

L3 Operating Safely Guide

Alert Level 3 for Business

Businesses may open on Tuesday 28 April under Alert Level 3 if they:

- Can operate safely – by working from home or, if this is not possible, in the workplace; and
- Do not allow customers on their premises; and
- Can trade without physical contact with customers.

Operating safely means that a business can:

- Comply with the Alert Level 3 settings; and
- Meet appropriate public health requirements that includes physical distancing and good hygiene practices; and
- Fulfill all other health and safety obligations.

Businesses must apply the three pillars involved in the fight to eradicate COVID-19:

1. Keep in your “work bubble” – arrange to work in groups of small numbers (4 or less; a single worker is ideal), keep each “work bubble” separate and maintain worker physical distancing of 2 metres, if practical, or at least 1 metre.
2. Provide detailed contact tracing arrangements – such as sign in/out register.
3. Ensure good hygiene and cleaning practices.

This document provides a generic guide to operating at a workplace safely.

This guideline does not consider working at home. A separate “Working from Home Guide” can be obtained from LearnOn Safely.

A business may use this develop its COVID-19 safety plan. In doing so, the business demonstrates its commitment to working alongside the New Zealand Government to prevent the spread of COVID-19.

Before opening the business

Business must work through the following for actions before it is able to open its workplace.

General guide Consider as appropriate	Resources Go to LearnOn Resources	Application Describe specific decisions and actions
Readiness <ul style="list-style-type: none"> <input type="checkbox"/> Are you prepared to work under Level 3? <input type="checkbox"/> Determine who is prepared to work. <input type="checkbox"/> Determine workforce number. Minimum needed. <input type="checkbox"/> Organise "work bubbles"/teams and workflow to keep workers physically separated. <input type="checkbox"/> Determine if there are any risks arising from restarting the business after lockdown and manage these. <input type="checkbox"/> Review hazards and risks including those related to COVID-19 	L3 Worker survey	
Health <ul style="list-style-type: none"> <input type="checkbox"/> Assess your own health and assess the health of others. <input type="checkbox"/> Determine that anyone sick must stay at home. <input type="checkbox"/> Prepare declaration for everyone to sign that they are well and that there is no reason why they should not be at work (e.g. not unwell or related to COVID-19 cases) <input type="checkbox"/> Follow good hygiene practices. 	Personal health flowchart Sign in/out register Physical Distancing and Hygiene	
PPE <ul style="list-style-type: none"> <input type="checkbox"/> Prepare usual PPE for use as normal <input type="checkbox"/> Arrange for additional PPE if required. <input type="checkbox"/> Prepare training & information on how to wear and use gloves and masks, and any other additional PPE. 	L3 Worker survey Face masks and gloves information	

Arriving at the opened workplace

Business must work through the following for actions once the workplace is opened.

General guide Consider as appropriate	Resources Go to LearnOn Resources	Application Describe specific decisions and actions
Travelling to work <ul style="list-style-type: none"> <input type="checkbox"/> Wash hands before travelling to work. <input type="checkbox"/> Travel on own if possible and/or allow for space between passengers if travelling in a vehicle. <input type="checkbox"/> Travel home in the same vehicle. <input type="checkbox"/> Have hand sanitiser available to be used in vehicle. <input type="checkbox"/> Keep a log to record how each worker travelled to work and who with. 	Contact Tracing Record	
Workplace entry <ul style="list-style-type: none"> <input type="checkbox"/> Keep workers 2 metres apart at entry point. <input type="checkbox"/> Everyone must wash hands upon arrival. <input type="checkbox"/> Everyone must sign in. <input type="checkbox"/> Keep workers personal stuff physically separated in lockers. <input type="checkbox"/> Clean and sanitise electronic signing in device if used. <input type="checkbox"/> Conduct induction. 	Sign in/out register	
Workplace meetings <ul style="list-style-type: none"> <input type="checkbox"/> Only hold if essential. <input type="checkbox"/> Only invite essential participants and keep physically separated by at least 1 metre. <input type="checkbox"/> Hold meetings in an open, well ventilated area. 		

Workplace operation

Business must work through the following once the workplace is operating.

General guide Consider as appropriate	Resources Go to LearnOn Resources	Application Describe specific decisions and actions
Before starting work <ul style="list-style-type: none"> <input type="checkbox"/> Organise workers into “work bubbles” of minimum numbers. <input type="checkbox"/> Everyone must wash hands before going to their workstations and encourage use of hand sanitiser. <input type="checkbox"/> Keep workers physically separated 2 metres when going to or from their workstations. 		
Physical distancing of “work bubbles” <ul style="list-style-type: none"> <input type="checkbox"/> Keep workers in their “work bubbles” separated from each other, with solid barriers if possible, by at least 1 metre. <input type="checkbox"/> Keep “work bubbles” physically separated by 2 metres if possible. <input type="checkbox"/> Stagger “work bubbles” start, break and finish times. 		
Clean and sanitizing <ul style="list-style-type: none"> <input type="checkbox"/> Clean and sanitise all tools, equipment, machinery, and vehicles, including office equipment, kitchen, and bathroom facilities, before, during and after work sessions as far as reasonably practical. 	Cleaning guide	
Health monitoring <ul style="list-style-type: none"> <input type="checkbox"/> Monitor daily worker health and isolate anyone who is unwell immediately and send home. <input type="checkbox"/> If someone becomes unwell, isolate the ‘work bubble’ immediately and send home. <input type="checkbox"/> Clean and sanitise workstations. <input type="checkbox"/> Maintain good hygiene practices. 	COVID-19 case at Work	

<p>Visitors and inspectors</p> <ul style="list-style-type: none"> <input type="checkbox"/> All non-essential visitors and inspectors must be denied entry to the workplace. <input type="checkbox"/> Visitors/inspectors (single only) are met by one host only who will always accompany them. <input type="checkbox"/> Visitors/inspectors must sign a register declaring that they are well. If unwell, the visitor/inspector must be denied entry to the workplace. <input type="checkbox"/> Visitors/inspectors must maintain a physical separation of 2 metres. <input type="checkbox"/> Visitors/inspectors must comply with all necessary health and safety requirements as directed by the business and/or New Zealand Government, including the use of PPE. <input type="checkbox"/> Visitors/inspectors and workforce must be physically separated. Interactions are not allowed. 	<p>Sign in/out register</p>	
<p>Stock and deliveries</p> <ul style="list-style-type: none"> <input type="checkbox"/> Stock should be arranged online or by phone <input type="checkbox"/> Deliver drivers should stay in vehicle and sign in/out, pass documentation electronically if possible and keep a 2 metre separation <input type="checkbox"/> Deliveries should be met by one stock person; if a 2-person lift is required, keep people within the same 'work bubble'. <input type="checkbox"/> Keep 2 metre physical distance between workers. 		
<p>Smokers</p> <ul style="list-style-type: none"> <input type="checkbox"/> Wash hands before and after smoking. <input type="checkbox"/> Smoke in designated area. <input type="checkbox"/> 2 metre physical distancing between smokers must be maintained. 		
<p>Review hazards and risks</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review measures on a weekly basis with help from workers. 		

<p>Working at another workplace</p> <ul style="list-style-type: none"><input type="checkbox"/> Refer Visitors and Inspectors section above.<input type="checkbox"/> Wash and/or sanitise hands before entering and leaving workplace.<input type="checkbox"/> Maintain a contact tracing record that includes occupiers.<input type="checkbox"/> Identify the hazards of the workplace and control measures including those related to COVID-19.<input type="checkbox"/> Treat hosts as contractors/visitors and maintain 2 metre physical distance.<input type="checkbox"/> Take all practical steps to separate work site from occupied areas.<input type="checkbox"/> Consider the use of bathrooms and kitchen facilities. If possible, do not share.		
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After work

Business must work through the following for actions at the end of work.

General guide Consider as appropriate	Resources Go to LearnOn Resources	Application Describe specific decisions and actions
Tools, machinery, equipment, and vehicles <input type="checkbox"/> Clean and sanitise all tools, equipment, machinery, and vehicles, including office equipment, kitchen, and bathroom facilities, before, during and after work sessions as far as reasonably practical. <input type="checkbox"/> Cleaners wash hands before and after cleaning.	Cleaning guide	
PPE <input type="checkbox"/> Re-useable PPE should be thoroughly cleaned and not shared <input type="checkbox"/> Single use PPE should be disposed of and removed from the premises.		
Leaving work <input type="checkbox"/> Everyone must wash hands. <input type="checkbox"/> Everyone must keep 2 metres between each other. <input type="checkbox"/> Everyone must sign out.	Sign in/out register	
Travelling home <input type="checkbox"/> Travel on own if possible and/or allow for space between passengers if travelling in a vehicle. <input type="checkbox"/> Travel home in the same vehicle that they arrived in. <input type="checkbox"/> Keep a log to record how each worker travelled back home and who with.		

<p>At home</p> <ul style="list-style-type: none"><input type="checkbox"/> Remove shoes/boots and clothing before entering home<input type="checkbox"/> Wash hands.<input type="checkbox"/> Wash clothes and bags in hot water/washing machine cycle.<input type="checkbox"/> Shower and clean hands, wrists, neck, nails, and any areas that may have been exposed at work.		
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COVID-19 Safety Plan

Management can use the Application column and the template below to form their COVID-19 safety plan.

What needs to be considered	How will it be done	Who is responsible
<p>Before opening for work Manage risks from restarting</p> <ul style="list-style-type: none"> ▪ Readiness ▪ Health ▪ PPE ▪ Environment ▪ Induction ▪ Cleaning ▪ Signage 		
<p>When arriving at work Keep workers safe getting to work</p> <ul style="list-style-type: none"> ▪ Travel instructions ▪ Organise entry procedure/sign in ▪ Meeting arrangements 		
<p>When operating Keep workers safe at work</p> <ul style="list-style-type: none"> ▪ Organise “work bubbles” ▪ Ensure physical distancing ▪ Cleaning and disinfecting ▪ Monitor health ▪ Visitors/inspectors ▪ Stock and deliveries ▪ Smokers 		

<p>When leaving work</p> <p>Keep workers safe going home</p> <ul style="list-style-type: none"> ▪ Tools and equipment, etc. ▪ PPE ▪ Leaving work ▪ Travelling home ▪ At home 		
<p>Evaluate Level 3 measures</p> <p>Assess how well business is effective in keeping workers safe</p>		
<p>Update measures and operation</p> <p>Determine changes needed and their impact</p>		

Please contact [LearnOn Safety](#) if you would like help with this guide, or any other health & safety or learning issue.