



# COVID-19 ALERT LEVEL 3 MANAGEMENT PLAN

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*Apex Interiors have assessed our ability to operate safely at Alert Level 3. We have established several new processes to help manage risk and protect all workers, and those who may be affected by Apex Interiors workers under the current Alert Levels. Through this, we have determined that our workers are able to return to work safely at Alert Level 3.*

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## SECTION ONE: INTRODUCTION

### **WHAT IS CORONAVIRUS (COVID-19)?**

Coronaviruses are a large family of viruses which may cause illness in animals or humans. In humans, several coronaviruses are known to cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). The most recently discovered coronavirus causes coronavirus disease COVID-19, which is the infectious disease caused by the most recently discovered Coronavirus. This new virus and disease were unknown before the outbreak began in Wuhan, China, in December 2019.<sup>1</sup>

### **HOW DOES COVID-19 SPREAD?**

COVID-19, like the flu, can be spread from person to person. When a person who has COVID-19 coughs, sneezes or talks, they may spread droplets containing the virus a short distance, which quickly settle on surrounding surfaces. You may get infected by the virus if you touch those surfaces or objects and then touch your mouth, nose or eyes.<sup>2</sup>

### **WHAT ARE THE SYMPTOMS OF COVID-19?**

These symptoms do not necessarily mean you have COVID-19. The symptoms are similar to other illnesses that are much more common, such as cold and flu.

Symptoms include:

- A cough
- High temperature (at least 38°C)
- Shortness of breath
- Sore throat
- Sneezing and runny nose
- Temporary loss of smell.

If workers have these symptoms, they should contact Healthline for free on 0800 358 5453 or their doctor immediately, as well as notifying their Apex Interiors Project Manager.<sup>3</sup>

### **PURPOSE**

To set out the PCBU (Person Conducting a Business or Undertaking in this case Apex Group of Companies) responsibilities and commitment to minimise the spread of Coronavirus and provide for the well-being of their workers in a safe, healthy work environment. To also be a socially responsible organisation, exercising good judgement for the well-being and safety of the greater community. This COVID-19 Alert Level 3 Management Plan document has been designed for the Apex Group of Companies ("**Apex Interiors**") which includes Apex Interiors (Auckland) Ltd, Apex Interiors (Northland) Ltd, Apex Interiors (Hamilton) Ltd, Apex Interiors (Wellington) Ltd and Apex Interiors (Christchurch) Ltd.

### **SCOPE**

Aligned with the Health and Safety at Work Act 2015, a worker is any individual who carries out work in any capacity for a PCBU. The specifics in this plan apply to all employees, contractors etc who carry out work for Apex Interiors ("**workers**") and includes any site or place where the worker goes or is likely to be while at work.

### **NEW ZEALAND ALERT LEVELS <sup>4</sup>**

New Zealand will come out of Alert Level 4 into Alert Level 3 on Monday 27 April 2020 at 11:59pm. A full PDF version summary of COVID-19 Alert Levels can be found [here](#). This document was published 16 April 2020 and is subject to change by the New Zealand Government.

### **WORKER COMMUNICATION**

Apex Interiors plans to actively distribute all documentation to workers and conduct inductions via video conference prior to workers returning to site. Apex Interiors has several individuals within the company that are able to act as translators for workers with language barriers. Apex Interiors also has the ability to have our health and safety documentation translated if we deem the above method not understood. This will ensure that information and protocols relating to COVID-19 are understood by all workers.

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<sup>1</sup> World Health Organisation

<sup>2</sup> Ministry of Health New Zealand

<sup>3</sup> Unite Against COVID-19

<sup>4</sup> Unite Against COVID-19

## KEY STAKEHOLDER COMMUNICATION

Apex Interiors will actively engage with the Health and Safety Representatives of the main contractors and other subcontractors on site to ensure that all parties COVID-19 protocols are upheld.

## WORKER REPRESENTATION

Should any worker feel uncomfortable with the guidelines set out in this plan, they may contact the Apex Interiors Health & Safety Representative (see below).

All workers are encouraged to engage and participate in formulating processes in Health and Safety. Should you have any suggestions for improving our COVID-19 processes, please do not hesitate to contact Claudia Spencer or the Apex Senior Management team to discuss.

Name	Position	Phone	Email
Claudia Spencer	Health & Safety Representative	027 870 9661	<a href="mailto:claudia@apexinteriors.co.nz">claudia@apexinteriors.co.nz</a>
Luke Sykes	General Manager	021 264 9811	<a href="mailto:luke@apexinteriors.co.nz">luke@apexinteriors.co.nz</a>
Trevor Sutton	Contracts Manager	021 247 4004	<a href="mailto:trevor@apexinteriors.co.nz">trevor@apexinteriors.co.nz</a>
Kevin Richards	Contracts Manager	027 621 9617	<a href="mailto:kevin@apexinteriors.co.nz">kevin@apexinteriors.co.nz</a>
Wayne Duxbury	Northland Branch Manager	027 773 3422	<a href="mailto:wayned@apexinteriors.co.nz">wayned@apexinteriors.co.nz</a>
Tony Prout	Hamilton Branch Manager	021 949 882	<a href="mailto:tony@apexinteriors.co.nz">tony@apexinteriors.co.nz</a>
Tony Travers	Wellington Branch Manager	027 412 3406	<a href="mailto:tonyt@apexinteriors.co.nz">tonyt@apexinteriors.co.nz</a>
Paul Collings	Christchurch Branch Manager	027 431 2410	<a href="mailto:paulc@apexinteriors.co.nz">paulc@apexinteriors.co.nz</a>

Likewise, if any main contractor or other persons would like to discuss any details outlined in this plan, they can contact any Apex Interiors representative listed above.

Apex Interiors is open with our processes relating to COVID-19. As part of this, we have developed a feedback form for any individuals or companies that would like to provide feedback on our processes outlined in this plan, toolbox talks or task analysis sheets relating to COVID-19. The feedback form can be viewed and completed [here](#).

## MENTAL HEALTH & WELLBEING

It is important that workers are looking after their mental health and wellbeing during this uncertain time. If you are feeling overwhelmed or would like to discuss any matters, all Apex Interiors representatives are available, otherwise MATES In Construction is running 'The Lunch Room' which is open to anyone in the construction industry wanting to chat during the COVID-19 crisis.<sup>5</sup> The initiative follows the MATES model of creating safe environments and enabling the workforce to support their workmates. Workers who would rather talk to someone one-on-one can connect to one of the MATES team for free on 0800 111 315 or text them on 5353. The service is open to anyone who works in the construction industry, both workers and employers, and is available 24 hours a day.<sup>6</sup>

Links to several mental health and wellbeing websites are listed below if you need guidance.

**COVID-19 Health & Wellbeing**  
[Unite Against COVID-19 - Health & Wellbeing](#)



**All Right – Getting Through Together**  
<https://www.allright.org.nz/campaigns/getting-through-together>



**MATES in Construction**  
<https://mates.net.nz/get-help/covid-19-support/>



<sup>5</sup> MATES In Construction

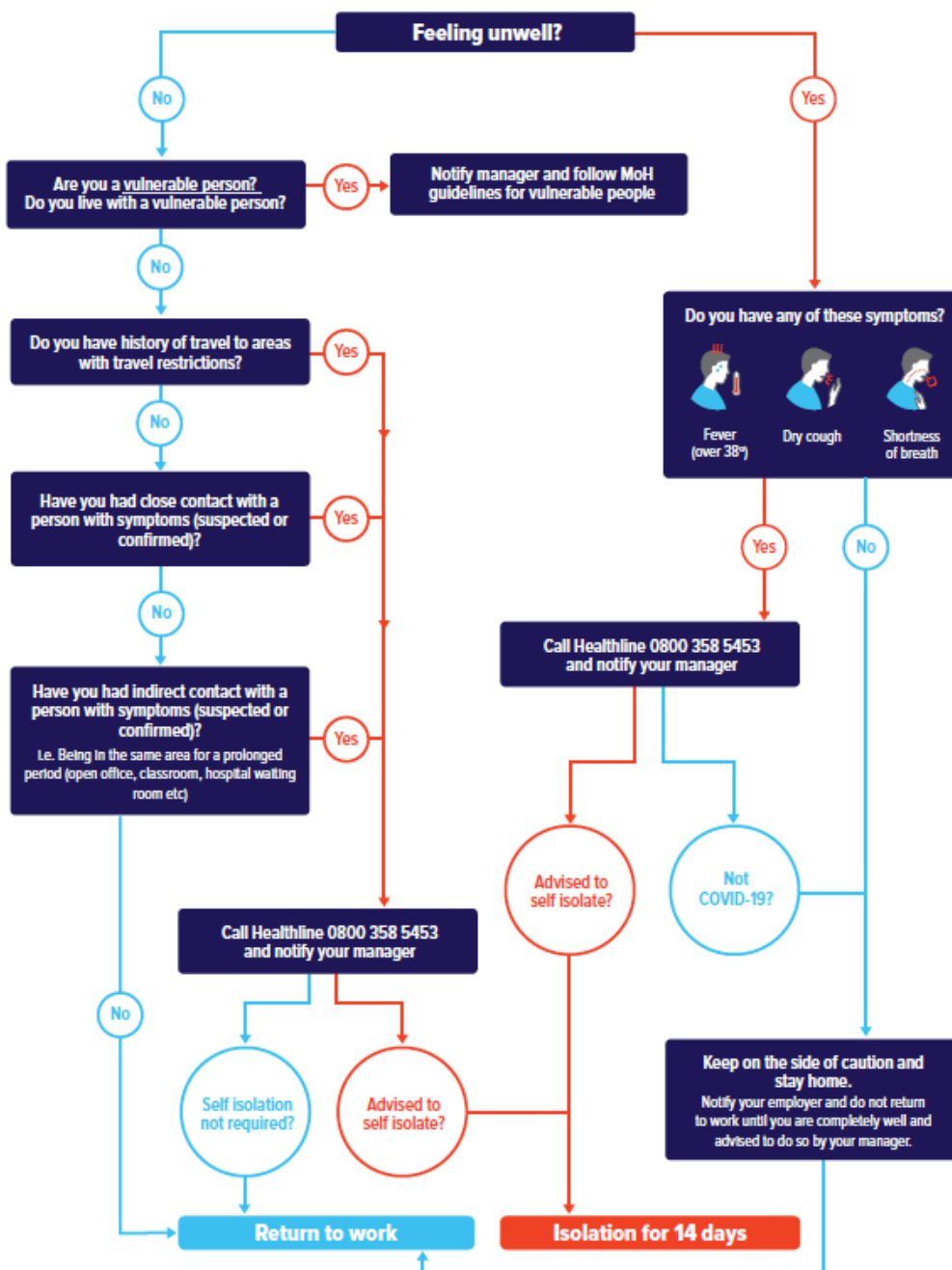
<sup>6</sup> Construction Sector Accord

## SECTION TWO: BEFORE WORKERS COME TO A LOCATION WHERE WORK IS TO BE CARRIED OUT

### BEFORE TRAVELLING TO SITE

All workers are to complete the Personal Health Flowchart each time prior to travelling to site (Figure 1.1). The results of this assessment are recorded in the Apex Interiors COVID-19 Daily Log. A PDF version of the flowchart can be found [here](#).<sup>7</sup> More information about the classification of a 'vulnerable person' can be found [here](#).<sup>8</sup> Every worker **MUST** adhere to the outcome of this assessment.

### Personal Health Flowchart



Personal Health Flowchart: Figure 1.1

<sup>7</sup> New Zealand COVID-19 Construction Protocols V2

<sup>8</sup> Unite Against COVID-19

## TRAVEL TO SITE

All workers must give thought to how they will travel to and from work. Generally, travel to site must be in accordance with the site transportation protocol<sup>9</sup> (Figure 1.2). There will be disruptions and changes to public transport schedules and requirements. It is encouraged that people do not vehicle share unless they can maintain appropriate distancing at all times. If workers normally carpool to work and have no other means of transport, this must be discussed with Apex Senior Management as those carpooling should form part of the workers 'work bubble' or 'extended bubble'. The best practice if sharing vehicles is to keep as much distance between passengers as possible, open the windows to keep air circulating and passengers to face towards the window to reduce the spread of germs.<sup>10</sup> The vehicle should also have all commonly touched areas sanitised before and after each use. Details regarding daily transport to and from work are included in the Apex Interiors COVID-19 Daily Log. A PDF version of the site transportation guide can be found [here](#).<sup>11</sup>

## Site Transportation Protocol - Alert Level 3

### Workers travel to site

Employers are required to have an understanding of how workers will travel to and from site.



Workers are to travel to the site one person per vehicle where possible.



Log is to be kept to record who has arrived on site, how they traveled and who they traveled with for contact tracing purposes.



Workers must travel home in the same vehicle as they arrived in.



Handwashing protocols to be observed before entering site.

Any travel managed by the employer should ensure that adequate steps can be achieved for this transport – which includes:



Allowing for spaces between passengers.



Hygienic washing of hands before and after the journey.



Follow Vehicle Cleaning Procedures as per the [Cleaning guide](#).



Restricting equipment and baggage to trailers and or separate parts of the vehicle.

Site Transportation Protocol: Figure 1.2

<sup>9</sup> New Zealand COVID-19 Construction Protocols V2

<sup>10</sup> New Zealand COVID-19 Construction Protocols V2

<sup>11</sup> New Zealand COVID-19 Construction Protocols V2

## SECTION THREE: WORKPLACE ENTRY OR COMMENCEMENT OF ACTIVITY

### ARRIVAL AT SITE

Upon arrival at site, physical distancing practices **MUST** be followed:

- At least one metre's separation is required at work for alert Level 3. We expect one metre separation between people at work as the minimum and greater separation where it is reasonably practicable to do so.
  - If it is not possible or safe for workers to distance themselves by one metre for a work activity, the works should not be carried out.
  - It is important to remember that we still have to complete the task safely, so we cannot make the task unsafe in order to maintain the one metre separation required.
- At least two metres separation where reasonably practicable to do so and in uncontrolled environments, like in public.<sup>12</sup>

Guidelines around physical distancing and hygiene protocols can be found [here](#).

Before entry to any job site, all workers will be required to wash or sanitise their hands before starting work at their work location as per MOH guidelines<sup>13</sup> (Figure 1.3). A PDF version of the Ministry of Health's handwashing guide can be found [here](#). All workers will be provided with individual hand sanitiser that is to be kept on their person at all times. It is the workers responsibility to contact their Apex Project Manager if they run out of hand sanitiser.



MOH Handwashing Guide: Figure 1.3

Workers will be provided with adequate PPE when required. This will be distributed accordingly by the relevant Apex Project Manager. Guidelines around PPE can be found [here](#).

Depending on the levels of control implemented by the main contractor on each job site, several controls could be in place. This is likely to involve washing hands or using hand sanitiser, wearing of face masks, declarations, and temperature checks. Many main contractors may implement a daily step by step set of instructions per sites similar to the steps outlined [here](#).<sup>14</sup> Workers are required to comply with all additional control measures put in place by the main contractor.

<sup>12</sup> New Zealand COVID-19 Construction Protocols V2

<sup>13</sup> COVID-19 Standard for New Zealand Construction Operations

<sup>14</sup> CHASNZ

Apex Interiors has implemented 'Sign On Site' for all projects that will be running during Alert Level 3. All sites have been geofenced and workers trained on how to utilise the app. Workers will be required to sign in and out of the app every time they arrive and subsequently leave site. The daily briefing generated by Apex Interiors in the app will require them to acknowledge and confirm that they have performed a "personal health flowchart" on themselves for the day and that they are fit for duty. The daily briefing will need to be completed every time a worker signs into site (if workers sign in multiple times a day, the briefing will also need to be acknowledged multiple times a day). The standard briefing can be found [here](#).

## INDUCTIONS

All workers will be inducted into the Apex Interiors COVID-19 Management Plan and an initial COVID-19 toolbox talk to ensure they understand the information provided prior to attending site after lockdown.

Apex Interiors workers will also be required to complete an initial COVID-19 induction through 'Sign On Site'. The workers will also be required to complete this for each site that they attend. A standard example of the induction can be found [here](#).

Main contractors may also run site specific inductions. Workers will be required to participate in inductions, toolbox talks, and any other meetings as required by the main contractor (or Apex Interiors) ensuring that physical distancing practices are followed.

## APEX INTERIORS COVID-19 DAILY LOG

A "COVID-19 Daily Log" will be required to be completed by each worker. An example of the daily log can be found [here](#). Before workers enter site, they are required to have completed the Apex Interiors COVID-19 Daily Log for the previous day. Between the 'Sign On Site' app and the Apex Interiors COVID-19 Daily Log, we believe this will allow us to monitor employee movements and allow contact tracing should an outbreak occur.

## SECTION FOUR: SITE OPERATIONS

The Apex Interiors Project Management team will monitor and maintain compliance of the COVID-19 site protocols. Only workers deemed necessary to carry out physical works or supervised works are to physically attend the work location.

All workers are to exercise the recommended hygiene protocols, guidelines for this can be found [here](#).

Apex Interiors will work together with the main contractor to assess the workspace available before attendance by the worker to ensure all COVID-19 physical distancing protocols can be maintained. Wherever practicable, workers are to remain in the work zone that they have been allocated to by the Apex Interiors Project Management team.

Deliveries to site should be delivered by one person wherever practicable. The delivery driver is to remain in their vehicle if the load will allow it. Wherever practicable, the delivery vehicle is not to enter the site. If the driver is required to assist, they must wash or sanitise their hands before and after unloading goods. All Apex Interiors delivery truck drivers will be required to wear full length clothing at all times and face mask/protection. The 2 metre physical distancing rules are to be applied at all times. Apex Interiors delivery drivers will be required to use 'Sign On Site' to track their daily movements and to record all sites and suppliers that have been visited.

## HEALTH & SAFETY BRIEFINGS

### TOOLBOX TALK MEETINGS

As outlined under the inductions section, an initial COVID-19 toolbox talk will be undertaken before workers attend site once the Alert Level 4 lockdown is removed. Toolbox talks will then take place weekly, or as required by the Apex Interiors Project Manager or Senior Management. If you wish to view the Apex Interiors COVID-19 Toolbox Talk, it is available [here](#).

All future toolbox talks will be carried out by video conferencing wherever practicable, however if required to be carried out on site, all physical distancing and hygiene protocols will be followed.



## TASK ANALYSIS WORKSHEETS

Apex Interiors has designed the Task Analysis (TA) outlined below specifically for COVID-19 work practices. This TA will overrule any PPE requirements for other works (unless additional PPE is required for specific tasks). If in doubt, please contact the Apex Project Manager assigned to your project. This COVID-19 task analysis is a live document and will be updated accordingly to site and should new issues arise, or we receive new updates/requirements from trustworthy sources. An example of the COVID-19 specific Task Analysis can be found [here](#).

## BEHAVIOUR & COMPLIANCE MANAGEMENT

Apex Interiors has implemented a behaviour management system (card system) because ultimate compliance is required from workers to ensure all workers go home safely each day. Workers are expected to comply with all guidelines outlined by Apex Interiors and main contractors. To hold those who are not complying accountable, the card system will be enforced by the Apex Project Management team.

- A green card will reward workers who are showing continuous compliance with general and COVID-19 site safety practices.
- A yellow card will be given to workers who are not complying as required. The issue of the first yellow card is a warning and works may continue once the issue is rectified. The second yellow card will result in the worker being removed from site for the day. If a third yellow card is required, this is equivalent to a red card and the worker will be removed immediately from site and unable to continue works for Apex Interiors until COVID-19 Alert Levels are reduced to Alert Level 2.
- A red card will result in immediate removal from all Apex Interiors sites until COVID-19 Alert Levels are reduced to Alert Level 2 (or depending on offence, upon Apex Senior Management approval). A red card will be issued for high level offences i.e. spitting, coughing on other people, or upon the issue of 3 x yellow cards. No second chances will be provided, and non-compliance will not be tolerated.

A link to the Apex Interiors COVID-19 Behaviour Management System (Card System) can be found [here](#).

## SECTION FIVE: LEAVING SITE OR PLACE OF WORK

### LEAVING SITE

Upon leaving site, workers must sign out of 'Sign On Site' app. Workers may also have to follow main contractor guidelines of signing out of the project site.

All disposable PPE must be securely and safely disposed of as outlined [here](#).

### TRAVEL HOME

Workers must follow the same protocols travelling home as they followed when travelling to work. These can be found [here](#).

### ARRIVING HOME

To stop the potential transmission of COVID-19, it is crucial that workers take any necessary precautions to ensure that they and everyone in their bubble remain safe.

When the worker arrives home, they should follow protocols outlined below (Figure 1.4). A PDF version of the returning home from work guide can be viewed [here](#).<sup>15</sup>

Reusable PPE should be cleaned regularly, minimum daily by following the cleaning guidelines outlined [here](#).<sup>16</sup> Fabric reusable masks should be washed in the same manner as clothing. PPE should not be shared amongst workers.

Upon arriving home, workers are required to complete the Apex Interiors COVID-19 Daily Log unless they are planning to travel elsewhere (e.g. supermarket) after returning home from site. Regardless, this will need to be completed before entering site the following day.

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<sup>15</sup> New Zealand COVID-19 Construction Protocols V2

<sup>16</sup> New Zealand COVID-19 Construction Protocols V2

## 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 five 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.



#### Shower

Have a shower and make sure to clean your hands, wrists, arms, neck, nails and areas that might have been exposed.

Returning Home: Figure 1.4

## SECTION SIX: EMERGENCY MANAGEMENT

### WORKER ADVISES THEY ARE FEELING UNWELL OR SHOWING COVID-19 SYMPTOMS BEFORE ARRIVING AT WORK

If a worker, following completion of the personal health flowchart, notifies the Apex Interiors Management team that they are unwell or exhibiting flu like symptoms such as fever, coughing, or congestion, Apex Interiors will:

- Advise the worker to stay home
- Advise the worker to contact their doctor or the COVID-19 Healthline (0800 358 5453) for guidance
- Identify other workers who have had close contact with the infected worker in the 24 hours before the infected worker started showing symptoms
- Send those identified home to self-isolate.

The affected worker and their close contact worker bubble are to stay off all of Apex Interiors projects until they are able to provide:

- A medical certificate stating that they are fit for work
- A medical certificate stating that they do not need to be COVID-19 tested; or
- Evidence of a negative COVID-19 test result.

## WORKER ADVISES THEY ARE FEELING UNWELL OR SHOWING COVID-19 SYMPTOMS WHILST AT WORK

If a worker advises they are unwell or showing symptoms similar to COVID-19, Apex Interiors will:

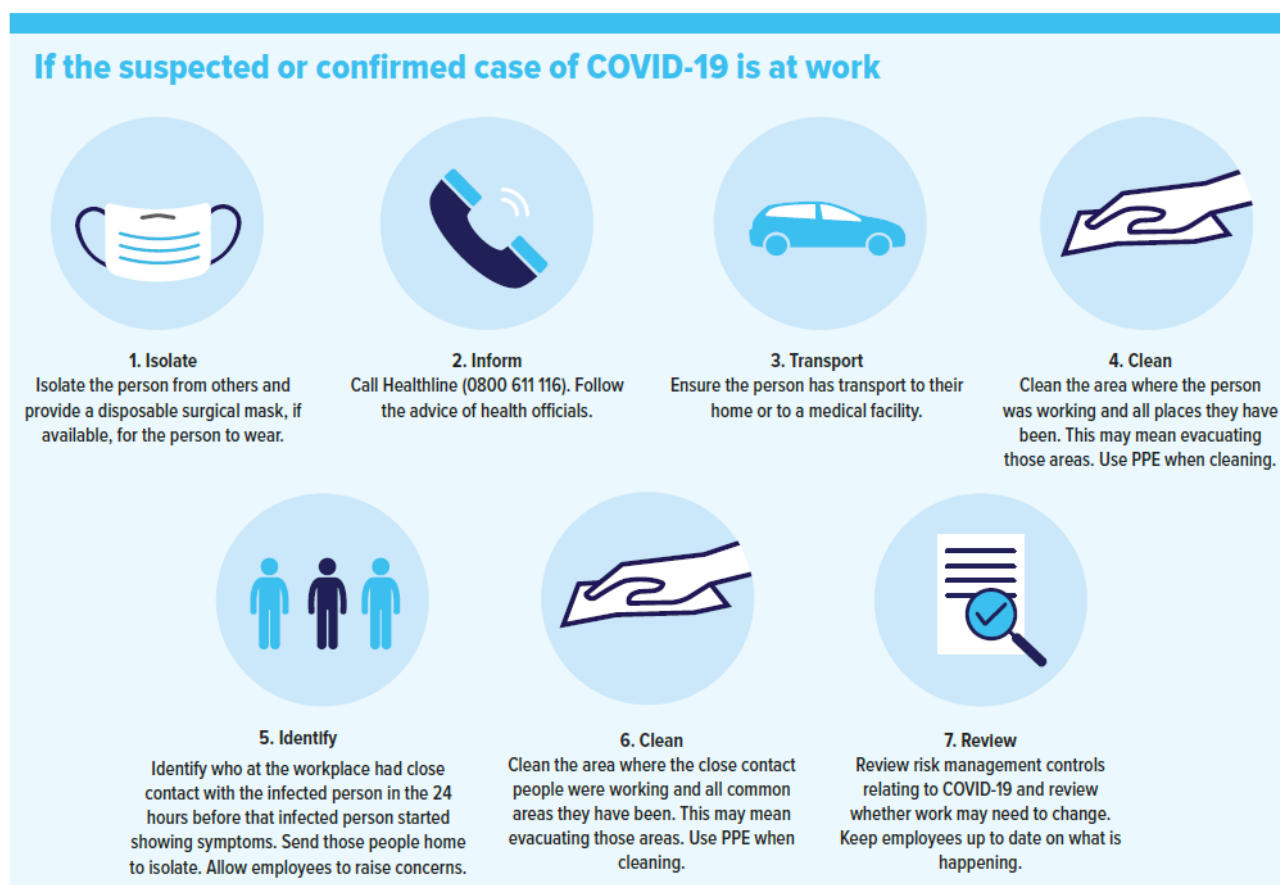
- Isolate the worker from others
- Advise the worker to contact their doctor or the COVID-19 Healthline (0800 358 5453) for guidance
- Ensure the worker has transport to their home or a medical facility
- Advise the main contractor of the situation and ensure their cleaning protocols are followed
- Identify other workers who have had close contact with the infected worker in the 24 hours before the infected worker started showing symptoms
- Send those identified home to self-isolate.

The affected workers are to stay off all of Apex Interiors projects until they are able to provide:

- A medical certificate stating that they are fit for work
- A medical certificate stating that they do not need to be COVID-19 tested; or
- Evidence of a negative COVID-19 test result.

During either of these scenarios, the worker must remain in regular communication with the Apex Interiors Senior Management team. Apex Interiors will review this plan and update as required to ensure it remains effective in practice. Apex Interiors will follow any other main contractor protocols as required. A PDF version of the suspected or confirmed case of COVID-19 at work (Figure 1.5) can be found [here](#).

## Suspected or confirmed case of COVID-19 at work



*Suspected or Confirmed Case: Figure 1.5*

## SECTION SEVEN: PERSONAL PROTECTIVE EQUIPMENT

All site-specific PPE is still required to be used as per Apex Interiors and main contractor protocols. Apex Interiors minimum PPE requirements are:

- Hard hats
- Hi-vis vests
- Steel capped boots
- Safety glasses.

### FACE MASKS

Workers will be provided with disposable or reusable facemasks/protection. They are only required to be used if it is made compulsory by the main contractor or if the worker personally wishes to do so. Face mask use protocols are to be followed (Figure 1.6). A PDF version for safe practices while using face masks can be found [here](#).<sup>17</sup>

It is important that when a face mask is removed that workers:

- Avoid touching the front of it
- Untie the bottom first and then the top tie (if the mask has ties)
- Discard the mask and do not use it again (if using a disposable mask)
- Wash hands with soap and water and dry hands thoroughly or use hand sanitiser immediately after removing the mask.<sup>18</sup>

### Safe practices when using face masks on site



Safe Face Mask Use Practices: Figure 1.6

<sup>17</sup> New Zealand COVID-19 Construction Protocols V2

<sup>18</sup> Ministry of Health New Zealand

## GLOVES

Workers will be required to wear gloves if required for the specific task. It is advised that workers still follow basic hygiene measures by washing hands with soap and water or hand sanitiser as soon as gloves are removed<sup>19</sup> (Figure 1.7). A PDF version of the guide to safe use practice for gloves can be found [here](#).<sup>20</sup>

### Safe practices when using gloves on site

#### You will need to use gloves:



**Any time you are completing a manual task**  
Use your usual work safety gloves.



**If you are cleaning any surfaces**  
Use disposable gloves for this and throw them in the bin when you finish cleaning.

#### Remember to:



**Avoid touching your face while wearing gloves**



**Remove your gloves and then wash your hands prior to eating, drinking or smoking/vaping**



**Practice good hand hygiene and good cough and sneeze etiquette while wearing gloves**

Safe Glove Use Practices: Figure 1.7

Throughout the day and upon leaving site, workers must ensure that any disposable or single use PPE (face masks or gloves) are disposed of securely and safely. As these are now considered contaminated, they must be disposed of in a way that they cannot be used again. Many main contractors may have dedicated rubbish bins or bags specifically for removal of contaminated waste products.<sup>21</sup>

Reusable PPE cleaning requirements are outlined [here](#).

<sup>19</sup> Ministry of Health New Zealand

<sup>20</sup> New Zealand COVID-19 Construction Protocols V2

<sup>21</sup> New Zealand COVID-19 Construction Protocols V2

## REFERENCE DOCUMENTS

All document links in this plan can be found by following the Apex Interiors One Drive link. All other links and QR codes are to the websites for sources of relevant COVID-19 information. This plan has been written in alignment with the COVID-19 – Standard for New Zealand Construction Operations and V&H Construction Protocols V2.

### NZ COVID-19 Construction Protocols V2

[New Zealand COVID-19 Construction Protocols V2](#)



### COVID-19 Standard for New Zealand Construction Operations COVID19 Construction Standard V1.1



### Apex Interiors OneDrive Management Documents Apex Interiors COVID-19 Management Documents



### Apex Interiors COVID-19 Site Documentation & Induction Apex Interiors COVID-19 Site Documentation



### Apex Interiors COVID-19 Daily Log Apex Interiors COVID-19 Daily Log



### Unite Against COVID-19 <https://covid19.govt.nz/>



### Ministry of Health <https://www.health.govt.nz/>



### World Health Organisation <https://www.who.int/>



### WorkSafe NZ <https://worksafe.govt.nz/>



### MATES in Construction <https://mates.net.nz/>



### CHASNZ <https://www.chasnz.org/>



### Construction Accord <https://www.constructionaccord.nz/>

