# WORK METHODS STATEMENT

**QWaLC ACTIVITY/FIELD WORK DURING COVID-19 OUTBREAK**

**Version 2: 14/5/2020**

**Purpose**

The purpose of this Work Methods Statement (WMS) is to specify the rules by which operational activities can occur as part of QWALC’s project/volunteer delivery during the Covid-19 outbreak. This WMS should be adhered to by all volunteers / staff.

It is acknowledged that field work undertaken by volunteers /staff is conducted in most cases by small groups of people in socially isolated locations. As such, volunteers/staff undertaking activities as described in this WMS are of low risk of contamination by, and spread of, the COVID-19 virus. The following requirements come into force immediately.

**Procedure for complying with this Work Methods Statement**

This WMS is in the form of a checklist, specifying the requirements prior, during and after all field work. ***Prior*** to every activity / field visit, the checklist must be completed. If volunteers/staff can demonstrate that they are adhering to all requirements (i.e. they are able to answer YES or N/A to all questions), further approval is not required. However, if the answer to any of the checklist questions is **NO**, the ***Risk Mitigation Actions Table*** must be completed.

Where more than one person is involved in the field work, wherever possible, please complete this form as a team. All team members involved in the field work/activity should sign that they have understood, and agree with, the completed WMS form.

**Activity/Field work details**

Please complete the following table with regard to this activity/field work. If you are visiting multiple sites on one day, one form can cover all sites. However, is the response to the question is NO for one of the sites, this will trigger the need to complete the Risk Mitigation Action Table. If an activity/field trip will last for multiple days, one form can cover these days.

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| **Date/s and location/s of activity field work:** | **Volunteers/Team members participating:** |
| **Brief description of field work:** | |

**Requirements checklist**

***1: Communicating with landholders/external parties***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Requirement** | **Please select** | | |
| **YES** | **NO** | **N/A** |
| 1.1 | Have you obtained prior permission from a landholder/s to access their property? |  |  |  |
| 1.2 | Are you able to be on the field site without having to interact face-to-face with the landholder/s?   * *Wherever possible, contact with landholders should be via phone or other remote access. If face-to-face contact is necessary, the risk table below* ***must*** *be completed.* |  |  |  |
| 1.3 | Are you able to be in the field site without having to interact face-to-face with other (non-landholder) external parties? |  |  |  |
| 1.4 | If not, and you need to make face-to-face contact with external parties, have you obtained prior permission from the external party to meet in this manner? |  |  |  |

***2: Travel in vehicles***

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| --- | --- | --- | --- | --- |
| **No.** | **Requirement** | **Please select** | | |
| **YES** | **NO** | **N/A** |
| 2.1 | Are there 2 or less people travelling together in the same vehicle?   * *A maximum of 2 people are permitted to travel in the same vehicle. If more than 2 people will be travelling to the site, multiple vehicles must be used.* * *The passenger must be seated in the back, passenger seat and, where possible, open windows to allow for ventilation rather than using air-conditioning.* |  |  |  |
| 2.2 | Have you discussed individual risk circumstances related to ***each*** person travelling in a vehicle together for ***this*** specific field trip ***prior*** to departing?   * *This includes checking in with each team member about whether they are fit and well before travelling into the field together. If any team member feels unwell they* ***MUST*** *self-isolate and are not permitted to participate in field work.* |  |  |  |
| 2.3 | Have you agreed on who will travel in each vehicle based on the risk circumstances?   * *An example could be if there are 4 people travelling, 2 are of an older demographic and 2 have children of school age. The best decision would be for the 2 parents to travel together in a separate vehicle.* |  |  |  |
| 2.4 | Have you checked that hand gel/handwipes/sanitiser are present in the vehicle? |  |  |  |
| 2.5 | Have you cleaned all high-risk vehicle surfaces before driving?   * *Surfaces to be cleaning include steering wheel, dashboard, display panel, gear stick, parking brake, seat belts, internal and external door handles, any area in the car which is likely to be frequently touched or held during travel.* |  |  |  |
| 2.6 | Will you clean all high-risk vehicle surfaces (see above) after returning from field work? |  |  |  |

***3: Social distancing and appropriate hygiene at field site***

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| --- | --- | --- | --- | --- |
| **No.** | **Requirement** | **Please select** | | |
| **YES** | **NO** | **N/A** |
| 3.1 | Will you practice the necessary *social distancing* ***at all times*** during field work?   * *This means a minimum of 1.5 metres between individuals at all times.* * ***NO*** *handshaking/ hugging.* |  |  |  |
| 3.2 | Will you practice regular and thorough handwashing ***before***, ***during*** and ***after*** your field visit? |  |  |  |
| 3.3 | Will you ensure that any other parties on-site) practice appropriate social distancing and thorough handwashing ***before***, ***during*** and ***after*** your field visit? |  |  |  |
| 3.4 | Will you adhere to other hygiene requirements (e.g. avoiding touching your face, coughing into a tissue and disposing of that tissue immediately) |  |  |  |

***4: Equipment management procedures***

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| --- | --- | --- | --- | --- |
| **No.** | **Requirement** | **Please select** | | |
| **YES** | **NO** | **N/A** |
| 4.1 | When storing used field equipment will you wipe down the exterior or any parts of that equipment that are likely to be touched by others (e.g. next people going into the field; people picking up WQ samples or eskies) with the appropriate sanitiser/disinfectant wipes)?   * *For example, this would include any tools, water quality monitoring equipment, drones, cameras, GPS etc.* |  |  |  |
| 4.2 | When transferring/delivering field equipment or operational resources (e.g. water quality samples), will you ensure you minimise contact with volunteers/ staff from other offices or external parties, including exercising all social distancing requirements? |  |  |  |

**Risk Mitigation Actions**

If you ticked **NO** any of the above requirements, the following risk mitigation measures table **MUST** be completed, and this form **MUST** be approved by your Line Manager

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| **No.** | **Reason for not being able to comply with requirements** | **Mitigation action that is being taken to minimise risk to staff and others.** |
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**WMS Signatures**

***Activity / Field trip participant Signatures***

NB: each team member must sign this block to confirm that:

* They have participated in the completion of this WMS (either at the time, or have been briefed at a later stage if they are being collected en route).
* They understand the requirements it specifies, and
* They are in agreement with all responses against the requirements.

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| --- | --- | --- |
| **Name and Phone number** | **Signature** | **Date** |
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(Thanks to Terrain NRM for the template ideas)