce physical contact.</li> </ul>
	<b>Site induction, using the NZ COVID Tracer App and register completion at client's site – contact tracing</b>	<ul style="list-style-type: none"> <li>• You will be inducted or re-inducted (if you have worked there before) to the work site when you arrive and the induction will cover COVID-19 specific information.</li> <li>• Use the NZ COVID Tracer App and scan into the work site when you arrive. You may also be expected to complete a register or sign in process when you arrive and leave work. This is so contact tracing can occur if there is a probable or confirmed case of COVID-19 at the work site.</li> </ul>
	<b>Hygiene measures and PPE – what you can expect at the worksite</b>	<ul style="list-style-type: none"> <li>• Hygiene measures will be in place at work sites to prevent the spread of COVID-19. Examples of these are hand washing, provision of hand sanitiser and frequent cleaning of common surfaces.</li> <li>• PPE – you will be issued with the necessary PPE – if issued it please wear it.</li> <li>• Face masks will be provided and are to be worn in conjunction with Government guidelines. Also wear any additional PPE provided that the client identifies as necessary.</li> </ul>
	<b>Travel and transport arrangements – what to consider</b>	<ul style="list-style-type: none"> <li>• You can use public transport to get to work.</li> <li>• Public transport will still be available, and it is a legal requirement for you to wear a face mask when using public transport. You should be seated on public transport as customers are not permitted to stand.</li> <li>• If using a private vehicle to travel to work with people outside of your bubble, it is recommended you wear a face mask.</li> <li>• Wash your hands when you arrive at the work site and when you return home.</li> </ul>
	<b>Reporting immediately to us changes in your health status or if you have been in close contact with someone who has a confirmed case of COVID-19</b>	<ul style="list-style-type: none"> <li>• Please stay home if you are sick – you must advise us immediately.</li> <li>• We have provided you with a personal health check flow chart to use to help you decide what to do and who to contact if you are feeling unwell.</li> <li>• Even if you have a snuffle or slight cold you must let us know. It's highly likely we will not be able to place you into work and we will ask you to stay away from work until you have fully recovered.</li> <li>• You must advise us immediately if you have been in close contact with someone who has a confirmed case of COVID-19.</li> <li>• If you are advised to self-isolate you legally must do so.</li> </ul>
	<b>Communication and safety engagements</b>	<ul style="list-style-type: none"> <li>• We will continue to complete safety engagement meetings with you when you are working. This will cover our normal health and safety topics but will include specific COVID-19 information as may be needed.</li> <li>• We will continue to send you important health and safety information by email and text for you to read.</li> <li>• Please keep us updated if you have a change of contact details or next of kin – it's really important so we can stay in touch.</li> <li>• We encourage you to contact us if you have any questions or concerns – we are here to help you.</li> </ul>
	<b>We and our client's emergency response plans.</b>	<ul style="list-style-type: none"> <li>• We and our clients have emergency response plans that we will put in place if we have a probable or confirmed case of COVID-19 develop in our workforce or our client's workforce.</li> <li>• This includes our ability to contact trace.</li> <li>• If you would like a copy of this please let us know.</li> </ul>