



COVID-19 ALERT LEVEL 1 MANAGEMENT PLAN

Key Alert Level 1 Changes:

- Physical distancing removed
- Travel guidelines removed
- Personal Health Flowchart updated (page 5)
- Cleaning and Hygiene practices updated (page 6)

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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 2019.¹

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.²

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.³

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 1 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

New Zealand will move out of Alert Level 2 into Alert Level 1 on Monday 8th June 2020 at 11:59pm. A summary of COVID-19 Alert Levels can be found [here](#).⁴

WORKER COMMUNICATION

Apex Interiors plans to actively distribute all documentation to workers and conduct toolbox talks regarding changes between our Alert Level 2 and Alert Level 1 protocols 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.

¹ World Health Organisation

² Ministry of Health New Zealand

³ Unite Against COVID-19

⁴ 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	claudia@apexinteriors.co.nz
Luke Sykes	National Manager	021 264 9811	luke@apexinteriors.co.nz
Trevor Sutton	Auckland Contracts Manager	021 247 4004	trevor@apexinteriors.co.nz
Kevin Richards	Auckland Contracts Manager	027 621 9617	kevin@apexinteriors.co.nz
Wayne Duxbury	Northland Branch Manager	027 773 3422	wayned@apexinteriors.co.nz
Tony Prout	Hamilton Branch Manager	021 949 882	tony@apexinteriors.co.nz
Tony Travers	Wellington Branch Manager	027 412 3406	tonyt@apexinteriors.co.nz
Paul Collings	Christchurch Branch Manager	027 431 2410	paulc@apexinteriors.co.nz

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.⁵ 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.⁶ Back to work mental health protocols can be found [here](#).⁷

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/>



⁵ MATES In Construction

⁶ Construction Sector Accord

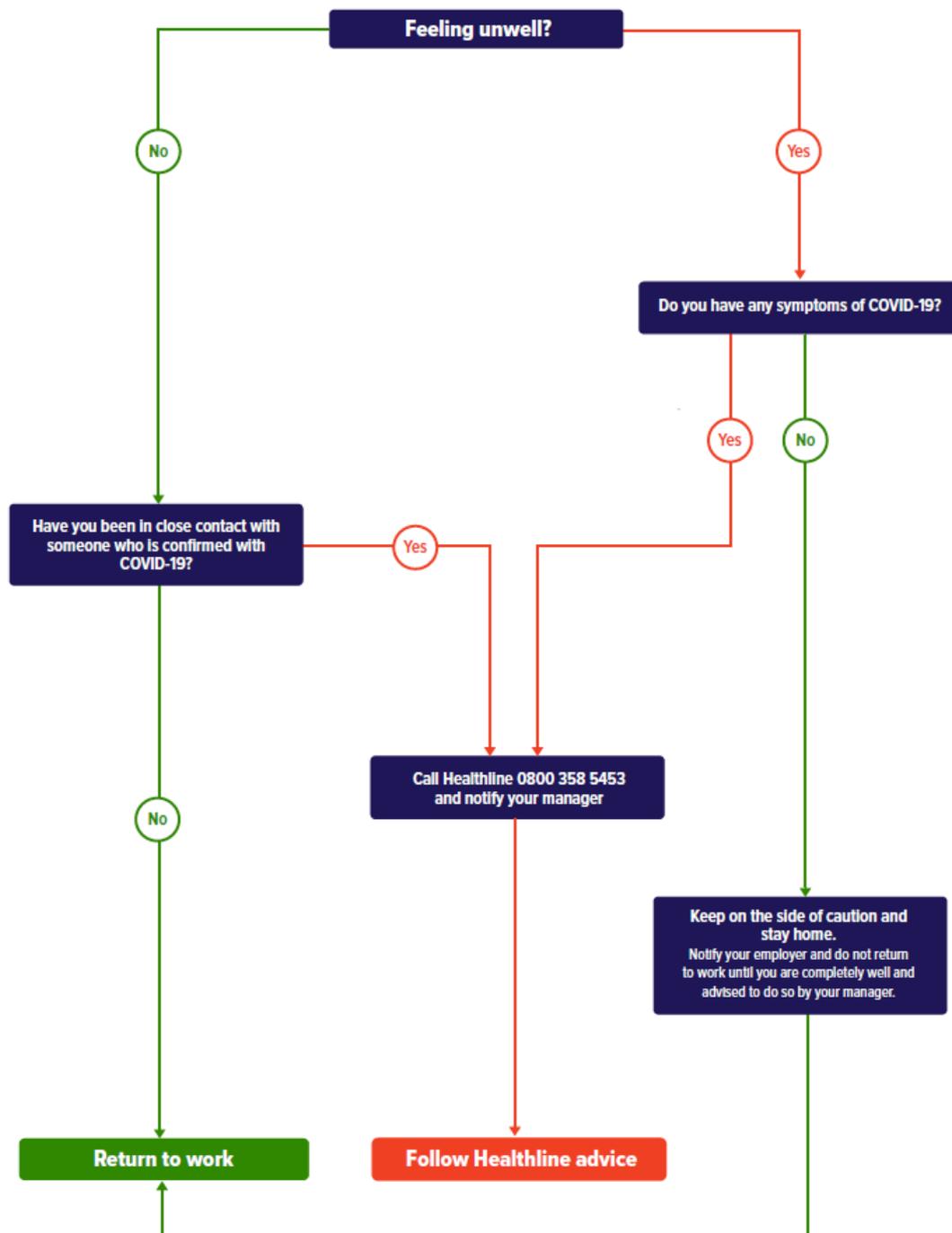
⁷ New Zealand COVID-19 Construction Protocols V4.2

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). A PDF version of the flowchart can be found [here](#).⁸ Every worker **MUST** adhere to the outcome of this assessment.

Personal Health Flowchart - Alert Level 1



Personal Health Flowchart: Figure 1.1

⁸ New Zealand COVID-19 Construction Protocols V4.2

SECTION THREE: WORKPLACE ENTRY OR COMMENCEMENT OF ACTIVITY

ARRIVAL AT SITE

Apex Interiors has implemented 'Sign On Site' for all projects that will be running during Alert Level 1. 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 Alert Level 1 COVID-19 toolbox talk to ensure they understand the information provided prior to attending site.

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. An 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).

SECTION FOUR: SITE OPERATIONS

The Apex Interiors Project Management team will monitor and maintain compliance of the COVID-19 site protocols. All workers are to exercise the recommended hygiene protocols, guidelines for this can be found [here](#)⁹. It is still recommended that workers carry out hand washing to minimise any potential risks.

TOOLBOX TALK MEETINGS

As outlined under the inductions section, an Alert Level 1 COVID-19 toolbox talk will be undertaken before workers attend site. 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 Alert Level 1 Toolbox Talk, it is available [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.

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.

⁹ New Zealand COVID-19 Construction Protocols V4.2

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.¹⁰ A PDF version of the probable or confirmed case of COVID-19 at work (Figure 1.2) can be found [here](#).

¹⁰ New Zealand COVID-19 Construction Protocols V4.2

Probable or confirmed case of COVID-19 at work

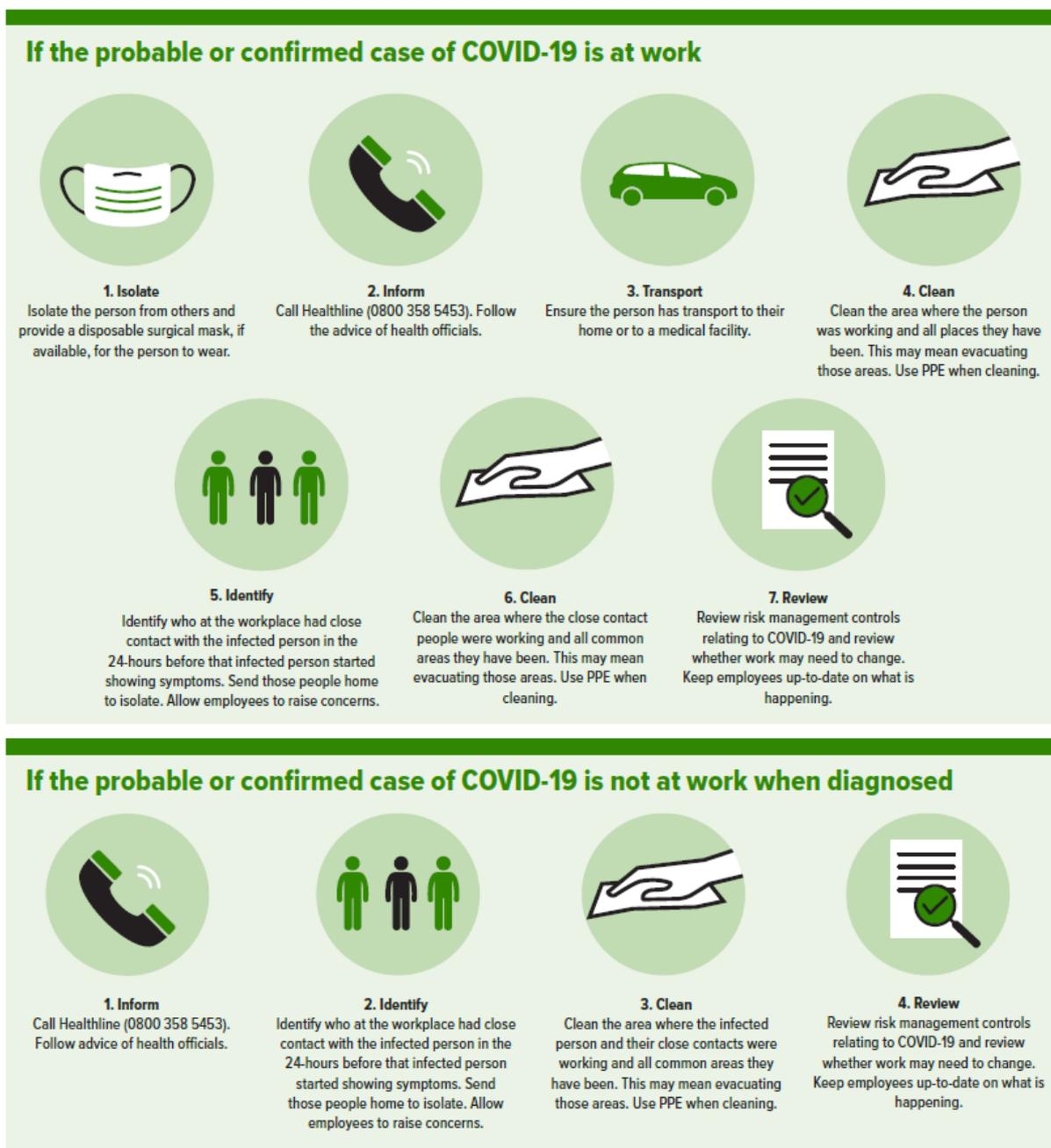


Figure 1.2 - Probable or Confirmed Case

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.

Workers will be provided with adequate PPE when required. This will be distributed accordingly by the relevant Apex Project Manager.

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.¹¹

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 V4.2.

NZ COVID-19 Construction Protocols V4.2

[Construction Protocols V4.2](https://www.chasnz.org/)



CHASNZ

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



COVID-19 Standard for New Zealand Construction Operations

[New Zealand Construction Operations](https://www.mates.net.nz/)



MATES in Construction

<https://mates.net.nz/>



Apex Interiors OneDrive Management Documents

[Apex Interiors COVID-19 Management](#)



Ministry of Health

<https://www.health.govt.nz/>



Unite Against COVID-19

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



World Health Organisation

<https://www.who.int/>



¹¹ New Zealand COVID-19 Construction Protocols V4.2