



H&S MANUAL

RETURNING TO WORK UNDER ALERT LEVEL 3

Covid-19 Health & Safety Protocols for Construction Aspects
of the Landscaping Industry

September 2021

Introduction

With the commencement of Alert Level 3, the landscaping industry will be able, providing it can prove to be able to work safely, to return to work at least to some extent.

In accordance with the Health and Safety at Work Act (2015), PCBUs need to produce plans and processes – in this instance for the control of COVID-19 - which are then implemented through the process of worker education and practice to eliminate or reduce the risk of spreading COVID-19 to maintain worker health. These protocols are to be added to your company's standard Health and Safety procedures, and as such will be reviewed as part of regular Toolbox meetings.

Applying these to your business

The RML is concerned to ensure that all its members understand the full implications of these principles and are given the tools to enable them to return to work safely. We have taken for guidance the procedures put in place by the NZPPI, guidelines brought out by MBIE for construction work on residential sites and advice from Worksafe. Further information can be obtained from the www.covid19.govt.nz website.

To operate under COVID-19 Alert Level 3 you must have a COVID-19 Safety Plan covering the issues of maintaining physical distancing and general safety and hygiene provisions for minimising the possible spread of COVID-19 between workers. Here we are providing a set of tools that will guide you and which you will be able to adapt for your own circumstances and will enable you get back to work safely and as quickly as possible. We have used the WORKSAFE COVID-19 Safety Plan template as a tool to meeting these requirements

Once implemented, plans need to be reviewed regularly and included in Toolbox meetings as an extension to your current Health and Safety Policy. (We have provided you with templates to assist you with these requirements).

We urge all members to implement this Plan. Those that are unable to demonstrate that they have a plan and are enforcing its processes present an unacceptable risk to their workers and the general public.

Permitted Activities Under Alert Level 3

You can:

- Operate without registering with the Ministry for Primary Industries.
- Undertake landscape construction work
- Undertake all nursery activities

- Undertake garden maintenance work
- Receive and distribute stock and goods

However, anyone who can work from home must work from home.

1.0 Guidance on Health & Safety

This document provides Humphreys staff with a detailed guide to the protocols required to operate at Alert Level 3 together with supporting templates for their management.

These protocols are separated into 5 sections

- Prior to commencement of work
- Starting back on site
- Site Operations
- Leaving site
- Emergency Management Protocols

WORKSAFE COVID-19 Safety Plan: Appendix 1

To assist members with preparation of a WORKSAFE COVID-19 Safety Plan we have completed this template with details linking to these Guidelines. You must review the information provided in this template (and the links), adding any additional supporting information which may cover your business's specific risks and mitigation measures.

Please note the details set up for you on the WORKSAFE COVID-19 Safety Plan template apply only to site-based work. Businesses will need to include controls and contact tracing systems given their specific circumstances for your remote workers. This document should give some indication of what will be required.

Humphreys Covid-19 Health & Safety Protocols

2.0 Prior to the Commencement of Work

Consideration will need to be given to any risks resulting from returning to work. You will need to ensure that:

- your workforce feels safe and is willing to return to work
- your workforce is healthy and does not pose a risk to others
- you are able to obtain sufficient sanitising materials, allowing for longer lead times for deliveries
- you workers have sufficient uniform to ensure they are able to have clean clothing each day
- machinery and tools are ready for use
- vehicles have up to date WOFs/RUCs etc.
- you can effectively work given the constraints of the requirements for physical distancing
- your workforce can get to work safely
- you are able to provide sufficient sterilising/handwashing facilities and systems associated with these
- you are keeping up to date with all MOH guidance and updating policies and procedures as required

Checklist for returning to work: Appendix 2 gives you guidance on what to consider.

2.1 Worker Acknowledgement: Appendix 3

The worker will need to advise that they are prepared to return to work under these conditions:

- I have no knowledge of having been exposed to a COVID-19 cluster, or if so, location and date.
- I have followed all testing / self-isolation requirements by the authorities.
- I have no current signs of ill health
- I have no underlying health conditions
- I am not over the age of 70
- I will advise the company if in contact with actual/potential COVID-19 sufferer and will self-isolate
- I will remain at home if I am sick.
- I will follow all the rules to keep everyone safe, even if I have been vaccinated against COVID-19.
- I am happy for my information to be gathered in the interests of contact tracing and will personally keep a record personal interaction with others.

It is important that communication with your workers ensures that they understand the risks of coming to work when sick or having been in contact with COVID-19: no excuse is justifiable.

2.2 Setting Up for Work

Workers will need to be advised of all elements of the Plan prior to returning so they are ready and committed to following the procedures that will maintain their safety.

For many, work will commence with the preparation of trucks and vans. Access to depots and warehouses will be required now, and some limited access to offices for the purposes of printing off forms and posters. Primarily, the depot and adjacent offices will need to be regarded as a work site, and as such, all the instructions relating to access to work sites (see below) will need to be adhered to.

It must be noted though that all work that can be done from home has to be done off site.

2.3 Accessing the depot/warehouse

- A COVID-19 Safety Plan has to be created for access to the depot/warehouse and offices
- COVID-19 signage must be in evidence throughout the facility
- You have to commit to having the Plan and its concomitant facilities set up before any worker is required to come to work.
- Consideration must be given to restricting the numbers having access at any one time.
- Access should be limited to one point, where facilities for recording visitors as required is set up.
- Arrangements need to be made for deliveries to minimise numbers of people on site and taking into consideration requirements around heavy lifting – if two people are required then they must come from the same “bubble”, either work or delivery company bubbles.
- All high touch areas to be sanitised at the beginning of each day and on the departure by anyone who has gained access including locks, swipe card readers, touch key pads.
- All toilet facilities to be cleaned and sanitised regularly, high touch areas after every use.
- All rubbish to be removed regularly.
- Any PPE that is used to be removed and disposed of safely, the worker sanitising hands after the removal of each item.
- On site kitchens not to be in use
- All equipment/tools to be sanitised prior to loading on to trucks and when returned.

Starting Back on Site

3.0 Use of Vehicles

The overriding concern is that the number of people that a person interacts with is kept to a minimum, so it is preferable for workers to **travel to work, or between sites, individually**. If they do need to share, those workers should form a separate bubble and not interact closely with other team members.

A **sample letter (Appendix 4)** explaining a worker's travel movements is included which you may wish to use if your sites require travel over considerable distances, though still within your region.

All vehicles should carry, and regularly utilise, especially if sharing a cab, sanitising materials, at a minimum at the beginning and the end of each day.

In addition, it has been assumed that as some public toilets were made available for the use of Essential Workers under Level 4, then these will also be available for those permitted to work under Level 3 restrictions. A link to a list of open public toilets is included on the reference section of this document.

3.1 Arrival at Site

The Site-Specific WORKSAFE COVID-19 Safety Plan and toolbox meeting should now include the assessment of the risks associated with COVID-19 and the mitigation of these risks will need to be determined and discussed with the team. The team leader must induct the team to cover all the new requirements of the current WORKSAFE COVID-19 Safety Plan.

3.2 Daily Checklist: Appendix 5

The main principles of physical distancing, regular sanitising of hard surfaces and hands, recording of people accessing the site and personal hygiene practices relating to coughing and sneezing need to be consistently taken into consideration in every context. You legally must wear a face covering if you are an employee involving customer contact at a business or service operating at Alert Level 3.

- Ensure signage relating to COVID-19 Protocols are in place at appropriate locations: at entry and around the site
- State that the minimum distance of 2m social distancing is expected.
- Ensure that those who do work within 2m of each other always work together and act as a “bubble”.
- Confirm no high-risk workers are working on the site.
- Establish sanitising/handwashing station
- Establish sign in/sign out station
- Limit point of access
- Consider if the social distancing rule adds to Health and Safety risks for example as communication may be affected. Plans for mitigating these issues must be made and communicated with the workers.
- Workers must be given appropriate channels to give feedback on the effectiveness or otherwise of the controls and any plan appropriately amended.

3.3 Site Entry

All construction sites to have clear entry and exit points and clear signage and barriers to control access by non-essential visitors. For Garden Care teams, hazard boards should indicate that there are workers on site and that any visitors must comply with social distancing rules and preferably communicate via phone call, text or email.

Each site must have the following:

- For **Construction** sites:
 - Sign in station must be set up and operating before work starts each day.
 - **A sign in register (Appendix 6)** or a digital equivalent for all workers and visitors. All must sign in and out at each visit. This is critical for contact tracing
 - A wash station with anti-bacterial soap or hand-sanitisers (min. 60% alcohol)
 - Standard PPE gear. If masks and/or gloves are used ensure workers are trained how to use them and how to dispose of them, sanitising hands after the removal of each item.
 - You legally must wear a face covering if you are an employee involving customer contact at a business or service operating at Alert Level 3.
 - COVID-19 control compliance signage (links to samples provided at the end of this document) the entry point and throughout the site. Included must be the contact number of a person nominated to deal with any COVID-19 concerns at the site.

- For **Garden Care** teams:
 - **A sign in register (Appendix 6)** or a digital equivalent for all workers and visitors. A record of the client's presence must also be made. All must sign in and out at each visit. This is critical for contact tracing
 - **Working on site for Garden Care workers (Appendix 7)** can be used as an alternative to alert the client as to their involvement in the process of limiting the spread of COVID-19.
 - Hand-sanitiser must be used prior to work commencing and again at the end of work.
 - A wash station with anti-bacterial soap or hand-sanitisers (min. 60% alcohol)
 - A sign on the hazard board (see the link to posters) states the requirement for physical distancing
 - Standard PPE gear. If masks and/or gloves are used ensure workers are trained how to use them and how to dispose of them, sanitising hands after the removal of each item.
 - You legally must wear a face covering if you are an employee involving customer contact at a business or service operating at Alert Level 3.

Site Operations

4.0 Working on Site

Key risks include

- Working in proximity
- Interacting with many people
- Sharing equipment
- Sharing vehicles
- Contaminated surfaces

A **Daily Work Guide under COVID-19 Level 3 Appendix 8** provides a daily check list as a reminder.

Effective protocols to mitigate these risks are as follow:

Construction:

- The person responsible for coordinating and recording all COVID-19 protocols and procedures must be identified each day together with their contact phone number.
- Works should be managed so that unless unavoidable; only one trade working at any one time.
- Eliminate where possible face-to-face meetings -require clients to communicate by email, text or phone call or arrange Zoom/Skype meetings.
- Avoid use of client's facilities/outdoor furniture. However, if garages or other outhouses have been allowed by the client to be used as smoko rooms, these must be thoroughly cleaned and surfaces sterilised after use.
- Consider staggered smoko breaks, or ensure social distancing is adhered to.
- Do not share tools, or if unavoidable, create a system for their being disinfected after and before use.
- Workers should not leave site during the day – they should bring enough food and drinks and dispose of their own rubbish.
- Port-a-loos should be cleaned daily.
- Where there is no Port-a-loo on site, you must provide your workers with the address of the nearest open public toilet (information to be found on your local authority's website – addresses of those in Auckland attached). Avoid using the client's toilet (if available) unless in an emergency.
- Materials should be delivered not collected by workers. If suppliers are visited for the purposes of picking up product or materials then additional detail of time, location and interaction must also be recorded.
- Hand-sanitiser should be made available throughout the site and workers advised of its location.
- Where possible, ensure that workers wash their hands properly with reminders that hands need to be washed well with soap and water for 20 seconds and properly dried, especially upon arrival at work, after using the bathroom, after blowing their nose, before eating and before going home
- Remind workers to cover coughs, sneezes with their elbow or tissues (provide facilities to dispose of any tissues promptly).
- High touch areas such as door handles and scaffolding need to be cleaned daily.
- Consideration should be given to the cleaning regime for the site as a whole
- All cleaning should be affected with appropriate materials and allowance should be made at the end of the working day for its satisfactory implementation.

- **Garden Care:**
 - Workers must travel directly from one site to the next.
 - Where possible, travel to and between worksites should be in individual vehicles. If this is not possible, then the team assigned to one vehicle must remain together as a “bubble”.
 - Eliminate where possible face-to-face meetings - require clients to communicate by email, text or phone call or arrange Zoom/Skype meetings.
 - Avoid use of client’s facilities/outdoor furniture. However, if garages or other outhouses have been allowed by the client to be used as smoko rooms, these must be thoroughly cleaned and surfaces sterilised after use.
 - Consider staggered smoko breaks, or ensure social distancing is adhered to.
 - Do not share tools, or if unavoidable, create a system for their being disinfected after and before each use.
 - You must provide your workers with the addresses of open public toilets for the areas in which you are working (information to be found on your local authority’s website – addresses of those in Auckland attached). Avoid using the client’s toilet (if available) unless in an emergency.
 - Materials where possible should be delivered not collected by workers. If suppliers are visited for the purposes of picking up product or materials then additional detail of time, location and interaction must also be recorded.
 - Hand-sanitiser should be made available in every vehicle.
 - Where possible, ensure that worker either sanitise or wash their hands properly, especially upon arrival at work, after using the bathroom, after blowing their noses, before eating and before going home.
 - Remind workers to cover coughs, sneezes with their elbow or tissues (provide facilities to dispose of any tissues promptly).
 - Vehicles should be sanitised at the end of each day.
 - All cleaning should be affected with appropriate materials and allowance should be made at the end of the working day for its satisfactory implementation.

4.1 Site Visitors

Guidelines for visitors to site, to be shared with subcontractors, suppliers and other visitors can be found in **Appendix 9**

- **Construction:**
 - All non-essential visitors to be denied access to the site.
 - All necessary visitors to complete sign in/sign out form as previously detailed.
 - Interaction of visitors to a worker on site must be limited to that one worker.
 - Visitors must be encouraged not to touch anything on site unless absolutely necessary.
- **Garden Care:**
 - A hazard board at the entry to the garden should alert any visitors to the presence of the maintenance team, and should include the request that the visitor complies with the social distancing rule and minimises interaction.

4.2 Deliveries: For both Construction & Garden Care

- Subcontractors and suppliers (deliveries) need to be provided in advance with your expectations for accessing sites. They need to acknowledge their acceptance of these requirements at sign in.
- Deliveries should wherever possible be ordered over the phone/on line rather than through store visits (if these are allowed).
- Suppliers who make deliveries must have a copy of the site's COVID-19 plan and their drivers need to be trained in its requirements.
- Delivery driver to complete sign in/sign out procedures as previously detailed.
- No physical documentation should be taken from the delivery driver – photographic proof of delivery taken instead (this could mean photographing the packing slip as opposed to receiving it).
- 2m distance should be maintained between the delivery team and workers.
- Any two person lifts should be affected by two people from the same bubble i.e., not the delivery driver and a member of the construction team, but either two people from the delivery company or two workers from the site.

5.0 Leaving the Site

- **Construction:**
 - Everyone must complete the sign out procedure including next destination to assist in contact tracing and acknowledgement that the Team Leader will be advised if anyone visiting the site subsequently falls sick – contact person's details as per earlier instruction.
 - Hands should be washed and sanitised before leaving the site.
- **Garden Care:**
 - On completion of the work, the client should be left with details of who was on site and when, together with the request that you be advised should anyone at that address becomes sick or in contact with a COVID-19 case.
 - Hands should be washed and sanitised before leaving the site.
 - All equipment sanitised before leaving site.

5.1 On Return Home

All workers are required to:

- Leave shoes and bags outside
- Remove uniforms and put directly into washing machine for washing (change uniform daily)
- Shower carefully, paying attention to hands, wrists, arms, neck, nails and areas that might have been exposed.
- Leave all non-essential items at work/in the work vehicle and sanitise any such as mobile phones
- All workers must comply with all MOH requirements for maintaining their personal bubbles
- All workers will keep private record of all their interactions with others

6.0 Emergency Management Protocols

- Should any worker or site visitor become suspected of or diagnosed as having contracted COVID-19, or become aware of being in contact with a suspected or actual case, this must be reported immediately to your company.
- You must then shut the site for a minimum of 3 days (unless confirmed not COVID-19) while investigations occur or in the case of Garden Care, advise the client that you will contact the MOH and access to the property will thus be restricted.
- You must notify the MOH 0800 358 5453
- You must begin contact tracing, by
 - Identifying the worker by their full name, contact telephone number, address, name of their company, reason for being on site and duration of time there
 - Identifying all sites that the worker or visitor has accessed and compile a list of people that may have been at the same site in the last 7 days
 - You must inform all those workers and visitors and their companies that there could have been an exposure, whilst protecting the privacy of the individual where practicable.
 - Your workers who may have had contact are to stay at home until the case is confirmed or not, in conjunction with the MOH.
- The site cannot be re-opened without specific approval of the MOH.
- Before the site re-opens a full sanitising clean should be completed.

7.0 Disclaimer

This document has been created by RML in consultation with the construction and horticulture industries. The purpose of the document is to provide the RML membership with suggested protocols to best meet the requirements for safe working environments based on government guidelines.

We will monitor the requirements of the Alert Levels as we move back down to Levels 2 and then 1 and update these protocols in line with government advice.

Please continue to check for further updates from <https://covid19.govt.nz/> and <https://health.govt.nz>

8.0 Acknowledgements

We wish to thank NZPPI and NZCIC for information and guidance on standards.

Guidance for members with plant production (Nurseries) and Garden Centres can be found on the NZPPI website

9.0 References

How to Stay Informed

Contact Registered Master Landscapers (RML), Janine Scott business@masterlandscapers.org.nz,
Phone 0508 444 345

Useful Links

Worksafe COVID pages

<https://worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid-19/>

Government COVID website

<https://covid19.govt.nz/>

<https://bookmyvaccine.covid19.health.nz/>

Posters

<https://www.sitesafe.org.nz/guides--resources/covid-19-protocols/supporting-resources/protocol-signage/>

<https://www.chasnz.org/covid19>

<https://covid19.govt.nz/search?q=posters#stq=posters&stp=1>

Resources for maintaining mental health at work and home

<https://worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid-19/resources-for-maintaining-mentally-healthy-work-at-home/>

NZ Plant Producers latest COVID information for the industry

www.NZPPI.co.nz

Road Transport forum NZ – Public Toilets North Island

<https://www.rtfnz.co.nz/wp-content/uploads/Toilets-Open-North-Island-as-at-7-April-2020.pdf>

Appendix 1

COVID-19 Safety Plan

Use this form to document your thinking about how you and your workers will keep safe at work during the COVID-19 pandemic. Provide as much information in response to each question as possible. This information will help your workers and other people to know exactly what to do and what to expect.

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required. There is guidance on what to think about when you’re planning a safe return to work here:

Company Details:

Business Name:	Humphreys Landscaping	Manager Approval:	Worker Representative Consultation:
Team:			
Date Completed:			
Date Distributed:		Name of Manager:	Name of Worker Representative:
Revision date:			

Refer to the Worksafe guidance for constructing a COVID-19 safe work plan for full details.

	Describe what you will do:	Who is responsible?
What will be done to manage risks from restarting business after lock-down?	<p><i>Consider: Changed workforce, changed rosters, hygiene requirements (surfaces, separation, toilet), maintenance, ventilation systems.</i></p> <p><i>Example: Restart the line carry out restart procedure and sterilise all touch surfaces.</i></p> <p>Refer: H&S Manual, Returning to Work Under Alert Level 3</p>	

<p>How will you ensure all your workers know how to keep themselves safe from exposure to COVID-19?</p>	<p><i>Consider: providing guidance, meetings to discuss distancing and hygiene, regular review.</i></p> <p>Refer: H&S Manual, Returning to Work Under Alert Level 3</p> <ul style="list-style-type: none"> • Worksafe COVID-19 Safety Plan • Form 1 Employee Acknowledgement • Form 2 Daily Check List • Posters covering: <ul style="list-style-type: none"> - Limiting access to sites - Handwashing - Safe handling of PPE - Good personal hygiene - Physical distancing 	
<p>How will you gather information on the wellness of your staff to ensure that they are safe to work?</p>	<p><i>Consider: Daily health screening check, discussing options with workers, follow-up procedures for ill workers, contact tracing information.</i></p> <p><i>Example: To find out if workers are well when they come to work, we will ask each worker basic questions about their physical and mental health.</i></p> <p>Refer: H&S Manual, Returning to</p> <p>Work Under Alert Level 3</p> <ul style="list-style-type: none"> • Worksafe COVID-19 Safety Plan • Form 1 Employee Acknowledgement • Form 2 Daily Check List • Form 5 Managers Checklist 	

<p>How will you operate your business in a way that keeps workers and others safe from exposure to COVID-19?</p>	<p><i>Consider: who needs to be in the workplace, worker input into different ways of working, what other people or businesses you'll have to interact with, ensuring separation distances, disinfecting surfaces, shared equipment, equipment for remote workers, training requirements, physical separation or PPE requirements, worker transport.</i></p> <p><i>Example: We will review guidance on the Ministry of Health website and to be sure we are cleaning surfaces the right way with the right disinfectant.</i></p> <p>Refer: H&S Manual, Returning to</p> <p>Work Under Alert Level 3</p> <ul style="list-style-type: none"> • Form 2 Daily Check List • Form 3 Sign in Register • Form 4 Maintenance Visits • Form 5 Managers Checklist • Form 6 Proof of Requirements to Travel letter • Information posters 	
<p>How will you manage an exposure or suspected exposure to COVID-19?</p>	<p><i>Consider: Isolation procedures, gathering and using workplace contact tracing information, clean down procedures, contacting Healthline.</i></p> <p><i>Example: Arrange safe transport home immediately and provide all workers with advice on contacting GP and/or Healthline.</i></p> <p>Refer: H&S Manual, Returning to</p> <p>Work Under Alert Level 3</p> <ul style="list-style-type: none"> • Emergency Management Protocols 	

<p>How will you evaluate whether your work processes or risk controls are effective?</p>	<p><i>Consider: Adapting plans as you find better/easier ways to do things, how to ensure workers are raising concerns or solutions, conducting regular reviews of your plan, communicating changes.</i></p> <p><i>Example: We need workers' feedback and some speak little English, so we will team up workers with buddies who are more fluent in English at team meetings.</i></p> <p>Refer: H&S Manual, Returning to</p> <p>Work Under Alert Level 3</p> <ul style="list-style-type: none"> • Form 2 Daily Checklist 	
<p>How do these changes impact on the risks of the work that you do?</p>	<p><i>Consider: With workers, review existing critical risks and whether work practice changes will affect current risk management, are any new critical risks introduced due to changes in worker numbers, work practices, what new risk controls are required?</i></p> <p><i>Example: Regular check-ins with workers about how they're coping with the change to shift work.</i></p> <p>Refer: H&S Manual, Returning to</p> <p>Work Under Alert Level 3</p> <ul style="list-style-type: none"> • Form 2 Daily Checklist • Risk analysis • Current Health & Safety Policy 	

Notes:

Daily review of current Government COVID-19 information policies is essential to keep up-to-date

Appendix 2

Checklist for Returning to Work

ACTION	COMPLETED
Notify clients of return to work and specific H & S protocols to be followed – Facebook/Instagram/website/emails	
Confirm which workers are returning to work and check health status	
Consult with and then induct workers into new procedures	
Provide all workers/contractors/clients with copy of protocols	
Print posters and distribute	
Print Sign in forms and distribute	
Check on uniform supply	
Order appropriate sanitising materials	
Check machinery and equipment safe and ready for use	
Check WOFs/RUCs etc up to date	
Confirm travel arrangements for each worker	
Produce standard letter for staff travelling if required	
Check those working from home have all necessary resources	
Print Daily Check list and distribute	
Print Maintenance visit form	
Obtain list of public WCs that are open in the areas within which you work, if no Port-a-loos on site	
Create protocol for accessing warehouse/depot and erect signage and sign-in and sanitising station	
Nominate lead person on each site to implement protocols and oversee all risk mitigation and to provide regular feedback to amend protocols as may be required.	
Check sites safe for return to work	

Appendix 3



Employee Acknowledgement

To my knowledge I have not been exposed to anyone who is suspected of or has been diagnosed with COVID-19	
I have been exposed to someone who is suspected of or who has COVID-19 on (date) and have met self-isolation requirements.	
I have had or was suspected of having had COVID-19 but have recovered and have been tested and confirmed as being recovered.	
I am not feeling unwell, do not have a fever or dry cough	
If I become unwell, I will remain at home.	
I do not have any underlying health conditions that would make me more at risk and am not over 70 years of age	
I do have an underlying health condition but am prepared to work. Details:	
I will advise the company if I do come into contact with a suspected or actual COVID-19 sufferer and will self-isolate.	
<p>I understand the conditions under which I am allowed to work under Level 3 Alert:</p> <ul style="list-style-type: none"> • maintaining 2m social distancing, • maintaining my defined work bubble and providing information on and maintaining my home bubble • frequent handwashing/sanitising, appropriate personal hygiene around coughing and sneezing • on return home, removing uniform and changing daily, careful showering • personal regular recording of all my social interactions with others, retaining my bubble 	
I authorise the company to use my personal information for the purposes of contact tracing	
I will follow all the rules to keep everyone safe, even if I have been vaccinated against COVID-19.	
I understand that should I be found to have not complied with these protocols I will be subject to a Serious Misconduct investigation.	
NAME:	DATE:
SIGNED:	
HOME ADDRESS:	

Appendix 4



Letter Verifying Travel Movements

Date of issuance – 22 September 2021

To whom it may concern,

TRAVEL AUTHORITY DURING LEVEL 3 ALERT PERIOD

[Employee name] is employed by **Humphreys Landscaping** and is permitted to work during the New Zealand Covid-19 Alert Level 3 as it is complying with all the government requirements in order to provide a safe service.

[Employee name] has agreed they will only travel to and from our place of work, which is located at 8 Gordon Road, Morningside, Auckland. Their usual hours of work are from **[start time]** to **[finish time]**.

For any questions regarding their movements for work purposes please contact **[Employer name]** on **[Phone number]**.

This arrangement has been agreed by both **[Employee name]** and **Humphreys Landscaping**.

Employer signature:

Employee signature:

Appendix 5



Daily Checklist Prior to Commencement of Work

Discuss with team how these protocols are to be followed

Site Address:

Date:

All workers have signed Acknowledgement Form and are safe to be at work	
Bubble(s) identified, to be maintained	
All information posters in place	
All equipment is safe for use and has been sanitized	
Handwashing/sanitizing station established and need for regular use acknowledged	
Good hygiene for coughing and sneezing to be practiced	
Toilet facilities confirmed (Port-a-loo, nearest public WCs)	
No leaving site for food – all personal rubbish to be removed	
Tools sanitised before and after use if sharing	
Restrict access to one point per site. Sign in/Sign out and sanitising station established	
Physical distancing – 1m for workers in same bubble; 2m for any others outside that bubble e.g., delivery personnel, Council Inspectors, clients, subcontractors. Will this cause problems for safe communication? If so, how can this be resolved?	
Communication with others outside bubble maintains 2m or is preferably by phone call, email or text.	
No exchange of paperwork, job sheets, packing slips: information to be photographed	
2 man lifts only by people from same bubble	
Define/fence off work area if client requires access through site or confirm safe access route	
Sanitising of all high-use hard surfaces at end of day	
Feedback on earlier experience of effectiveness of controls: amend as required	
Identify any other risks and manage	
Site Foreman/Team Leader/ Team Members:	

Appendix 6

Appendix 7



Working on Site for Garden Care Workers

KEEPING SAFE UNDER LEVEL 3 ALERT RESTRICTIONS

We are pleased to be able to be back at work, though with some necessary limitations. However, we need to advise you how we are ensuring your safety and the safety of our teams. Because of this, all work must be scheduled in advance so our team can be fully prepared.

Guidelines for our industry have been created by Registered Master Landscapers and are what we are following.

Our Commitment to you

Prior to being allowed to return to work, staff have confirmed that:

- in the last 14 days they have not been in contact with anyone who is suspected of or has been diagnosed with COVID-19.
- they are in good health and are committed to staying home should they become ill.
- they have been advised of, and will use, the appropriate personal hygiene techniques to minimise the transmission of the virus.
- they have been assigned to discrete bubbles to minimise social interaction.
- they will sanitise their hands after leaving their vehicles and before touching anything on your property, and will sanitise equipment as required
- they will adhere to the rules of social distancing as far as possible while on site. This includes at break times
- they will sanitise any gates, keypads, handles that they have touched, on their departure

Your Commitment to us

- You will adhere to the COVID-19 guidelines for self-isolation should you or anyone in your bubble come into contact with a person who is suspected of or diagnosed with COVID-19, or if you contract the virus yourself.
- You will adhere to the rules regarding social distancing and will communicate with the us by texting, emailing or telephoning.
- You will confirm to our team who of your family is present at your property at the time of our visit.

Site Address		
Date	Time of Arrival:	Time of Departure:
Team Members		
Residents on Site		
Contact Phone Number		
Contact person at Humphreys Landscaping should your circumstances change in the next 14 days		
Contact Number		

8 Gordon Road, Morningside, Auckland
 PO Box 47280, Ponsonby 1144, Auckland. Ph 09 815 4250
 humphreyslandscaping.co.nz

Appendix 8

Daily Work Guide under COVID-19 Level 3

BEFORE ARRIVING ON SITE	Tick	SITE ENTRY	Tick	SITE OPERATIONS	Tick	LEAVING SITE	Tick
Site contact person nominated and recorded on Daily Checklist		Site check to confirm the site is work ready eg sanitation stations, Sign-in Register in place, safety barriers etc are in place, single point of entry.		Any two person lifting to be done by workers/delivery personnel in the same bubble.		Anyone leaving the site must record their departure in the Sign-in Register.	
Any subcontractors to be used have provided their COVID-19 Control plan to show how they will mitigate risks. (At a minimum they are required to acknowledge the SSP's requirements detailed on the Sign in Form)		Daily Checklist , together with usual Toolbox meeting, to be reviewed with team. Any new risks identified and strategies implemented for their mitigation.		Cleaning measures implemented as per instructions in the main protocol document, on a regular basis – hard surfaces, tools, hands.		All workers wash hands on leaving the site.	
Workers to have confirmed their health status and have received and understood the COVID-19 Protocols – see Acknowledgement FORM 1		All personnel and essential visitors to site are to record their arrival and departure times and their health status. See FORM 2		Ensure handwash/sanitising area is maintained.		The work site should be cleaned and all high-touch points sanitised at the end of each working day, and rubbish and disposable PPE securely disposed of.	
Workers comply with Travelling to Site protocol .		Signage installed showing correct handwashing and personal hygiene procedures Appendix 1		Tools shared outside a bubble to be sanitised before re-use.		Workers must follow the transportation protocol of not sharing a vehicle, for their return home.	
Workers advised of nearest WC facilities if no Port-a-loo onsite. Wash/sanitising facilities set up.		Non-contact delivery area defined and kept clear		Physical distancing with those outside individual's bubbles to be observed at all times, including during breaks		When returning home, workers must follow appropriate procedures – remove boots, wash clothes daily, shower and wash carefully.	
For sites where clients are resident, clients to have been provided with details of the COVID-19 Protocols and provided contact details and have confirmed that work can resume and they will comply with the Plan.		If clients on site, defined work area demarcated and safe access route defined.		Team leader/site foreman in possession of details of COVID-19 Response Plan and remains alert to the potential of putting this into action.		Workers must remain in their bubble and keep a personal record of other activity/interactions.	
All forms and signage available and positioned appropriately.				Ensure subcontractors are working to an adequate Control plan			

Appendix 9



Guidelines for subcontractors, suppliers and others visiting sites under COVID-19 Alert Level 3

This company is working under strict safety procedures as required in order to be able to work in the COVID-19 Alert Level 3. In order to maintain a safe work site, subcontractors, suppliers and visitors will need to meet the following requirements from our safety plan for visiting our sites/making deliveries to sites/working on sites.

- 1 Deliveries and visits to site must be scheduled
- 2 Only one delivery vehicle can be offloading at once: if a truck is there already, you must stay in your vehicle until they have left.
- 3 Deliveries are to be made to the defined Delivery Area.
- 4 On arrival, hands must be sanitised
- 5 Good sneezing, coughing and handwashing hygiene must be observed throughout the time on site.
- 6 The Sign-in Register must be completed.
- 7 No paperwork is to change hands: photographs must be taken of packing slips/delivery docketts.
- 8 Where heavy loads are being off loaded and two people are required to lift, then the two people must be from the same bubble – either from the construction team or from the company delivering.
- 9 Physical distancing of 2m must be observed at all times for those in different bubbles unless a closer distance is a necessity. Then appropriate strategies will be agreed with the Site Foreman for mitigating risks.
- 10 There is no sharing of tools unless unavoidable. When shared, the hard surfaces must be sanitised prior to use.
- 11 If anyone becomes unwell while on site, they must leave the site immediately.
- 12 Should any recent visitor to site contract COVID-19 or be suspected of contracting it, they must advise this company immediately as well as the appropriate authorities
- 13 Once on site, workers and subcontractors must remain on site all day, unless there are no on site toilet facilities.
- 14 There is no smoking on site.

Copies of our full COVID-19 Safety Plan can be obtained from jo@hll.co.nz