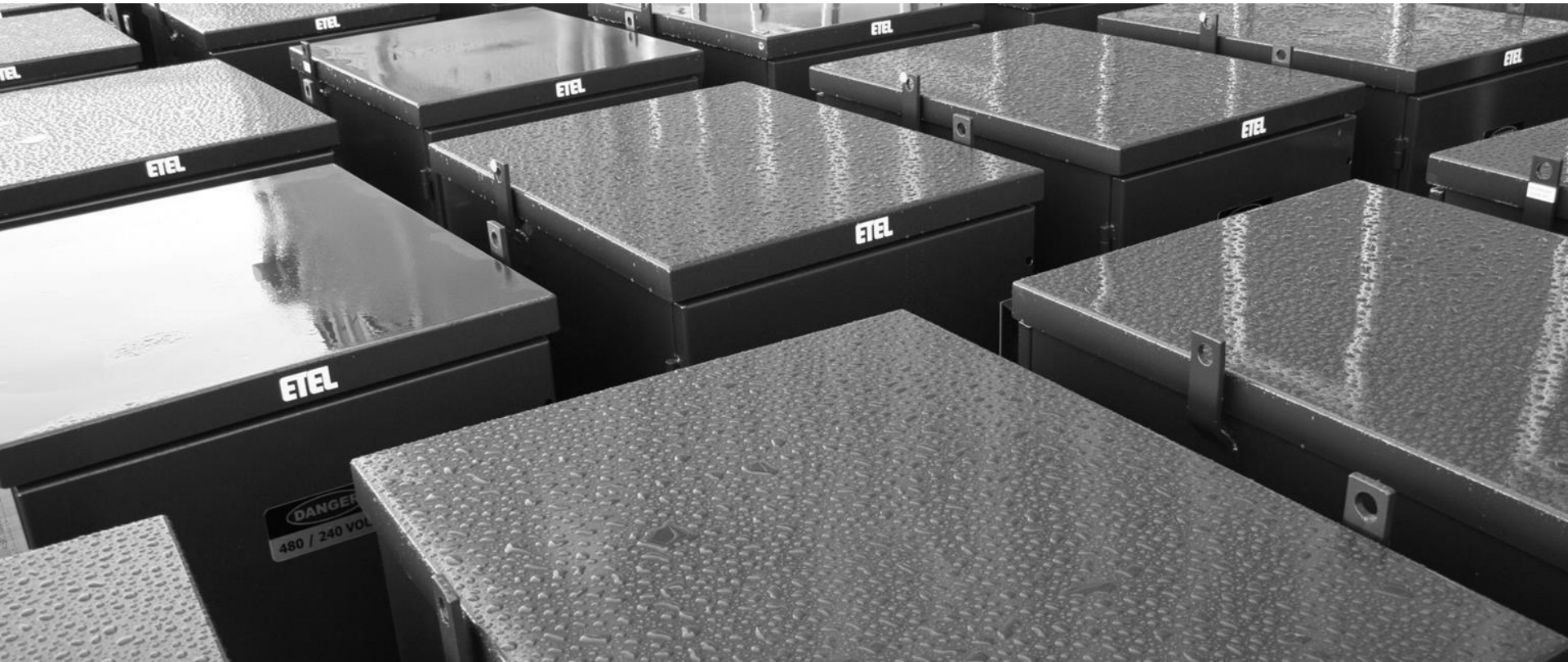


Covid-19 Stage 3 Guidelines for Safety



Overview



We want to ensure that we have a standard approach for our new way of working at ETEL under the stage Covid-19 environment.

These guidelines split the “things we do” into the following 6 areas;

- **Distancing** What this means and physically looks like
- **Bubbles** What they are and why they are important
- **Health and wellness** How you can protect yourself and your workmates
- **PPE** What we now need to use on site
- **Cleaning** What we need to clean on site and how you can help
- **Before and after work** Hygiene doesn't stop during our breaks!

1. Distancing



We need to keep 2m apart from each other at all times on site

- This is an unnatural feeling to get used to
- Don't be offended if someone asks you to back off a bit – we are all just trying to keep ETEL a safe place
- We need to keep 2m separation at all times – during lunch, and as we are coming into or leaving work
- You will need to speak up to be heard (Loud outside voices) to talk to each other with masks on
- Take it in turns to look at a product, or to go in the fridge, make your coffee, or washing your hands
- When walking, keep that same distance – its easy to slip back closer

1. Distancing



We need to keep 2m apart from each other at all times on site



1. Distancing



Many workstations have now marked out work spaces to keep the 2m



2. What is a bubble?



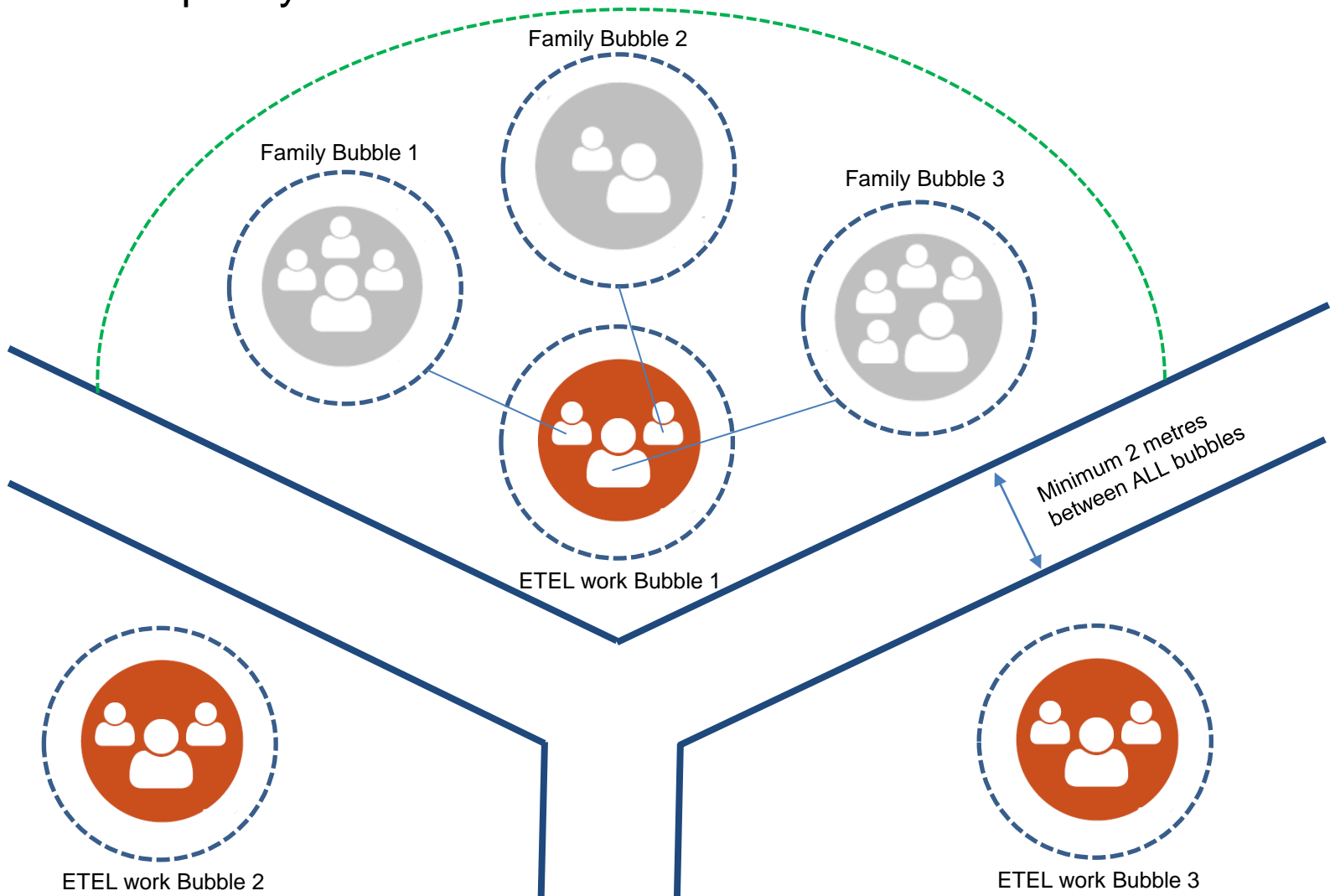
It is important that we establish a working bubble, whether we are at home or at work.

- 1 A working bubble means identifying with the ETELians you will be in close contact with during the Covid-19 restrictions
- 2 Everyone has a bubble and stays with other team members inside that bubble, when at work.
- 3 Your family become part of your extended work bubble. If they get exposed to COVID-19 it puts your work bubble at risk too.
- 4 Office staff also have bubbles, typically the zone or area you work in, for example BI or Logistics
- 5 Your bubbles protects you by reducing the risk of exposure and allow us to know who else might be exposed if someone gets sick.
- 6 Protect each other by protecting your bubble. It is special, it is precious!

2. What is a bubble?



Your family become part of your extended work bubble. If they get exposed to COVID-19 it puts your work bubble at risk too.



2. Rules of the bubble



- Bubbles are limited in size to maintain distance and prevent spread
- Stay within your bubble at all times (min 2m from another bubble)
- **If you need to enter another bubble you must get permission from that PIL**
- Only have lunch breaks and smoko breaks with people in your bubble
- **Lunch-rooms are only to make coffee and heat food.**
- Use meeting rooms or other designated areas for sitting and eating. It is especially important to not be within 2m of your team mates here.
- Inside your own bubble, surfaces and tools you all touch need to be regularly sanitized.
- Only use the bathroom and lunch room designated to your bubble.
- If you are travelling to work with people outside your work bubble, max 2ppl per car, one sits in back, wear masks.

2. Rules of the bubble



There are some exceptions to the bubble rule, as we require items to be delivered to the factory;

- H&S Bubble
- Warehouse Bubble
- PIL's

These teams need to move outside their bubble. We wish to restrict this as much as possible.

- Practice increased distancing at all times
- Mask on at ALL times (no removing to talk etc)
- Try not to touch anything, and higher frequency of washing hands
- All mobile bubbles are to keep a note of every area they visit

3. Health and Wellness



We want to keep ETEL as a safe place to work for everyone.

**If you are feeling sick
Stay home**

- Don't come to work
- Call your PIL and let them know. They will tell you what to do next
- We will make sure you get leave
- This will help to keep your workmates safe

4. PPE – Stage 3



PPE Worn **RIGHT**



Wrong PPE



4. PPE – Stage 3



Our PPE requirements are taken from the government and health dept recommendations

	Mask	Gloves	Glasses	Face Shield
Core Coil Assy	●	●	●	●
Tanking Pole	●			
Tanking Gnd / Lge	●	●	●	
Wiring Pole	●			
Wiring Gnd / Lge	●	●	●	
PIL's	●			
Warehouse	●			
H&S	●			
All other bubbles	●			



Required
Available

4. How to wear a mask



How to wear a mask

Shave off facial hair. It can prevent a tight, sealed fit.

Wash hands with soap and water or use hand sanitiser.

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

Fit flexible nose piece over the nose bridge.

Secure on the head with ties and elastic.

Adjust to fit – secure on your head, fitting snugly around your face with no gaps.



Avoid touching or adjusting your mask during use.



How to remove a mask

Wash hands with soap and water or use hand sanitiser.

Avoid touching the front of the mask.

If the mask has ties, untie the bottom, then the top.

Remove from face.

Discard, and do not use again.

Wash hands with soap and water, or use hand sanitiser immediately.

4. How to wear gloves



How to put on gloves

Take glove from original box or bag.



Touch only restricted surface corresponding to wrist.



Put on the first glove.



Take second glove with bare hand, and touch restricted to surface of corresponding wrist.



Avoid touching bare skin with already gloved hand when putting on the second glove.



Gloves are not suitable for water or hand sanitiser.

How to remove your gloves

Pinch one glove at wrist level to remove it. Without touching the skin, peel away from hand. Glove will turn inside out.

Hold removed glove in gloved hand. Slide fingers underneath the gloved section. Roll second glove into the first glove.

Discard the removed gloves in a disposable bag.



5. Cleaning



We have a lot more cleaning going on site to keep our ETELians safe;

- The regular cleaners are coming more often, and are cleaning more things
- We need to regularly clean surfaces and tools that can be shared or touched by others.
 - Door handles
 - Soap / Towel dispensers
 - ADI machines (incl mouse/keyboard)
 - Lunch tables and prep areas
 - Jugs / microwaves / fridge doors
 - Tools
 - Machines: welders, winding machines core cutting, screens etc
 - Pallet trucks
 - Forklifts
 - Crane attachments

5. Cleaning



There are some things difficult to regularly clean, but we still share these at work;

- Product being worked on
- Job travellers

How can we minimise spreading germs?

Wash your hands regularly for 20 seconds!

5. Practising good hygiene



Wash your hands with soap and water often (for at least 20 seconds). Then dry.



Cough or sneeze into your elbow or by covering your mouth and nose with tissues.



Clean and disinfect frequently touched surfaces and objects, such as doorknobs.



Don't touch your eyes, nose or mouth if your hands are not clean.



Put used tissues in the bin or a bag immediately.



Stay home if you feel unwell.

6. Before and after work



We need to keep our hygiene up at all times of the day

From the time we leave our home door to the time we get back home we need to think about hygiene

- If you are travelling to work with people outside your work bubble, max 2ppl per car, one sits in back, wear masks.
- At lunchtime we are especially at risk of spreading germs:
 - Only eat with your bubble
 - Stay seating at least 2m away from each other
 - Break times have been staggered so less people need to use facilities at once
 - We have created extra eating and food prep areas to reduce the traffic
 - Before and after break times, wash your hands.
 - Any time you are coming onto site (incl lunch) wash your hands as soon as you arrive.

6. Smoking



- Smoking is still only allowed OFF ETEL's site.
- Smoking is only permitted with members of your bubble
- Maintain distance of 2m at all times
- Maintain distance of 10m from other people smoking from different bubbles
- Do not share items such as lighters
- Do not share smokes, or half-smokes

6. After work



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 that you and everyone in your bubble are safe. Here are four simple guidelines to follow:



No touching

When you return home, try not to touch anything until you have cleaned your hands properly.



Shoes

Remove your shoes, do not walk through the house with them on - leave them outside.



Items

Leave non-essential items at work and disinfect items you have used at work that you have to keep with you, e.g. mobile phones.



Clothes and bags

Place your clothes and bags in a container and wash in a hot washing machine cycle.



Shower

Have a shower and make sure to clean your hands, wrists, arms, neck, nails and areas that might have been exposed.

What do we do if we have a case



We have an agreed process for proactively managing any risk with Covid-19

This means that we will also take extra precautions to ensure we keep ETEL a safe place to work.

- If a worker's family or bubble member requires a Covid-19 test, the worker will need to isolate until the results of the test
- If a worker requires a Covid-19 test, they must isolate from ETEL until the results of the test. Their bubble may also require isolation (Covid Response team will advise)

We will follow all Ministry of Health guidelines to contact trace, and stop any potential spread at all times

Credits

- Northpower Covid-19 Control Framework





THANK YOU

