

## **Caldwell Group Covid 19 Policy and Control Plan**

COVID-19 spread is challenging for many people, changing day-to-day life in unprecedented ways.

All sections of society – including employers and employees – should play a role to protect themselves and each other and help prevent further spread of the disease. The following measures have been implemented to allow the Caldwell Group Companies to operate in a safe environment. These companies include Dyers Road TIM, VIP Frames & Truss, VIP Structural Steel.

The Caldwell Group of business are currently at a level 4 lockdown and have introduced additional policies and control plan's allowing them to operate safely at Covid 19 Alert level 3 and 2.

### **OUR COMMITMENT:**

We are committed to working alongside Government to prevent the spread of COVID-19.

We are united against COVID-19 and will do our outmost to protect our workers, the wider community, and New Zealand.

We know that we are in this together – this means trusting those we work with will keep us safe and that we will 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.

### **COVID-19 CONTROLS PLAN**

This plan guides the Caldwell Group team on how to manage work on site and the controls required to minimise the risk of COVID-19 transmission.

The COVID-19 controls are over and above the existing health and safety policy requirements for the business and will be reviewed on a regular basis.

It is the responsibility of the CEO, Managing Director and General Managers to ensure this plan is in place.

The plan is shared with all team members and forms part of our daily best practice. All team members will be responsible for administering the COVID-19 management plan.

For ease of access the control plans are available on the business websites.

### **Process**

All parts of the individual businesses are required to introduce the Covid 19 control plan to reduce the risk of any staff member falling ill. Onsite staffing will be limited to essential workers allowing the business to manufacture, service the trade building sector and deliver products in a contactless process, with the balance of the staff working from home in isolation. This plan must be followed by all staff.

### **Site Entry – restricted to staff only**

All staff prior to returning to work will carry out induction training regarding this policy. Supervisors will be required to reinforce this policy each morning at their toolbox meeting. On site staff will be informed of start times and must follow the pre-start daily induction, this includes body temperature check.

### **Businesses operation**

- All employees to remain at their designated areas of work, where sites have multiple buildings employees must remain in the building they are assigned to.
- No visitors are to enter any other part of the Business operation, unless it is for an essential service and signed off by the GM.
- Customers are to use emails and phones to communicate their orders to our sales teams, goods are to be delivered.
- Inward and out bound delivery Task Analysis documentation has been updated to ensure a contactless process. This includes 2m separation, contact trace and hygiene requirements.
- Where it is essential for a customer to call into Dyers Road ITM for a collection, they must complete a contact trace registration, remain in their vehicle in the main car park. Staff will explain the non-contact collection process.
- Account transactions only.
- Only Senior Management are permitted to enter other locations and only when wearing the correct PPE and adhere to 2m separation.
- Breaks are to be split into manageable groups without cross contamination from other businesses. Staff are to bring their own food and utensils, these must be washed after use and taken home daily.
- All equipment is to be wiped down prior to going on breaks with appropriate products supplied by the business.
- All workstations, common areas and vehicles are to be wiped down at the end of each shift.
- Covid 19 posters and communication will be erected to reinforce Covid 19 processes.
- Staff where required are allocated their own tools such as pens, tape measures etc, there is to be no swapping of equipment between employees.
- Where there are multiple areas of work social distancing must be followed with employees keeping the recommended safe distance from each other.
- If anyone requires a day off due to illness, they will be required to provide a medical clearance to return to work.
- If you feel unwell you must notify management immediately.

## **Contact tracing for COVID-19**

Health services use contact tracing to find people who may have been exposed to an infectious disease.

In line with Government protocol we will be holding a register of all onsite staff movement, essential visitors, Inward and outward deliveries, customer collections and staff working on customer building sites.

## **EMERGENCY MANAGEMENT PROTOCOLS**

### *Risk Identification*

- Should any worker become suspected of having contracted COVID-19 or become aware they have had contact with a suspected COVID-19 case this must immediately be reported to the Business Operations Manager or General Managers
- The Business must immediately:
  - I. Shut site for minimum 3 days (unless confirmed not COVID-19) while investigation occurs.
  - II. notify Ministry of Health (Healthline Advice & Information line: 0800 358 5453)
  - III. begin contact tracing.

### *Contact Tracing:*

- Site Owner must identify all sites that the worker in question has accessed and compile a list of all people that may have been in the same home within a period of 7 days.
- Site owner must inform all those workers that there could have been an exposure, whilst protecting the privacy of the individual where practicable.
- Workers who may have had contact to stay at home until case and contacts are confirmed or not in conjunction with Ministry of Health.

### *Cleaning*

- Before the sites in question can be opened again after 3 day closure a full sanitising clean should be completed
- Do not re-open site without specific approval from Ministry of Health.

## **Monitoring / Enforcement**

We take a **zero-tolerance** approach to any serious breaches of this controls plan by individual workers or companies.

**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:

- a cough
- a high temperature (at least 38°C)
- shortness of breath
- sore throat
- sneezing and runny nose
- temporary loss of smell.

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.

Should you have any concerns regarding Covid 19 or require support, please contact your doctor & supervisor. Your health and wellbeing are of the up most importance.

#### **Other documentation**

Posters outlining what is required from employees and employers can be found at <https://covid19.govt.nz/resources/posters/> .

**Caldwell Group Chief Executive**  
Don Reed