

Working together to make our workplaces COVID safe



Before arriving at work	Site entry	Site operations	Leaving site
Plan detailing the steps to take to mitigate risks of Covid-19. Communicate to our team the plan and complete the induction form .	Only approved employees are to access any of our sites e.g. warehouse, workshop, delivery, service, some CSR. All office employees will work remotely.	All work must be undertaken in such a way to reduce any possible contact and promote physical distancing as per the protocol . All work will be undertaken following customer protocols when on their sites too.	Contact tracing: Employees must sign out every day they leave work. Use the Sign in register . Submit your day sheet to your manager.
All employees follow the Personal Health flowchart to confirm they are safe to be onsite. Contractors complete health declaration form before entering site and be approved to enter site.	Contact tracing: Employees must sign in every day they attend work. A daily register of who enters and exists the site must be completed along with a health declaration. Sign in register . This includes contractors, courier drivers etc. Employees start your day sheet to record all contact. This needs to be repeated each day. Use the day sheet . Submit to your manager each day.	Customer visits: Community care joint visits will be able to proceed following this decision tree . Delivery and install will continue as under level 4 (contactless or through ACC/MOH subcontractors). All visits will have an onsite risk assessment completed and double checked before entering site. Max 1x employee per visit – further employees can be approved case by case. Decontamination required per visit following Cleaning guide . Quarantine is not required.	Cubro must understand how our team travel to and from site each day. Add this to your day sheet.
Cubro must understand how our team travel to and from site each day. Add this to your day sheet .	Office based team members will only enter through reception and sign in there. Hand sanitiser and pen will be provided.	Additional sanitary measures are to be implemented onsite to prevent the spread e.g. hand sanitisers, disinfectant cleaning products as per the Cleaning guide .	When returning home, employees will need to follow the necessary hygiene measures as per the Cleaning guide .
Ensure all team members understand when additional PPE may be required due to COVID-19. When required to wear PPE please follow these protocols.	Warehouse team members will only enter through inwards goods door and sign in there. Hand sanitiser and pen will be provided.	Sanitise work-stations and common touch points through out the day. All tools, equipment, plant and vehicles must be used in alignment with the Cleaning guide .	All sites are to be cleaned daily. All waste and disposable PPE must be removed from site safely.
		Warehouse and office teams will operate on different break schedules to avoid entering each other's bubbles.	
		A COVID-19 Response plan must be available and accessible on site	

More information

Company updates

<https://cubro.sharepoint.com/sites/Cubro>

Healthline

call 0800 358 5453

www.health.govt.nz

Unite Against COVID-19

www.covid19.govt.nz

Mental Health Foundation

www.mentalhealth.org.nz