

COVID-19 Protocols for NZ Forestry Industry Operations under Level 3

This guidance would also apply if any forestry-related operation was given permission to operate at Level 4.

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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.

It is guidance only. All businesses operate differently and should identify their own risks and mitigation measures, adhering to New Zealand Government restrictions.

The Government is using four levels to define the status of the pandemic and how all of NZ will respond (Appendix 1). The levels are categorised as follows:

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

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

Operating under Level 3 or 4 will require all businesses to have in place:

- A COVID-19 safety plan with the key aim of a minimum physical distancing of 2 metres (Level 4) and 1 metre (Level 3) at all times
- General safety and hygiene provisions for minimising the possibility of spread of COVID-19 between workers.

This document 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)
- Maintain physical distancing
- Use PPE (clothing, masks, gloves) as an optional measure appropriate to the circumstances
- Form bubbles to minimise mixing of teams
- Visitors / other service providers to maintain safe practices and physical distancing
- Implement an appropriate cleaning and disinfecting programme
- All persons on site to sign a register to facilitate contact tracing.

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.

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.

This lockdown situation is unprecedented. 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.

This is also the longest break from work that many people have had. 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.

Operational start-up considerations

When re-starting operations think about the following issues.

1. Start-up pre-planning

- Clear directives on alert level and the requirements for start-up
- Liaise with all key stakeholders in your supply chain
- Talk with your people and identify any 'at-risk' employees (Appendix 2)
- Site assessment including environmental aspects
- Complete any site remedial work before production work starts
- Have a start-up plan documented and reviewed by all overlapping PCBU's (businesses involved in the work or worksite)
- Complete health risk assessment of workers and identify appropriate controls
- Identify and purchase PPE and hygiene goods required for start-up
- Determine methods for transport to and from work that maintain physical distance
- Determine communication methods prior to starting work and when on site
- Assess financial impacts and payment schedules for contractors and workers
- Assess training requirements utilising more digital means of communication and technology solutions. Managers / Supervisors may need to act as mentors / 'go to person' for setup of devices where they have the skills
- If changes are made to staffing, ensure the essential capabilities are still present for all teams/ rosters
- Designated person to manage stock of PPE and hygiene goods including purchasing and distribution, so it remains readily available as needed
- Consider make-up of workforce by role / skills / tasks and implement 'working bubbles' based on people who must work, and may travel together, to:
 - ▶ Minimise the risk of community spread between groups of people
 - ▶ Reduce risk to business functionality / continuity by losing all people with same skill set who have fallen sick or been in close contact with an infected person. For example, in harvesting, if a crew has two processor operators in separate bubbles, this isolates them from each other when working and travelling.

2. Site start-up activities

- Machines / equipment to be inspected (detailed inspection) and pre-maintenance completed
- Phased approach to working through start-up, to get workers' mindsets back
- Segregating phases to eliminate interaction risks between workers and machine
- Radio communication on every worker and check that it is effective.

3. Re-start of operations

- Methodical, pre-planned approach with sufficient time to work towards full production
- PPE may be chosen for routine use in some situations e.g. masks where physical spacing of less 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.
- Mental and physical pre-start exercise for all workers to participate in before work
- Pre-start-up meeting (detailed and engaging workers in each phase)
- Manual operations work hardening (rotation, more breaks, avoided where possible)
- Buddy system (workers given a mate to watch out for)
- Physical distancing to be maintained during tailgate meetings.

4. Supervision

- Owners / Supervisors / crew managers to have a high-level daily review and monitoring plan
- Ensure the measures needed to control the spread of COVID-19 are effectively implemented
- Daily coordination of work to avoid physical interactions and ensure good communication
- Response / confirmation protocols for radio communication.

KEEP YOURSELF AND OTHERS SAFE

- **Maintain physical distancing: LEVEL 3: Stay 1 metre apart; LEVEL 4: 2 metres apart**
- **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.**



Recommended Practices for COVID-19: **Everyone**

1. **Stay at home if you are unwell**

- Everyone must self-assess their health prior to attending work. Anyone who feels unwell should not come to work and should phone Healthline on 0800 358 5453 to seek advice.
- Anyone who has been in another country or has had close contact with a probable or confirmed case, should self-quarantine and not come to work for 14 days.
- Assess worker fitness before work starts each day by asking them:
 - ▶ Are you feeling unwell, fatigued or not in a fit state to work?
 - ▶ Have you been in contact with anyone who is unwell or who has COVID-19?
- For more information see Appendix 3: Assessing wellness.

2. **Minimise numbers on site**

- Only workers necessary to carry out work should be on site. Any worker who can work from home should.
- Visitors to site should be minimised to essential work only.

3. **General hygiene**

Practise good hygiene at **ALL TIMES** including:

- Cover your coughs and sneezes with your elbow or a tissue
- Put used tissues straight into the bin
- Wash your hands often with soap and water, including before and after eating and after going to the toilet
- Use hand-sanitiser
- Avoid touching your eyes, nose and mouth
- Clean and disinfect frequently used hard surfaces at regular intervals
- Clean and disinfect frequently used objects such as mobile phones, keys, wallets and work passes.
- Use PPE options as appropriate to the circumstances, which should include providing instruction on correct use
- Form workplace teams (bubbles) and minimise mixing e.g. staggered breaks, defined walkways, separate entry and exit times.

4. Have hygiene and cleaning products available on site

All works sites should have the following available:

- Soap and water
- Hand-sanitiser
- Cleaning products for wiping down areas
- Disposable paper towels to wipe down surfaces
- Tissues
- Gloves
- Bins / bags / waste areas to dispose of used cleaning items.

5. Physical distancing

Maintain physical distancing between people:

- **Level 3:** 1 metre at work, 2 metres outside home or on public transport
- **Level 4:** 2 metres, unless 1 to 2 metres unavoidable e.g. in processing

Separation can be assisted through staggering start / finish / and meal break times. As far as is possible, people should remain in their work 'bubble'.

General safety provisions need to be in place at all times and it is important that all businesses adapt safety measures to their specific circumstances.

Workers are only allowed to work with physical distancing of less than 1 metre in extraordinary operational circumstances. Additional safety measures such as screens must be applied, and these are described in guidance from Ministry for Primary Industries¹.

The following requirements for distancing should be discussed and agreed with teams:

- Stagger breaks so that there are no communal lunches, smoko or other gatherings
- Maintain the required minimum distancing
- Handheld two-ways are to be used to reduce close contact between crew and visitors.

6. Site register

Ensure you have a register for all employees, visitors and service providers with contact details recorded to ensure contact tracing can be done by Ministry of Health if there is a COVID-19 case at your workplace.

7. Case management

Every workplace must maintain and implement processes for managing a positive COVID-19 detection in the workplace. See Appendix 4 for details.

If there is a suspected or confirmed case of COVID-19 at work or at home contact Healthline on 0800 358 5453.

¹ Note that requests for evaluation of options other than screens that provide an equivalent level of protection can be put to NZ Food Safety.

8. Travel to and from work site

- Wherever possible employees are to travel individually to and from a work site. Where this is not possible please see Appendix 5 for further details.
- At home maintain good hygiene and follow the latest Ministry of Health guidance on physical distancing, including what social and recreational activities are allowed.

9. Shared vehicle (split shifts, different users on different days etc)

Where a vehicle or machine is shared between different drivers / operators, each user must wipe down at the beginning and end of each use:

- Interior (including high touch areas such as steering wheel, gear shift, seat belt and buckle, radio, window controls etc)
- Any handheld devices left in the vehicle (where possible individuals to retain their own handheld devices)
- Two-way radio
- Exterior high touch areas including door handles
- Keys and or remote sensor.

10. Returning home

- Clean your hands: Avoid touching anything until you wash or sanitise your hands thoroughly
- Remove shoes. Don't walk through the house with your shoes on. Take them off at the door
- Wash clothes: Put your clothes and bags into a separate container from your family's clothes and wash them in a hot washing machine cycle (over 60 degrees)
- Shower: Have a shower and make sure to wash your hands, wrists, neck and anywhere else that has been exposed.

11. Fuel purchases

- Use hand-sanitiser or wash hands with soap and water both before and after refuelling vehicles.

12. 'At-Risk' employees

- Employees who are most at risk (see Appendix 2) should discuss options with their employer. Where appropriate, an employer may recommend such employees are relocated or assigned alternate duties for added protection.

13. All meetings to be conducted remotely or to use physical distancing

- All meetings should be conducted using either phone conference, video conference or other technologies which can be set up to be accessed by laptop, tablet or smartphone

- All communications for onsite meetings such as tailgate meetings should now take place in a way that maintains physical distancing or via phone or radio with participants.

14. Training

- Any non-essential face to face training should be suspended. If training must be provided, then COVID-19 protocols must be met.

15. Work from home where possible

- While this will not be an option for many employees, businesses must identify work from home options.

16. Worker engagement

- Ensure your workers are involved in implementing these protocols and have a way to provide feedback on how things are working and when / if things need to change.

17. Working alone procedures

- Review your working alone procedures and ensure they are fit for working in these circumstances.

18. Review and monitoring

- Ensure you have processes in place to review and monitor the protocols you have implemented.

19. Emergencies

- In an emergency the usual procedures apply but take extra diligence to minimise your risk to COVID-19.

KEEP YOURSELF AND OTHERS SAFE

- **Maintain physical distancing: LEVEL 3: Stay 1 metre apart; LEVEL 4: 2 metres apart**
- **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.**

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

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.
Toolbox meeting	One bubble	Physical distancing in open area, outside shed.
Movement around nursery by foot	One bubble	All movements to maintain physical distancing.

Task	Multiple Contact Engagements	Exposure Management Controls
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	<p>Bubble sizes to be set to allow work programme to be efficiently completed while maintaining physical distancing.</p> <p>If more than 1 bubble within the nursery, stagger smoko / meal breaks at common shed. Sanitisation practices implemented between bubbles. Clean common areas daily.</p>

Nursery – Crop growing

Task	Multiple Contact Engagements	Exposure Management Controls
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

Task	Multiple Contact Engagements	Exposure Management Controls
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
Contractor and forest manager discuss the prescribed job over the phone.	None	Discuss on phone.
Contractor transports machine to site	None	Contractor drives light vehicle to site transport company. Have 1 person driving truck to site with excavator. <ul style="list-style-type: none"> • Radio is used to communicate when at site • Truck driver unhooks excavator and then retreats to cab • Contractor drives excavator off truck • Truck driver then leaves site • No contact between two parties.
Forest gate opening and closing	None	Contractor to open and close gates. Wash or sanitise hands as soon as possible.
Sign in and out of property if appropriate	None	Contractor uses online app if available otherwise use gloves to sign in and out of book.
Carry out spot cultivation	None	1 person working on site at all times.
Forest company representative onsite supervision and compliance.	Two people	1 forest representative and 1 machine operator can communicate via radio or to maintain physical distancing.

Aerial spraying

Task	Multiple Contact Engagements	Exposure Management Controls
Work prescriptions and aerial shape file data files are prepared by forest company	None	Forest company emails pdf and uploads shape files directly to contractors' GPS device.

Task	Multiple Contact Engagements	Exposure Management Controls
Aerial contractor prints out documentation and uploads GPS shape files into helicopter	None	Contractor completes task at base prior to field application.
Chemical is collected from storage facility and handled	Two people	<p>1 person on loader and 1 driver securing vehicle load for transportation.</p> <ul style="list-style-type: none"> • Nominated person open / close facility • Manhandling containers – two people as required 1 metre distancing minimum and wearing gloves. • Driver only secures load • All other movements maintain physical distancing.
Forest owner representative drives to application site	None	1 person in own vehicle.
Chemical transported to field for application by ground crew	None	1 person in own vehicle.
Water cart transported to field for chemical mixing (optional if no pond source)	None	1 person in own vehicle.
Forest gate opening and closing	None	1 nominated person to open and close gates. Wash hands or sanitise as soon as possible.
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.

Task	Multiple Contact Engagements	Exposure Management Controls
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. See Appendix 5.</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.
Forest gate opening and closing	None	1 nominated person to open and close gates. Wash hands or sanitise as soon as possible.

Task	Multiple Contact Engagements	Exposure Management Controls
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
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. See Appendix 5.</p>
Forest gate opening and closing	None	1 nominated person to open and close gates. Wash hands or sanitise as soon as possible.
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.
Each crew allocated a separate work area or block	Limit to as few as possible	Clearly marked or mapped area allocated to the crew, may be part of a block adjacent to other crews providing physical distancing is managed.
Quality control	None	1 person in own vehicle. Maintain physical distancing. Data delivered electronically.
Accommodation (if provided)	Limit to as few as possible	Maintain crew bubble.

Inventory

Task	Multiple Contact Engagements	Exposure Management Controls
Manager preparation – Work prescriptions, mapping, hazard ID, plot locations, permits and security keys.	None	<p>Forest company emails pdfs and plot data and ensures systems are set up electronically.</p> <p>Disinfect keys. Maintain physical distancing.</p>

Task	Multiple Contact Engagements	Exposure Management Controls
Task preparation – Inventory supervisor / contractor prints out paper maps if required or uses electronic systems such as Avenza maps.	None	Supervisor or contractor completes task at base prior to field application and assembles all necessary equipment.
Driving – Inventory Contractor or forest supervisor/s drives to site. Depending on inventory task this can be one or two people.	Limit to as few as possible	Limit bubble size by vehicle occupant numbers. See Appendix 5.
Equipment and devices	None	All electronic equipment or manual equipment is not to be shared. This includes tablets, allegros, GPS, phones, tape measures, clinometers etc. All equipment is to be disinfected daily.
Data – Try to utilise digital systems / apps such as survey 123 if possible.	None	All data is to be supplied electronically. If paper-based systems are used this is to be sent by photo, original paper copies to have an incubation period before being handled by another party.
Forest gate opening and closing	None	1 nominated person to open and close gates. Wash hands as soon as practical.
Traceability	None	Record track logs via GPS or using your smart phone ensure location icon is activated. Record any other activities or human contact at the site. Always maintain physical distancing.
Accommodation – If camping away	None	Separate motel units for individuals.

Task	Multiple Contact Engagements	Exposure Management Controls
ATV – side by sides or quads	None	As per vehicle utilising 1 designated driver in a side by side or individual quads.
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. See Appendix 5.
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.

General maintenance

Installation or maintenance of signs / gates / fences / cameras etc.

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 or staff member.
Collection of tools / signs / other items	Two people (if items are purchased)	Masks to be worn if purchasing items. Disinfect items purchased. Sanitise hands if handling items before disinfecting.
Contractor / staff 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 contractor can communicate via independent radio or maintain physical distancing.

KEEP YOURSELF AND OTHERS SAFE

- **Maintain physical distancing: LEVEL 3: Stay 1 metre apart; LEVEL 4: 2 metres apart**
- **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.**



Recommended Practices for COVID-19: **Harvesting / Engineering Operations**

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. **Wipe down, disinfect and disposal**

- Frequently wipe down and disinfect frequently used and communal surfaces
- Each work site must have a disposal procedure for used paper towels.

3. **Wash hands**

- Wash hands with soap or sanitise regularly and thoroughly
- For example; after every sneeze or cough; before and after eating, using the toilet, refuelling vehicles, opening or closing a forest gate, touching something 'communal', upon entering a machine / vehicle and after any contact with another person or pet.

4. **Travel**

- Workers are to travel to work individually as a single occupant where possible. Leave home / work and return directly to your bubble. Do not sightsee or make unnecessary stops to / from work.
- If a driver is required to collect a passenger, then both occupants must maximise their separation distance while in the vehicle. Both workers must thoroughly wash or sanitise their hands on entering and exiting the vehicle. Appendix 5.

5. **Physical distancing**

- **Maintaining physical distancing is a critical health practice.** Individuals must maintain physical distancing for any activity that requires interaction between 2 or more people (e.g. toolbox meetings, maintenance) Your physical distancing plans must take into account the likelihood of wet weather.

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

- A register must be kept that includes each individual who was on site that day and when (arrival to leaving) for contact tracing purposes if a COVID-19 case occurs
- In an emergency the usual procedures apply but take extra diligence to minimise your risk to COVID-19.

KEEP YOURSELF AND OTHERS SAFE

- **Maintain physical distancing: LEVEL 3: Stay 1 metre apart; LEVEL 4: 2 metres apart**
- **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.**



Recommended Practices for COVID-19: **Log Cartage**

1. **Arriving at work**

- Ensure you are well rested the night before, ready for the day ahead
- Driver to self-declare that they are COVID-19 symptom free (using an app or day sheet)
- 1 driver inside the driver's room or toilet at any time
- Maintain physical distancing between yourself and workmates
- Complete your pre-start checks
- If it is a shared truck, then follow protocols and wipe down cab with sanitiser.
- Check your water bottle is filled ready to wash hands on the road. Wash your hands prior to departing the yard with sanitiser or soap and water.

2. **Loading**

- Discuss any loading process with loader operator via radio
- If radio is congested by skids operating close by, discuss with loader in open air environment maintaining physical distancing between yourself and loader, always avoid this process where possible – USE YOUR RADIO AS OFTEN AS YOU CAN
- If you have exited the cab, wash your hands with sanitiser or soap and water prior to returning to cab
- Loader driver to present completed docket to truck driver on a “pogo” stick or other mechanism to allow for maintaining physical distancing
- Once loaded, wearing your gloves take the docket from the loader driver and store inside the zip lock bag, wash your hands with sanitiser or soap and water
- Move to chain area; wearing your gloves, chain download, avoid helping others to reduce cross contamination by multiple people touching surfaces
- Wash your hands with sanitiser or soap and water prior to returning to cab.

3. **On the road**

- Wearing your gloves, complete your chain checks as per normal. Do this on your own
- Remove your gloves and take photos of your load using the Bush Docket app and send these to your delivery point (ISO or C3)
- Wash your hands with sanitiser or soap and water prior to returning to the cab.

4. **Arriving at delivery point**

- Discuss any loading process with loader operator via radio
- Remain in your cab at all times where possible

- If you need to speak with somebody in person, maintain physical distancing between yourselves
- Wearing your gloves, take docket from the zip lock bag and place in customer dropbox. Return your copies to the zip lock bag
- Wash your hands with sanitiser or soap and water prior to returning to cab.

5. Weighbridge

- Avoid contact with other people
- Wash your hands with sanitiser or soap and water prior to entering the weighbridge kiosk
- Weigh loads as per normal process
- Wash your hands with sanitiser or soap and water on leaving the weighbridge kiosk. (Weighbridge owners to provide sanitiser on site)
- Lift trailer as per normal process
- Where gantry operators are provided, maintain physical distancing
- Wear your gloves when operating gantry controls
- Wash your hands with sanitiser or soap and water prior to returning to the cab.

6. Refuelling

- Enter your fuel pin etc at the machine
- Wash your hands with sanitiser or soap and water
- Wearing your gloves, start refuelling process
- Once complete, hang bowser back
- Remove your gloves and wash your hands with sanitiser or soap and water prior to returning to cab.

7. Back at the yard – End of day

- Wipe down your cab with sanitiser spray and a rag
- Dampen rag with sanitiser spray and wipe down your tablet and zip lock bag – wipe inside and out of zip lock bag
- Refill water bottle ready for hand washing the following day
- Check drivers' room and if / once empty, go inside – 1 person at any time
- Place your completed dockets and day sheets inside the letterbox inside the driver's room
- Wash your hands with sanitiser or soap and water.

8. 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.

9. 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.

10. 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.**

11. 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.**

12. 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.

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- **Clean and disinfect common contact surfaces frequently and keep other surfaces clean.**



Recommended Practices for COVID-19: **Processing**

1. **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
- Anyone who has been in another country or has been identified as a close contact of a probable or confirmed case, should self-quarantine and not come to work for 14 days.

2. **Coming to work**

- Any staff who are sick must not come to work
- Anyone who has been in another country or has been identified as a close contact of a probable or confirmed case, should self-quarantine and not come to work for 14 days.

3. **Washing hands and general hygiene**

- Ensure that staff have facilities to be able to wash their hands properly
- 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.

4. **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.

5. **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).

6. 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.

7. 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 to site are to sign a register including details of name, address, phone number and a declaration that they are free of COVID-19 symptoms
- 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.

8. 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.

9. COVID PPE

- PPE may be chosen for routine use in some situations e.g. masks where physical spacing of less 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).

10. 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.

11. Business continuity

- Ensure your business continuity plans are up to date.

12. 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.

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- **Clean and disinfect common contact surfaces frequently and keep other surfaces clean.**



Recommended Practices for COVID-19: **Ports**

1. 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.

2. 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
 - ▶ Are to move to the passenger seat of their trucks once they have 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-advice 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.

3. 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.

4. 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).

5. 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).

6. 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.

7. 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.)

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- **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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- **Clean and disinfect common contact surfaces frequently and keep other surfaces clean.**

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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- **Clean and disinfect common contact surfaces frequently and keep other surfaces clean.**

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.

KEEP YOURSELF AND OTHERS SAFE

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- **Clean and disinfect common contact surfaces frequently and keep other surfaces clean.**

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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- **Clean and disinfect common contact surfaces frequently and keep other surfaces clean.**

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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New Zealand COVID-19 Alert Levels Summary

- The Alert Levels are determined by the Government and specify the public health and social measures to be taken in the fight against COVID-19. Further guidance is available on the [Covid19.govt.nz](https://www.covid19.govt.nz) website.
- The measures may be updated based on new scientific knowledge about COVID-19, information about the effectiveness of control measures in New Zealand and overseas, or the application of Alert Levels at different times (e.g. the application may be different depending on if New Zealand is moving down or up Alert Levels).
- Different parts of the country may be at different Alert Levels. We can move up and down Alert Levels.
- Essential services including supermarkets, health services, emergency services, utilities and goods transport will continue to operate at any level. Employers in those sectors must continue to meet health and safety obligations.
- Restrictions are cumulative (at Alert Level 4, all restrictions from Alert Level 2 and 3 apply).

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ELIMINATION STRATEGY – New Zealand is working together to eliminate COVID-19

Alert Level	Risk Assessment	Range of Measures (can be applied locally or nationally)	
Level 4 – Lockdown Likely the disease is not contained	<ul style="list-style-type: none"> • Community transmission is occurring. • Widespread outbreaks and new clusters. 	<ul style="list-style-type: none"> • People instructed to stay at home (in their bubble) other than for essential personal movement. • Safe recreational activity is allowed in local area. • Travel is severely limited. • All gatherings cancelled and all public venues closed. 	<ul style="list-style-type: none"> • Businesses closed except for essential services (e.g. supermarkets, pharmacies, clinics, petrol stations) and lifeline utilities. • Educational facilities closed. • Rationing of supplies and requisitioning of facilities possible. • Reprioritisation of healthcare services.
Level 3 – Restrict High risk the disease is not contained	<ul style="list-style-type: none"> • Community transmission might be happening. • New clusters may emerge but can be controlled through testing and contact tracing. 	<ul style="list-style-type: none"> • People instructed to stay home in their bubble other than for essential personal movement – including to go to work, school if they have to or for local recreation. • Physical distancing of two metres outside home (including on public transport), or one metre in controlled environments like schools and workplaces. • People must stay within their immediate household bubble, but can expand this to reconnect with close family / whānau, or bring in caregivers, or support isolated people. This extended bubble should remain exclusive. • Schools (years 1 to 10) and Early Childhood Education centres can safely open, but will have limited capacity. Children should learn at home if possible. • People must work from home unless that is not possible. • Businesses can open premises, but cannot physically interact with customers. 	<ul style="list-style-type: none"> • Low risk local recreation activities are allowed. • Public venues are closed (e.g. libraries, museums, cinemas, food courts, gyms, pools, playgrounds, markets). • Gatherings of up to 10 people are allowed but only for wedding services, funerals and tangihanga. Physical distancing and public health measures must be maintained. • Healthcare services use virtual, non-contact consultations where possible. • Inter-regional travel is highly limited (e.g. for essential workers, with limited exemptions for others). • People at high risk of severe illness (older people and those with existing medical conditions) are encouraged to stay at home where possible, and take additional precautions when leaving home. They may choose to work.
Level 2 – Reduce The disease is contained, but the risk of community transmission remains	<ul style="list-style-type: none"> • Household transmission could be occurring. • Single or isolated cluster outbreaks. 	<ul style="list-style-type: none"> • Physical distancing of one metre outside home (including on public transport). • Gatherings of up to 100 people indoors and 500 outdoors allowed while maintaining physical distancing and contact tracing requirements. • Sport and recreation activities are allowed if conditions on gatherings are met, physical distancing is followed and travel is local. • Public venues can open but must comply with conditions on gatherings, and undertake public health measures. • Health services operate as normally as possible. 	<ul style="list-style-type: none"> • Most businesses open, and business premises can be open for staff and customers with appropriate measures in place. Alternative ways of working encouraged (e.g. remote working, shift-based working, physical distancing, staggering meal breaks, flexible leave). • Schools and Early Childhood Education centres open, with distance learning available for those unable to attend school (e.g. self-isolating). • People advised to avoid non-essential inter-regional travel. • People at high risk of severe illness (older people and those with existing medical conditions) are encouraged to stay at home where possible, and take additional precautions when leaving home. They may choose to work.
Level 1 – Prepare The disease is contained in New Zealand	<ul style="list-style-type: none"> • COVID-19 is uncontrolled overseas. • Isolated household transmission could be occurring in New Zealand. 	<ul style="list-style-type: none"> • Border entry measures to minimise risk of importing COVID-19 cases. • Intensive testing for COVID-19. • Rapid contact tracing of any positive case. • Self-isolation and quarantine required. • Schools and workplaces open, and must operate safely. • Physical distancing encouraged. 	<ul style="list-style-type: none"> • No restrictions on gatherings. • Stay home if you're sick, report flu-like symptoms. • Wash and dry hands, cough into elbow, don't touch your face. • No restrictions on domestic transport – avoid public transport or travel if sick.

Appendix 2:

Who is at most risk of severe illness from COVID-19?

These guidelines are not a hard and fast rule and will be updated as and when further evidence becomes available.

The key determinant of COVID-19 becoming a severe illness is the existence of underlying medical conditions, especially if these conditions are not well controlled. Relevant conditions include:

- Serious respiratory disease such as chronic lung disease or moderate to severe asthma
- Serious heart conditions
- Immunocompromised conditions
- Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking related illness, bone marrow or organ transplantation, haematologic neoplasms, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications (such as disease-modifying anti-rheumatic drugs)
- Severe obesity (body mass index [BMI] of 40 or higher)
- Diabetes
- Chronic kidney disease, people undergoing dialysis
- Liver disease.

Those over 70: Older people, particularly those who have underlying health issues including respiratory issues, are more vulnerable to COVID-19.

Residents of aged care facilities: Aged care facilities are susceptible to the rapid transmission of viruses like this. Residents are more susceptible to illnesses due to their age and they are also more likely to have underlying health conditions.

Pregnant women: Health experts do not yet know if pregnant women are impacted by COVID-19 in the same way as other people. However, pregnant women experience changes in their bodies that may increase their risk from some infections.

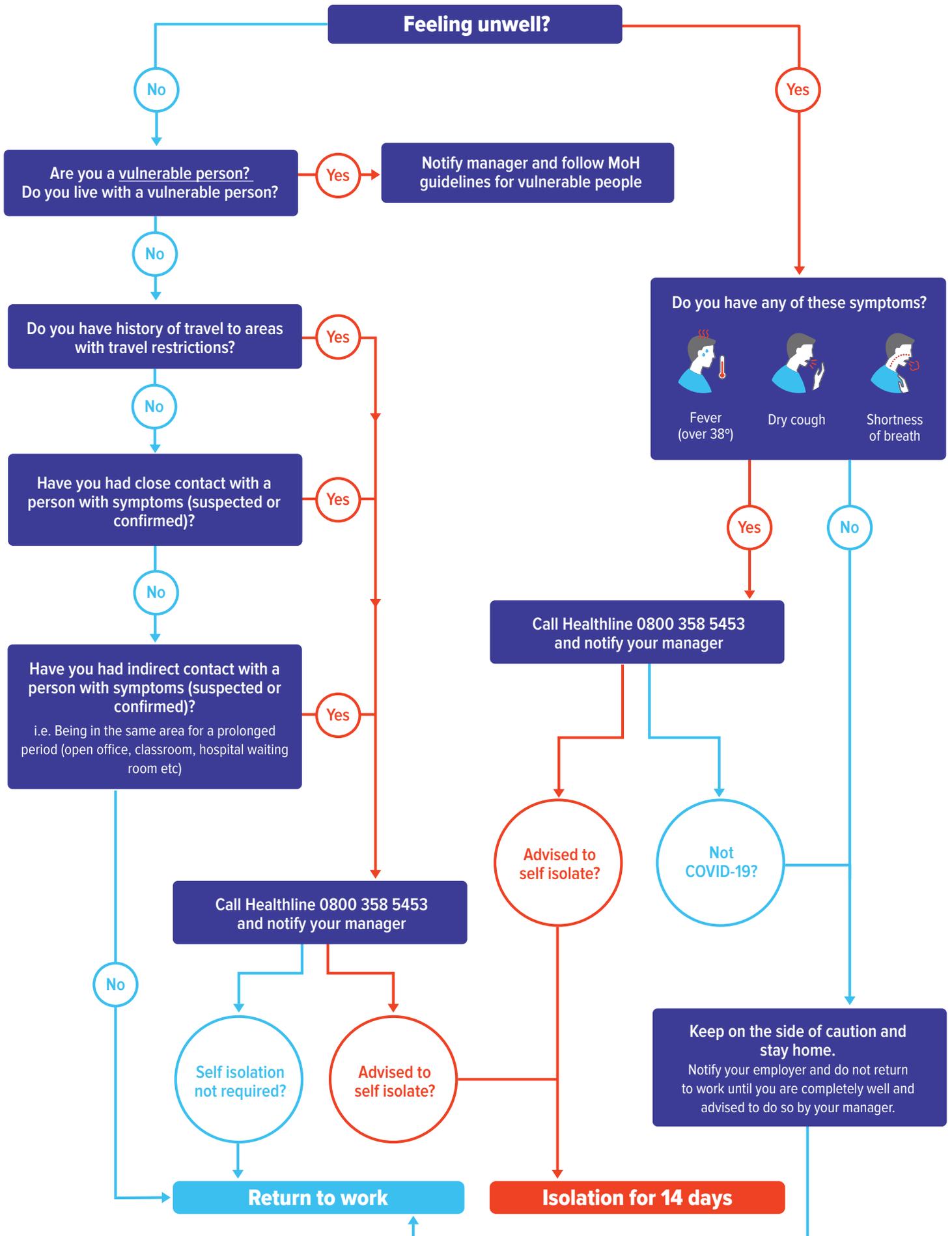
Dedicated Healthline 0800 number for COVID-19 health advice and information

The number is **0800 358 5453** (or for international SIMs **+64 9 358 5453**).

It is free and available 24 hours a day, 7 days a week.

www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-novel-coronavirus-health-advice-general-public#risk

Personal Health Flowchart



Suspected or confirmed case of COVID-19 at work

If the suspected or confirmed case of COVID-19 is at work



1. Isolate

Isolate the person from others and provide a disposable surgical mask, if available, for the person to wear.



2. Inform

Ring the national Healthline for COVID-19 (0800 358 5453). Follow the advice of health officials.



3. Transport

Ensure the person has transport to their home or to a medical facility.



4. Clean

Clean the area where the person was working and all places they have been. This may mean evacuating those areas. Use PPE when cleaning.



5. Identify

Identify who at the workplace had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate. Allow employees to raise concerns.



6. Clean

Clean the area where the close contact people were working and all common areas they have been. This may mean evacuating those areas. Use PPE when cleaning.



7. Review

Review risk management controls relating to COVID-19 and review whether work may need to change. Keep employees up to date on what is happening.

If the suspected or confirmed case of COVID-19 is not at work when diagnosed



1. Inform

Ring the national Healthline for COVID-19 (0800 358 5453). Follow the advice of health officials.



2. Identify

Identify who at the workplace had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate. Allow employees to raise concerns.



3. Clean

Clean the area where the infected person and their close contacts were working and all common areas they have been. This may mean evacuating those areas. Use PPE when cleaning.



4. Review

Review risk management controls relating to COVID-19 and review whether work may need to change. Keep employees up to date on what is happening.

Remember:

- Workers assisting the person who has suspected or confirmed with COVID-19 should be provided with appropriate PPE, if available, such as gloves and a mask. They should also follow hand hygiene procedures.
- Be aware of privacy obligations.
- Follow the advice of health officials at all times.

Appendix 5:

Travel to and from work

Transporting staff while remaining compliant with COVID-19 protocols is challenging. The following guidelines cover situations that are common in forestry where sites are remote, many staff travel a considerable distance to work and may rely on carpooling or crew vans.

Guidelines

General precautions that apply in all transport situations:

- Workers **MUST NOT** travel if they have any symptoms of COVID-19 or have been in close contact with anyone with COVID-19
- Always share the vehicle with the same group of people, including the driver
- Employers should ensure that workers who travel together also work closely together (i.e. establish a work bubble)
- Employers should provide a letter stating that the group has been designated as a “transport” bubble. The letter should name the people who may travel together, the vehicle they are travelling in, where people are travelling from and to. The letter should be provided to the accommodation provider (where applicable)
- Do not use the vehicle for any other purpose such as transporting family when you are not at work
- All workers should wash or sanitise their hands immediately before entering the vehicle and on leaving the vehicle
- Workers should always sit in the same seat
- Driver to clean and sanitise all surfaces after each trip and wash or sanitise hands.

All employers should:

- Implement an approval process for all staff wishing to share transport
- Maintain a register of all approvals
- Provide the driver with a letter of approval
- Provide a copy of the letter of approval to the accommodation provider (where applicable)
- Position staff who share transport to work in proximity to each other and to share meal break times / locations etc. (i.e. create a work bubble).

Transport of staff within an accommodation bubble

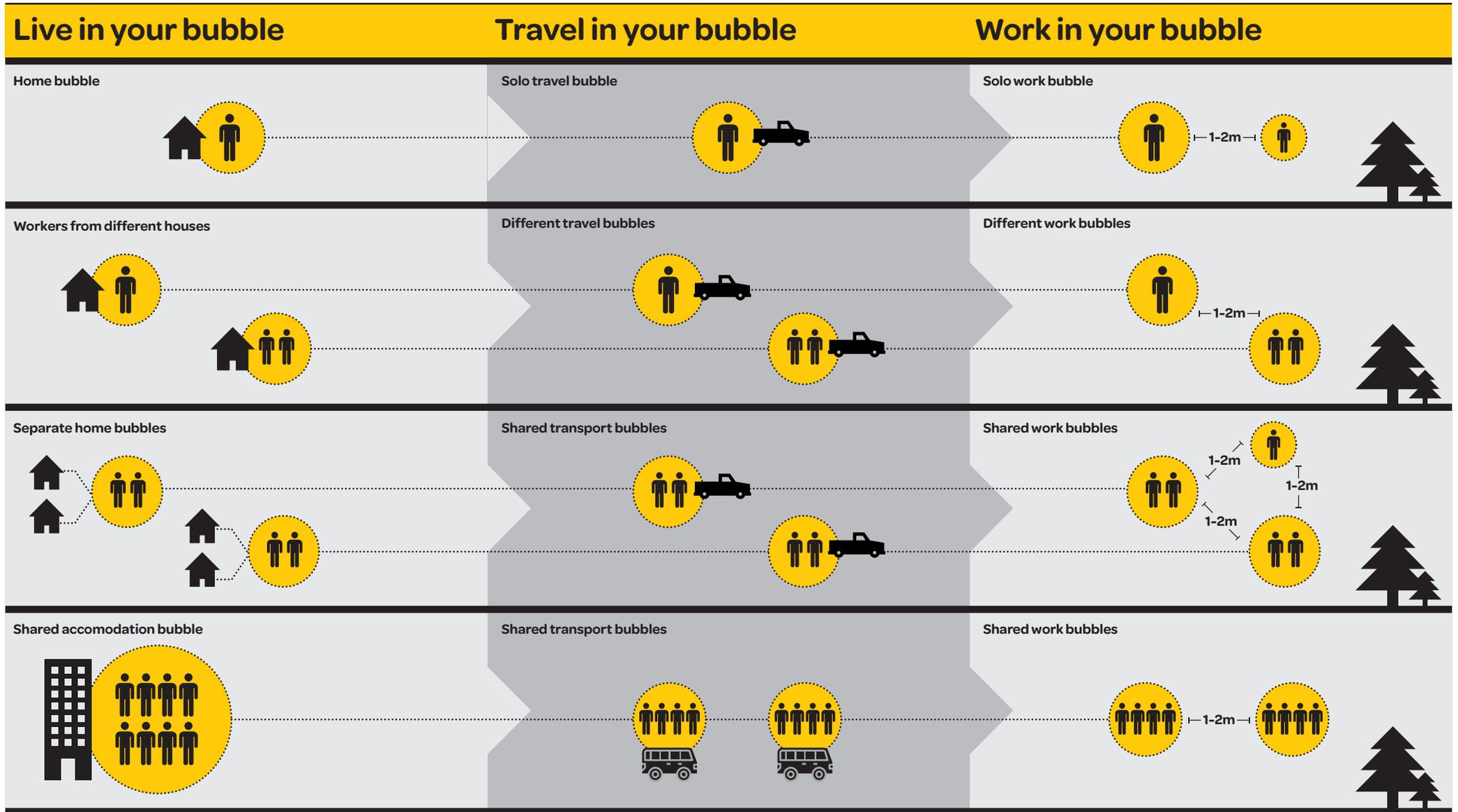
No separation requirements exist when all of the people in the vehicle are from the same accommodation bubble but general precautions listed above apply.

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 passengers is important, even in smaller vehicles
 - ▶ Sit as far as possible from the driver. If you are the sole passenger, sit in the rear left-hand side passenger seat, diagonally opposite the driver
 - ▶ The maximum number of passengers in a car is 3
 - ▶ Apart from the driver, you must only travel in the same vehicle as people from the same isolation group (household unit or workplace bubble).
- **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 where possible for example:
 - Only use the window seat in each row
 - Use alternate rows
 - ▶ Driver to clean and sanitise all surfaces after each trip and wash or sanitise hands.

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.

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



Sit diagonally / alternate rows.



Use vehicle only for work.



Maintaining physical distancing in Level 3.

Maintain a **1-2 metres** distance from each other.

On site, find ways to maintain an adequate working distance from each other.



Maintaining physical distancing in Level 4.

Maintain a **2 metre** distance from each other.

On site, find ways to maintain an adequate working distance from each other.

Appendix 7:

National Industry Group and Working Group

Organisation	Representative
Aratu	Ian Brown
Arborgen	Greg Mann
C3	Gavin Hudson
China Forestry Group	Matt Pedersen
China Forestry Group	Rowan Struthers
China Forestry Group	Scott Gordon
Dodd Forestry	Matt Dodd
Dynes Transport	Owain Carter
Eastland Port	Andrew Gaddum
F360	Dan Gaddum
Farm Forestry Association	Don Wallace
Farm Forestry Association	Hamish Levack
Forest Industry Contractors Association	Prue Younger
Forest Industry Contractors Association	Ross Davis
Forest Industry Safety Council	Fiona Ewing
Forest Management Ltd	Evan McClure
Forestry Protection Services	Kevin Ihaka
Gaddum Construction	Guy Gaddum
Hancock	Chris Bailey
Hancock	Chris Barnes
Hancock	Lynda McCalman
Hancock	Mike Baker
ISO	Neil Webber
Juken NZ	Sean McBride

Organisation	Representative
Lambert	Tony Cumming
Laurie Forestry	Allan Laurie
Log Transport Safety Council	Warwick Wilshier
McCarthy Transport	Steve McDougall
Mechanised Cable Harvesting	Nathan Taylor
Nelson Pine	George McMahan
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

Organisation	Representative
Roger Dickie Forestry	Paul Vandervoort
Roger Dickie Forestry	Steve Bell
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

