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# Introduction

This guide is intended to be used by those working in the New Zealand forestry industry, operating under the NZ COVID–19 Alert System.

The Delta variant has spread rapidly worldwide and is now the main variant in many countries. It is the most transmissible variant, spreading a lot more easily than the original version of the COVID-19 virus and other variants.

As a result of the Delta variant we need to be more observant to practice safe protocols and heighten the protocols we follow such as increased mask wearing.

All businesses need a plan to manage the risks of COVID–19. This document, which is guidance only, may help businesses create that plan in conjunction with their workers. Businesses need to look at their operations and identify what work can be done safely. If they can't keep people COVID–19 safe, then the work should not be done. All businesses operate differently and should identify their own risks and mitigation measures, adhering to New Zealand Government restrictions.

Leaders in the forestry industry throughout the contracting and supply chain, from boardrooms to the bush need to show leadership in promoting and adopting measures to eliminate risks where possible, and where not, to substitute or provide higher level controls as possible.

You need to manage three groups of risk:

- COVID–19 infection
- Pressures in the operating environment generated or amplified by the COVID–19 response (e.g. production targets and wood flow, cash flow, workforce challenges)
- Persistent ongoing risks arising from forestry operations (e.g. site preparation and roading, tree falling, person/machine interaction, repairs and maintenance, travelling to and from work, loading, haulage, ports operations).

The guidelines, protocols, processes and actions you design for your workplace need to show how you are addressing each of the three pillars of workplace health and safety – leadership, risk management and worker engagement.

The Government is using four levels to define the status of the pandemic and how all of NZ will respond. The levels are categorised as follows:

<b>Level 1: Prepare</b>	The disease is contained
<b>Level 2: Reduce</b>	Disease is contained but risks of community transmission growing
<b>Level 3: Restrict</b>	Heightened risk that disease is not contained
<b>Level 4: Eliminate</b>	Likely that disease is not contained

Most forestry operations were defined as non-essential and non-operational at Level 4.

## **Key new information in this updated protocol**

### **This protocol was updated in August 2021.**

They key new information/recommendations included are:

- Wear face coverings when in close proximity to others
- Put QR codes in all workplaces.

Operating under Level 3 will require all businesses to have in place:

- A COVID–19 safety plan with the key aim of a minimum physical distancing of 1 metre in a controlled work environment and 2 metres at all other times
- General safety and hygiene provisions for minimising the possibility of spread of COVID–19 between workers.

This guide uses the Ministry of Health and Ministry for Primary Industries guidelines, which describe general safety measures to control the spread of COVID–19:

- Stay at home if unwell
- Wash hands
- Sneeze / cough into tissue / elbow (tissues in bin)
- Wear face coverings when in close proximity to others
- Maintain physical distancing
- Use additional PPE (clothing, masks, gloves) as an optional measure appropriate to the circumstances
- Form work bubbles to minimise mixing of teams
- Visitors / other service providers to maintain safe practices and physical distancing
- Implement an appropriate cleaning and disinfecting programme
- Everyone must scan in using the QR code or sign in to a manual register if they don't have a smart phone.

Our focus is a safe restart. This is not a return to business as usual. There will be considerable restrictions on businesses and not all non-essential businesses will be operating.

## **Worker participation**

Business owners and leaders from forest owner boardrooms to the bush need to work with their workers and staff to:

- Address the risks associated with COVID-19, as well as risks that may arise due to a return to operations
- Understand the practicalities of changing work arrangements
- Be confident that new health and safety practices will enable them and their families to remain well.
- Worker engagement needs to be an ongoing process, especially in establishing plans and controls, and implementing them, and reviewing their effectiveness and improving them as lessons are learned.

## Framework

These guidelines and protocols have been developed using the following framework:

- Before people get to work (i.e. planning, rostering, remote inductions,)
- When people arrive at work (i.e. signing-in, health checks, washing facilities, work distancing, site maps)
- While people are at work (i.e. approach for deliveries, separation plans and barriers, bathroom management, break management, limited access points)
- When people are leaving work (i.e. sign-out, washing, transport protocols, home arrival hygiene)
- What happens in an emergency (i.e. emergency plans still work in line with hygiene and distancing, (e.g. assembly points); COVID–19 case plan)

Recommended practices have been developed for the following groups: Everyone, Forestry Operations, Harvesting/ Engineering Operations, Log Cartage, Processing and Port.

## Restarting of forestry operations

In addition to public health considerations, a successful restart of forestry will require collaboration, coordination and detailed planning with all those involved across the supply chain.

Businesses should adjust their work schedule and expectations prior to start-up. The industry cannot reasonably expect people to complete the planned work in fewer days and this will particularly impact seasonal operations such as planting.

When people return to work, there will be a whole range of pressures which may be unseen and unknown (work scheduling, financial, emotional, relationship, physical pressures). It will not be business as usual for some time.

We will have to be aware of mindset, physical condition and general health, along with pre-existing health conditions and circumstances within people's existing 'bubble'.

The challenges of working differently at this time means everyone needs to keep communications open and honest so that together we can ensure our sector can operate. We need to be mindful of the consequences on the rest of the industry of a positive outbreak.

Any additional risks created by measures introduced to control COVID–19, such as fatigue, need to be managed.













# Recommended Practices for COVID–19: Forestry

The Forestry function includes all activities from the Establishment phase through to Pre-harvest.

It encompasses all activities which centre around growth of the forest crop and maintenance of the asset for the majority of the rotation.

- Tree nurseries
- Mechanical site preparation
- Aerial spraying
- Planting
- Manual spot spraying
- Silviculture (pruning & thinning)
- Inventory
- Pest control (animal & plant)
- Fencing & security gate work
- Other forest maintenance

## **Re-induction of everyone on site**

- Each worker to be re-inducted on the new practices for COVID–19 for the work site
- Each individual to possess individual PPE that includes a bottle of sanitiser, soap and paper towels, individual water bottles and toilet paper. These are not to be shared.

## **Forestry – Individual task analysis and controls**

### **Nursery – Seasonal workers**

Task	Multiple Contact Engagements	Exposure Management Controls
Get to work	One bubble	If not travelling individually by private vehicle (in which case no multiple contacts), 1 bubble or crew per vehicle/ trip (dependent on vehicle seat numbers), clean interior surfaces of vehicle between trips to nursery.
Prepare for work including PPE options	One bubble	Bubbles to be assigned time at shed to prepare. Physical distancing to be enforced. Sanitisation practices between bubbles to be implemented.

<b>Task</b>	<b>Multiple Contact Engagements</b>	<b>Exposure Management Controls</b>
Toolbox meeting	One bubble	Physical distancing in open area, outside shed.
Movement around nursery by foot	One bubble	All movements to maintain physical distancing.
Cutting and Setting	One bubble	<p>Within field / shed maintain physical distancing, 1 cutter per hedge line, miss a hedgeline so individuals are walking their own alley way.</p> <p>Common surfaces such as boxes and trailers; QC and Boxy to wear protective gloves, Cutters not required.</p> <p>Only touch individual's box with cutting material.</p> <p>Shears / clippers cleaned and sanitised for storage.</p>
Lift and Pack	One bubble	<p>Within field / shed maintain physical spacing.</p> <p>Common surfaces such as boxes and packing bubbles/crates; QC and Boxy to wear protective gloves, Lifters not required.</p> <p>Only touch individual's box for packing.</p> <p>Shears/clippers/guillotines cleaned and sanitised for storage.</p>
Despatch	Two people	<p>1 person nominated as Despatch operator. Multiple transport operators.</p> <p>Despatcher to record onsite transport operators daily.</p> <p>Common surfaces such as forklifts to be sanitised between operators. Transport operator to load consignment.</p> <p>Maintain physical distancing at all times.</p> <p>Transport operator to wear gloves at consignment signoff.</p>
Smokos / Meal breaks	One bubble	Bubble sizes to be set to allow work programme to be efficiently completed while maintaining physical distancing. If more than 1 bubble within the nursery, stagger smoko / meal breaks at common shed. Sanitisation practices implemented between bubbles. Clean common areas daily.

## **Nursery – Crop growing**

<b>Task</b>	<b>Multiple Contact Engagements</b>	<b>Exposure Management Controls</b>
Get to work	None	1 person per car.
Prepare for work including PPE options	Two people	Permanent staff gear location assigned. Physical distancing to be enforced. Sanitisation practices between permanent staff and bubbles (if operating) to be implemented.
Toolbox meeting	One bubble	Physical distancing in office. Individuals to take physical notes on work programme.
Tractor driving	None	1 person driving common tractor. At completion of operation sanitise tractor cab (steering wheel, gear levers, controls).
Crop conditioning	Two people	1 person driving tractor, second person on implement maintain physical distancing. Sanitise tractor and implement common surfaces at completion.
Maintenance	One person	1 nominated person to run workshop, complete maintenance requirements.

## **Mechanical site preparation**

<b>Task</b>	<b>Multiple Contact Engagements</b>	<b>Exposure Management Controls</b>
Work prescription, hazard ID and shape file data files are prepared by forest company	None	Forest company emails pdf and uploads shape files directly to contractors' GPS device.
Contractor prints out documentation, signs it and scans / emails back to forest company	None	Contractor completes task at base prior to field work.





Task	Multiple Contact Engagements	Exposure Management Controls
Onsite setup and mixing of chemicals	None	1 person operation. If second person maintain physical distancing.
Water tanker filling at aerial ground crew	Two people	Tanker driver controls the fill operation. Aerial ground crew maintain physical distancing.
Ground crew loading helicopter chemical and fuel	Two people	1 ground crew working alone, the pilot is isolated in the helicopter.
Forest company representative onsite supervision and compliance.	Two people	1 forest representative and 1 ground crew or 1 pilot can communicate via independent radio or maintain physical distancing.

## **Planting**

Task	Multiple Contact Engagements	Exposure Management Controls
Work prescriptions and maps are prepared by forest company	None	Forest company emails prescriptions and maps to the contractor.
Contractor prints out documentation or loads onto field device	None	Contractor completes task at base.
Crews are allocated to vehicles and limited to only have direct contact with their assigned crew	Limit to as few as possible	<p>Driver/crew leader.</p> <p>Variable crew size depending on scale of operation.</p> <p>Crews depart from allocated pick up point, do not come to central point or depot.</p> <p>All personal belongings removed from vehicle every night at drop off.</p> <p>Driver cleans and disinfects the vehicle every night.</p>
Contractor / supervisor manages field operations	None	1 person in own vehicle maintains physical distancing on site, communicates via radio wherever possible or maintain physical distancing.

Task	Multiple Contact Engagements	Exposure Management Controls
Forest gate opening and closing	None	1 nominated person to open and close gates. Wash hands or sanitise as soon as possible.
Each crew allocated a separate work area or block	Limit to as few as possible	Clearly marked or mapped area allocated to each crew, may be part of a block adjacent to other crews providing physical distancing is maintained.
Quality control	None	1 person in own vehicle. Maintain physical distancing. Data delivered electronically.
Trees delivered from nursery, chemical or fertiliser delivered	None	Trees, chemical, fertiliser delivered without contact with crew.
Collect boxes from bubbles or trailers, fertiliser or chemical	Limit to as few as possible	Each crew allocated individual bubbles / storage on site, separated to allow physical distancing.
Return empty boxes to bubbles / storage	Limit to as few as possible	As above.
Accommodation (if provided)	Limit to as few as possible	Maintain crew bubble.

### **Silviculture (manual spot spraying, pruning, thinning)**

Task	Multiple Contact Engagements	Exposure Management Controls
Work prescriptions and maps are prepared by forest company.	None	Forest company emails prescriptions and maps to the contractor.
Contractor prints out documentation or loads onto field device	None	Contractor completes task at base.





Task	Multiple Contact Engagements	Exposure Management Controls
Utilisation of Drones – UAV operators when collecting data	None	When carrying out and operating UAV's as an individual they need to apply all the rules as above.

## **Animal pest control**

Task	Multiple Contact Engagements	Exposure Management Controls
Work prescriptions and maps are prepared by forest company	None	Forest company emails map files to the contractor.
Chemical / ammunition / traps are collected from storage facility and handled	None	1 person in own vehicle.
Contractor drives to site	None	1 person in own vehicle. If vehicle shared disinfect before and after.
Forest gate opening and closing	None	1 nominated person to open and close gates. Wash hands as soon as practical.
Forest company representative onsite supervision and compliance.	Two people	1 forest representative and 1 contractor can communicate via independent radio or maintain physical distancing.

## Weed spraying

Task	Multiple Contact Engagements	Exposure Management Controls
Work prescriptions and maps are prepared by forest company.	None	Forest company emails map files to the contractor.
Chemicals are collected from storage facility and mixed.	None	1 person in own vehicle and sprayer.
Contractor picks up second person (if required) drives to site	Two people	Hands sanitised before entry and after exit of vehicle.
Application of chemical to weeds via pressurised hose / knapsack sprayer	Two people	Maintain physical distancing at all times. No swapping of tools / roles.
Forest gate opening and closing	None	1 nominated person to open and close gates. Wash hands as soon as practical.
Forest company representative onsite supervision and compliance.	Three people	1 forest representative and 2 contractors can communicate via independent radio or maintain physical distancing.





## **6. Meetings**

- If wet, use radio communication (either handheld or in machines / vehicles) to communicate
- At the end of each toolbox meeting and once all plans have been discussed, Foreman are to ask all workers individually by name for an affirmation that they understand the work plan, and then sign off the Daily Toolbox Book on their behalf
- Each person should be asked at each toolbox meeting if they are “feeling right and not exhibiting any COVID–19 symptoms”.

## **7. Work bubble – Machine operation**

- Sanitise machine prior to starting work at the beginning of the day; wipe down all switches, door / window handles, seatbelts, controls, radio, seat, roof and all surfaces
- Once cleaning is completed, hands must be washed for 20 seconds with soap and dried thoroughly OR sanitised
- If an operator needs to switch machines for operation or maintenance during the day, then they need to sanitise the machine prior to use as above
- If they are the only user of both machines, then a daily high touch area wipe-down is all that is required to maintain a healthy work bubble.

## **8. Work bubble – Other activities**

- Stay isolated for rest breaks. There are to be no communal lunches. Do not share any food or water. Maintain physical distancing. Wash hands before and after eating
- First Aid kits on site and in vehicles to be allocated to each person as the ‘holder’ of that kit. It will be that person’s responsibility to ensure that used items are replenished.

## **9. Work bubble – Visitors**

- Any visitors to site should notify the crew in advance of their visit. No surprise visits
- The visitor will be informed of the check-in procedure prior to arriving on site and must have an RT radio
- Visitors will not enter the crew container unless instructed to do so
- Sign in will be via verbal affirmation with the crew foreman
- Maintaining a physical distancing with any person on site is paramount
- All visitors must have their own hand-sanitiser as part of their compulsory PPE to enter the site
- Any sub-contractor or service agent visiting the site to undertake work must provide their own business’s COVID–19 health and safety procedures
- Any rubbish brought on site by a visitor must be removed by that visitor







- Place your completed docket and day sheets inside the letterbox inside the driver's room
- Wash your hands with sanitiser or soap and water.

## 9. Punctures / blow-outs on the road

- Contact office or supplier and notify of issue, which tyre, tyre size, your location
- Upon arrival of the tyre repairer, remain in your cab and avoid any unnecessary contact with the repairer – if you need to speak with the repairer, do so in an open-air environment and maintain physical distancing. Do not assist with changing the tyre
- Wash your hands with sanitiser or soap and water prior to returning to cab.

## 10. Tyre changes [designated supplier]

- Call ahead via the office and notify of issue, which tyre and tyre size
- Park vehicle in designated area at suppliers
- Avoid contact with supplier staff
- Remain in cab or outside of supplier building while repairs are completed
- Once complete, wash your hands with sanitiser or soap and water prior to returning to the cab.

## 11. Workshop

- Call ahead via office and notify them of the issue requiring repair on vehicle
- Complete vehicle fault sheet and leave inside the cab
- Park vehicle outside the workshop
- Wipe down cab with sanitiser spray
- **DO NOT ENTER WORKSHOP FOR ANY REASON.**

## 12. CVST – NZ Police

- Remain in your cab and advise the officer you would always prefer to maintain physical distancing from them. Suggest they speak to you from the passenger side with door open and engine off
- If an officer needs to look at your logbook, request they use their sanitiser
- If you exit the vehicle for any reason, maintain physical distancing
- Wash your hands with sanitiser or soap and water prior to returning to the cab
- **STAY PROFESSIONAL, FOLLOW INSTRUCTIONS AND ASSIST THEM IN THEIR JOB SAFELY.**

## 13. Talking with workmates

- If you need to talk to workmates, then do so either by phone or if possible, have a conversation outside in an open-air environment, for less than 10 minutes while maintaining physical distancing.





# Recommended Practices for COVID–19: Processing

## 1. Re-induction of everyone on site

- Each worker to be re-inducted on the new practices for COVID–19 for the work site
- Each individual to possess individual PPE that includes a bottle of sanitiser, soap and paper towels, individual water bottles and toilet paper. These are not to be shared
- Subcontractors and service agents must also be fully re-inducted.

## 2. Bubbles

- Businesses must ensure, as much as possible, that people are able to remain within their designated ‘bubble’
- Staff that are able to work remotely should continue to do so wherever possible

## 3. Coming to work

- Any staff who are sick must not come to work

## 4. Washing hands and general hygiene

- Ensure that staff have facilities to be able to wash their hands properly or are able to use hand sanitiser
- Ensure reminders that hands need to be washed regularly and well with soap and water for 20 seconds and properly dried, especially upon arrival at work, after using the bathroom, after blowing their nose, sneezing, coughing and before eating
- Continue to reinforce messages around respiratory and hand hygiene – remind staff to cover coughs and sneezes with their elbow or tissues (dispose of any tissues promptly)
- Remind staff that they should avoid touching their face unless they have washed their hands.
- Signage should be in place to reinforce safety messages.

## 5. Sanitising work areas

- Clean work areas frequently using a sanitiser / disinfectant, including common rooms and break rooms, especially high touch areas
- It may be useful to have a board display of when the room was last cleaned.



## **9. Staff communication**

- Use the information that is available on the COVID–19 website and print off the COVID–19 posters for staff
- Ensure that staff are regularly briefed on measures to minimise the risk of infection and routinely monitor compliance.

## **10. COVID PPE**

- PPE may be chosen for routine use in some situations e.g. masks where physical spacing of more than 1 metre cannot be achieved, gloves in situations where workers have a number of common surface contacts
- Where PPE is chosen, workers must be instructed on its safe use and disposal
- Information about face masks is on the Ministry of Health website under COVID–19
- Disposal facilities for PPE must be provided and maintained (emptying).

## **11. Daily routine**

- An onsite Toolbox meeting is to be held with each department of the business prior to entry to the workplace. As a minimum this will include a discussion about the necessity for physical distancing and maintaining the protocols put in place
- Staff are to be actively encouraged to suggest any improvements to the set protocols. Any changes to the protocols are to be agreed by site management prior to implementation to allow consideration of downstream effects to be taken place
- Any changes to the protocols to be circulated in writing and the implementation to be discussed at appropriate Toolbox meetings.

## **12. Business continuity**

- Ensure your business continuity plans are up to date.

## **13. Site-specific plans**

- Each site is to develop a site-specific plan for controlling the spread of COVID–19. The plan is to include, as a minimum, the following:
  - > How communication will occur?
  - > What the risks are
  - > How the spread will be controlled
  - > Health risk screening
  - > Physical distancing
  - > Closure of non-essential site services
  - > Daily briefings / procedures
  - > PPE (optional use and disposal)
  - > Working environment
  - > Unwell staff / visitors
  - > Entry to / exit from site procedures





- > Dockets / weigh bills are to be placed in the drop box provided once documentation processing is complete.
- Pre-advise drivers (applies to everyone seven days after Level 3 starts)
  - > 100% pre-advise is to be a pre-requisite of entering a checkpoint commencing seven days after operations start at COVID-19 Level 3
  - > For pre-advised dockets **and weigh bills** the docket / weigh bill is **NOT TO BE HANDED IN**
  - > For loads weighed at the checkpoint, dockets / weigh bills are to be put into the “pre-advised” drop box provided at the checkpoint while the load is being processed.
- Non pre-advised drivers (only applies for the first seven days after Level 3 starts)
  - > Data entry offices are closed to drivers at all times
  - > Non-pre-advised drivers are to put their dockets in to the “non pre-advised” drop box provided at the checkpoint
  - > Data entry operators to be issued and use PPE (especially gloves) and carry out regular hand washing / sanitising.

#### 4. Driver facilities

- Drivers are requested to use bathrooms outside of C3 / ISO checkpoints where possible
- Drivers are to only use designated driver bathrooms at ISO / C3 checkpoints
- Marked walkways to bathrooms are to be provided for drivers (drivers only, one-way system)
- Maintain physical distancing
- Cleaning products to be provided in bathrooms.

#### 5. Pre-shift briefing

- Briefings are to be done outside when possible
- If weather makes inside briefings essential, then the maximum number of people per room is to be clearly indicated (and based on maintaining physical distancing)
- Always maintain physical distancing (including ground markings where possible).

#### 6. Checkpoint offices

- A maximum of two designated persons in the office at a time
- Regular cleaning to occur (at least at the start and end of each shift)
- Physical distancing to occur at all times
- Alternative ways of communication to be used i.e. phone / email / radio
- No external persons to enter any checkpoint offices
- Gloves to be used for handling dockets from drop boxes
- Windows shall be open for ventilation (weather permitting).



## **Port – Marshalling**

### **1. Unchaining**

- All ISO / C3 staff are to stay clear of unchaining areas and have no interaction with drivers at these stations.

### **2. Inspectors**

- All interactions must be completed by email or phone (no need to visit offices).

### **3. Row maintenance**

- All staff are to maintain physical distancing when working on a row.

### **4. Yard utes / vans**

- All vans are to either reduce passengers to a level that achieves physical distancing OR use masks within vans where the trips are less than 15 minutes
- All utes are to have only one person in the front and (for four-door vehicles) one person in back
- All utes and vans must have control mechanisms (levers/steering wheels) cleaned/sanitised at the start and end of each shift.

### **5. Pre-shift meetings**

- Must occur outside where possible and maintain physical distancing
- As above, if these meetings must take place inside observe the max number of people per room; split pre-shift meetings into two or more groups if needed.

### **6. Mobile plant**

- Where possible plant must be designated to one person per shift
- All mobile plants must have control mechanisms (levers / steering wheels) cleaned / sanitised at the start and end of each shift.

### **7. Meal breaks / lunchrooms**

- Breaks must be staggered
- Physical distancing must be maintained
- Chairs should be removed to aid distancing
- Breaks should be held outside (weather permitting)
- Where possible maintain the same staff on the same shifts – “i.e., working bubbles”.
- Allow for a break between shifts, to ensure no crossover of staff
- No staff to go off-site during break times.

Where applicable, items 5,6,7 apply to log yard maintenance staff / debarking plants also.



## **Port – Stevedoring**

**Note:** Stevedoring controls are applicable for all forestry products, not just logs.

### **1. Cleaning**

- Increased commercial cleaning of all work areas. Smoko huts and Stevedores offices are to be cleaned at least once per shift
- Increased supply of cleaning chemicals for personnel to clean work areas and equipment
  - > Cleaning before and after each use
  - > Cleaning product to be available always
- Scheduled cleaning of equipment and machinery
  - > Personnel to wipe down machines, radio, scanners, etc.

### **2. Shift start / finish**

- Shift start / finish split to minimise contact with personnel and provide time for cleaning between shifts.

### **3. Tally huts**

- Individual tally huts provided for personnel where possible.

### **4. Physical distancing**

- Physical distancing to be maintained at all times
- No crew entering vessel accommodation blocks (paperwork completed via email where possible).

### **5. Meetings and meal breaks**

- Pre-shift briefings conducted outside where possible
- Offset meal breaks to minimise numbers in eating areas.

### **6. Health checks and PPE**

- Temperature checks before entering the site where possible
- Masks provided for personnel working on vessels where additional COVID-19 requirements are needed.







## **KEEP YOURSELF AND OTHERS SAFE**

- Stay home if you're are sick
- Get tested if you have symptoms; call Healthline 0800 358 5453 for advice on testing and isolating
- Wear face coverings when in close proximity to others
- Have QR codes in workplaces          
- Maintain physical distancing
- Wash hands for 20 seconds regularly with soap and dry thoroughly, or use sanitiser
- Clean and disinfect common contact surfaces frequently and keep  other surfaces clean.



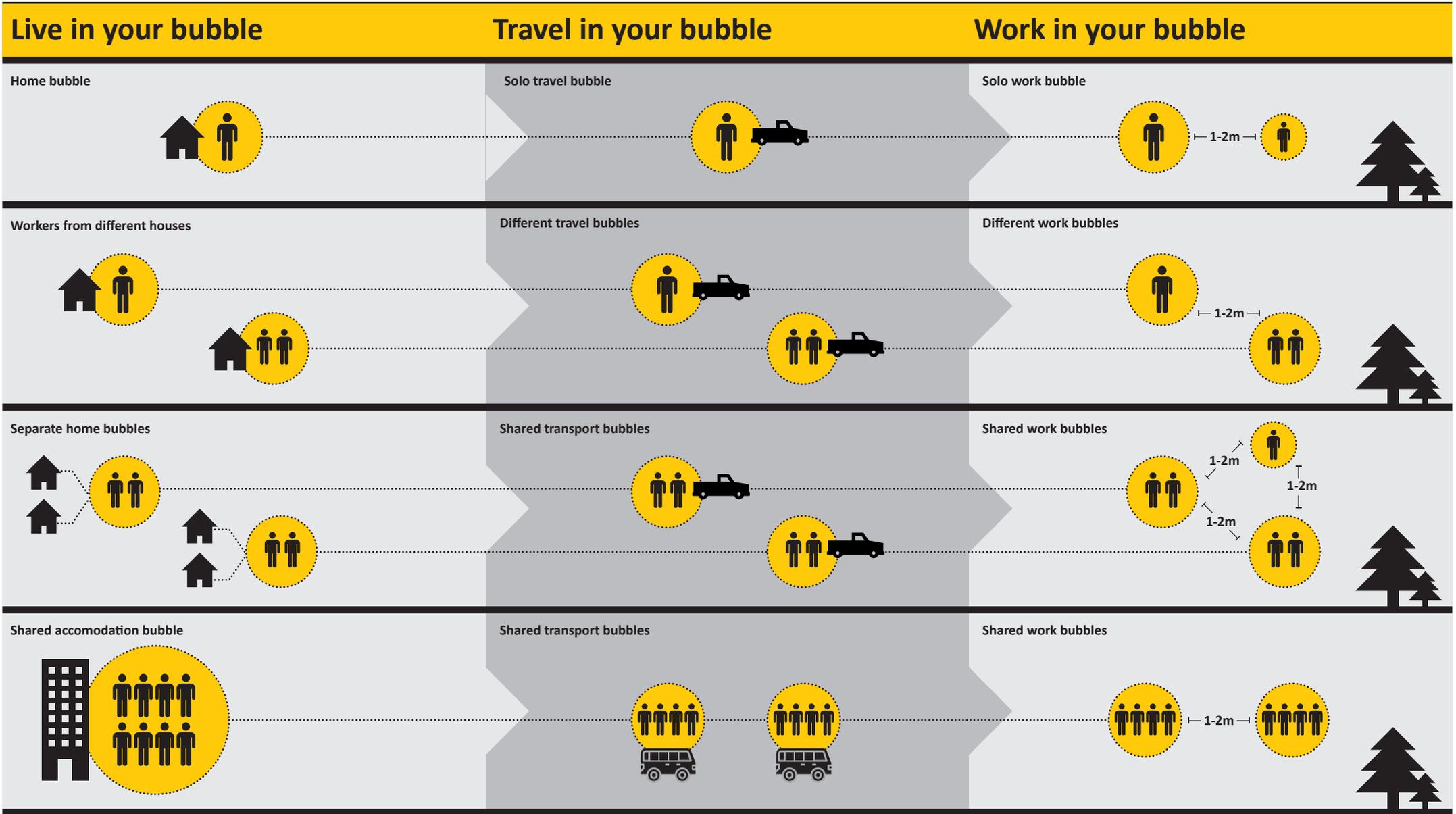


## Transport of staff from different accommodation bubbles

It is understood that many people do not have access to individual transportation and therefore shared transportation is necessary. When this is necessary, the following precautions apply:

- **Car pooling**
  - > Do not use the vehicle for any other purpose – e.g. transporting your family when you are not at work
  - > Physical distancing between the driver and passenger is important, even in smaller vehicles
  - > The maximum number of people in a car is 2. The sole passenger should sit in the rear left-hand side passenger seat, diagonally opposite the driver
  - > Apart from the driver, you must only travel in the same vehicle as people from the same isolation group (household unit or workplace bubble)
  - > Run air-conditioning on fresh air not recirculate.
- **Larger vehicle e.g. vans.**
  - > The driver must ask each passenger if they have any symptoms of COVID-19 before they enter the vehicle. Passengers with obvious symptoms must not enter the vehicle
  - > The driver must obtain and carry a letter from the employer stating the number of passengers that can be carried and in what formation
  - > Every passenger must wash or sanitise their hands immediately before entering and immediately after leaving the vehicle
  - > The driver is to wait outside the vehicle while loading and unloading
  - > Passengers to maintain maximum practical distance while loading and unloading
  - > Start filling the vehicle from the rear (seats furthest from the door)
  - > Passengers should always occupy the same seat
  - > Maximise spacing between passengers, for example:
    - Only use the window seat in each row and
    - Use alternate rows
  - > Driver to clean and sanitise all surfaces after each trip and wash or sanitise hands
  - > Take measures to minimise the travel time in crew vans
  - > Run air-conditioning on fresh air not recirculate.

# COVID-19 Physical distancing and transport options



**If you need to share a vehicle with people:**

-  Same vehicle, same people, every trip.
-  Wash hands in and out.
-  Clean surfaces every trip.
-  Use the same seat every trip.
-  Fill the vehicle from the back.
-  Wear face coverings in shared vehicles.

**If you need to share a vehicle with people from outside your home bubble:**

-  Sit diagonally / alternate rows.
-  Use vehicle only for work.
-  Wear face coverings in shared vehicles.





Organisation	Representative
Laurie Forestry	Allan Laurie
Log Transport Safety Council	Warwick Wilshier
McCarthy Transport	Steve McDougall
Mechanised Cable Harvesting	Nathan Taylor
Nelson Pine	George McMahon
New Zealand Timber Industry Federation	Jeff Ilot
Northpine	Bruce Larsen
Northport	David Finchett
Northsawn Lumber	Garth Mortesen
NZ Forest Owners Association	David Rhodes
NZ Forest Owners Association	Glen Mackie
NZ Forest Owners Association	Phil Taylor
NZ Forestry Ltd	Jeremy Waldegrave
PanPac	Greg Lorkin
PanPac	James Drummond
PF Olsen	Lawrie Scott
PF Olsen	Nic Steens
Pine Pac	Mathew Nant
Port of Taranaki	Ross Dingle
Port of Tauranga	Mike Lambert
Port of Tauranga	Pat Kirk
Pukepine	Danita Hall
Pukepine	David Stanford
Pukepine	Jeff Tanner
Rayonier	Darren Mann
Rayonier	Wayne Dempster
Red Stag Lumber	Melissa Bennett
Rotorua Forest Haulage	Matt Perry
Roger Dickie Forestry	Paul Vandervoort
Roger Dickie Forestry	Steve Bell

<b>Organisation</b>	<b>Representative</b>
SFM NZ	Brian Rust
Stokes Logging	Steven Stokes
Taranaki Pine	Tom Boon
Tasman Pine	John Moorehead
Timberlab	Darren Stead
Tombleson Logging	Nick Tombleson
Waipa Forestry	Todd Cheesman
Waipapa Pine	Shane Horan
Westco	Craig Dawson
Wood Marketing Services	Duncan Mills
Wood Processors & Manufacturers Association	Jeff Parker
Wood Processors and Manufacturers Association	Jon Tanner
Woodbank	Darren Collet

