

**KiwiRail
COVID-19 Health, Safety & Wellbeing Plan
Level 2**

For information on what COVID-19 is, what the symptoms are, and how it spreads visit
www.covid19.govt.nz

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Objectives

Have an agreed KiwiRail approach to achieve the following -

- Keep workers and the wider community healthy and safe by implementing measures to prevent the spread of COVID-19;
- Protect the wellbeing, health and safety of all workers; and
- Encourage a safe and respectful work environment and good communication between all stakeholders.

Scope

- The purpose of this document is to provide guidance and resource material to KiwiRail management and workers on how to safely transition through the New Zealand Government Alert levels as they decrease, in particular to Level 2.
- This document should be used as a guide / resource, in conjunction with regular operational controls (e.g. job safety analysis, emergency response plans) to ensure a safe work environment for all.
- Apply relevant guidance from the Ministry of Health and other Government agencies to KiwiRail workers and contractors.

References

- New Zealand Ministry of Health
- KiwiRail Significant Incident Management Team (SIMT) Plan
- KiwiRail Crisis Management Team (CMT) Plan

Alert Level 2 Summary

References – KiwiRail De-escalation plan Part A and New Zealand COVID-19 Alert Level Summary

ADDITIONAL COVID-19 CONTROLS

- Physical distancing of one metre in controlled environments e.g. workplaces.
- Physical distancing of two metres from people you don't know when out in public is recommended.
- Indoor work areas to be limited to 100 people with physical distancing implemented as per the Corporate Office plans developed by the Property Team which ensures physical distancing of 1 metre. A work area for corporate offices is deemed as a floor level.
- Outdoor areas limited to 100 people with physical distancing implemented.
- Ensure and maintain contact tracing capability for all workers.
- Increased cleaning regimes, under the control of the Property Team –
 - Business as usual cleaning arrangements will remain in force;
 - Introduction of regular (three times per day where appropriate) high touch point cleaning e.g. - desks, coffee machines, printers, door handles, hand rails etc.;
 - Vacant sites will have 'deep cleans' before being reoccupied and upon request;
 - Where possible all night cleaning arrangements will be changed to become day cleaning to ensure reactive cleaning is possible if needed;
 - Desks (Auckland & Wellington corporate sites) will be tagged as either 'Clean'

or 'Not Clean'. Employees **cannot** utilise an available desk until such time as it is tagged as 'Clean'.

- Final employee numbers and desk allocation will be determined by the Significant Incident Management Team to ensure all business requirements are considered and physical distancing arrangements adhered to.

PEOPLE

- If you or anyone in your household is unwell stay home.
- **Remain working from home unless otherwise advised by your Manager.** Number of workers returning to work sites / offices will be controlled and coordinated according to physical distancing application and guidelines.
Employees returning to the office environment must remember –
 - The desk you had before may not be the desk you can use.
 - Certain desks have been taped off, do not use these desks as it will compromise physical distancing requirements.
 - Final employee numbers and desk allocation will be determined by the Significant Incident Management Team to ensure all business requirements are considered.
 - Manager's will assist you with the return of any office / IT equipment if required.
- High-risk workers (70+ years, those with existing medical conditions, etc.) are encouraged to stay at home where possible. If they decide they would like to return to work, or if they are required at work, it will be at the discretion of their Manager.
 - Managers must be confident there are sufficient controls in place for the worker to return safely.
 - If further guidance or assistance is required to determine if a high-risk worker can return to onsite works Managers can seek guidance and support from the Zero Harm Occupational Health Team or the Human Resources Team.
 - Or you can contact the KiwiRail People Assistance Line (PAL) - 0800 696 646 or email COVID-19@kiwirail.co.nz your query and they will ensure your query is forwarded to the appropriate person for action.

TRAVEL

- No restriction on domestic travel however, employees are advised to minimize non-essential travel and **any inter-regional travel request** must be approved by your relevant executive team member.

CUSTOMERS

- Maintain NZ exports / imports routes.

OPERATIONS

- No restrictions on freight. All freight can be distributed and received. All freight can enter and leave the country.
- Increased frontline resources required to deliver increased train and ferry demands.
- Restricted access to NTCC.
- Capital works projects will resume at the discretion of the Crisis Management Team (CMT).

- Passenger services will recommence at the discretion of the Crisis Management Team (CMT). KiwiRail staff shall utilise best endeavours to ensure physical distancing can be achieved by passengers e.g. limit number of passengers if needed, tape off seats / areas, etc.
- Corporate office reception areas (Wellington & Auckland) to re-open to assist with contact tracing and COVID-19 Observer functionality.

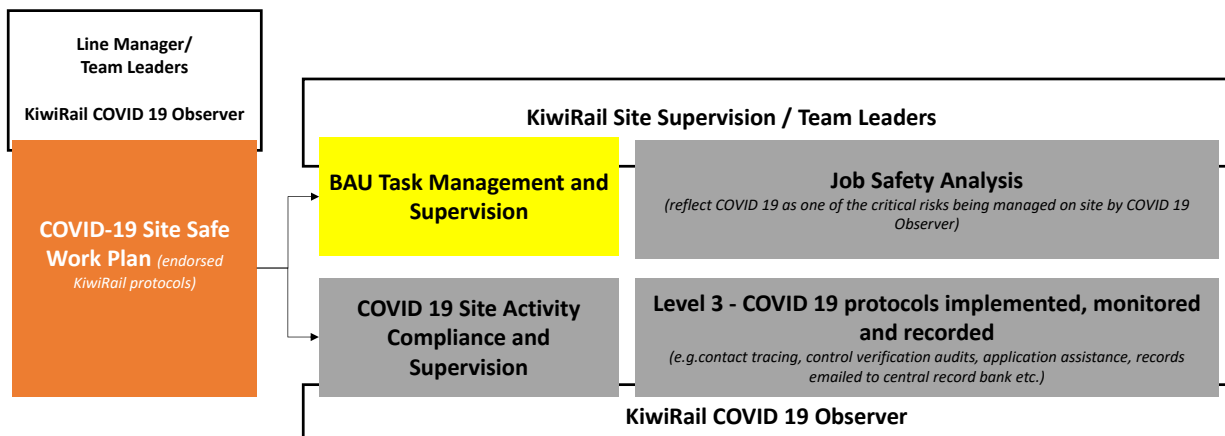
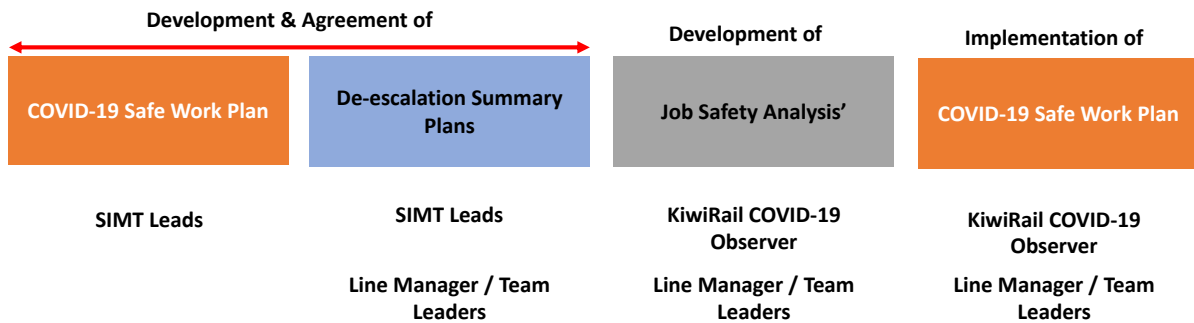
ASSETS

- Increased cleaning regimes and physical distancing controls implemented as outlined above under ‘Additional COVID-19 Controls’.

REGULATIONS

- Engagement with safety regulators on changes to ‘licence to operate’

Framework & Responsibilities



KiwiRail Expectations

KiwiRail expects that all persons attending work will abide by and contribute to ensuring a safe and healthy work environment which include but is not limited to the following –

- **People** – fitness for work.
- **People** – sign in and sign out registers to assist with contact tracing if required. Each work area must have a dedicated sign in and out register.

- **People** – maintain physical distancing requirement of 1 metre, where this is not possible you must wear close contact PPE.
- **People** - if working in a corporate office you are strongly discouraged from moving between floors, if you must go to another floor you must sign the register when entering and exiting.
- **People** – PPE requirements as needed. A small supply of PPE will be available at Corporate offices for emergency situations e.g. attending to an ill employee.
- **People** – hygiene requirements including personal requirements and cleaning requirements;
- **Travel** – adherence to safe travel arrangements;
- **Customers / Stakeholders** – communication and support, if needed and to adhere to KiwiRail's COVID-19 safe work practices;
- **Operations** – adherence to KiwiRail's COVID-19 safe work practices;
- **Assets** – enhanced cleaning regimes;
- **Regulatory / Compliance** – adherence to regulatory compliance.

COVID-19 Safe Work Practices – Alert Level 2

Before arriving on-site

- All workers must adhere to and follow the **Site Access Protocols** as per **Orange Attachment #1** to confirm they are safe to be on site.
- Line Managers / Team Leaders must have an understanding of how workers will travel to and from the workplace and communicate **Safe Travel Protocols** as per **Orange Attachment #3** to all workers.
- Ensure all workers and contractors understand when additional PPE may be required due to COVID-19 and that they have access to the correct PPE. **COVID-19 PPE Protocols** as per **Orange Attachment #4** e.g. working within 1 metre of another worker, gloves, masks and safety glasses / goggles should be worn.

Site entry

- A daily sign in / sign out register of all workers entering and leaving site must be completed. **Sign in / sign out register Green Attachment #1**. A copy of the registers must be emailed to COVID-19@kiwirail.co.nz daily.
- Signage reminding workers of the COVID-19 physical distancing and hygiene protocol must be posted at the site entrance and in common areas as appropriate. Refer to poster section of this plan for copies of site entry posters.
- **Physical Distancing and Hygiene Protocols** must be followed for all inductions.

Site operations

- All work is to be undertaken in such a way as to reduce any possible contact between workers and to promote physical distancing wherever possible, as per the **Physical Distancing and Hygiene Protocols**.
- All visitors to workplaces, such as necessary delivery workers are also required to follow the **Physical Distancing and Hygiene Protocols**.
- All offices and job sites must implement enhanced cleaning measures - **Cleaning Protocols** as per **Orange Attachment #5**.
- All tools, equipment, plant and vehicles must be used in alignment with the **Cleaning Protocols**.
- Frequently used areas e.g. kitchens, bathrooms and high touch point surfaces e.g. lift

buttons, door handles, coffee machines, printers must be regularly cleaned, minimum three times per day. Hand sanitiser will be available near frequently used areas and high touch point surfaces for use by workers after touching a commonly used surface. If for some reason hand sanitiser is unavailable workers are encouraged to wash their hands thoroughly with soap and water - **Physical Distancing and Hygiene Protocols**.

- Auckland & Wellington corporate offices – you should only use the desk allocated to you. If you are unsure of what desk has been allocated to you, you can ask your Team Leader or the COVID-19 Observer for assistance. Desk will be allocated and agreed on a daily basis by the Significant Incident Management Team.
- Only cleaned and available desks in corporate offices are to be utilised. This will ensure physical distancing and hygiene requirements are adhered to.
- Desk surfaces must remain free from clutter at the end of each day to assist with thorough cleaning and sanitising.
- Toolbox talks, general meetings, team meetings or other similar ‘gatherings’ should follow **Physical Distancing and Hygiene Protocols**.
- All work areas (indoor and outdoor) are to be limited to 100 people with physical distancing implemented.
- All work areas e.g. floor level must have its own dedicated **Sign in / sign out** register where appropriate.
- KiwiRail business as usual emergency response and crisis & emergency management plans, processes and escalation protocols must and will apply at all sites.

Leaving site

- Use the sign in / sign out register, to sign out.
- When returning home, workers should follow the recommended **Return Home Hygiene Protocols** as per **Orange Attachment #6**.
- Each site must be cleaned and sanitised at the end of the working day or end of each shift, as per the **Cleaning Protocols**.
- All single use disposable PPE must be removed and placed in rubbish bins located on site.
- Any single use PPE used for treating / assisting someone who is unwell with, confirmed or suspected COVID-19 symptoms must be removed and disposed of in a bio-hazard bag located on site.
- All works must follow the **Safe Travel Protocols**.

Contractor requirements

Every Contractor, working on KiwiRail sites, must have a plan detailing the steps they will take to mitigate risks, including those presented by COVID-19. The details of the plan must be communicated to their workers before they start work. KiwiRail COVID-19 requirement for Contractor plans is outlined in the **Contractor COVID-19 Plan Requirements Checklist Green Attachment #3**.

COVID-19 Observer

Detailed below is how and when a COVID-19 Observer will be implemented across KiwiRail businesses.

Business / Workforce	COVID-19 Observer requirement
<p>Workplaces / sites (2 – 100 workers)</p>	<p>Dedicated COVID-19 Observer as per Blue Attachment No. 2 of this plan.</p> <p>The COVID-19 Observer may fulfil other functions e.g. Receptionist, Team Leader, Minder LE, Customer service, etc.</p> <p>Regardless of other tasks / responsibilities they are responsible for fulfilling all the tasks identified in Blue Attachment No. 2 of this plan.</p>
<p>Lone Workers</p>	<p>No requirement for a COVID-19 Observer.</p> <p>However, all Kiwi Rail lone workers / people working in isolation MUST –</p> <ul style="list-style-type: none"> • Be familiar with and follow the Protocols outlined in the Orange attachments. • Keep a diary of your work dates, times and locations. • Advise your Supervisor / Team Leader if you are feeling unwell.

Attachments

Protocols – Orange Attachments

- Site Access Protocols
- Physical Distancing and Hygiene Protocols
- Safe Travel Protocols
- COVID-19 PPE Protocols
- Cleaning Protocols
- Return Home Hygiene Protocols

Registers / Checklists – Green Attachments

- Sign in / sign out Register
- COVID-19 Toolbox Talk Guide
- COVID-19 Plan Requirements Checklist

Duty Cards – Blue Attachments

- Line Managers / Team Leaders
- COVID-19 Observer

Site Posters – Yellow Attachments

- Site Access – Level 2
- Physical Distancing & Hygiene Poster
- KiwiRail Minimum PPE Requirements
- Lunch Room Poster
- Lift Poster
- Desk Status – Unavailable, Clean, Not Clean Posters
- Your Guide to Perfect PPE
- Don't Take Work Home With You
- Stop the Spread of Coronavirus (COVID-19)

Protocols

Orange Attachment #1 Site Access Protocols

Orange Attachment #2 Physical Distancing and Hygiene Protocols

Orange Attachment #3 Safe Travel Protocols

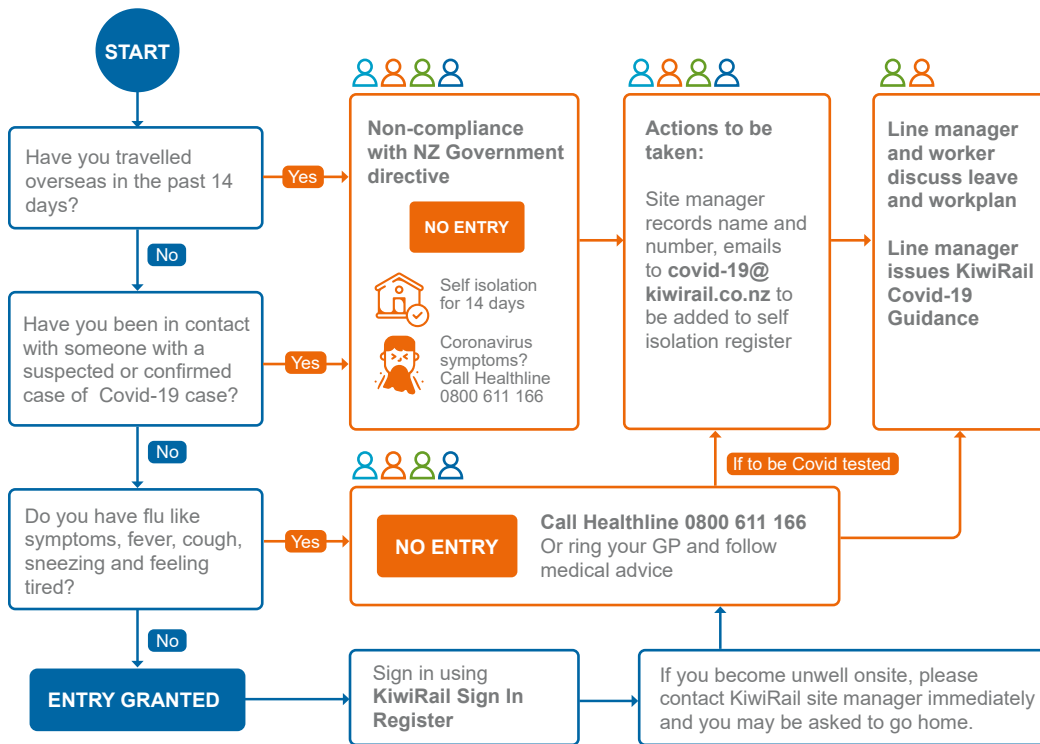
Orange Attachment #4 COVID-19 PPE Protocols

Orange Attachment #5 Cleaning Protocols

Orange Attachment #6 Return Home Hygiene Protocols

KiwiRail COVID-19 Site Access Protocol (Alert Level 2)

Entry to KiwiRail premises



Ministry of Health Advice <http://www.health.govt.nz>
 For any COVID-19 related cases please contact covid-19@kiwirail.co.nz

Customers
 KiwiRail Staff
 Contractors
 Visitors

At KiwiRail we...

Practise social hygiene

- Wash hands for at least 20 seconds with soap and water
- Avoid touching eyes, nose or mouth
- Cough / sneeze into your sleeve
- Clean and disinfect frequently touched objects and surfaces
- Stay home if you are sick
- Avoid contact with sick people

Encourage social distancing

- Video conferencing guidance
- Working from home guidance

SharePoint Online
 COVID-19 INFORMATION HUB

Orange Attachment #2 Physical Distancing and Hygiene Protocols

KIWI RAIL COVID-19 PHYSICAL DISTANCING AND HYGIENE PROTOCOL



Scientific evidence has confirmed that COVID-19 is spread by droplets.
When an infected person coughs, sneezes or talks, they may generate droplets containing the virus. Droplets do not stay in the air for long, they quickly settle on surrounding surfaces.

PERSONAL HYGIENE

*Washing hands kills the virus by bursting its protective bubble.
Increased hygiene is especially important for people who have existing health conditions: i.e. diabetes, renal failure, chronic lung disease or compromised immune systems.*



Eliminate the risk of infecting others:

- Stay home if you're sick
- Report flu-like symptoms to your line manager

Personal Hygiene:

- Cover coughs and sneezes with disposable tissues OR cough/sneeze into your elbow
- Dispose of used tissues in a bin OR place in a bag you can dispose of later
- Don't touch your face

Wash hands often:

- For 20 seconds with soap OR use a hand sanitiser
- Scrub all surfaces of the hands – front and back, between fingers and under nails
- Dry thoroughly (disposable towels, hand drier or a clean cloth)

Wash and Dry hands:

- Before eating or handling food
- After using the toilet
- After coughing, sneezing, blowing your nose or wiping children's noses
- After touching public surfaces

Clothing:

- It is recommended you wash your work clothes, on the warmest appropriate water setting, separately from your home clothes and from the clothing of other family members

CONTACT TRACING

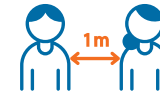
Sign In/Out Register:

- All workplaces must implement a formal sign in/out register
- Corporate offices where there are multiple floors e.g. *Bunny Street* there must a register for each floor
- All persons who come to site in the 24 hour period must sign in and out (workers, contractors, visitors including delivery persons etc.)
- A copy of each days register must be scanned and sent to COVID19@kiwirail.co.nz

PHYSICAL DISTANCING + CLOSE CONTACT WORKING

Reduce face-to-face contact - Apply Physical Distancing:

- If you or anyone in your household is unwell stay home.
- Restrict the number of people sharing spaces - keep 1 metre away from other people in your workplace (where possible)
- Reduce the number of people travelling together (two people in a Company vehicle - one in front and one in back)



Manage Close Contact Work Activities:

- *Some teams require to work in 'close contact' (i.e. maintenance activities, second person in locomotive cabs)*
- Keep fresh air flow through the area (open windows in cabs, vehicles)
- Clean surfaces regularly (before and after use)
- Wear mask, gloves and goggles during the close contact task

SURFACE HYGIENE

Surfaces – User Managed Cleaning:

- Regularly disinfect surfaces - wipe down before and after use (buttons and handles)
- Use clean cloths or disposable towels to wipe surfaces
- If a surface looks visibly dirty – clean it first
- If a surface is frequently touched by others – clean it, hard surfaces need 10 seconds of soaking time with the sanitiser
- For delicate surfaces (phones, radios, gas monitors) soak a disposable towel or cloth and wipe surfaces thoroughly

Office Workplaces:

- Introduction of regular (three times per day where appropriate) high touch point cleaning e.g. - *desks, coffee machines, printers, door handles, hand rails etc.*
- Employees can only utilise a desk that is tagged as 'Clean'

VEHICLE, OFFICE + DEPOT HYGIENE

Vehicle Cleaning Products:

- Available to order centrally:
- Antiviral sanitiser (in a spray bottle)
- Cleaning cloths
- Disposable gloves

Loco Cab Hygiene:

- KiwiRail has employed contract cleaners to help increase Loco Cab hygiene standards

Office and Depot Hygiene:

- KiwiRail employ contract cleaning services who are responsible for ensuring enhanced cleaning regimes and availability of hygiene products

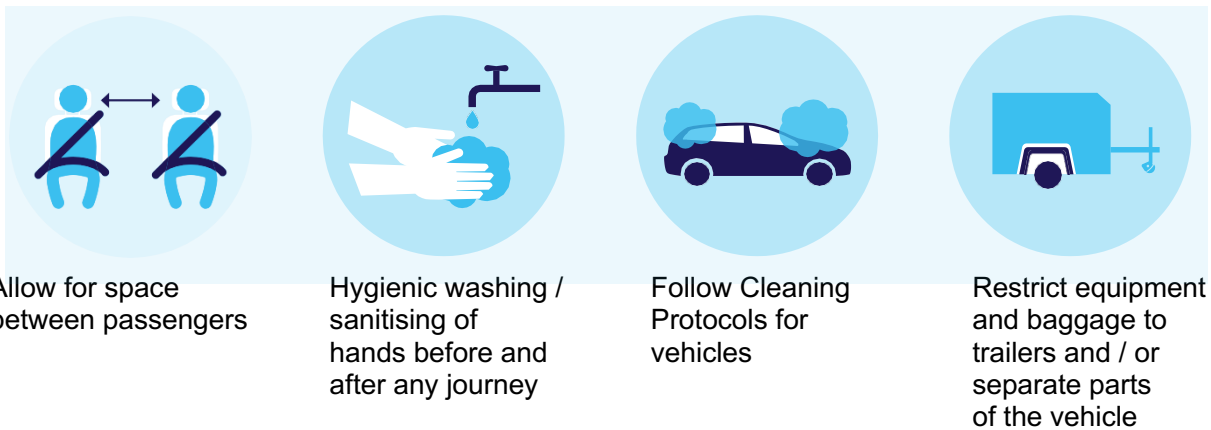
Note: KiwiRail has purchased antiviral sanitising products aligned to MoH guidance.

Orange Attachment #3 Safe Travel Protocols

Line Managers / Team Leaders should have an understanding of how workers will travel to and from site to ensure they abide by KiwiRail and NZ Government Level 2 physical distancing and hygiene requirements.

When outside of your home and travelling to site people are recommended to maintain physical distancing of two metres from people they don't know.

Any travel managed by KiwiRail must ensure that adequate steps have been taken to achieve transport which includes :-




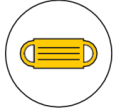

All workers must wash / sanitise their hands before entering site.

Required process for deliveries to site –




- Hygiene (handwashing / sanitising) to be observed by all persons when they arrive on site.
- Sign in / sign out register must be completed for persons delivering goods to site.
- Maintain 1m physical distancing at all times while on site.

Orange Attachment #4 COVID-19 PPE Protocols

Transmission Types

<p style="text-align: center;">Touch</p> 	<p>Touch transmission means touching and handling infected surfaces, coffee machines, door handles, levers, equipment and includes shaking/touching hands or clothing becoming contaminated</p> <p>Infection is transmitted from a surface to a person when they touch the infected surface with their hands and then touch their mouth or eyes (i.e. eating lunch).</p> <p>Barrier protection recommended:</p> <ul style="list-style-type: none"> • Disposable gloves • Use of hand sanitiser (70%+ ethanol content) or thorough hand washing directly after use <p>Clothing can also act as a barrier protection:</p> <ul style="list-style-type: none"> • It is recommended you wash your work clothes, on the warmest appropriate water setting, separately from your home clothes and from the clothing of other family members.
<p style="text-align: center;">Airbourne</p>  	<p>Airborne transmission means person to person through inhalation of droplets.</p> <p>Droplets are created by coughing, sneezing or talking and transmission occurs during close contact (within 1 metre of a workmate or 2 metres of a member of public)</p> <p>Barrier protection recommended:</p> <ul style="list-style-type: none"> • Mask • Safety Glasses or Goggles

KiwiRail minimum PPE Requirements

<p style="text-align: center;">When should I wear COVID-19 Personal Protective Equipment?</p>	<p style="text-align: center;">Gloves</p> 	<p style="text-align: center;">Mask</p> 	<p style="text-align: center;">Eye Protection Glasses or Goggles</p> 
<p>Cleaning Surfaces <i>(Loco Cab, Rail Vehicle, Hire Car, Desk, Door handles, Handrails, Equipment etc.)</i></p>	✓	✗	✗
<p>Handling Materials and Equipment used by multiple persons <i>(Sign in register, Gas monitors, Radios, IT items)</i></p> <p>Use of hand sanitiser (70%+ ethanol content) or thorough hand washing directly after use is sufficient in lieu of wearing gloves.</p>	✓	✗	✗
<p>Double Manning in a Loco Cab <i>PPE only required if one-metre separation cannot be maintained</i></p>	✗	✗	✗
<p>Two persons in a Rail Vehicle/ Hire Car (one driving/one sitting in back) <i>PPE only required if one-metre separation cannot be maintained</i></p>	✗	✗	✗
<p>Track / Construction Work <i>PPE only required if one-metre separation cannot be maintained</i></p>	✗	✗	✗
<p>Desk handover or IT fixing/delivering equipment (when close contact within 1 metre)</p>	✓	✓	✓

Scenic / Capital Connection, Interislander Crew dealing with members of the public for less than 15 minutes interaction <i>(check in / ticket check, food service etc.)</i>	✓	✗	✗
When dealing with any person who has become unwell and needs assistance. Or if you are feeling unwell with COVID-19 symptoms.	✓	✓	✓
In any situation where one-metre physical distancing cannot be maintained.	✓	✓	✓

Please note –

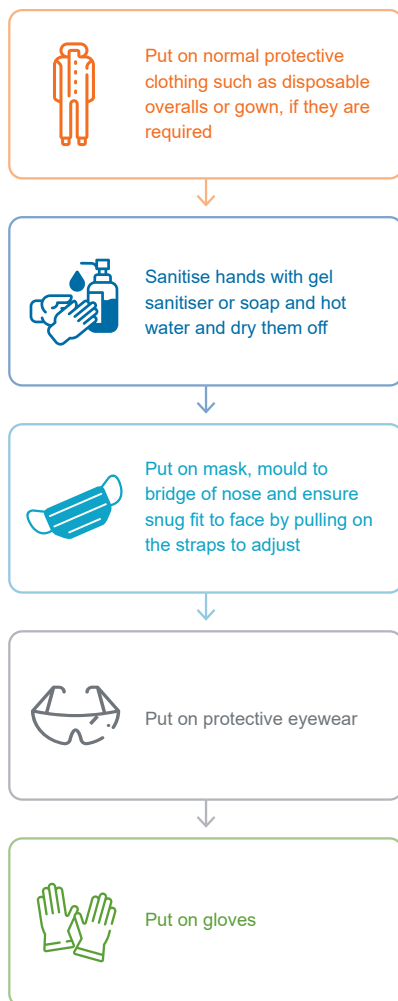
Single use PPE can be disposed of in a rubbish bin.

Any single use PPE used for treating / assisting someone who is unwell with, confirmed or suspected, COVID-19 symptoms must be disposed of in a bio-hazard bag.

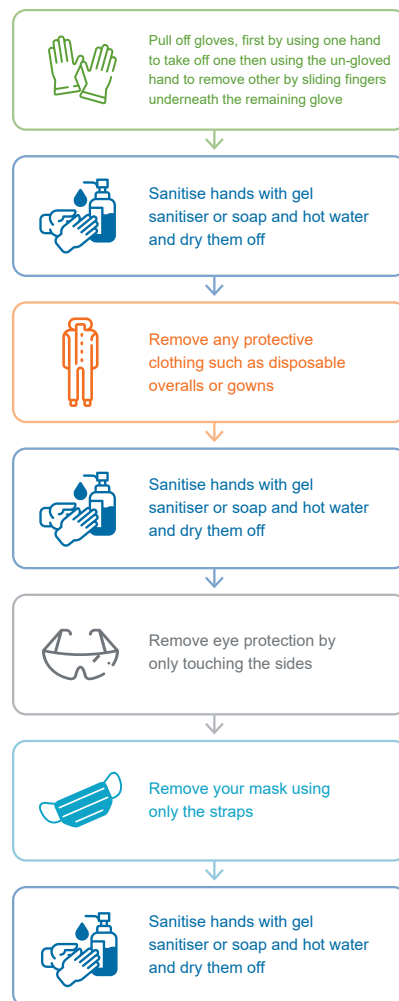
YOUR GUIDE TO PERFECT PPE

Make sure you are following Personal Protective Equipment (PPE) requirements by following these steps.

Putting on PPE



Removing PPE



Orange Attachment #5 Cleaning Protocols

Physical distancing must be practiced when cleaning activities are undertaken on site / at workplaces i.e. one metre.

Regular cleaning must be scheduled, particularly for areas and surfaces that are frequently utilised and touched by workers.

Disposable gloves must be worn when undertaking cleaning tasks.

Disinfectant or a diluted bleach solution is recommended for cleaning frequently touched surfaces.

Alert Level 2 cleaning protocols

- Increased cleaning regimes, under the control of the Property Team –
 - Business as usual cleaning arrangements will remain in force;
 - Introduction of regular (three times per day where appropriate) high touch point cleaning e.g. - desks, coffee machines, printers, door handles, hand rails etc.;
 - Vacant sites will have 'deep cleans' before being reoccupied and upon request;
 - Where possible all night cleaning arrangements will be changed to become day cleaning to ensure reactive cleaning is possible if needed;
 - Desks (Auckland & Wellington corporate sites) will be tagged as either 'Clean' or 'Not Clean'. Employees **cannot** utilise an available desk until such time as it is tagged as 'Clean'.

Common internal touch points may include :-

- Coffee machines and water fountains.
- Common pens for sign in / sign out register.
- Doors / door handles. Look at all reasonable opportunities to remove them.
- High touch public surfaces such as stairwell handrails, door handles, tabletops, lift buttons, microwaves and other kitchen surfaces.
- Screens and tables should be wiped after use, including iPads, photocopiers, desktop stations etc.

Cleaning PPE

- Wear disposable gloves when cleaning. When finished dispose of gloves in a rubbish bin.
- Wear disposable gloves when handling soiled items. When finished dispose of gloves in a rubbish bin.
- Wash hands immediately after removing gloves.
- Work clothes and reusable PPE should be washed in a washing machine.
- 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.
- Don't leave laundry in the washing machine as any remaining germs can multiply rapidly.

Cleaning aids

- Cloths and sponges
- Use disposable cloths or paper towels when possible.
- Reusable cloths should be disinfected or washed at 60C (140F) after each use.
- Tea towels, towels and other fabrics should be washed as above and dried thoroughly

either outside in the sun or in an electrical dryer.

Washing up brushes

- Wash brushes in a dishwasher regularly or clean with detergent and warm water after each use.

Mops & buckets

- Use two buckets for mopping – one for detergent and the other for rinsing.
- Mops and buckets should be cleaned and dried after each use.
- Clean floors with disinfectant or bleach solution, starting from one end of the premises to another.

Cleaning bathrooms, toilets and showers

- Clean toilets with a separate set of cleaning equipment (disposable cleaning cloths, mops, etc.)
- Clean sinks frequently, if they're used regularly.

If your jobsite has a **shower** –

- Clean shower trays frequently, if used regularly.
- If a shower hasn't been used for a while, let it run with hot water before using it.
- Keep tiles and grout in good condition.
- Clean shower curtains frequently.

Common **toilet** touch points may include –

- Keep the U-bend and toilet bowl clean by flushing after each use.
- Limescale should be regularly removed using a descaling product.
- Keep the toilet seat, handle and rim clean by using a disinfectant.

Cleaning tools and equipment

- Clean tools and equipment before and after each day's work with a disinfectant, concentrating on points of contact such as handles.
- Wash your hands after handling tools and equipment to prevent the spread of germs.
- If possible, don't share tools on-site. If sharing cannot be prevented, take precautions and wash your hands / sanitise your before and after each use.
- **PLEASE NOTE** - Take care when cleaning radios, iPads and other electronic equipment to ensure excessive cleaning fluid does not get inside.

Cleaning vehicles

- If you need to use a shared vehicle wipe down the commonly touched areas of the vehicle after each use (steering wheel, handbrake, gear stick, dashboard, handles, etc.) and wash hands your hand thoroughly before and after using the vehicle.
- Wipe down the inside and commonly touched areas of the vehicle before and after each day.
- If you are required to have more than one person keep as much distance between people as possible, open the windows to keep air circulating and passengers to face towards the window to reduce the spread of germs.

Specialist clean

- If a worker is unwell and removed from site, a specialist clean will be completed in the area / areas identified where the worker was working and has accessed. These areas are to be isolated until a specialist clean has taken place.
- Site managers can arrange a specialist clean through KiwiRail Properties team if required or they deem appropriate.

Orange Attachment #6 Return Home Hygiene Protocols

The following steps are recommended to reduce the likelihood of inadvertently spreading germs in your 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 you and everyone in your home are safe. Here are some simple guidelines to follow:



Remove all clothing down to your underwear outside before entering your home and put into a plastic bag or bucket. Leave your boots outside and wash your protective eyewear with hot water and soap



Put all your dirty clothes in the washing machine and wash as soon as you enter the house



Shower and get dressed in clean clothes before you do anything else



Get rid of the plastic bag or wash the bucket your clothes were in with soap and hot water



Wash hands with soap and water and dry

And REMEMBERif you're tired / fatigued DO NOT DRIVE

DRIVER FATIGUE

Being tired makes you more prone to mistakes.

Tiredness related collisions are
3 TIMES MORE LIKELY
to result in death or serious injury

Take a break

Registers / Checklists

Green Attachment #1 **Sign in / sign out Register**

Green Attachment #2 **COVID-19 Toolbox Talk Guide**

Green Attachment #3 **COVID-19 Plan Requirements Checklist**

TOOLBOX TALK

Introduction

This toolbox talk is about what to do as the Coronavirus (aka COVID-19) spreads through New Zealand and what you can do to protect yourself, your family and the people around you.

The most up-to-date information for New Zealand is at the [Ministry of Health website](#).

The disease

COVID-19 is a new contagious illness that can affect the lungs and airways; it is caused by a type of coronavirus. Experience of COVID-19 to date shows that all people are at risk of contracting the virus, however some people are at higher risk at getting very sick from this illness. This includes older adults and people who have medical conditions like heart disease, lung disease, asthma and diabetes.

It spreads through tiny droplets of saliva or body fluids spread by such things as talking, sneezing, kissing and coughing. The disease can survive on surfaces such as benchtops and door handles for a number of hours and can then be picked up from there which is why washing your hands is very important.

Signs and symptoms

Some people get a very mild form of the disease but it can kill some people quite quickly, especially if they have diabetes or heart disease.

The signs and symptoms are:



A high temperature.
(At least 38°C)



Coughing



Breathing problems

Milder symptoms can be helped with normal medicines but if there is trouble breathing people may need to go to hospital.

If you have these symptoms call the Ministry of Health's special COVID-19 number on **0800 358 5453 at any time**. Or call your doctor, but don't go in without warning them. We can't have doctors getting infected as they will have to go into isolation.

Most of the deaths are from fluid building up in the lungs so people can't breathe. Only about one in 100 people are dying but because it is so easy to spread, this could amount to a lot of people throughout the whole country.

CORONAVIRUS (COVID-19)

CORONAVIRUS (COVID-19)

Prevention

There is no cure or vaccine yet so preventing the spread is the best defence.



A face mask won't stop the virus but if fit correctly, it does help stop people touching their face to avoid any virus on their hands going into their mouths or eyes.



Because it attacks the lungs, if you smoke, stop now. There's never been a better time!



Clean and disinfect frequently touched surfaces such as doorknobs and railings.



Wash your hands. Ordinary soap is even better than expensive hand sanitisers. A 20 second wash with soap will dissolve the virus's protective coating. Ensure that hands are thoroughly dried. Keep plenty of soap, water and disposable hand-towels on site.



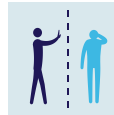
Stay home if you are sick. The Ministry of Health wants people suspected of having the virus to stay home and quarantine themselves for 14 days so make sure you have enough supplies to last that long. If one of your team is sick, send them home.



Cough into your elbow, not your hands. This helps stop the spread.



If you have been in contact with someone who has the disease, assume you may have it and stay home. Stopping the spread is our best weapon to stop our medical system getting swamped.



Follow the physical distancing and hygiene protocol. Staying one metre away from others whenever possible as this is an effective measure to stop the spread.

Self-isolation

If you are showing signs of being unwell or have recently arrived or returned from overseas (or have been in contact with someone who has) you may be required to self-isolate. Follow the [Personal health flowchart](#) and take appropriate actions. The situation is evolving so please visit the [Ministry of Health website](#) for the most up-to-date information.

COVID-19 Protocols

Industry protocols are in place for protecting workers against the risks of COVID-19. The procedures cover the 5 steps for operating a site including Before arriving on site, Site entry, Site operations, Leaving site and Management Protocols. The protocols are in addition to the normal health and safety obligations and include some useful guides and resources to assist with implementing the protocols on site. For more information and advice about COVID-19 visit [Unite Against COVID-19](#).

Green Attachment #3 Site COVID-19 Plan Requirements Checklist

This checklist is a guide for the review of a Site-Specific COVID-19 Plan before work can commence under Alert Level 2 on KiwiRail sites. All measures taken in the specific worksite must be detailed in the plan to meet the criteria. The plan should be reviewed and approved by the following:

- The Site / Project manager responsible for the work within KiwiRail; and
- A Zero Harm representative

Worksite:		Contractor:			
Contact		Doc Ref			
Programme:		Contact:			
Elements			Yes	No	N/A
1	Before Work				
1.1	A plan has been supplied detailing COVID-19 protocols specific to the workplace				
1.2	There is evidence that the plan has been developed in consultation with Health and Safety Representatives and Union Representatives.				
1.3	There is evidence of how the plan will be effectively communicated to workers and this takes into account language or cultural requirements.				
1.4	There is evidence that the hierarchy of controls have been applied to the decision making process to implement controls to manage COVID-19 risk				
1.5	Guidelines set by Ministry Of Health for vulnerable persons entering the workplace are being followed.				
1.6	There is a plan in place to manage how workers will travel to and from the workplace including where travel is between regions.				
1.7	There is a plan to prevent or minimise the movement between and on worksites				
2	Workplace Entry				
2.1	There is a procedure to provide a means of evaluating that workers are fit for duty as they enter the work site				
2.2	Persons entering and exiting the workplace are recorded to assist tracking in the event of COVID-19 infection				
2.3	Additional sanitary measures are implemented including provision of hand sanitizing stations at work locations. Specific provision is detailed in the plan				
2.4	Guidance is in place on the safe use, cleaning and disposal of PPE designed to prevent COVID-19 transmission				
3	Site Operations				
3.1	There is a nominated person or persons to monitor and manage COVID-19 site protocols for each work area				
3.2	Evidence of education materials or process to ensure workers follow personal health practices to reduce the risk of transmission				
3.3	There are increased cleaning measures in place to address workplace common areas, bathrooms and portable toilet facilities.				

3.4	Where practicable sites are separated into zones to keep work groups physically separated at all times			
3.5	Evidence that work requiring close personal proximity is minimised. Work of this nature is planned and managed to establish safe system of work.			
3.6	There are protocols in place to manage the use of vehicles			
3.7	Procedure for managing deliveries to site, including equipment and materials			
4	Leaving the Workplace			
4.1	All persons leaving the worksite are recorded as signed out			
4.2	The cleaning regime includes end of day/shift cleaning of common areas			
4.3	There is a plan for the provision of safe waste and PPE disposal			
5	Emergency Management			
5.1	There is a plan in place for action to take if a worker displays symptoms of COVID-19			

Zero Harm / Project Manager Review and Approval Confirmation

Zero Harm Sign Off (Name, Position, Date)	Project Sign Off (Name, Position, Date)

Request Type: (Place an X in all applicable checkbox)

<input type="checkbox"/> New Document (<i>attach a distribution list</i>)	<input type="checkbox"/> Change Request
<input type="checkbox"/> Document Formal Review	<input type="checkbox"/> Withdraw Document

Requested by:	
Group: (<i>e.g. Operations</i>)	
Division: (<i>e.g. Network Services</i>)	
Request Title:	
Document No (<i>if applicable</i>)	
Description of Action required:	
Date required:	

Duty Cards

Blue Attachment #1 Line Managers / Team Leaders

Blue Attachment #2 COVID-19 Observer
Control Verification (CV) Template

DUTY CARD NO. 1

Line Manager / Team Leader

The Line Manager / Team Leader is KiwiRail's senior site representative(s) who are responsible for –

- Keeping workers and the wider community healthy and safe by preventing the spread of COVID-19 by ensuring all personnel within their area of control adhere to KiwiRail's COVID-19 Health, Safety & Wellbeing Plan.
- Supporting the COVID-19 Observer in implementing the KiwiRail COVID-19 Health, Safety & Wellbeing Plan.

INITIAL RESPONSE

	Ensure there is an appropriate person to fulfil the role of COVID-19 Observer. Refer page 7 of this plan for COVID-19 Observer requirements.
	Determine times throughout the shift to meet with the COVID-19 Observer to discuss any potential issues or challenges in implementing the Health, Safety & Wellbeing Plan.
	Ensure Workers know who the nominated COVID-19 Observer is and that they can raise any concerns relating to KiwiRail COVID-19 mitigation and prevention directly to either the COVID-19 Observer or yourself.
	Ensure the COVID-19 Observer has your contact number so they can escalate any issues / non-compliance if required.
	Reinforce the requirement for all workers to adhere by the COVID-19 Health, Safety & Wellbeing plan requirements at tool box meetings. Utilise the COVID-19 'Toolbox Talk Guide' (Green Attachment #2 KiwiRail COVID-19 Health, Safety & Wellbeing Work plan) for talking points on COVID-19 if required.
	At the end of every shift confirm with the COVID-19 Observer that they have forwarded a copy of the Sign in / sign out registers and their completed Control Verification form for that shift to the dedicated COVID email address COVID-19@kiwirail.co.nz
	Ensure emergency response protocols and compliance are being met e.g. fire wardens, first aiders.
	Don't forget your normal health and safety obligations still apply. The protocols detailed in this plan are in addition to your usual health and safety controls.

DUTY CARD NO. 2

Kiwi Rail COVID-19 Observer

The COVID-19 Observer reports directly to the Line Manager / Team Leader and they are responsible for ensuring all working personnel adhere to the KiwiRail COVID-19 Health, Safety & Wellbeing Plan.

If the site location and size warrants the COVID-19 Observer must ensure he / she has people to support him / her in the following roles –

- Gate / Sign-in Person; and
- Cleaner – dedicated to 'COVID cleaning'.

Office sites have dedicated contract cleaners.

Auckland and Wellington corporate sites must have a dedicated COVID-19 Observer for each occupied floor level. It is recommended these COVID-19 Observer positions be fulfilled by people who will also fulfil the role of the floor level reception to manage the COVID-19 sign in / sign out register.

Actions	Tick when completed	Notes
Ensure you have the contact number for the Line Manager / Team Leader so you can quickly escalate any issue or non-compliance relating to the implementation of the Health Safety & Wellbeing plan.		
In consultation with the Line Manager / Team Leader determine times throughout the shift to meet to discuss any potential issues or challenges in implementing the Health Safety & Wellbeing Plan.		
Ensure there is a dedicated Sign in / Sign Out Register for every day / shift. It is mandatory every person entering the work area / floor sign in and out.		
Have a copy of the daily desk allocation plan (Wellington & Auckland corporate offices only) to assist anyone who is unsure on their desk allocation. A copy of the latest allocations plans can be found on MS Teams > SIMT > Registers		
At the end of every shift forward a copy of the Sign in / sign out registers and your completed Duty Card form for that shift to the dedicated COVID email address. COVID-19@kiwirail.co.nz		
As per the Cleaning Protocols Orange Attachment #5 ensure there are sufficient cleaning products available on site to maintain a regular cleaning regime of frequently used areas and surfaces. Reorder supplies sooner rather than later to guarantee supply. Email COVID-19@kiwirail.co.nz for COVID-19 supplies.		
Ensure there is adequate hand washing locations, equipment and supplies on site so workers can frequently and conveniently wash their hands. In lieu of hand washing facilities, ensure there is hand sanitiser readily available.		

Hand sanitiser should be available in high touch point areas e.g. outside lifts, printer rooms, kitchens, outside bathrooms, reception areas, sign in / sign out register, etc.		
Maintain a PPE supply for Workers on site. Issue to Workers as required. Refer to the COVID-19 PPE Protocols Orange Attachment #4 for guidance if required. COVID-19 Observer for offices maintain a small supply of PPE for emergency situations e.g. treating unwell workers. Small supply minimum requirement is 5 x sets of disposable gloves, 5 x pairs of safety glasses / goggles, 5 x disposable face masks.		
Monitor the work site and Workers to ensure compliance to the COVID-19 Health Safety & Wellbeing plan.		
In the event of a site / office evacuation you are responsible for collecting and taking with you the Sign In / Sign Out Register.		
A completed copy of this duty card must be emailed to COVID-19@kiwirail.nz.co at the end of each shift.		
Gate / Sign-in Person / Reception	<i>complete in consultation with the Gate / Sign-in Person</i>	
Ensure copies of 'Site Posters' Yellow Attachments are clearly on display at the entry to the site and in commonly used areas e.g. lunch rooms.		
Ensure all personnel entering and exiting the site are completing the Sign in / sign out register Green Attachment #1 . This includes visitors and delivery drivers. Hand washing / sanitizing facility at entry to site		
Remind all Workers entering the site of the requirement to adhere to the physical distancing and hygiene protocols. If people are unsure what is required refer them to the Site Posters.		
Welcome any Visitors to site and ensure they are greeted / escorted to their primary contact.		
Support the on-site COVID Cleaner if required e.g. coverage over lunch and other breaks.		
Cleaner –	<i>complete in consultation with the Cleaner</i>	
Wearing of disposable gloves when undertaking cleaning duties. Dispose of gloves in a rubbish bin when you remove them, then immediately wash your hands.		
Frequently used areas and surfaces are cleaned at a minimum three times a day – Pre / Mid and Post shift.		
Surface areas should be maintained free of clutter and wiped down regularly with appropriate cleaning product e.g. disinfectant / diluted bleach product.		

Toilets / showers (if applicable) should be regularly cleaned as per the Cleaning Protocols Orange Attachment #5.		
Cleaning products are available to workers for ad-hoc desk / equipment cleaning if required.		
Support the Gate / Sign-in Person if required e.g. coverage over lunch and other breaks.		

Continuation DUTY CARD NO. 2

To be completed by the COVID-19 Observer at the end of each shift and a copy emailed to COVID-19@kiwirail.co.nz

Name (COVID-19 Observer)	
Date	
Shift start time	
Shift end time	
Site / Work Location	
Site / Work Location – Line Manager / Team Leader	
Name of any Contracting company(s) on site	
Any comments / issues / corrective actions	
Signature	Date

Site Posters

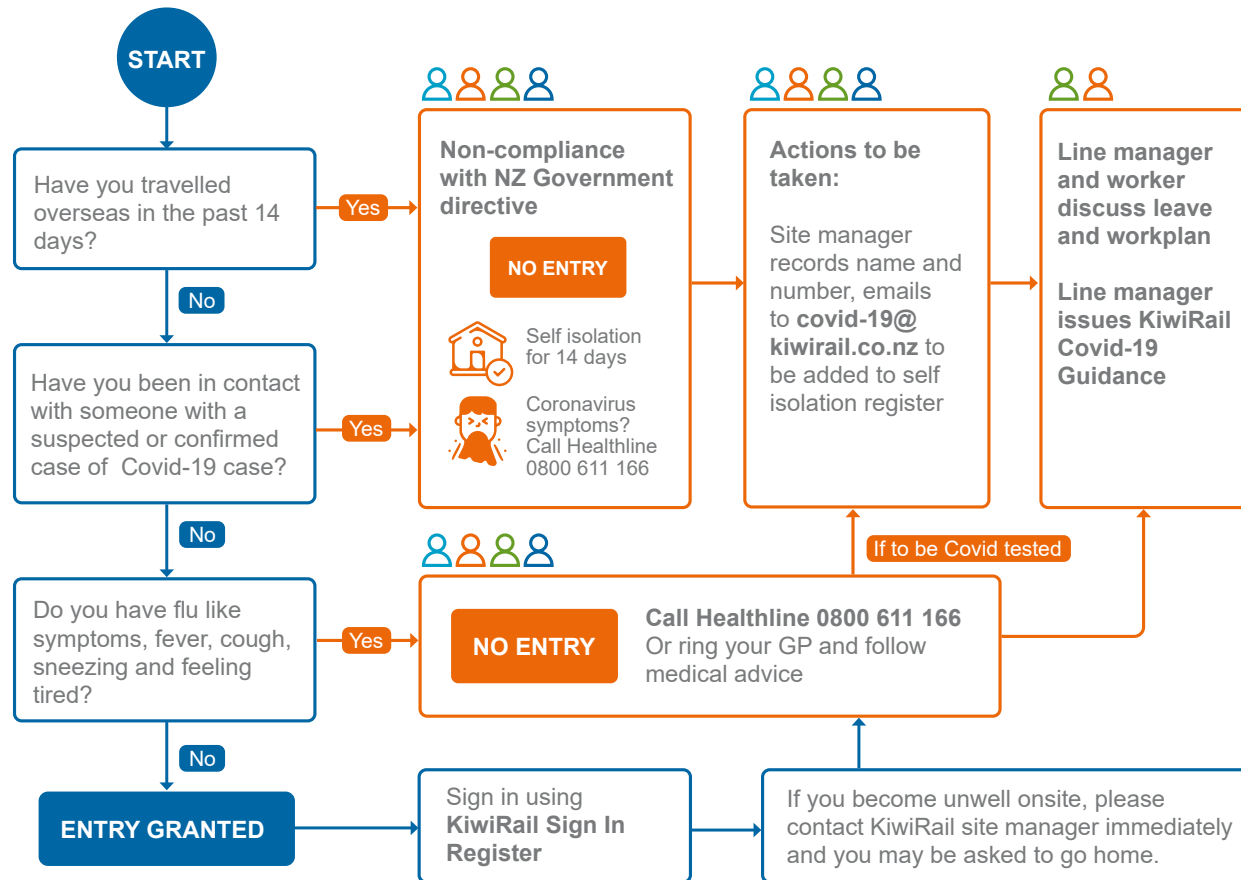
It is the responsibility of the site COVID-19 Observer to ensure a copy of the following posters are printed, laminated and installed at the entry of every work site.

- Site Access – Level 2
- Physical Distancing & Hygiene Poster
- KiwiRail Minimum PPE Requirements
- Lunch Room Poster
- Lift Poster
- Desk Status – Unavailable, Clean, Not Clean Posters
- Your Guide to Perfect PPE
- Don't Take Work Home With You
- Stop the Spread of Coronavirus (COVID-19)

KiwiRail COVID-19 Site Access Protocol (Alert Level 2)



Entry to KiwiRail premises



Ministry of Health Advice <http://www.health.govt.nz>
For any COVID-19 related cases please contact covid-19@kiwirail.co.nz

Customers KiwiRail Staff Contractors Visitors

At KiwiRail we...

Practise social hygiene



Wash hands for at least 20 seconds with soap and water



Avoid touching eyes, nose or mouth



Cough / sneeze into your sleeve



Clean and disinfect frequently touched objects and surfaces



Stay home if you are sick



Avoid contact with sick people

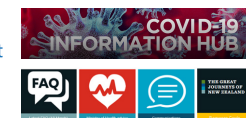
Encourage social distancing



Video conferencing guidance



Working from home guidance



KIWI RAIL COVID-19 PHYSICAL DISTANCING AND HYGIENE PROTOCOL



Scientific evidence has confirmed that COVID-19 is spread by droplets.

When an infected person coughs, sneezes or talks, they may generate droplets containing the virus. Droplets do not stay in the air for long, they quickly settle on surrounding surfaces.

PERSONAL HYGIENE

Washing hands kills the virus by bursting its protective bubble. Increased hygiene is especially important for people who have existing health conditions; i.e. diabetes, renal failure, chronic lung disease or compromised immune systems.

Eliminate the risk of infecting others:

- Stay home if you're sick
- Report flu-like symptoms to your line manager

Personal Hygiene:

- Cover coughs and sneezes with disposable tissues OR cough/sneeze into your elbow
- Dispose of used tissues in a bin OR place in a bag you can dispose of later
- Don't touch your face

Wash hands often:

- For 20 seconds with soap OR use a hand sanitiser
- Scrub all surfaces of the hands – front and back, between fingers and under nails
- Dry thoroughly (disposable towels, hand drier or a clean cloth)

Wash and Dry hands:

- Before eating or handling food
- After using the toilet
- After coughing, sneezing, blowing your nose or wiping children's noses
- After touching public surfaces

Clothing:

- It is recommended you wash your work clothes, on the warmest appropriate water setting, separately from your home clothes and from the clothing of other family members



CONTACT TRACING

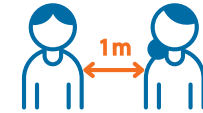
Sign In/Out Register:

- All workplaces must implement a formal sign in/out register
- Corporate offices where there are multiple floors e.g. *Bunny Street* there must be a register for each floor
- All persons who come to site in the 24 hour period must sign in and out (workers, contractors, visitors including delivery persons etc.)
- A copy of each days register must be scanned and sent to COVID19@kiwirail.co.nz

PHYSICAL DISTANCING + CLOSE CONTACT WORKING

Reduce face-to-face contact - Apply Physical Distancing:

- If you or anyone in your household is unwell stay home.
- Restrict the number of people sharing spaces - keep 1 metre away from other people in your workplace (where possible)
- Reduce the number of people travelling together (two people in a Company vehicle - one in front and one in back)



Manage Close Contact Work Activities:

- Some teams require to work in 'close contact' (i.e. maintenance activities, second person in locomotive cabs)
- Keep fresh air flow through the area (open windows in cabs, vehicles)
- Clean surfaces regularly (before and after use)
- Wear mask, gloves and goggles during the close contact task

SURFACE HYGIENE

Surfaces – User Managed Cleaning:

- Regularly disinfect surfaces - wipe down before and after use (buttons and handles)
- Use clean cloths or disposable towels to wipe surfaces
- If a surface looks visibly dirty – clean it first
- If a surface is frequently touched by others – clean it, hard surfaces need 10 seconds of soaking time with the sanitiser
- For delicate surfaces (phones, radios, gas monitors) soak a disposable towel or cloth and wipe surfaces thoroughly

Office Workplaces:

- Introduction of regular (three times per day where appropriate) high touch point cleaning e.g. - desks, coffee machines, printers, door handles, hand rails etc.
- Employees can only utilise a desk that is tagged as 'Clean'

VEHICLE, OFFICE + DEPOT HYGIENE

Vehicle Cleaning Products:

- Available to order centrally:
- Antiviral sanitiser (in a spray bottle)
- Cleaning cloths
- Disposable gloves

Note: KiwiRail has purchased antiviral sanitising products aligned to MoH guidance.




Loco Cab Hygiene:

- KiwiRail has employed contract cleaners to help increase Loco Cab hygiene standards

Office and Depot Hygiene:

- KiwiRail employ contract cleaning services who are responsible for ensuring enhanced cleaning regimes and availability of hygiene products

KiwiRail minimum PPE Requirements

When should I wear COVID-19 Personal Protective Equipment?	Gloves 	Mask 	Eye Protection Glasses or Goggles 
Cleaning Surfaces <i>(Loco Cab, Rail Vehicle, Hire Car, Desk, Door handles, Handrails, Equipment etc.)</i>	✓	✗	✗
Handling Materials and Equipment used by multiple persons <i>(Sign in register, Gas monitors, Radios, IT items)</i> Use of hand sanitiser (70%+ ethanol content) or thorough hand washing directly after use is sufficient in lieu of wearing gloves.	✓	✗	✗
Double Manning in a Loco Cab <i>PPE only required if one-metre separation cannot be maintained</i>	✗	✗	✗
Two persons in a Rail Vehicle/ Hire Car (one driving/one sitting in back) <i>PPE only required if one-metre separation cannot be maintained</i>	✗	✗	✗
Track / Construction Work <i>PPE only required if one-metre separation cannot be maintained</i>	✗	✗	✗
Desk handover or IT fixing/delivering equipment (when close contact within 1 metre)	✓	✓	✓
Scenic / Capital Connection, Interislander Crew dealing with members of the public for less than 15 minutes interaction <i>(check in / ticket check, food service etc.)</i>	✓	✗	✗
When dealing with any person who has become unwell and needs assistance. Or if you are feeling unwell with COVID-19 symptoms.	✓	✓	✓
In any situation where one-metre physical distancing cannot be maintained.	✓	✓	✓

Please note :

Single use PPE can be disposed of in a rubbish bin.

Any single use PPE used for treating / assisting someone who is unwell with, confirmed or suspected, COVID-19 symptoms must be disposed of in a bio-hazard bag.

COVID-19

KiwiRail 

LUNCH ROOM

- Social distancing minimum **1m**
- Maximum number of people in this room:

Please complete

Effective from 23:59 (date TBC)

YOUR GUIDE TO PERFECT PPE

Make sure you are following Personal Protective Equipment (PPE) requirements by following these steps.

Putting on PPE



Put on normal protective clothing such as disposable overalls or gown, if they are required



Sanitise hands with gel sanitiser or soap and hot water and dry them off



Put on mask, mould to bridge of nose and ensure snug fit to face by pulling on the straps to adjust



Put on protective eyewear



Put on gloves

Removing PPE



Pull off gloves, first by using one hand to take off one then using the un-gloved hand to remove other by sliding fingers underneath the remaining glove



Sanitise hands with gel sanitiser or soap and hot water and dry them off



Remove any protective clothing such as disposable overalls or gowns



Sanitise hands with gel sanitiser or soap and hot water and dry them off



Remove eye protection by only touching the sides



Remove your mask using only the straps



Sanitise hands with gel sanitiser or soap and hot water and dry them off

DON'T TAKE WORK HOME WITH YOU

The following steps are recommended to reduce the likelihood of inadvertently spreading germs in your home.



Remove all clothing down to your underwear outside before entering your home and put into a plastic bag or bucket. Leave your boots outside and wash your protective eyewear with hot water and soap



Put all your dirty clothes in the washing machine and wash as soon as you enter the house



Shower and get dressed in clean clothes before you do anything else



Get rid of the plastic bag or wash the bucket your clothes were in with soap and hot water



Wash hands with soap and hot water and dry



**DESK NOT AVAILABLE
DUE TO COVID-19
RESTRICTIONS**



DESK IS CLEAN

DESK NEEDS CLEANING



**MEETING ROOM
NOT AVAILABLE
DUE TO COVID-19
RESTRICTIONS**

ELEVATOR

- Social distancing minimum **1m**
- Maximum number of people allowed in the elevator at a time:

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).

Steps provided by Ministry of Health's guide to hand washing



STOP

THE SPREAD OF CORONAVIRUS (COVID-19)

Are you experiencing
shortness of breath?



Do you have a high
temperature (at least 38°C)?



Are you coughing?



If so...

PLEASE DO NOT ENTER THIS SITE

If you have these symptoms, call
HEALTHLINE on 0800 358 5453