



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.

6. Physical distancing of staff

- Keep as much distance as you can between staff. Where possible, position staff to stand side-by-side and avoid close, face-to-face positioning.
- Use staggered breaks for different work teams to reduce contact in common areas
- Create 'walkways' so that staff are separated when moving through and around the work area
- Create separate entrance and exit zones and staggered change-over times so that teams do not mix in changing rooms
- Some businesses allowed to work at Level 4 might only be able to maintain a 1 to 2 metre distance between staff. In such cases, general hygiene requirements may need to be strengthened on a case by case basis e.g. use of PPE
- Where it is unavoidable that staff have less than 1 metre separation, additional mitigation measures must be put in place such as screens, PPE (see physical distancing requirements for everyone above).

7. Work bubbles

- Establish fixed work teams so that you minimise mixing between staff. If one of the team gets sick, quarantine the whole team (if they are considered close contacts) and use a replacement team. This includes, wherever possible, strict departmentalisation of the processing operation so that mixing between departments is kept to an absolute minimum
- Maintain back-up work teams to use as replacements if a team needs to be quarantined.

8. Visitors

- Visitors to the site are to be kept to an absolute minimum and are to only occur when the visit is essential to the ongoing operation of the business
- All visitors should wear face coverings
- All visitors to site must scan in using a QR code, or sign in using a manual register if they don't have a smart phone
- An induction is to take place for each visit and is to include reminders on strict physical distancing from staff on site and the need to keep visit length to an absolute minimum
- Limit all non-essential external visits and minimise contact with essential visitors using facilities such as pay-wave, internet banking and drop shipments
- Enable physical distancing measures between staff and visitors as much as possible
- Where feasible and practicable, businesses can install plastic barriers to separate workers from each other or from visitors if physical distancing cannot be achieved by other measures
- Visitors should be advised they are required to wipe down any machinery and surfaces they may touch in the course of their visit with appropriate sanitiser
- Visitors entry point to be equipped with handwashing facilities and any visitor to site is to wash hands using the best practice guidelines upon entry and exit of the site.

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

- > Visitor requirements
- > Physical distancing requirements
- > Site plan showing internally segregated areas and safe walking paths and locations of hygiene stations
- > Break and lunch procedures
- > Cleaning procedures and requirements for individuals i.e. wipe down procedures for forklift drivers / machine operators / IT Equipment
- > Handling of inwards goods (Quarantine / Disinfect / Handle with PPE)
- > Monitoring by supervisors and internal verification of compliance
- > Working from home guidelines
- > Staff travel to and from site
- > Privacy.

Template examples for a site-specific plan may be available from industry organisations.

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.**