



WHAT TO EXPECT

Working on Our Clients' Sites During Alert Levels 2 & 3

The below is a list of some of the key things you can reasonably expect to be in place when you go to work at an AWF client site as we transition from alert level 4 status. We have also listed some things you need to put in place.

These measures are necessary to ensure everyone's safety and are known as alternative ways of working. We have discussed with all of our clients the practices they have introduced and we will only place you into work when we are satisfied that our clients have systems in place to protect you and to support the prevention of the COVID-19 virus.

Please ask us if you have any questions and you **MUST** let us know if you feel unsafe for any reason when you go to work or you become unwell. Your safety is our number one priority!

	<p>Physical distancing requirements and reducing contact</p>	<ul style="list-style-type: none"> • People should keep 2 metres apart outside home where possible (apart from with people within their extended bubble). • In a controlled environment such as a workplace, 1 metre distancing is required. • Break times may be split so people are not gathering in large groups. • You may be working in different ways or at different times to reduce physical contact.
	<p>Site induction and register completion at client's site – contact tracing</p>	<ul style="list-style-type: none"> • You will be inducted or re-inducted (if you have worked there before) to the work site when you arrive and the induction will cover COVID-19 specific information. • You will be expected to complete a register or sign in process when you arrive and leave work. This is so contact tracing can occur if there is a probable or confirmed case of COVID-19 at the work site.
	<p>Hygiene measures and PPE – what you can expect at the worksite</p>	<ul style="list-style-type: none"> • Additional sanitary measures will be in place at work sites to prevent the spread of COVID-19. • Examples of these are additional hand washing requirements, provision of hand sanitiser and frequent cleaning of and using disinfectant on common surfaces as examples. • PPE – you may be issued with additional PPE that AWF has provided you – if issued it please wear it.
	<p>Travel and transport arrangements – what to consider</p>	<ul style="list-style-type: none"> • Travel is allowed if going to work. • Public transport will still be available. You can use it to travel to work but be aware there will be limited capacity. You should sit 2 metres away from other people on public transport. • If using a private vehicle to travel to work, you should wherever possible travel by yourself in the vehicle to/from work unless you travel with someone within your bubble. • Wash your hands when you arrive at the work site and when you return home.
	<p>Reporting immediately to AWF changes in your health status or if you have been in close contact with someone who has a confirmed case of COVID-19</p>	<ul style="list-style-type: none"> • You must advise us immediately if you feel unwell. • We have provided you with a personal health check flow chart to use to help you decide what to do and who to contact if you are feeling unwell. • Even if you have a snuffle or slight cold you must let us know. It's highly likely we will not be able to place you into work and we will ask you to stay away from work until you have fully recovered. • You must advise us immediately if you have been in close contact with someone who has a confirmed case of COVID-19.
	<p>Communication and safety engagements</p>	<ul style="list-style-type: none"> • We will continue to complete safety engagements and toolbox talks with you when you are working. This will cover our normal health and safety topics but will include specific COVID-19 information as may be needed. • We will continue to send you important health and safety information by email and text for you to read. • Please keep us updated if you have a change of contact details or next of kin – it's really important so we can stay in touch. • We encourage you to contact us if you have any questions or concerns – we are here to help you.
	<p>AWF and our client's emergency response plans.</p>	<ul style="list-style-type: none"> • AWF and our clients have emergency response plans that we will put in place if we have a probable or confirmed case of COVID-19 develop in our workforce or our client's workforce. • This includes our ability to contact trace. • If you would like a copy of this please let us know.