



EquipmentShare

COVID Level 3 Operating Procedure

About this document

This document has been prepared as an operating guide during a government enforced COVID Alert Level 3. It covers both internal staff and external contractors and customers. The primary purpose of this document is to keep workers and the wider community safe by preventing the spread of COVID-19, it will ensure we are operating inline with all government guidance and will sit alongside our normal Health and Safety controls.

New Zealand's COVID-19 alert system specifies public health and social measures to be taken against COVID-19. The protocols in this document are designed specifically for our business operating within an Alert level 3. As we move between alert levels these protocols will be modified to suit.

Our commitment as a business:

- We are committed to working alongside Government to prevent the spread of COVID-19.
- As a company, we are united against COVID-19 and will do our utmost to protect our workers, the wider community and New Zealand.
- We know that we're in this together – this means trusting those we work with will keep us safe and that we'll do the same for them.

We recognise that we must work together to ensure the health, safety and wellbeing of everyone in the supply chain.

Working On-Site (ES Yards)

We will at all times follow the below guidelines to protect ourselves and our community while working on-site at EquipmentShare yards – the most effective way to achieve a safe working environment is to minimise any contact with others

- Follow *Personal Health Flowchart** **every day**
- Follow *Site Transportation Protocol**
- Do not come to site if you do not need to – working from home will be mandatory where possible
- Keep a minimum of 2m distance between staff at all times
- Staff who require a desk will work in different dedicated rooms
- Meeting room will be closed
- Any meeting will take place in the workshop or outside while maintaining minimum 2m distance between staff

- Break times split – no more than 1 person in the lunch room at any time, disinfect common areas after each use
- Wash hands frequently especially after contact with any shared space – following *Hand washing** protocol
- Follow *Returning Home after work** protocol
- We will follow *Suspected or confirmed case of COVID-19 at work** protocol
- Deliveries to site will be left outside front office door
- No one outside our organization will be allowed to enter our offices
- Disinfecting of all common areas regularly, we will clean all common area surfaces including door handles, taps and benches every 4 hours

*Industry guided Protocols attached to this document

Working with our customers

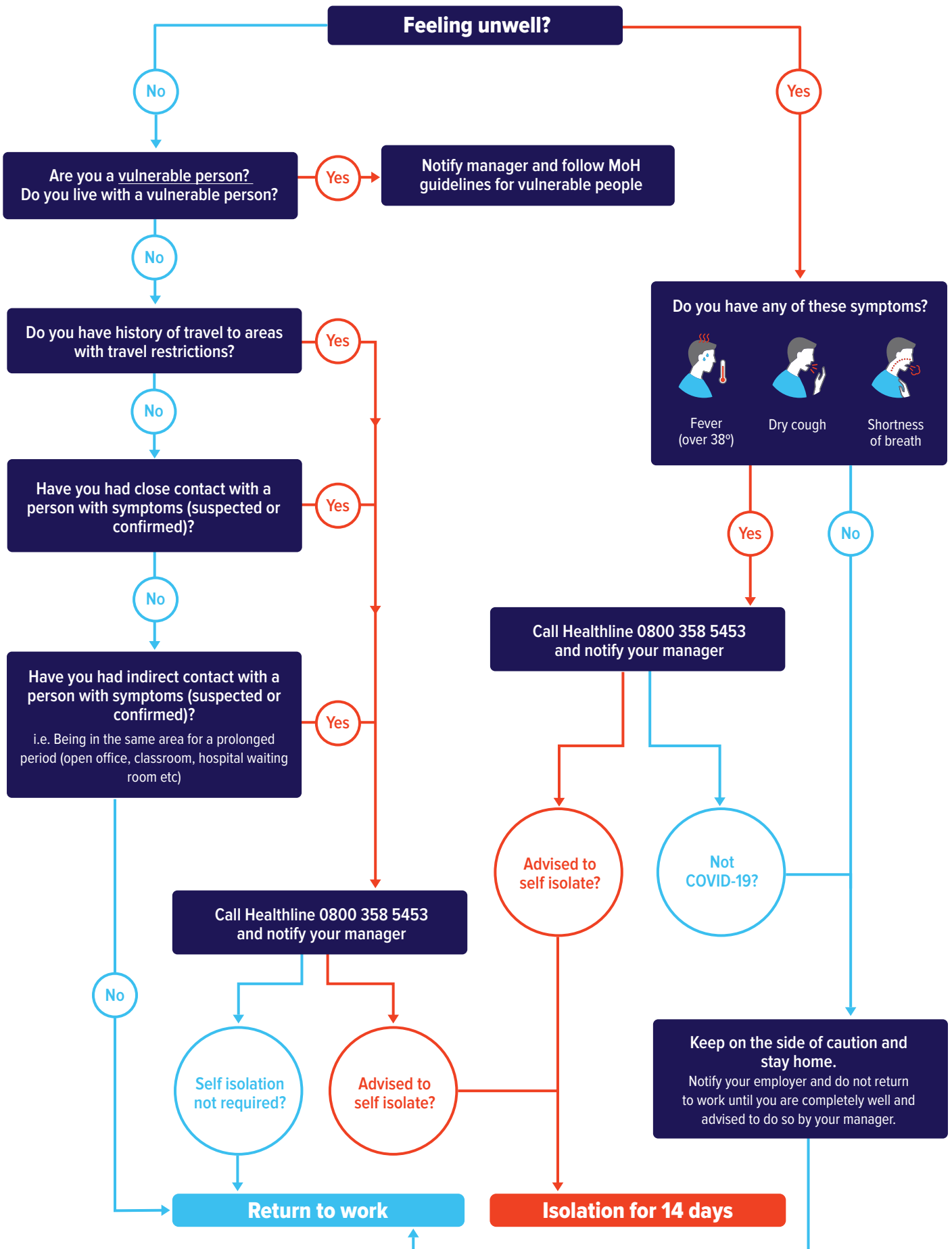
We will work at all times to protect our own and our customers health by following the below guidelines when dealing with customers.

- **Communication** – we will communicate with our customers and follow any of their requirements when fulfilling any order
 - **No 'Drive-In' customers** – any pick up must be prior arranged. A log of any person who visits site will be kept
 - **No sales site visits** – we will communicate with our customers via phone or digital
 - We will deliver machinery to customers inline with our COVID Transport Protocol
- We will not visit any site for any reason without first gaining permission of the site management

Transporter Protocol

Process	Action	PPE/Equipment Required
Physical Distancing	<ul style="list-style-type: none">1 Person in each transporter per day	
Cleaning	<ul style="list-style-type: none">Truck to be thoroughly disinfected at end of each day	<ul style="list-style-type: none">Disinfectant wipesGlovesHandsanitiser
Delivering to sites	<ul style="list-style-type: none">Machine to be disinfected on delivery. Controls, door handle, buttons, keysMaintain minimum 2m distance between peopleTouch nothing on-site	<ul style="list-style-type: none">Disinfectant wipesGlovesHand sanitiser
Communication	<ul style="list-style-type: none">Call every site contact before delivery is made, find out about COVID specific delivery requirements and follow	

Personal Health Flowchart



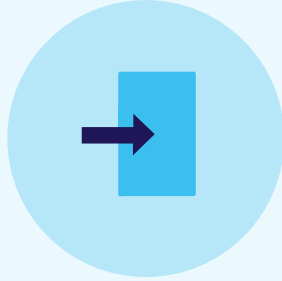
Site Transportation Protocol - Alert Level 3

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.

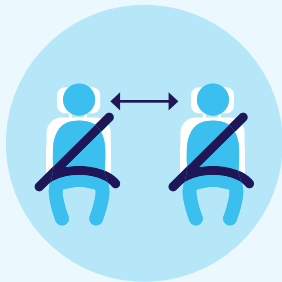


Workers must travel home in the same vehicle as they arrived in.



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.

Required process for deliveries to site



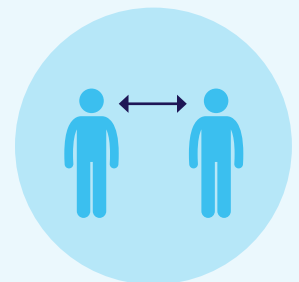
Deliveries to site should be delivered by one person only where possible.



Handwashing protocols to be observed once arrived at site.



Sign-in register must be completed for persons delivering goods to site.



2m physical distancing rules to be applied at all times.

Suspected or confirmed case of COVID-19 at work

If the suspected or confirmed case of COVID-19 is at work



1. Isolate

Isolate the person from others and provide a disposable surgical mask, if available, for the person to wear.



2. Inform

Call Healthline (0800 611 116). Follow the advice of health officials.



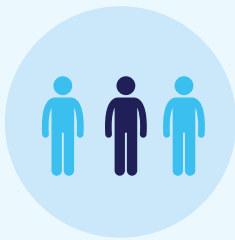
3. Transport

Ensure the person has transport to their home or to a medical facility.



4. Clean

Clean the area where the person was working and all places they have been. This may mean evacuating those areas. Use PPE when cleaning.



5. Identify

Identify who at the workplace had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate. Allow employees to raise concerns.



6. Clean

Clean the area where the close contact people were working and all common areas they have been. This may mean evacuating those areas. Use PPE when cleaning.



7. Review

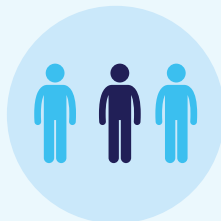
Review risk management controls relating to COVID-19 and review whether work may need to change. Keep employees up to date on what is happening.

If the suspected or confirmed case of COVID-19 is not at work when diagnosed



1. Inform

Call Healthline (0800 611 116). Follow advice of health officials.



2. Identify

Identify who at the workplace had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate. Allow employees to raise concerns.



3. Clean

Clean the area where the infected person and their close contacts were working and all common areas they have been. This may mean evacuating those areas. Use PPE when cleaning.



4. Review

Review risk management controls relating to COVID-19 and review whether work may need to change. Keep employees up to date on what is happening.

Remember:

- From a health and safety perspective, there is not an automatic requirement to close down an entire workplace, particularly if the person infected, or suspected to be infected, has only visited parts of the workplace.
- Workers assisting the person who has suspected or confirmed COVID-19 should be provided with appropriate PPE, if available, such as gloves. They should also follow hand hygiene procedures.
- Be aware of privacy obligations.
- Follow the advice of health officials at all times.

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 four 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.

Wash your hands often and thoroughly with soap and water for at least 20 seconds to prevent spreading germs.



Wet your hands under clean running water. Use warm water if available.



Put soap on your hands and wash for 20 seconds. Liquid soap is best.



Rub on both sides of both hands...



and in between fingers and thumbs...



and round and round both hands.



Rinse all the soap off under clean running water. Use warm water if available.



Dry your hands all over for 20 seconds. Using a paper towel is best (or, if at home, a clean dry towel).

CORONAVIRUS (COVID-19)

Protect yourself and your workmates

Ways to prevent spreading germs



Throw tissues in a bin or plastic bag after use



Cough or sneeze into a tissue or your elbow



Clean and disinfect surfaces and objects that people frequently touch



Avoid close contact with people who are sick, sneezing or coughing



Avoid touching your eyes, nose or mouth with unwashed hands



Stay home when you are sick



Wash your hands frequently and thoroughly using soap and water for at least 20 seconds

14 days self isolation is required if you...



Have arrived or returned from overseas within the last 14 days



Are showing symptoms of COVID-19



Have been in close contact with someone confirmed with COVID-19 within the last 14 days

Symptoms can include:



Cough



Fever (at least 38°C)



Shortness of breath

For more information about COVID-19 visit
health.govt.nz/COVID-19

COVID-19 Health Advice
0800 358 5453

For international SIMs calls:
+64 9 358 5453

Protect yourself and your workmates against COVID-19



Cover your coughs or sneezes with tissues or your elbow



Put your used tissue in the rubbish bin or in a plastic bag



Wash and dry your hands often, especially after coughing or sneezing – use soap or hand sanitiser



Stay away from others if you're unwell

Protect your family/whanau from COVID-19 (coronavirus)

This advice is from The New Zealand Ministry of Health

For more information about COVID-19 visit health.govt.nz/COVID-19

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