

Return to Work Controls under Covid-19 Alert Level 2

Training



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Introduction

Methanex NZ Ltd require all Methanex staff and contractors returning to work, under Covid-19 Level 2, to complete this online training, which provides important information on what you need to know before returning to a Methanex NZ Ltd work place.

Training Topics

Training topics covered in this presentation:

- Hygiene controls
- Wash your hands
- Use of face masks
- What to do if you feel unwell
- Meetings
- Motunui cafeteria
- Additional information

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Hygiene Controls

Remember – COVID-19 is still out there. Play it safe.



- Keep your distance from other people to 1 metre
- Wear a face-mask when you are within 1 metre of each other
- Sneeze and cough into your elbow or by covering your mouth and nose with a tissue.



- Put used tissues in the bin or a bag immediately
- Wash your hands with soap and water regularly
- Hand sanitiser will be available for your use - please don't remove it from shared areas



- Don't touch your eyes, nose or mouth if your hands are not clean
- Additional cleaning of communal areas is in place
- Ensure common work surfaces are regularly disinfected

Wash your hands properly

Follow these steps to wash your hands properly:

1. Wet hands with running water
2. Apply enough soap to cover wet hands
3. Scrub all surfaces of the hands — including the back of hands, between fingers and under nails — for at least 20 seconds
4. Rinse thoroughly with running water
5. Dry hands with a clean cloth, single-use towel or blow-drier

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Use of Face Masks

- Face-masks are required when personnel are within 1 metre of each other. This does not apply for short moments e.g. when people pass each other walking down a hallway
- See your supervisor for face-masks
- If you are wearing a mask you must be clean shaven
- Wash your hands before donning a face-mask and be careful to only touch the straps when removing, to prevent contact with potential bacteria
- Face masks should be replaced when damp or dirty
- Respect your colleagues choice should they choose to wear a face-mask, outside the 1 metre requirement.



What to do if you feel unwell



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Before travelling to site:

- If you're sick, stay home. Don't go to work
- If you have symptoms at all of cold or flu call your doctor or Healthline and get tested
- Contact your Supervisor



While working onsite:

- If you start to have symptoms of cold or flu e.g. sneezing, cough, runny nose, sore throat ... Stop work, contact your Supervisor and make arrangements to go straight home
- Contract Supervisors must notify their MX Supervisor and Christine Wilkinson - 027 2309217

Meetings

- Reduce the need to meet in person where ever practical
- The preference for group meetings will be to continue doing these via Skype or Teams
- If you are required to attend a meeting maintain a minimum distance of 1-metre between yourself and others

Motunui Cafeteria – Staggered break times

Break times will be staggered to prevent queues in the Motunui Cafeteria. Supervisors are requested to work with their teams, within the allotted times to access the cafeteria:

Morning tea break (15-minutes):

Operations / Maintenance & their Contractors	09:30 - 10:00
ALL other staff & contractors	10:00 - 10:30

Lunch break (30-minutes):

Operations / Maintenance & their Contractors	11.45 - 12.15
ALL other staff & contractors	12.15 - 12.45

Workplace controls under Covid-19 Alert Level 2

Summary of Methanex NZ Ltd workplace controls under Covid-19 Alert Level 2 are provided below:



- If you are sick stay home
- Report all illness to your Supervisor
- Maintain good personal hygiene and social distancing protocols i.e. 1 metre between people
- Wear a face-mask if within 1 metre of each other
- Additional cleaning of shared spaces
- Everyone must take responsibility for wiping down shared spaces
- Staggered break times for workers

Thank you



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Covid-19 Additional Information:

- MX Covid-19 website (MX Employees & Fixed Term-Contractors)
- Ministry of Health NZ <https://www.health.govt.nz/>
- Covid-19 Government NZ <https://covid19.govt.nz/>