



Urban Homes – COVID-19 Health and Safety Control Plan 2021

It is of the utmost importance and priority for everyone to contribute to and support, New Zealand's efforts to minimise the spread of COVID-19 to ensure we keep everyone healthy, keep our health system operating well and we do everything we can to progress your projects.

In accordance, we have developed our COVID-19 Health and Safety Control Plan which is applicable to all our construction sites, show homes and offices.

Failure to adhere to these guidelines may result in IMMEDIATE removal from site.

At Alert Level 3, Urban Homes Construction Team

Following this re-establishment plan, all sites will be reopened under strict COVID-19 protocols.

At Alert Level 3, Urban Homes Office and Sales Team

Under this COVID-19 Health and Safety Control Plan, the Urban Homes main office in Hamilton will remain closed and all staff are to remain working remotely from home where possible.

Show homes can be opened for appointment only viewings adhering to strict COVID-19 protocols.

Under **Alert Level 3**, some essential face to face meetings can go ahead if they cannot be conducted virtually.

These will need to be signed off by HODs (Head of Departments) to ensure they meet the Ministry of Health guidelines and follow strict COVID-19 protocols.

Contractor specific requirements – Before arriving on site

1. In addition to following this COVID-19 Health and Safety Control Plan, we require all Contractors to provide their own COVID-19 plan detailing the steps they will take to mitigate risks, including those present under COVID-19. The details of the plan should be clearly communicated to their staff **before** they start work.

This plan must be supplied to Urban Homes before arriving on site.

2. All contractors must always sign in and out each day and adhere to the onsite checklist. This is located at the entrance to each site.
3. Only critical external visitors are allowed on site, such as an engineer or a council inspector to sign off a concrete pour.
4. Everyone on site must maintain a high awareness of unwell people and ensure people are complying with the rules.

Site and office entry

1. Only approved, scheduled or essential individuals are permitted on any Urban Homes site or office.
2. All individuals must review the **personnel Health and Safety Flowchart** located at the entrance before entering any site, office or show home, confirming they are not unwell.



3. To monitor access to our sites and office, only one entry is permitted per site.
4. All sign in sheets, pens and iPads need to be cleaned between individual use.
5. All individuals entering or leaving a site, show home or office are required to wash their hands at the entry point, at a wash station or with sanitiser.
6. Please allow plenty of space (two metres) between people waiting to enter a site or office.
7. Where possible we will be conducting remote inductions before arrival on site or office where required.
8. All delivery drivers should remain in their vehicles if the load will allow it and, must wash or clean their hands before unloading goods and materials to sites and office.

Site and office transportation.

1. All individuals are to travel to all Urban Homes sites, office and show homes in their own vehicle – one person per vehicle.
2. Sign in at **EACH** site on arrival is compulsory.
3. All individuals must travel home in the same vehicle as they arrived in.
4. During working hours, individuals must not leave for unrelated work reasons including, but not limited to, buying lunch, shopping etc.
5. If travelling in the same vehicle is unavoidable then physical distancing of people/equipment and cleaning procedures are required.

Site and office meetings

1. **Daily Toolbox meetings to go over the COVID-19 Health and Safety Control Plan and site checklist are to be had at the start of every day on all Urban sites until further notice.**
2. Only necessary meeting participants should attend.
3. Attendees need to be two metres apart from each other.
4. If meetings are held in the Urban office, surfaces to be sanitised at end of meeting.
5. Meetings to be held in open areas with good airflow where possible.
6. Meetings are to be held through Teams, Zoom or conference call where possible.

Site and office cleaning

1. To ensure cleaning is happening as per Ministry Of Health guidelines, only Urban Homes supplied sanitiser and cleaning products are permitted to be used.
2. **All sites are to be swept, cleaned, and sanitised at the end of every day, removing all unnecessary hazards.**
3. Site wash stations and toilets will be cleaned professionally weekly (organised by Urban Homes).
4. Office and show homes will be professionally cleaned weekly (organised by Urban Homes).
5. All common contact surfaces on-site and in office including, but not limited to, door handles, tools, railings, and personal workstations are required to be cleaned daily and/or between each use between individuals.



6. All site toilets, lunchrooms, offices, door handles, light switches etc. to be cleaned DAILY.
7. **All food waste and disposable PPE must be disposed of properly in bins supplied after use.**

Site and office lunchtimes and breaks.

1. Dedicated eating areas need to be set up on each site and in office to reduce food waste and contamination.
2. No food brought to site or office is to be shared unless in individual wrapping.
3. Lunch times need to be staggered to ensure no more than 4 individuals in any one eating area or office lunchroom at a time.
4. It is highly recommended that refillable water bottles and pre-prepared lunch should be brought from home each day.
5. Proper hand washing and sanitising protocol must be followed at end of each break.
6. Tables to be cleaned between each use.
7. Shared utensils and crockery are required to be cleaned before and **immediately after use in hot soapy water.**

Site and office deliveries and material pick ups

1. All materials and supplies must be delivered to site or office.
2. Delivery drivers to remain in their vehicles if the load will allow it and must clean and wash hands before unloading goods and materials.
3. Do not take physical documentation from a delivery driver – **utilise photographic proof of delivery.**
4. If a delivery driver must enter site or office, they do so by first completing the sign-in process ensuring they clean and sanitise their hands.
5. If it is required for an individual on site or office to travel to pick up materials or supplies, it is required they travel alone and keep a record of travel including date and time.

If you are sick (with any cold, flu, coughing or sneezing-type symptoms) or may have been in contact with someone who has COVID-19, please do not enter the site, office or show homes. Please advise your Project Manager or Urban contact and do not accept site meeting invitations. Immediately notify the NZ Healthline and listen to their advice.

If you have any queries or concerns regarding this COVID-19 Health and Safety Control Plan, please contact the following Urban Homes staff:

On Site – Daniel Blok *Head of Construction:* 0272 983 336 daniel.blok@urban.co.nz

Office – Andrew South *General Manager:* 0272 762 146 andrew.south@urban.co.nz