

# COVID-19 Management Plan Evaluation

The purpose of the Covid-19 Management Plan Evaluation is to ensure contractors attending Lincoln University property have adequate controls and processes to mitigate risks related to COVID-19. Documentation submitted should be in alignment with Ministry of Health, Industry, and Regulator guidelines.

<b>Project/Task:</b>		<b>LU Contact Person:</b>	
<b>Location/Description:</b>			
<b>Contractor:</b>		<b>Manager/Supervisor:</b>	

Evaluation Criteria	Checked: Yes/No/NA	Comments
<b>Lockdown Level Summary</b>		
Identification of planned company activity during different levels of lockdown? (Level 4, Level 3, Level 2, Level 1).		
<b>Induction and Communication</b>		
Documentation identifies a process for educating staff (induction) on Covid-19 information and protocols?		
Safe work planning document (TA, SWMS, JSA) identifies Covid-19 as a hazard and controls are aligned with MoH guidelines?		
<b>Travel</b>		
Procedures for travel to and from sites instruct employees on car sharing and solo driving, and/or the use of pool vehicles?		
<b>Reporting Process</b>		
General sickness – stay home and report procedure present?		
Covid-19 testing process present?		
Notification to Lincoln University on positive Covid-19 cases?		
<b>Social and Physical Distancing</b>		
Distancing requirements identified for team controlled environments?		
Distancing requirements identified for populated public environments?		
Process for working in close proximity to any person present? (Less than 1m).		
<b>General Hygiene</b>		
Instructional information on cleaning hands present?		
Instructional information on cleaning equipment/surfaces/shared objects present?		
Contractor providing their own hand sanitizer and cleaning products?		
Schedule of facility cleaning present? (Toilets, lunch rooms, etc.).		
<b>Track and Trace</b>		
Process or system for registering locations, dates and times present?		
Process or system for registering close contact information present?		

Any contractor that does not meet the above criteria (dependent on scope of work) will not be authorized to enter Lincoln University property. The Lincoln University Health and Safety team will be able to remotely assist contractors with their submissions on a case by case basis.

Sign off			
Position	Name	Signature	Date
LU Health and Safety Advisor	[REDACTED]		