



COVID-19 Safety Plan

Unite
against
COVID-19

UPDATED: 20 August 2021

VERSION: 2

A plan for Business Relocations permanent and casual staff and our network of suppliers and contractors.

This plan has been developed to:

1. Eliminate risk of you contracting COVID-19 through activities performed as part of your essential service delivering goods
2. Protect your household and the whole community of New Zealand from the risk of you transporting the virus between locations and into your household on items, clothing, and yourself
3. Eliminate risk of passing on COVID-19 to any providers or receivers of goods in cases where you have contracted COVID-19 and you do not know

You are invited to suggest improvements to this plan – it is updated regularly and designed to keep everyone safe so collaboration from staff, clients, those receiving goods and other logistics providers is necessary and strongly encouraged.

Please ask anyone in your household, who is able to, to support you implementing this plan.

This plan is split into the following parts:

1. General policy
2. Before your shift
3. When conducting collections, deliveries and other types of work
4. After your shift
5. When you are not working
6. Sanitising formulas
7. Personal protective equipment

Important Updates to this Safety Plan since last version:

- ⇒ Instructions have been separated into categories as listed above
- ⇒ Information about preferred sanitising compounds and techniques and how to mix sanitising compounds in your home has been added

General policy

1. BUSINESS RELOCATIONS recognises the critical importance of remaining able to operate our delivery service during Level 3 Alert, and, most critically, ensuring we do not spread the virus. This Safety Plan is to minimise risks to BUSINESS RELOCATIONS staff, contractors & their households, clients, those receiving goods, and 4.8M New Zealanders.
2. This Covid-19 Safety Plan will be reviewed and updated on a regular basis, as the situation changes, in line with New Zealand Government regulations and stakeholder requirements.
3. During Level 3 Alert, wherever possible, BUSINESS RELOCATIONS staff and contractors are required to perform their work from home and are advised to stay home as much as possible. While at home, staff and everyone in their households are expected to follow every best practice outlined by the NZ Government.
4. All meetings are to be held via phone or video conference.
5. If you are required to work from the office 1m distance must be observed at all times. There can be no congregating in common areas and movement around the office needs to be minimized. Surfaces must be wiped down after contact and hands sanitised.
6. Where it is not possible to stay home due to the nature of our work, BUSINESS RELOCATIONS staff and contractors who are required 'on the road' must, prior to beginning their shift, confirm with Cliff (0274651049) or if he's not available, Bargavi (021829092) or Danny (0274528906) that they are feeling 100% well.
7. Staff and contractors affected by **any type of illness** are required to self-isolate until they are 100% well.
8. Staff and contractors are to strictly follow the procedures outlined in this safety plan.

9. Each vehicle and/or team member should be equipped with:

- 70% sanitiser
- Disposable face masks
- Disposable gloves

Please audit your stock of these items and liaise with us about getting everything you need within access and take responsibility to replenish these items as they run out.

A sanitiser recipe using methylated spirits is provided at the end of this document.

If you have any issues or require help sourcing, please immediately let your branch manager or operations supervisor know.

Before your shift

10. Wash hands for at least 20 seconds exactly like this: https://youtu.be/bP_HOUbWOF8
11. All Crew temperatures to be taken at the start the shift. Any significant rise in base level temperature could require the staff member to stand down.
12. If you are required to work for BRL you will be advised at least 12 hours prior. Briefings and start times will be staggered between 6am-9am and will be held in the warehouse below the OP's room at 26 Jomac Place. Ensure you maintain personal distance at all times. Do not turn up if you have not been advised you are working.
13. Take a plastic bag with you (to dispose of face masks, disposable gloves, etc) – please source this yourself.

Upon entering your vehicle, sanitise / disinfect the following surfaces using a 70% ethanol sanitiser:

- inside door handle
- outside door handle
- tail lift controls
- steering wheel
- hand break
- gear stick
- phone charger points
- headphones
- your mobile device – all areas including front, back and buttons
- safety glasses
- radio controls
- window button
- indicators
- sun visors
- any other high-touch areas

Method and contact time

Spray the surface with cleaner and let it penetrate and dry. Ideally, don't rub or wipe the surface. If it doesn't evaporate it's okay to wipe but don't try to wipe it off – just enough so you create a thin enough film to dry.

When conducting collections, deliveries and other types of work

14. **Only 2 people per cab-** maintain at least 1m distance at all time. You will be allocated a POD which is the equivalent of a “work bubble” meaning no interaction with other POD’s
15. Note on the docket the names of the people present at the clients to allow easier tracking of contact if required.
16. When multiple POD’s are on the same job, work in isolation from each other keeping to your own POD.
17. Politely decline food and drink if offered by the customer.
18. No unplanned stops when travelling to and from the job, except for fuel.
19. Advise clients of your arrival and check the COVID-19 requirements for the site. If you are unable to comply with the clients requirements contact your Branch Manager or Supervisor who will advise the appropriate course of action.
20. Team leaders need to ensure casual staff clearly understand the policy and procedure before allowing them onto the site. Please monitor their activity ensuring they observe personal distance and regularly wash or sanitise their hands.
21. Apply sanitiser on your hands **every time** before exiting the vehicle and after re-entering it. Apply it and rub into your hands in the same way you would if you were washing them – ensuring every part of each hand is exposed to the formula.
22. Always remember that the parts of your body at most risk of being exposed to Covid-19 are your **eyes, nose, mouth and hands**.
23. Avoid direct contact with gas pumps and pin pads when using EFTPOS. Use something other than your finger – keys, a chopstick, cut a single use glove into single fingers or immediately sanitise afterwards.
24. Follow these steps when collecting, handling or delivering **any goods**:
 - **If you need to wear gloves**
 - > Wear single use gloves and dispose afterwards, or
Note that we recommend un-gloved hands are still fine for handling items that don’t require them – as long as you are sanitising correctly before and after touching items.

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- **Receivers of goods are not to sign** on your personal devices / phone – BUSINESS RELOCATIONS drivers will confirm receiver's name and sign on their behalf and/or take photos where possible
 - **Do not sign** anything or use any shared resource, eg a pen
 - Cooperate and obey health and safety instructions provided by our clients and the sites we visit, **except when they conflict with this Safety Plan**
 - Maintain a **2-metre distance** from everyone
 - When not wearing gloves, touch only what is absolutely necessary and if you have to touch something, wash or sanitise your hands directly after.

25. **Follow these additional steps when at retirement villages, hospitals, other institutions with high risk environments** or in enclosed spaces like rooms or when conducting any task that makes maintenance of a 2 metres physical distance from others at all times is difficult (eg: where more than one person is required to move a medical device), or when you believe you could be in contact with high-risk people:

- Apply your safety glasses
- **Apply a single use facemask** correctly following these steps [provided by MOH](#):
 - > place over nose, mouth and chin
 - > fit flexible nose piece over nose bridge
 - > secure on head with ties or elastic
 - > adjust to fit - secure on your head, fitting snugly around your face with no gaps
 - > avoid touching or adjusting your mask during use

Masks should fit snugly and fully cover your nose and mouth.

Always wash your hands with soap and water and dry your hands thoroughly or use hand sanitiser before and after fitting your face mask.

- **Remove and discard your face mask before re-entering the vehicle** correctly following these steps [provided by MOH](#):
 - > avoid touching the front of the mask
 - > if the mask has ties, untie the bottom, then top tie
 - > remove from face
 - > discard, do not use again
 - > wash hands with soap and water and dry hands thoroughly or use hand sanitiser immediately.

26. Wash your hands whenever you have an opportunity using the correct method. Washing your hands is more effective than hand sanitiser.

27. If you are going long haul, please be aware:

- You should take plenty of food and water to last the duration of your trip
- It is likely that you won't have access to toilets (and where you do, you'll need to practice scrupulous sanitising)
- Your trip will need to be well planned to minimise social contact, and because usual accommodation and services may be unavailable, your Manager or Team Leader will help you plan your trip to ensure you have safe resting, eating and sleeping options.

After your Shift

28. Before exiting your vehicle, sanitise / disinfect the following surfaces using sanitiser:
- inside door handle
 - outside door handle
 - tail lift controls
 - steering wheel
 - hand break
 - gear stick
 - phone charger points
 - headphones
 - your mobile device – all areas including front, back and buttons
 - safety glasses
 - headphones
 - radio controls
 - window button
 - indicators
 - sun visors
 - any other high-touch areas
29. Go directly home after your shift to correctly sanitise – don't go to the supermarket or store.
30. **Before entering your home** remove any PPE and footwear. Store your footwear in your vehicle or in a dry place outside your house.
31. Upon entry, before touching anything immediately wash your hands, shower and wash your hair.
32. Your uniform should be removed, placed directly into the washing machine and laundered immediately after every shift using this method:
- Use gloves to handle clothing before they go in the machine (kitchen gloves are fine but sanitise afterwards)

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- Wash uniform separately to any other clothing
 - Ideally use a hot wash (60degrees)
 - Read and follow directions on the labels of laundry or clothing and detergent. In general, wash and dry laundry and clothing with the warmest temperatures recommended on the label.¹
 - Be aware that washing at 60degrees is the best way to remove traces of bacteria and viruses, or washing at 40degrees with the addition of bleach.² (no hotter than 40 degrees if using bleach, as this is where it is most effective)

> 1 tablespoon of bleach for 8-10-litre washing machine

> 1.5 tablespoons for 12-litre+

If you decide to use bleach, please read product labels carefully and follow precautions.

33. Disinfect anything you couldn't avoid touching before you washed your hands or may have touched while handling clothes – for example door handles and your washing machine door.
34. If you have vulnerable people in your household, consider whether you could self-isolate inside your household for the duration of Level 4 Alert.

When you are working in the Office

35. When arriving at the Office wipe down your work surfaces and wash your hands thoroughly
36. Ensure you have a good 1 metre distance from any work colleagues. Maintain this distance at all times.
37. Restrict movement around the office. Use the phone whenever possible to speak with colleagues also in the office in particular the Operations Room.
38. The Operations Room will be set up to allow you to enter and leave documents on a table inside the door. Please do not encroach the space of the OP's team and respect the 1 metre minimum distance.
39. Do not congregate in the lunchroom. Eat separately.
40. At the end of the day wipe down your worksurfaces with the cleaning materials provided.
41. Leave as soon as your day has completed. No socialising.

When you are not working

1. Keep a close eye on your health and let us know if you have any signs of illnesses. At any sign of illnesses, contact your GP or Healthline to find out the next steps. We need you to stay home if you are not a 100% well.
2. Ensure that you, and everyone in your 'bubble' (household) follows every best practice and instruction from the NZ Government.
 - Only go out when totally necessary or for exercise in your own community
 - Wash your hands before you exit and as soon as you re-enter your house using the correct method
 - Do not touch anything outside unless necessary
 - If you do touch something be sure **NOT** to touch your face until you have washed your hands thoroughly.

¹ Ministry of Health, [Guidance for cleaning personnel](#)

² [Cold vs Hot Water Washing](#), Cleaning and Maintenance Management

Personal Protective Equipment (PPE)

3. BUSINESS RELOCATIONS staff and contractors need access to the following:
 - A supply of face masks
 - Disposable gloves
 - Safety glasses (only required for rest home deliveries)
 - Hand and surface sanitiser

We will update the next version of this document with more best practice PPE.

“Act like you already have COVID-19 and you don’t want to pass it on to anyone.”

- Advice from New Zealand Prime Minister Jacinda Ardern

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