

# S&T BRANCH COVID-19 OPERATING PROCEDURE

# (Protecting our Workforce)

If you do not have sufficient PPE or supplies to implement the below precautions and measures at your site, opening of the site will be delayed until operations can comply with the procedure.

# **Covid-19 Alert Systems:**

# **Alert Level 4: ELIMINATE**

# **RANGE OF MEASURES:**

- People instructed to stay at home (those that are able to work from home can continue pending instruction from their Managers).
- All Businesses closed except for essential services (e.g. supermarkets, pharmacies, clinics) and lifeline utilities.
- Anyone required on a Steel & Tube site for essential services during Alert Level 4 should notify your QHSET Advisor.
- Physical distancing to be practiced (two metres).

# Alert Level 2 and 3: RESTRICT

# **RANGE OF MEASURES:**

# 1. SELF-ISOLATION AND MINIMISING CONTACT

- Anyone who is able to work from home should continue to do so to reduce the staff presence on site.
- Work within your bubble and refrain from visiting other departments, use your mobile phone or email.
- Anyone who meets one of the following criteria should not come to site:
  - Is unwell with symptoms of Covid-19, a negative test result must be presented before the employee can commence working again.
  - Has been notified that they have been in contact with someone that has tested positive with Covid-19 and are awaiting testing.
  - Has been tested for Covid-19, until they can present a negative result.
  - Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant).
  - o If you are living with a vulnerable person you should minimise contact and stay within your bubble outside of work.
- Procedure if someone falls ill
  - o If a worker develops symptoms of Covid–19 while at work, they should:
    - ☐ Return home immediately;
    - Avoid touching anything.
  - They must then seek advice from Health Line and follow any instructions given and keep their
     Manager informed of any developments.

# 2. TRAVEL TO SITE

- Wherever possible, workers should travel to site alone using their own transport.
- No staff are to travel inter branch regardless of the proximity.
- No sharing of company vehicles for errands or other.
- Employees who would normally travel to customers/clients and installation sites (i.e. Account Managers) are not permitted to visit sites. All communications must take place over the phone or





through the use of MS Teams or similar. Where it is absolutely necessary to travel to a site, KN95 masks must be worn and physical distancing must be maintained.

#### 3. SITE ACCESS

- All workers are to have their temperatures taken by an assigned person manning one entry point, upon entry to the site using infrared thermometers. If a high temperature recording above 37.2 degrees Celsius is recorded, the person must be sent home and instructed to contact Health Line. The individual's details will be logged on the Covid-19 Site Visitor Register irrespective of them gaining access to ensure a record has been kept if required by the Ministry of Health for tracing purposes.
- Assigned entrance monitors must be wearing gloves, KN95 face masks\* and safety glasses when taking the temperatures of individuals attending site, including staff.
- Surgical face masks\* are required where physical distancing is not possible. These are a single use item, not to be shared between people and must be disposed of after use. If the mask gets damp or dirty, it must be disposed of and replaced.
- All workstations, work surfaces, machines and equipment (including crane remotes and forklifts) must be cleaned using sanitiser before work commences on the first day back after the lockdown.
- Consider introducing staggered start and finish times to reduce congestion and contact at all times.
- Entry points are to be reduced to allow a 'one way in, one way out' process to be implemented and controlled. This will allow effective monitoring of people entering sites and enable them to sign the Covid-19 Site Visitor Register (contact tracing register).
- All workers are required to wash or clean their hands upon entering or leaving the site, using hand sanitiser provided at entry points.
- Ensure physical distancing is adhered to when people are waiting to enter site. Allow plenty of space (two metres) between people.
- Regularly clean common contact surfaces in reception areas, offices, access control points and delivery areas, e.g. scanners, screens, telephone handsets and desks, particularly during peak flow times.
- Stairs should be used in preference to lifts. Where lifts must be used:
  - Lower their capacity to reduce congestion and contact at all times.
  - Regularly clean touchpoints doors, buttons, etc.

# 4. S&T OWNED TRUCKS AND DRIVERS

- Drivers must report to their base site at the start of each shift, ensuring they adhere to the measures and protocols laid out in section three above.
- Where possible, the trucks must not be driven by multiple employees. However, if the same driver cannot be utilised, the touch points in and on the trucks must be cleaned once the truck arrives back on site. This must include the steering wheel, seat belts, door handles (inside and outside), dashboard, gear stick, etc.
- Upon arriving at the delivery site, any protocols and measures that have been implemented must be adhered to, ensuring physical distancing is maintained where possible.
- Drivers must be provided with KN95 face masks when delivering products which must be worn when delivering products.
- Drivers will be issued with hand sanitiser and disinfectant spray.
- The drivers of S&T owned trucks will only be required to have their temperature checked upon their
  initial arrival at site at the start of their shift. Continuous checks throughout the day will not be required
  for drivers of S&T owned delivery trucks.





### 5. CHAIN & RIGGING VAN TECHNICIANS

- Chain & Rigging Van Technicians are to report to their base site at the start of each shift, without stopping to see a customer on the way. They are to ensure they adhere to the measures and protocols laid out in section three above.
- Each Van Technician will be issued with a KN95 face masks which must be worn when working at a customer site.
- Hand sanitiser and disinfectant will be issued to each Van Technician. This must be used where hand washing facilities are not available, and to clean any equipment that has been handled by others which allows for cleaning. Where cleaning of equipment is not possible, hand sanitiser must be used.
- Prior to work commencing, all equipment kept in the vans must be cleaned down using the disinfectant provided.
- Van Technicians will only be required to have their temperature checked upon their initial arrival at their base site at the start of their shift. Continuous checks throughout the day will not be required for Van Technicians.
- Vans must not be shared with other employees. Where this is not possible, a discussion must be held with your manager and QHSET Advisor to understand the reason and what other measures can be put in place to protect both employees in question.

# 6. CONTRACTORS, VISITORS AND CUSTOMERS

- Stop all non-essential visitors. A non-essential visitor is someone that does not affect the day to day operations of the site, e.g. Sales Reps, coffee carts, food trucks, etc.
- All premises will operate on restricted access with a one in, one out policy. Access will be managed by a
  designated individual manning the door permitting access, or a phone in for entry system. Phone in for
  entry posters will be provided for use.
- All visitors are to have their temperatures taken by an assigned person manning one entry point, upon
  entry to the site using infrared thermometers. If a high temperature recording above 37.2 degrees
  Celsius is recorded, the person must not be permitted entry. The individual's details will be logged on
  the Covid-19 Site Visitor Register irrespective of them gaining access to ensure a record has been kept if
  required by the Ministry of Health for tracing purposes.
- Assigned entrance monitors must be wearing gloves, KN95 face masks and safety glasses when taking the temperatures of individuals attending site, including staff.
- Where possible, assigned individuals must go out to the driver for cartage contractors once they are alerted to their presence, either by phone in process or someone monitoring the entry point. Drivers are not to be walking into or through sites to find someone.
- There are situations where drivers must go into dispatch offices. This can only occur if the dispatch office can be reached without walking through the offices or warehouses, and must operate on a strict one in, one out process, adhering to physical distancing measures.
- All essential contractors, visitors and customers including cartage contractors that come to site must sanitise their hands upon entry to the site and sign the contact tracing register.
- Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.
- All Trade Shop and reception counters are to implement two metre markings on the floor to enable physical distancing from anyone entering the premises.
- All visitor PPE should be sanitised after every use. Each area that holds visitor PPE is to have a washing basket clearly labelled 'for used PPE' that the visitor will put the used PPE in the basket after use. An assigned person from each area/branch will then use antibacterial spray that is at least 65% alcohol, to thoroughly disinfect all PPE used, before returning it to be used again.





### 7. SUB-CONTRACTORS WHO ARE WORKING ON OFF-SITE PROJECTS

- All sub-contractors who are providing an installation service to Steel & Tube on off-site projects are to present at the S&T branch they are providing a service to, prior to going to their off-site place of work.
- All sub-contractors must assemble in a designated area of the car park, marked out using cones, at an agreed time each morning and have their temperature checked before being permitted to attend the building site.
- Sub-contractors are to remain in their vehicles. A designated employee will greet the sub-contractors at their vehicles, ensuring KN95 face masks, safety glasses and gloves are worn, and the temperature checks will be carried out. Anyone presenting with a temperature exceeding 37.2 degrees Celsius will not be permitted to attend the building site and will be asked to contact Health Line for advice.
- Vehicles must not be shared with more than one individual to maintain physical distancing through the passenger sitting in the back passenger-side seat.
- At no point are sub-contractors to enter S&T offices or warehouses.
- Branch Managers are to request the Covid-19 working protocols from their sub-contractors, reviewing it to ensure they have robust processes in place.

### 8. HAND WASHING

- Additional hand washing facilities are to be provided on top of the usual welfare facilities if the site is large and spread out, or has significant numbers of personnel on site.
- Ensure soap and fresh water is readily available and kept topped up at all times.
- Hand sanitiser must be provided where hand washing facilities are unavailable, including at all entry and exit points.
- Regularly clean the hand washing facilities and check soap and sanitiser levels.
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. 'No touch' rubbish bins are preferred.

### 9. TOILET FACILITIES

- Restrict the number of people using toilet facilities at any one time.
- Wash hands before and after using the facilities.
- Enhance the cleaning regimes for toilet facilities, particularly high traffic areas such as door handles, locks and the toilet flush.
- Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently.
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

# 10. LUNCH ROOMS AND EATING ARRANGEMENTS

- Break times should be staggered to reduce congestion and contact at all times, also allowing physical distancing.
- Determine how many people can use facilities at any one time to maintain physical distancing and ensure this is displayed.
- Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people
  eat and should be used by workers when entering and leaving the area.
- The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home. Consider running utensils, cups, etc. under hot water before use.
- Workers should sit two metres apart from each other whilst eating and avoid all contact.
- No food catering is allowed on site, including coffee carts and food trucks.
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.
- Tables are to be cleaned between each use, using antibacterial sanitiser spray or wipes.





- All rubbish must be put straight in the bin and not left for someone else to clear up.
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.

# 11. CHANGING FACILITIES, SHOWERS AND DRYING ROOMS

- Consider introducing staggered start and finish times to reduce congestion and contact at all times.
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.
- Based on the size of each facility, determine how many people can use facilities at any one time to maintain physical distancing and ensure this is displayed.
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

### 12. AVOIDING CLOSE WORKING

- There will be situations where it is not possible or safe for workers to distance themselves from each other by two metres. Where this is the case a virtual meeting is to be held with the Location Manager and QHSET Advisor to discuss practical safety measures including the issue of surgical masks.
- All work stations should be set up to have a minimum distance of one metre (two metres preferably).
   You may need to consider some staff continuing to work from home to reduce the amount of people in one space.
- All non-essential work that requires close contact should not be carried out until further notice.

### 13. PLANT AND EQUIPMENT

- Plan all work to minimise contact between workers.
- Any workers that do not have their own PPE (e.g. office staff) must be issued with this, if required, and are not to use the visitor allocated PPE.
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers.
- Single use PPE including any issued surgical masks should be disposed of immediately after use so that it cannot be reused, or shared.
- Increase ventilation in enclosed spaces.
- Ensure all crane pendants and remotes are wiped down before and after each use.
- Regularly clean the inside of vehicle and forklift cabs between uses by different operators.
- Refrain from rotating different operators on machines.

### 14. SHARED EQUIPMENT

- Where possible, there must be no sharing of work equipment. However, there will be times when work equipment (computers, tills, keyboards, phones, crane remotes, machines, etc.) is used by multiple people. In these situations ensure:
  - The equipment is wiped down using sanitiser and/or wipes before the next person uses the equipment.
  - Ensure hands are thoroughly cleaned with soap and water or hand sanitiser before commencing work with the equipment.

### **15. SITE MEETINGS**

- Consider holding meetings virtually instead of in person, through the use of MS Teams or similar.
- Only absolutely necessary meeting participants should attend if the meeting must go ahead in person.
- Attendees should be two metres apart from each other with a maximum of two people in physical attendance.
- Rooms should be well ventilated with windows opened to allow fresh air circulation.





 If a meeting that consists of two or more people must be held, e.g. Toolbox Talk, split the meetings to reduce numbers and hold the meeting somewhere where all staff can maintain a two metre physical distance.

### 16. CLEANING

- Enhanced cleaning procedures should be in place across the site using at least 65% alcohol and 0.12% sodium hypochlorite (bleach) cleaning solutions, particularly in communal areas and at touch points, including:
  - Taps and washing facilities
  - o Toilet flush and seats
  - Door handles and push plates
  - o Hand rails on staircases and in corridors
  - Lift and hoist controls
  - Machinery and equipment controls
  - Food preparation and eating surfaces
  - Telephone equipment
  - o Key boards, photocopiers and other office equipment
- Rubbish collection and storage points should be increased and emptied regularly and at the end of each day.

### 17. RETURNING HOME

- 18. When working during alert levels two and three, you need to be leaving your bubble. 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 everyone else in your bubble are safe. There four steps below provide simple precautions:
  - No touching When you return home, try not to touch anything until you have been able to thoroughly wash your hands.



2 Shoes – Remove your shoes and do not walk them through the house.



Clothes and bags – Keep your clothes and bags away from other items of clothing. Wash on a hot cycle (over 60°C).



Shower – Have a shower before getting dressed into other clothes. Make sure to clean your hands, wrists, arms, neck, nails and areas that might have been exposed.







# **Alert Level 1: REMAIN ALERT**

# **RANGE OF MEASURES:**

- Continue practicing physical distancing where possible.
- Break times should be staggered to reduce congestion and contact at all times, also allowing physical distancing.
- Continue frequently washing or sanitising your hands.
- If you are unwell with Covid-19 Symptoms, or have been in contact with someone with Covid-19 do not come to work and seek advice from Health Line. Do not return to work until you receive a negative result for Covid-19.
- Restrict any unnecessary travel.
- All Trade Shop and reception counters are to implement two metre markings on the floor to enable physical distancing from anyone entering the premises.
- All visitor PPE should be sanitised after every use. Each area that holds visitor PPE is to have a washing basket clearly labelled 'for used PPE' that the visitor will put the used PPE in the basket after use. An assigned person from each area/branch will then use antibacterial spray that is at least 65% alcohol and 0.12% sodium hypochlorite (bleach), to thoroughly disinfect all PPE used, before returning it to be used again.
- Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:
  - Toilets and changing room facilities
  - Door handles and push plates
  - Hand rails on staircases and in corridors
  - Lift and hoist controls
  - o Machinery and equipment controls
  - o Food preparation and eating surfaces and lunch rooms after each use
  - Telephone equipment, Key boards, photocopiers and other office equipment
- Rubbish collection and storage points should be increased and emptied regularly and at the end of each day.
- Consider holding meetings virtually instead of in person, through the use of MS Teams or similar.
- If a meeting that consists of two or more people must be held, e.g. Toolbox Talk, split the meetings to reduce numbers and hold the meeting somewhere where all staff can maintain a two metre physical distance.

\*KN95 and surgical face masks must be worn in accordance with the manufacturer's guidelines, which will also provide information on how often the masks must be replaced.

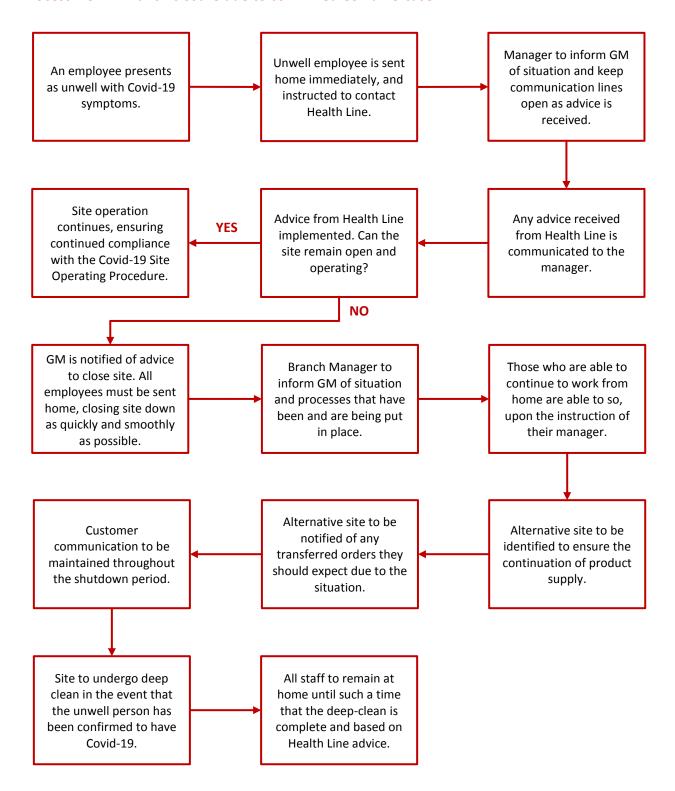
All Steel & Tube employees are expected to comply with the processes and measures outlined in this document. Failure to do so may result in disciplinary action.

A pre start checklist must completed by ALL sites and sent back to their QHSET Advisor prior to opening for business, once Level 3 is announced.





# Process Flow – Branch closure due to confirmed Covid-19 case





# S&T COVID-19 OFF-SITE OPERATING PROCEDURE

# (Protecting our Workforce)

If you do not have the PPE or supplies to implement the below precautions and measures, commencement of off-site works will be delayed until all staff can comply with the procedure.

# **Covid-19 Alert Systems:**

# **Alert Level 4: ELIMINATE**

### **RANGE OF MEASURES:**

- People instructed to stay at home (those that are able to work from home can continue to do so, pending instruction from their Managers).
- All Businesses closed except for essential services (e.g. supermarkets, pharmacies, clinics) and lifeline utilities.
- Anyone required on a Steel & Tube site for essential services during Alert Level 4 should notify your QHSET Advisor.
- Physical distancing of 2 metres to be practiced at all times.

# **Alert Level 2 and 3: RESTRICT**

### **RANGE OF MEASURES:**

### 1. SELF-ISOLATION AND MINIMISING CONTACT

- Anyone who is able to work from home should continue to do so to reduce the staff presence on site.
- Work within your bubble and refrain from visiting other areas, use your mobile phone or email.
- Anyone who meets one of the following criteria should not come to site:
  - o Is unwell with symptoms of Covid–19, a negative test result must be presented before the employee can commence working again.
  - Has been notified that they have been in contact with someone that has tested positive with Covid-19 and are awaiting testing.
  - Has been tested for Covid-19, until they can present a negative result.
  - o Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant).
  - o If you are living with a vulnerable person you should minimise contact and stay within your bubble outside of work.
- Procedure if someone falls ill

0	ır a	worker develops symptoms of Covid—19 while at work, they should:
		Return home immediately;
		Avoid touching anything.

They must then seek advice from Health Line and follow any instructions given and keep their
 Manager informed of any developments.





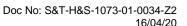
### 2. TRAVEL TO SITE

- Workers should minimize the company vehicle passengers to two people in a sedan or station wagon keeping a minimum of one metre distance, and 3 people maximum in a van, providing there are back seats. Where this is not achievable please contact your QHSET Advisor to discuss a solution.
- Only one driver to operate any company vehicles. Swapping of drivers is not permitted.
- Where there are employees that reside in the same house, these people should be kept in a team working together and are able to travel to site using the same vehicle. They must not include anyone from outside their bubble in their vehicle.
- Regularly clean the inside of vehicle in between use.
- Equip the vehicle with hand sanitizer and cleaning solution in spray bottles that contains at least 65% alcohol and 0.12% sodium hypochlorite (bleach) cleaning solutions to be used before and after using the vehicle.
- Avoid visiting the site/ branch office where possible. If it is absolutely necessary to visit the site/branch
  office, the Site/Branch procedures must be adhered to. If you are not aware of what these are, please
  get you Manager to inform you
- All travel plans and stops to be documented to enable contact tracing, if required.
- Single person room accommodation should be booked when travel is required. However where clusters of Covid-19 cases have been identified, this should not be permitted.

#### 3. SITE WORKS AND ACCESS

- All Steel and Tube workers will be required to be temperature checked prior to commencing any work
  onsite by a designated individual. If a high temperature recording above 37.2 degrees Celsius is
  recorded, the person must be sent home and instructed to contact Health Line. Communication with
  the individual's manager must be maintained during this time. The individuals name and contact details
  must be logged on the Covid-19 Tracing Register for tracking purposes. The Covid-19 Tracing Register
  must be supplied to the QHSET Advisor on completion of each shift. The register will be backed up in a
  secure location for future reference.
- KN95 face masks\* will be supplied and required to be worn while onsite, including by the individual designated to temperature checking.
- All Sites must have a Covid-19 Pre-Start check carried out, and all issues must be rectified prior to any work commencing.
- Pre-Start inspections should be carried out via photos or video link with the Main Contractor where
  possible. If this is not possible, the Supervisor must carry out the Covid-19 Pre-Start as well as their
  standard Project Pre-Start when arriving at site, providing the site is local.
- All other standard PPE is to continue to be used.
- All work should be planned to enable physical distancing.
- If the Main Contractor has any requirements further to Steel & Tube's requirements, both are to be adhered to.
- Ensure all Site Specific Safety Plans are updated to include measures to minimise risk of Covid-19 spread e.g. extra PPE (KN95 Face Masks), alternative ways to carry out tasks to enable physical distancing.
- Consider introducing staggered start and finish times to reduce congestion and contact at all times.
- Where possible, keep teams permanent to reduce the amount of contact between different employees.
- Ensure physical distancing is adhered to when people are waiting to enter site. Allow plenty of space (two metres) between people.







- Stairs should be used in preference to lifts. Where lifts must be used:
  - Lower their capacity to reduce congestion and contact at all times and maintain two metre physical distance.
  - Regularly clean touchpoints doors, buttons, handrails, etc. using at least 65% alcohol and
     0.12% sodium hypochlorite (bleach) solution. \*\*

### 4. HAND WASHING

- All work areas are to have hand sanitiser available for frequent use.
- Ensure hand washing is done before and after use of the toilet facilities.
- Hand sanitiser must be provided where hand washing facilities are unavailable. \*\*
- Ensure hand washing is done before going back to work.

#### 5. LUNCH ROOMS AND EATING ARRANGEMENTS

- Break times should be staggered to reduce congestion and contact at all times, also allowing physical distancing.
- Determine how many people can use facilities at any one time to maintain physical distancing and ensure this is displayed somewhere.\*\*
- Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people
  eat and should be used by workers when entering and leaving the area.\*\*
- The workforce should be asked to bring pre-prepared meals and refillable drinking bottles and utensils from home.
- Workers should sit 2 metres apart from each other whilst eating and avoid all contact.
- Tables are to be cleaned between each use (by S&T), using antibacterial sanitiser spray or wipes. \*\*
- All rubbish must be put straight in the bin and not left for someone else to clear up.

### 6. CHANGING FACILITIES, SHOWERS AND DRYING ROOMS

- Consider introducing staggered start and finish times to reduce congestion and contact at all times.
- Based on the size of each construction site, determine how many people can use facilities at any one time to maintain physical distancing.\*\*

# 7. SHARED EQUIPMENT

- All non-essential work and visitors (e.g. Test and tag, Sales Reps etc.) that require close contact should not be carried out until further notice to minimize workers physical contact.
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers.
- Single use PPE, including KN95 face masks\*, should be disposed of immediately after use so that it cannot be reused or shared with others.
- Increase ventilation in enclosed spaces.
- Where possible, there must be no sharing of work equipment. However, there will be times when work equipment (grinder, welding guns, power tools, MEWP, etc.) will need to be used by multiple people. In these cases, the following points must be implemented:
  - The equipment must be wiped down using sanitiser and/or wipes before the next person uses the equipment.
  - o If a vehicle must be shared between workers, it must be washed and sanitised inside and out to ensure no contamination.

#### 8. SITE MEETINGS

 Consider holding meetings virtually instead of in person, through the use of MS Teams or similar (managers).





• If a meeting that consists of two or more people must be held (e.g. toolbox talk, pre-start), consider splitting the meetings to reduce numbers and hold the meeting somewhere where all staff can maintain a two metre physical distance.

### 9. RETURNING HOME

When working during alert levels two and three, you need to be leaving your bubble. 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 everyone else in your bubble are safe. There four steps below provide simple precautions:

No touching – When you return home, try not to touch anything until you have been able to thoroughly wash your hands.



Shoes – Remove your shoes and do not walk them through the house.



Clothes and bags – Keep your clothes and bags away from other items of clothing. Wash on a hot cycle (over 60°C).



Shower – Have a shower before getting dressed into other clothes. Make sure to clean your hands, wrists, arms, neck, nails and areas that might have been exposed.

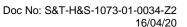


# Alert Level 1: REMAIN ALERT

# **RANGE OF MEASURES:**

- Continue practicing physical distancing where possible.
- Break times should be staggered to reduce congestion and contact at all times, also allowing physical distancing.
- Continue frequently washing or sanitising your hands.
- All work surfaces, break rooms to be cleaned regularly using at least 65% alcohol and 0.12% sodium hypochlorite (bleach) solution.
- If you are unwell with Covid-19 Symptoms, or have been in contact with someone with Covid-19 do not come to work and seek advice from Health Line. Do not return to work until you receive a negative result for Covid-19.
- Restrict any unnecessary travel.
- If a meeting that consists of two or more people must be held, e.g. Toolbox Talk, split the meetings to reduce numbers and hold the meeting somewhere where all staff can maintain a two metre physical distance.









\*KN95 face masks must be worn in accordance with the manufacturer's guidelines, which will also provide information on how often the masks must be replaced.

All Steel & Tube employees are expected to comply with the processes and measures outlined in this document. Failure to do so will result in disciplinary action.



# Process Flow - Construction Site closure due to confirmed Covid-19 case

