

VINZ: Physical Distancing and Hygiene Protocol

Safety Procedures for Protection against COVID 19: Physical Distancing and Hygiene Protocol

Safe work practices to limit exposure to COVID 19 at work mean assessing the risks, and then implementing the appropriate controls, so far as is reasonably practicable. All work must be undertaken in such a way as to reduce any possible contact between staff and to promote physical distancing wherever possible.

1. What is physical distancing?

Physical distancing, sometimes known as “social distancing”, is about keeping a safe distance from others. Physical distancing means remaining 2 meters away from other people. This is important to help protect us from COVID-19, which spreads via droplets from coughing and sneezing. Staying 2 meters away from others is an effective measure.

2. General Working Arrangements

1. Teams work in pairs e.g. 4 inspectors equal 2 teams or 2 X CSOs equal 1 team.
2. As much as practical – staff members work in the same team.
3. Individuals and teams are encouraged to have staggered lunch or comfort breaks to avoid intermingling.
4. Depending on work volumes – Shift work may be reviewed as an option.
5. Wear gloves with systems that require skin contact and or with equipment used by others.

3. External interfaces

1. One staff member nominated by manager to receive supplies and take courier parcels.
2. Keep visitor/ customer engagements polite yet as brief as possible.
3. If avoidable, do not take receipt of anything from another person such as documentation or wear gloves.

4. Site Entry

1. Non-essential visitors are NOT allowed on site
2. Where possible staggered start and finish times will be introduced to reduce congestion and contact.
3. Monitor entry/ exits points to enable social distancing, changing the number if required (lock off or unlock)
4. Wash or clean hands upon entering or leaving the workplace.
5. Allow plenty of space (two metres) between people waiting to enter site.
6. Regularly clean common contact surfaces in reception, office and delivery areas e.g. counter screens and counter, eftpos, telephone handsets, desks etc.
7. Where possible staff will be remotely inducted before recommencing work with SOPs and appropriate guidance documents emailed to them, or
8. Inducted outdoors before recommencing work

5. Site Meetings

1. Only absolutely necessary meetings should be held AND only absolutely necessary participants should attend.
2. Attendees should be two+ metres apart from each other.
3. Rooms should be well ventilated / windows opened to allow fresh air circulation OR:
4. Hold meetings in open areas where possible.

6. Avoiding Close Working

1. Where it is not possible or safe for staff to distance themselves from each other by 1 metre in own team bubble, or 2 metres from other staff, wear appropriate PPE: [Ministry of Health PPE Guide](#) and Mask with Loops: <https://vimeo.com/404893202> and Mask with ties: <https://vimeo.com/396772975>.
2. Teams working in close proximity (within 2m) should stay in these teams for close work. To minimise risk of exposure, do not introduce or change members of teams without one up manager approval.
3. Plan your work to minimise contact between staff and customers, now and for level 2.
4. Re-usable PPE should be thoroughly cleaned after use and not shared with other staff.
5. Single use PPE should be disposed of appropriately in a bin, so that it cannot be reused.
6. Regularly clean touchpoints, doors, buttons, switches, handles, locks, key points on equipment, keyboards, any and all commonly used things.
7. Increase ventilation in enclosed spaces.

7. Bathroom and Toilet Facilities

1. Please use the bathroom facilities one at a time.
2. Wash hands before and after using the facilities, see MOH Hand Washing Video: <https://vimeo.com/398694946>
3. Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush.
4. Ensure suitable and sufficient rubbish bins for hand towels are available AND are regularly removed and disposed.

8. Eating Arrangements

1. All staff should stay on site once they have entered apart from staff travelling between 3rd party sites, and not use local shops.
2. Lunchrooms are our designated eating areas and or outside onsite in the fresh air.
3. Break times will be staggered (rostered) to reduce congestion and contact at all times
4. Hand cleaning facilities or hand sanitiser will be available in the lunchroom or designated eating room and should be used by staff when entering and leaving the area.
5. All staff should bring pre-prepared securely wrapped meals and refillable drinking bottles from home – as cafes etc. will be closed.
6. Staff should sit 2 metres apart from each other whilst eating and avoid all contact.
7. Tables should be cleaned between each use.
8. All rubbish should be put straight in the bin and not left for someone else to clear up
9. All areas used for eating must be cleaned at the end of each break and shift, including chairs and door handles

9. General Hygiene

1. All staff must sanitise their hands with hot soapy water or hand sanitiser before commencing work.
2. Any personal items brought to site must be kept separate from other colleagues' items (in a locker or in your bag)
3. Any work specific PPE should be kept at and donned at work– people's individual PPE must be kept separate from other team members PPE.
4. No sharing of dishes, drinking vessels or cutlery.
5. All eating and drinking utensils to be cleaned by the user.
6. Clean up after using kitchen, bathroom or other areas and dispose sensibly of any waste food or products.
7. Be careful in your home bubble and IF you think you've slipped up – please discuss with your manager and or People and Capability.

10. Hand Washing

1. Regular and frequent hand washing is required, as is the use of hand sanitiser.
2. Regularly clean the hand washing facilities and check soap and sanitiser levels.
3. Ensure rubbish bins with used hand towels are regularly emptied and that cleaners clean inside of bins (new inners, clean internal bin).
4. Review supplies of soap, hand sanitiser and paper towels and advise SSM if stocks are getting low

11. Cleaning

1. Enhance cleaning of facilities throughout the day.
2. Ensure cleaning providers are covering the sites needs in all respects.
3. Report any inadequate site cleaning to your manager.

“We’re all in this together”

Thank you for your cooperation