



Freestyla Toolbox/Pre Start Talk Record

Freestyla Employee Name:

Date:

Time:

Presenter:

Position:

Topic: Managing risk of coronavirus (COVID-19) in the workplace

ITEMS RAISED

As you know the COVID-19 (Coronavirus) situation in New Zealand continues to evolve. We are continually monitoring the situation and will keep our staff and projects up to date as things progress.

What is Covid-19

COVID-19 is the infectious disease caused by the most recently discovered coronavirus. This new virus and disease were unknown before the outbreak began in Wuhan, China, in December 2019.

Incubation Period

The “incubation period” means the time between catching the virus and beginning to have symptoms of the disease.

Most estimates of the incubation period range between 1 and 14 days, most commonly around 5 days. Estimates are updated as more data become available.

Symptoms

The most common symptoms are fever, cough, fatigue, sore throat and shortness of breath.

What are the symptoms?



Fever



Cough



Fatigue



Sore throat



Shortness of breath

Symptoms are usually mild and begin gradually. Some become infected but don't develop any symptoms and don't feel unwell. About 80% of people recover without needing special treatment.



Freestyla Toolbox/Pre Start Talk Record

Freestyla Employee Name:

Date:

Time:

Presenter:

Position:

Topic: Managing risk of coronavirus (COVID-19) in the workplace

Around 1 in 6 people who get the virus become seriously ill and develop difficulty breathing.

Older people, and those with underlying medical problems like high blood pressure, heart problems or diabetes, are more likely to develop serious illness.

People with fever, cough and difficulty breathing should seek immediate medical attention.

Avoidance of COVID 19

- Clean your hands regularly – wash with soap and water, or clean with alcohol-based hand rub;
- Clean surfaces regularly with disinfectant – for example kitchen benches and work desks;
- Educate yourself about COVID-19. Make sure your information comes from reliable sources;
- Cough or sneeze into your sleeve. If using a tissue, dispose of the tissue immediately into a closed rubbish bin, and then clean your hands;

CLEAN HANDS SAVE LIVES

6 steps to successful everyday hand washing



Rub hands palm to palm.



Rub hands palm to palm with fingers interlaced.



In a circular motion rub the tips of fingers in the palm of the opposite hand.



Clean thumb by holding it in the other hand and rotating.



Interlock fingers and rub back of fingers on opposite palms.



Rinse hands with water.



Freestyla Toolbox/Pre Start Talk Record

Freestyla Employee Name:

Date:

Time:

Presenter:

Position:

Topic: Managing risk of coronavirus (COVID-19) in the workplace

What To do?

- If a worker has travelled from any COVID-19 High Risk Country or Country of Concern (as per New Zealand Govt Website) then they are not allowed access to their worksite until a period of 14 day self-isolation has been undertaken.
- If you exhibit the primary COVID-19 symptoms you are to notify your employer/supervisor immediately, arrange to leave site ASAP and contact Healthline 0800 358 5453 and/or your GP. You must also notify a Freestyla Manager and/or Site Manager immediately.
- If you are required to self-isolate then keep informed on the NZ Government website and follow the guidelines set out. Keep in regular contact with your employer/supervisor and keep them up to date.
- **Any worker (including subcontractors) who is required to self-isolate and/or has tested positive for COVID-19 must notify Freestyla and site management immediately.**
- We request **all employees** to inform Freestyla and site management of their own messaging to their employees/workers as the situation progresses.
- If a positive case of COVID-19 is confirmed on a Project then all Stakeholders will be notified with relevant information and further actions will be advised.
- We will continue to monitor the situation closely and will provide further updates as required.

For Further Information

1. www.covid19.govt.nz
2. www.health.govt.nz
3. www.worksafe.govt.nz

Extract from Worksafe website:



Freestyla Toolbox/Pre Start Talk Record

Freestyla Employee Name:

Date:

Time:

Presenter:

Position:

Topic: Managing risk of coronavirus (COVID-19) in the workplace

Coronavirus (COVID-19) workplace risk management

A novel (new) strain of coronavirus which originated in Hubei Province, China in 2019 can cause a respiratory disease called COVID-19.

It doesn't matter if you're a worker or someone who is responsible for workers, you must identify and manage work health and safety risks including the exposure to COVID-19. Businesses should also plan to respond to cases of COVID-19 at work in line with advice provided by Ministry of Health, New Zealand www.health.govt.nz

COVID-19 spreads from person to person in a similar way to the flu:

- from close contact with an infected person*
- from touching objects or surfaces contaminated by the sneeze or cough of an infected person and then touching your eyes, nose or mouth.*

COVID-19 can cause symptoms similar to the flu, including fever, cough, sore throat, tiredness or shortness of breath.

Most people who are infected experience mild to moderate symptoms from which they fully recover. However, some people develop more serious illness with pneumonia and other complications. People at increased risk of serious illness include the elderly and those with chronic medical conditions (e.g. diabetes, heart and lung disease) or a weakened immune system.

It is important to remember that most people who become ill with respiratory symptoms at work are likely suffering from a cold, the flu or other respiratory illness – not COVID-19.

Self-quarantine

Workers and others cannot go to work and must self-quarantine for 14 days if they have:

- recently travelled to an overseas destination considered high risk by the New Zealand Government*
- been in close contact with a confirmed case of COVID-19.*

Workers who need to self-quarantine should notify their employer and stay away from work. They should seek immediate medical attention if they become ill during the quarantine period and call ahead of arriving and mention their travel or contact history.



Freestyla Toolbox/Pre Start Talk Record

Freestyla Employee Name:

Date:

Time:

Presenter:

Position:

Topic: Managing risk of coronavirus (COVID-19) in the workplace

Employers should make appropriate arrangements so that workers who need to self-quarantine stay away from work. Where possible, the worker should be provided with flexible work arrangements such as working from home.

Preventing the spread of infection at work

For most businesses, the health risk is low. Simple hygiene practices, similar to those used to protect against the flu, can help prevent the spread of COVID-19 and other respiratory infections.

For workers:

Wash your hands frequently with soap and water or use an alcohol-based hand sanitiser.

Cover your nose and mouth with a tissue or flexed elbow when coughing or sneezing, dispose of tissues immediately after use and wash your hands or apply hand sanitiser.

Avoid close contact with anyone who has cold or flu-like symptoms.

Stay home if you are unwell.

For employers:

Provide alcohol-based hand sanitiser, tissues and cleaning supplies.

Promote good hygiene practices, e.g. display posters on handwashing and respiratory hygiene.

Keep the workplace clean and hygienic. Regularly cleaning high-touch surfaces such as door handles and workstations helps prevent contamination.

Encourage workers who are sick with respiratory illness to stay home until they are recovered.

If someone becomes ill with respiratory symptoms at work, isolate them by placing them in a room or an area away from others.

Arrange for the person to be sent home and advise them to seek medical advice. If they are very unwell, call an ambulance.



Freestyla Toolbox/Pre Start Talk Record

Freestyla Employee Name:

Date:

Time:

Presenter:

Position:

Topic: Managing risk of coronavirus (COVID-19) in the workplace

*If a worker is confirmed to have COVID-19, call for advice **Healthline 0800 358 5453**. Inform co-workers about possible exposure to COVID-19 but maintain confidentiality. Advise workers to seek immediate medical advice if they develop symptoms or are concerned about their health.*

PPE should be worn by:

People with suspected or confirmed COVID-19 as advised by their doctor.

People with close contact with suspected or confirmed cases of COVID-19 (e.g. healthcare workers). PPE guidance for specific industries is available at www.health.govt.nz

Surgical masks can help prevent the spread of disease from infected people to others but are not currently recommended for healthy members of the public to prevent COVID-19.

FEEDBACK:



Freestyla Toolbox/Pre Start Talk Record

Freestyla Employee Name:	
Date:	Time:
Presenter:	Position:
Topic: Managing risk of coronavirus (COVID-19) in the workplace	
Presenters Signature:	
Declaration: I am the responsible person for Freestyla and I can advise at the time of undertaking this pre start; myself and the attendees can confirm we have: <ol style="list-style-type: none">1. no flu like (COVID-19) symptoms, and will advise my immediate supervisor should the symptoms appear2. have not been in contact with any person with a confirmed case of COVID-19 in the last 14 days	
Name:	
Signed:	
Date:	