

Recommended Practices for COVID–19: Ports

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. Weighbridge (cross over with Cartage)

- **Option 1: Automatic weighbridge**
 - > Truck arrives at the weighbridge. The driver presents electronic identification onto the reader – no need to touch anything else
 - > Dallas Tag box wiped down daily.
- **Option 2: Manned weighbridge**
 - > Information provided to weighbridge operator via docket. Truck ID via individual port's current process. Data entered, dockets including weighbridge docket returned to the driver
 - > Weighbridge operator to be wearing appropriate PPE and observe physical distancing protocols.

3. Checkpoints

- Drivers arriving at checkpoints are to stay in their truck cabs until they are advised to, move into the ticketing lane or ticketing/scaling lane
- Drivers in the ticketing or ticketing / scaling lane
 - > Wear a face covering once they've moved into the load processing location
 - > Drivers that have documentation to do should complete this and stay in the passenger seat or go to designated driver wait station for that lane (this will be marked up)
 - > Drivers will be advised once the load is finished processing, which is when the driver can then get back into the driving seat and move the truck when instructed
- Checkpoints with weighbridge kiosks
 - > Where there are multiple weighbridge kiosk checkpoints, the kiosks are to be separated to maintain physical distancing or otherwise only one driver to use the kiosk at one time
 - > Designated kiosk lines are to be marked with physical separation distances
 - > Cleaning / hygiene equipment to be provided at each kiosk
 - > Cubicle type kiosks are to have windows open for ventilation (weather permitting)

- > 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).

7. Meal breaks / lunchroom

- No external persons to enter any office / lunchroom space
- Rolling smokos – where possible max of 2 staff members to break at the same time
- Staff are to wipe down surfaces at the start and end of breaks
- Signage provided that specifies the requirement for staff to wash their hands before eating / drinking – soap to be available
- Maintain physical distancing
- Breaks shall be outside if the weather allows
- Where possible maintain the same staff on the same shifts – “working bubbles”
- Allow for a break between shifts, to ensure no crossover of staff
- No staff to go off-site during breaks
- Bring, and hygienically maintain your own cups for use, or use single-use cups that you dispose of each time.

8. Tickets / scalers touching same equipment

- Appoint equipment to person i.e. wands, safety cone / step box, scaling kits
- Clean equipment before and after each use
- Cleaning product to be provided
- Where possible allocate staff to lanes
- Ticketers / scalers are to maintain physical distancing with all other staff at all times
- Only one scaler or ticketer to be allowed on a packet at a time i.e. not to be two ticketers or scalers on a packet face at one time.
- (For businesses permitted to operate at Level 4, where the required physical distancing rule is difficult to adhere to, masks shall be worn at all times.)

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. Everyone must scan in or manually register**
- **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.**

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.

8. **Gantry (manned)**

- Only designated staff are to use controls
- Truck drivers are only to handle their trailer and truck
- No assistance is to be provided, either way
- Gantry operators shall have a marked area to stand in, to ensure physical distancing from drivers.

9. **Gantry (unmanned)**

- Transport operators shall provide instructions on cleaning for truck drivers
- Transport operators shall provide cleaning products and disposable gloves.

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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.

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Port – Vessel Crew Interactions

The Ministry of Health, Maritime NZ, Local Port Authorities and Stevedores have a number of controls in place to prevent the spread of COVID-19 from vessel crew to wharf personnel.

These current controls include:

- All vessels entering the country must complete an advance notice of arrival form before arriving in the country. This form contains health information of crew and is sent to Customs, MPI, Maritime NZ, and Local Health Protection Officers.
- Before arrival in port, vessels must complete a no change of health status form for Health Protection Officers. This form has recently been amended to include questions relating to COVID-19.
- If Health Protection Officers are satisfied there is no risk to public health, they will grant the vessel quarantine clearance (Pratique).
- All shore leave has been canceled in NZ Ports and crews must self-isolate.
- No personnel are to enter the vessel's accommodation block. All forms are to be completed via email or at the gangway.
- If crew are within the 14-day self-isolation period, they must wear masks when working in the stevedores operating zone.
- All stevedores are to maintain physical distancing recommendations when working on any vessel.

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Port – Marine and Port Staff

1. General

- Workgroups are isolated in pods consisting of the minimum number of workers to undertake tasks. This is generally a pod of 2 or 1. These pods only interact freely with the other member(s) of their pod
- Outside of these pods, only essential interaction is permitted and physical distancing and/or use of PPE is required.

2. Marine pilots

- Pilots operate alone
- When onboard the pilot launch or ship they wear masks and gloves
- They travel to and from ships-alongside in their own vehicle. The vehicle is wiped down between use
- Work from home to minimise use of facilities at work.

3. Launch crew

- Crew working in a pod of 2
- When operating launch with pilot aboard, they wear mask and gloves
- The launch is thoroughly cleaned between shifts and as required. Sanitiser is used
- Launches have their own facilities, and are cleaned thoroughly between shifts and as required.

4. Tug crew

- Crew working in a pod of 2
- The tug is thoroughly cleaned between shifts and as required. Sanitiser is used
- Tugs have their own facilities, and are cleaned thoroughly between shifts and as required.

5. Linesmen

- Linesmen work in teams of 2
- Travel in lines truck, only in their own pod
- Use mess room only in a pod. The mess room is regularly cleaned and sanitiser is available
- Use shared facilities. These are regularly cleaned and sanitiser is available.

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Port – General Provisions for Port Operations

- Non-essential staff to work from home wherever possible.
- Port Services Centres (Gatehouses) will be contacted by phone / email wherever possible. If human interaction is essential, port users will not be allowed inside the building; either screens will be in place, or the conversation will take place while maintaining physical distancing.
- Ports will display clear signage at all main entrances relating to COVID–19 and precautions to be taken.
- For facility wide cleaning contracts, the area to be cleaned must (where possible) be vacated fully before cleaning and only reoccupied once the cleaners have left. The cleaners will apply physical distancing and use appropriate PPE.
- Reporting of non-urgent incidents, near misses or lessons learned, will be via phone-based apps or emails; the ability to report face to face should be a last line of defence; in this case, physical distancing should be maintained.
- Emergency situations: the protocols are essentially unchanged although physical distancing will be observed as far as practicable and additional PPE is available; the priority remains to preserve significant harm to life, the environment or equipment.
- All contractors are permitted to site for essential maintenance services only. They must be fully briefed on COVID–19 protocols, sign into and out of the site, maintain physical distances and wear appropriate PPE as applicable.

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