

(enter company name here) COVID-19 Coronavirus Policy

Revised Date: **17/03/2020**

(enter company name here) have statutory obligations under *the Health and Safety at Work Act 2015* to provide a safe and healthy working environment for all its employees, customers, contractors and members of the public, including eliminating risks to health and safety so far as is reasonably practicable. If that is not possible, then we minimise those risks so far as is reasonably practicable.

What is Novel Coronavirus (COVID-19)?

Coronaviruses are a large and diverse family of viruses which includes the common cold, severe acute respiratory syndrome (SARS) and Middle East respiratory syndrome (MERS).

In January 2020, officials identified a new coronavirus called severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2, formerly known as 2019-nCoV). The disease caused by this new virus has been named COVID-19.

We don't know yet how COVID-19 is transmitted to people, but it's likely that it came from an animal. A live animal market in Wuhan is suspected as the original source, but that hasn't been confirmed. There is evidence that COVID-19 can spread from person to person in the community and in health care settings. There have been cases of COVID-19 reported in some other Chinese provinces and countries. Some of these cases have no history of travel to Wuhan.

OBJECTIVE

The goal of our policy is to balance respect for individuals with the need to maintain a safe, productive and COVID-19 free work environment. The intent of this policy is to send a clear message to all employees that COVID-19 may impact on health and safety and has unique requirements.

***(enter company name here)* is committed to the health and safety of our employees and wants to support community efforts to limit its spread.**

Here's what we're doing about it:

- We are following [New Zealand](#) and [Australian](#) government guidelines, regarding travel restrictions and the 14-day self-isolation period.
- We have also imposed a ban on any 'non-essential' travel for work.
- In line with government guidelines, we are establishing a process to manage people who have recently travelled or may otherwise have been exposed to the virus.
- We are working with any impacted people on self-isolation arrangements on a case-by-case basis.
- We are investigating the impacts to our customers and coming up with plans to mitigate these.
- We are monitoring the situation closely and have established a COVID-19 Response Committee to ensure we keep pace with the outbreak status globally and locally as it continues to unfold, so we can react appropriately and swiftly.

COVID-19 RESPONSE COMMITTEE

The **(enter company name here)** COVID-19 Response Committee is responsible for:

- Monitoring the situation closely.
- Evaluating each possible exposure and setting a self-isolation requirement.
- Keeping pace with the outbreak status globally and locally.
- Applying best practice to limit the spread of COVID-19.

The Response Committee, in all cases, is to make recommendations of actions to the Managing Director or the next in charge, i.e. Senior Manager. All affected parties are to be instructed to self-isolate until the Managing Director or the next in charge, i.e. Senior Manager, has decided on further actions.

The COVID-19 Response Committee is (for example, change to reflect your organisation chart structure):

- Managing Director
- Health and Safety Advisor
- Human Resources Manager
- Manager and or Team Manager

Professional advice is to be obtained from:

(enter workplace health provider name here, along with contact information below)

Phone:

Website:

GENERAL POLICY

It is the responsibility of each employee to ensure that he/she is not bringing COVID-19 into the workplace.

How It Spreads

Like the flu, COVID-19 can be transmitted from person to person. The scientific evidence confirms that coronavirus is spread by droplets. This means that when an infected person coughs, sneezes or talks, they may generate droplets containing the virus. These droplets are too large to stay in the air for long, so they quickly settle on surrounding surfaces.

Droplet-spread diseases can be spread by:

- coughing and sneezing.
- close personal contact.
- contact with an object or surface with viral particles on it and then touching your mouth, nose or eyes.

That's why it's important to practice good hygiene, regularly wash and thoroughly dry your hands and practice good cough etiquette.

Workers are to:

- Declare travel to the Health and Safety Manager, or their direct report.
- Declare any close contact with a confirmed or probable case of COVID-19 in the last 14 days to your Manager or their ***workplace health provider***.
- Not get involved in gossip about who may or may not have been in contact or have COVID-19. The information you share could be incorrect and easily get into the hands of the media or one of our customers, which has the potential to be blown out of proportion quickly.
- Respect your colleague's privacy and allow the Committee to assess and manage each case on a confidential and case-by-case basis.
- Ideally, not travel internationally.
- Ideally, not attend any event that has 25 people or more in attendance.

Apply good hygiene:

- Wash your hands well and often to avoid contamination.
- Cover your mouth and nose with a tissue when coughing or sneezing and discard used tissue.
- Avoid touching eyes, nose, or mouth with unwashed hands.
- Clean and disinfect frequently touched objects and surfaces.

Seek medical advice if you:

- Have returned from overseas AND are experiencing any of the symptoms of COVID-19.
- Have been in close contact with a confirmed or probable case of COVID-19 in the last 14 days AND are experiencing symptoms.
- Live with someone or have come into contact with someone who is exhibiting symptoms.

Symptoms

Symptoms of COVID-19 are similar to a range of other illnesses such as influenza and do not necessarily mean that you have COVID-19. **Symptoms include fever, coughing and difficulty breathing.** Difficulty breathing can be a sign of pneumonia and requires immediate medical attention. We don't yet know how long symptoms take to show after a person has been infected, but current WHO assessments suggest that it is 2–10 days.

If this is the case, then please phone your doctor, or:

- New Zealand's Healthline dedicated COVID-19 number: 0800 358 5453 / +64 9 358 5453 for international SIMS.
- The Healthline registered nurse: 0800 611 116

For official, up-to-date information on the outbreak, visit:

- NZ: <https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus>
- AU: <https://www.health.gov.au/health-topics/novel-coronavirus-2019-ncov>
- WHO: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

CLEANING YOUR HANDS

Steps for clean hands

1. Wet your **hands** under clean running water.
2. Put soap on your **hands** and **wash** for 20 seconds.
3. Rub **hands** together until the soap makes bubbles.
4. Rub on both sides of both **hands**.
5. Rub in between fingers and thumbs.
6. Rub round and round both **hands**.
7. If using gel – use same process until gel is dry on hands.



Working with hand-held radios and or mobile phones

Canned air is a great way to get in all those tiny nooks and crannies without damaging your portable radio. You can also use a microfiber terry cloth to wipe away dust and dirt and or using a 70% isopropyl alcohol wipes. If your portable radio has a screen, try using a microfiber terry cloth to clean it off.

How to clean your phone to help protect against coronavirus

It's one thing to stop touching your face. It's another to stop touching the things that touch your face.

One of the best ways to protect yourself is to keep your hands clean and off your face, but it's hard to maintain constant vigilance.

Keeping your phone sanitized is another smart way to keep germs off your fingertips. Our phone is considered a "high-touch surface," which could make it a carrier of the virus.

But cleaning your phone — thoroughly, I mean — is not as straightforward as it might seem. There are all sorts of nooks and crannies, delicate glass and intricate protective cases.

The Don'ts ...

Any sort of moisture can interfere with your phone's function. Apple recommends that people avoid using spray cleaners or heavy-duty products.

No bleach, no aerosol sprays. You need your phone to work, even if you want it clean.

Also — and this probably goes without saying — don't dunk your phone into any sort of liquid, anti-bacterial or otherwise.

The Dos ...

A gentle wipe with a product that has 70% isopropyl alcohol will do just fine.

Wear disposable gloves to clean, it is recommended that you wash your hands thoroughly after you're done. Like your phone, reusable gloves might harbour virus particles, rendering them effectively useless.

And don't forget your phone case.

Wipe it down, in and out, through and through. Let it dry before reassembling it.

You might also consider changing a bit of your behaviour. Text, instead of passing the phone around, and using devices like headphones and technology like Bluetooth to keep your phone away from your face.

How to clean your Apple products

Get recommendations and guidelines for cleaning your Mac, iPad, iPhone, iPod, display, or peripheral device.

Apple products are made with a variety of materials, and each material might have specific cleaning requirements. To get started, here are some tips that apply to all products:

- Use only a soft, lint-free cloth. Avoid abrasive cloths, towels, paper towels, or similar items.
- Avoid excessive wiping, which might cause damage.
- Unplug all external power sources, devices, and cables.
- Keep liquids away from the product, unless otherwise noted for specific products.
- Don't get moisture into any openings.
- Don't use aerosol sprays, bleaches, or abrasives.
- Don't spray cleaners directly onto the item.

Is it OK to use a disinfectant on my Apple product?

Using a 70% isopropyl alcohol wipes, you may gently wipe the hard, nonporous surfaces of your Apple product, such as the display, keyboard, or other exterior surfaces. Don't use bleach. Avoid getting moisture in any opening, and don't submerge your Apple product in any cleaning agents. Don't use on fabric or leather surfaces.

PROTECTING OUR WORKFORCE

Phase One:	
Education and information sharing: <ol style="list-style-type: none"> 1. Each team shown what good hand washing looks like, what it does, the use of gels and wipes discussion. 2. Transmission of the virus from person to person – how, when, why. 3. Updates from WHO and NZ Ministry via email and notice board. 	Implementation: <ul style="list-style-type: none"> • Hand gels at reception and/or individuals to provide their own personal hand gels. • Twice daily cleaning of toilets, hand basins and door handles with sodium hypochlorite solution. • Removal of all tea towels from kitchen. • Removal of all cutlery, crockery and other shared utensils or BYO. • Remove dishcloths and use disposable paper towels for wiping up kitchen surfaces. • Reset dishwasher to 45+ degrees Celsius, so all eating and drinking utensils washed at higher temperature. • Wipes before eating and after at tables. • Wiping toilet seats before and after along with handles and taps. • Using paper as cleaning wipes and disposed of in the kitchen area. • Rubbish to removed and disposed of at the end of each day. • Twice daily cleaning of kitchen, tables, benches, rubbish bin lids and all surfaces such as fridge handle. • Daily cleaning of door handles. • Cleaning around desks of clutter, dust. • Only use your own phone and pen. • Communal pens and phones are wiped after use.
Phase Two:	
Potential contraction of virus: <ol style="list-style-type: none"> 1. Don't come to work. 2. Call New Zealand's Healthline dedicated COVID-19 number: 0800 358 5453, or your local practitioner (GP) for advice, 3. Call your manager and discuss symptoms, etc. 	<p>Information sharing and use of an external occupational health provider to maintain and monitor health status of staff – any person feeling unwell with cold or flu like symptoms notify your manager ASAP.</p> <p>Symptoms: (must have two of three)</p> <ul style="list-style-type: none"> • Cough.

4. Manager to inform HR Manager via email or phone call (if applicable). 5. Forward information and person to appropriate health personnel and notification (if applicable). 6. Manager and/or HR Manager to note the team member, including symptoms, onto the company H&S accident register.	<ul style="list-style-type: none"> • Temperature over 37 degrees Celsius. • Flu like symptoms (headache, aching joints, stingy eyes, lethargic). • Difficulty in breathing with associated cough.
Phase Three:	
Pandemic Response Plan if outbreak occurs.	

PANDEMIC RESPONSE PLAN

Follow national guidelines – to be developed with Ministry of Health and (*enter company name here*) COVID-19 Response Committee.

If COVID-19 moves to a local transmission level (*enter company name here*) will move to a policy of worker isolation or further controls as directed by the Ministry of Health.

This may involve steps such as:

- Dispatch and office workers working from home;
 - Phone system diverted to home (VoIP).
 - Office Chat channel established.
 - Dispatch Chat channel established.
 - All dispatchers currently work from laptops.
- Company locker room and lunch facilities closed.
- Toilet facilities receiving a higher temperature of cleaning.
- Operators assigned a machine;
 - No moving between machines.
 - Park at home if possible.
 - Park and operate in isolation or small consistent teams.
- Operators issued with greater PPE;
 - Face mask.
 - Sealed safety glasses.
 - Gloves.
- Hiab operations favouring person not present deliveries.
- Crane Operations working to a greater personnel space requirement with our customers.

The level of this response and exact actions will be determined in consultation with our customers and the recommendations of:

- Your personal health practitioner / GP
- Ministry of Health
- Customer requirements
- (*enter company name here*) COVID-19 Response Committee.



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