

Unite  
against  
COVID-19

  
Northport

**Northport Facility:**

**COVID-19 PROTOCOLS**

**Return to work and  
operations at Alert Level 3**

# Executive Summary

This guide is to be used by all those working at the Northport Facility under the New Zealand Government's COVID-19 Alert System.

This document specifies minimum standards that must be followed by all PCBUs, although PCBU's should also identify their own risks and mitigation measures, adhering to NZ Government restrictions. The government is using four levels to define the status of the pandemic and how all of NZ will respond. The levels are given in Appendix 1. (for the most up to date list, see <https://covid19.govt.nz/alert-system/covid-19-alert-system/>)

Northport is defined as a Lifeline Utility under the Civil Defence and Emergency Management Act 2002<sup>1</sup> and essential activities have continued at Alert Level 4 as per Ministry of Transport Guidelines<sup>2</sup>. However, forestry, manufacturing and many other common activities for Port Users and customers have ceased under Alert Level 4 but may restart at Alert Level 3. Therefore, the focus will be on a safe restart of these activities as well as safe operations across the Facility under Alert Level 3.

It should be noted that reduction from Alert Level 4 to 3 is not a return to business as usual. There will still be considerable restrictions on businesses and not all non-essential businesses will be operating.

Further versions of this document may be issued as and when the NZ Government reduces the Alert Level below Level 3.

## Document Revision History

Revision Number	Revision Date	Author	Reviewed By	Revision Type	Pages Reviewed
Rev 0	April 2020	D. Finchett	Management Team / Port User H&S Committee	New Document	All
Rev 1	Sept 2021	D. Finchett	NP Management Team	Minor updates	All

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## Distribution List

Available to all Port Users via Northport Limited Website and communicated via email, tool box and Port Users Meetings

<sup>1</sup> <http://www.legislation.govt.nz/act/public/2002/0033/51.0/DLM151443.html>

<sup>2</sup> <https://www.transport.govt.nz/about/covid-19>



## Contents

Executive Summary.....	2
Document Revision History.....	2
Distribution List.....	2
Standard Practices for COVID-19: All Port Users .....	5
Restart considerations .....	8
Log Scaling Operations.....	10
Log Yard Operations.....	12
Stevedoring .....	13
Interactions with Ships’ Crew .....	14
Marine Operations.....	15
General Operations.....	16
Appendix 1: COVID–19 Alert Levels.....	17
Appendix 2: Northport Cardinal Rules.....	19



# Framework

This document provides minimum standards for the following situations:

- Before people get to work (i.e. planning, rostering, remote inductions, cleaning, travel);
- 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, contactors, separation plans and barriers, bathroom management, break management, limited access points, health & hygiene);
- When people are leaving work (i.e. sign-out, washing, transport protocols, home arrival hygiene);
- Contact tracing;
- What happens in an emergency i.e.: emergency plans still work in line with hygiene and distancing e.g.: assembly points.

## Restarting of some operations

While many activities at Northport have continued during Alert Level 4 with appropriate health and welfare measures in place, a move to Alert Level 3 will likely allow many more businesses to recommence operations and gain access to the Facility. While this document covers a number of port specific activities, the general principles and guidance from the MoH apply to ALL personnel entering the port. It should be recognised that although this is the second Alert Level 4 lockdown, the general situation has been unprecedented and therefore 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). Managers should be aware of mind set, physical condition and general health along with pre-existing health conditions and circumstances within people's existing 'bubble'.

The 2021 work year has been reduced by a minimum of 12 workdays in addition to additional time taken with COVID testing, vaccinations and enhanced health and welfare regimes. PCBUs should adjust their work schedule and expectations prior to start-up. Alert Level 3 should not be considered business as usual.



# Standard Practices for COVID-19: All Port Users

## 1. Stay at home if you are unwell

- Everyone must self-assess their health prior to attending work. If in doubt, phone Healthline on 0800 358 5453 to seek advice;
- Staff must not come to work if anyone in their home bubble has any COVID-19 symptoms.

## 2. 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;
- If soap and water are not available, use alcohol-based hand sanitisers;
- Avoid touching your eyes, nose and mouth;
- Clean and disinfect frequently used hard surfaces;
- Regularly clean and disinfect objects such as mobile phones, keys, wallets and work passes;
- Wear a mask if interacting with other work 'bubbles' or areas.

## 3. Have hygiene and cleaning products available on site:

All works areas should have available:

- Alcohol-based cleaning products for wipe down areas;
- Anti-bacterial soap & water / Alcohol-based hand sanitisers;
- Disposable paper towels to wipe down surfaces;
- Tissues;
- Gloves, masks and other PPE as appropriate for the tasks being undertaken;
- Bins / bags / waste areas to dispose of used cleaning items.

## 4. Physical distancing

Maintain physical distancing – best practice is 2 metres of separation between people. Separation can also be achieved through staggering shift start and finish times and meal breaks.

It is important that all businesses adapt the principles of disease control for their specific circumstances.

Where businesses cannot achieve the preferred physical distance of 2 metres between workers, they should ensure a minimum of 1 metre separation and should put in place additional mitigation measures (e.g. personal protection equipment).

Businesses must ensure, as much as possible, that people are able to remain within their designated 'bubble' and do not spread the virus.

The following protocols should be discussed and agreed with teams:

- 
- Stagger breaks so that there are no communal lunches, smoko or other gatherings combining work ‘bubbles’;
  - Maintain a minimum distance of 1.0m from others, 2.0m is preferable;
  - Phones and radios are to be used wherever possible to reduce person to person contact.

## **5. Close Contact Register**

All PCBUs must ensure arrangements are in place to allow contact tracing by individual by MoH if there is a COVID-19 case at the Facility; it is recommended that individual Close Contact Logs are supplied and maintained.

## **6. Travel to and from work site**

- Wherever possible employees are to travel individually to and from the Facility and to and from their working area i.e.: a single occupant with no passengers;
- If sharing vehicles cannot be avoided (not just inconvenient), then there may be one person in the front and (for four-door vehicles) one person on the opposite side in the back;
- For larger vehicles, people should only use the window seats in each row and use alternate rows;
- Where possible, people should use the same seat for return/repeat journeys;
- When travelling in vehicles with more than one person, air-conditioning systems should be run on fresh air, not recirculation.

## **7. Shared vehicles and mobile plant**

Where a vehicle, machine or other mobile plant is shared between different drivers or operators, each user must clean / sanitise it 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.

## **8. Fuel purchases**

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

## **9. ‘At-Risk’ employees**

- Employees who are most at risk, as defined by MoH, should discuss options with their employer. Where possible, an employer should recommend such employees are relocated or assigned alternate duties for added protection.

## **10. Meetings**

- All meetings (including toolbox meetings) should be conducted remotely when



possible using either phone conference, video conference or other remote technologies.

If face to face meetings are required:

- All communications should take place with 2m distancing or via phone or radio with participants.
- Wherever possible on-site toolbox meetings should be held outside or in undercover open spaces.

## **11. Training**

- No face to face training by external providers should be provided either onsite or offsite - until further notice.

## **12. Work from home where possible**

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

## **13. Briefing Material**

PCBUs must ensure that their staff, contractors and sub-contractors are suitably briefed about the national Alert Level situation and MoH guidelines, these Northport Facility requirements and their own Company requirements. This should be in an appropriate format for the task and personnel involved. As an example, Northport Ltd's 'Cardinal Rules' are given in Appendix 2.



# Restart considerations

Predominantly for PCBUs who have not been operating under Alert Level 4 and for those personnel returning to work as the Alert Levels reduce:

## 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;
- Site assessment including environmental aspects;
- Complete any site remedial work before production work starts;
- Have start-up plan documented and reviewed by all overlapping PCBU's;
- Complete risk assessment and identify controls;
- Purchase required 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;
- 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;
- 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:
  - a) minimise the risk of community spread amongst people;
  - b) reduce risk to business functionality by losing all people with same skill set infected in a single event;
- Consider temperature checks for all personnel prior to restart and on an ongoing basis.

## 2. Site start-up activities

- Machines and equipment to be inspected (detailed inspection) and pre-maintenance completed;
- Phased approach to working through start up to get workers back in mindset;
- Segregating activities to eliminate interaction risks between workers and machines;
- Radio communication provided to every worker of group and checks to ensure that it is effective.

## 3. Re-start of operations

- Methodical, pre-planned approach with sufficient time to work towards full production;
- Education on Covid-19 protocols including physical distancing, hygiene and proper use of PPE;
- Mental and physical pre-start exercise for all workers to participate in before work;

- 
- Pre-start-up meeting (detailed and engage 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 safety meetings, observations, audits or similar activities.

#### **4. Supervision**

- Owners/Supervisors to have a high-level daily review and monitoring plan relating to COVID-19 in addition to normal work planning;
- Ensure PPE and physical distancing is effective, and that personal hygiene is maintained;
- Good communication and daily coordination of work to avoid physical interactions;
- Response / confirmation protocols for radio communication;
- Regular reviews / audits – don't allow complacency to creep in.



# Log Scaling Operations

## 1. Scaling Area

Note: C3 and ISO are issuing written advice to their respective exporters and carriers to supplement the general information below:

- Drivers arriving at checkpoints are to stay in their truck cabs until they can, or are advised to, move into the ticketing lane or ticketing/scaling lane.
- 100% pre-advice is a pre-requisite of entering a checkpoint;
- Truck drivers:
  - are to complete any required documentation in their cab, then exit their truck and move to the nominated area once they have moved into the load processing location;
  - will be advised once the load has been processed and may then return to their cab;
  - must not hand-in any paperwork, including weigh bills: the Northport weighbridge is contactless but for loads weighed elsewhere, weigh bills are to be put into the “pre-advice” dropbox provided at the checkpoint while the load is being processed.
- Data entry offices are closed to drivers at all times;
- Data entry operators to be issued and use PPE (especially gloves) and carry out regular hand washing/sanitising.

## 2. Weighbridge

- Automatic (Paperless) Weighbridge must be used:
- Truck arrives at the weighbridge. The driver presents ‘dallas tag’ onto the reader; no need to touch anything else;
- Dallas Tag area wiped down regularly;
- Weighbridge kiosk will remain locked.

## 3. Driver facilities

- Truck drivers are to only use designated toilet facilities;
- 2 metre physical distancing is to be applied at all times, local signage will reinforce this;
- Cleaning products will be provided in bathrooms.



#### **4. 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);
- 2 metre social 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 open for ventilation, weather permitting.

#### **5. Meal breaks/Lunchroom**

- No external persons to enter any office / lunchroom space;
- Rolling smokos - where possible max 2 staff members to break at 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 and/or drinking – soap to be available;
- Staff to be at least 2 metres apart observing social distancing guidelines;
- 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 maintain hygienically, own cups for use or use single-use cups that you dispose of after each use.

#### **6. Tickets / Scalers touching same equipment**

- Allocate equipment to each 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 the 2-metre social distancing with all other staff at all times;
- Where the 2-metre rule is difficult to adhere to at all times masks must be worn;
- Only one scaler or ticketer to be allowed on a packet at a time i.e. there must not be two ticketers or scalers on a packet face at one time.



# Log Yard Operations

## 1. Dechaining

- All Port Users are to stay clear of dechaining 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/Port Users are to maintain the 2-metre minimum social distancing when working on a row.

## 4. Pre-Shift Meetings

- Allow for a break between shifts, to ensure no crossover of “bubbles”;
- Must occur outside where possible and maintain social distancing;
- If these meetings must take place inside, social distancing must be maintained (max number of people per room; split pre-shift meetings into two or more groups if needed).

## 5. Meal Breaks / Lunch Rooms

- Breaks must be staggered;
- Social Distancing of 2-metres 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”;
- No staff to go off-site during break times.

## 6. Gantry (unmanned);

- Transport operators must wash their hands before and after using the gantry;
- Each driver must maintain a minimum of 2m from others at all times;
- Transport operators shall provide masks, gloves and cleaning products;
- Pendants and dallas tag readers will be cleaned regularly.



# Stevedoring

**Note** – Stevedoring controls are applicable for all 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 at all times.
- Scheduled cleaning of equipment and machinery:
  - Personnel to wipe down machines, radio, scanners, computer terminals, 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 or personnel to remain within the same bubble.

## 4. Social distancing

- Social distancing of 2-metres implemented at all times;
- Paperwork should be completed via email where possible;
- No shore based personnel are to enter the vessel's accommodation block.

## 5. Meetings and meal breaks

- Pre-shift briefings conducted outside where possible maintaining social distancing of 2-metres;
- Offset meal breaks to minimise numbers in eating areas.

## 6. PPE

- Masks and/or gloves are to be provided for personnel working on vessels where additional COVID-19 safeguards are required.



## Interactions with Ships' Crew

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 are overseen on a 24/7 basis by NZ Customs.

These current controls include:

1. 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.
2. 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 related to COVID-19.
3. If Health Protection Officers are satisfied there is no risk to public health, they will grant the vessel quarantine clearance (Pratique).
4. All shore leave has been canceled in NZ Ports and crews must self-isolate unless certain low risk indicators are met by the crew following NZ based COVID testing.
5. Paperwork should be completed via email where possible;
6. When access to the ship is unavoidable, no shore based personnel are to enter the vessel's accommodation block. Paperwork is to be completed at the gangway;
7. Crew must wear masks when working in the stevedores' operating zone.
8. All stevedores are to maintain social distancing recommendations when working on any vessel.
9. Stevedores operating cranes are to ensure that they wipe down the operators cabin every time they enter the work area in case ship's crew have accessed the area while they are away – e.g. at smoko.



# Marine Operations

## 1. General

- Workgroups are isolated in pods consisting of the minimum number of workers to undertake tasks. This is generally pods of 1 or 2. These pods only interact freely with the other member(s) of their pod;
- Outside of these pods, only essential interaction is permitted and social 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. Vehicle wiped down between use;
- Work from home so minimal 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 used;
- Launch has own facilities. 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 used;
- Tugs have own facilities. 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. Regularly cleaned and sanitiser available;
- Use shared facilities only in a pod. Regularly cleaned and sanitiser available.



## General Operations

- Access to the Facility is for essential work only in accordance with Government guidelines. This includes Port Users, contractors and sub-contractors e.g.: sales staff will not be permitted;
- Non-essential staff are to work from home wherever possible;
- The Port Services Centre must be contacted by phone/email wherever possible. If human interaction is essential, port users will not be allowed inside the building; screens are in place, any conversation will take place observing social distancing;
- Northport already requires all contractors to complete an on-line induction prior to arrival at the site, access will only be allowed with prior notice from the relevant Port User Company;
- Essential contractors/visitors must be fully briefed on COVID-19 protocols prior to arrival, must sign into and out of the site, maintain social distances and wear appropriate PPE as applicable;
- Clear signage will be displayed at all main entrances relating to COVID 19 and precautions to be taken;
- For facility wide cleaning contracts, the area to be cleaned must be vacated fully before cleaning and only reoccupied once the cleaners have left. The cleaners will apply social distancing and 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 resort; in this case, social distancing of a minimum of 2-metres shall apply;
- Emergency situations; the protocols are essentially unchanged although social distancing will be observed as far as practicable and additional PPE available; the priority remains to preserve life and prevent significant harm to the environment or equipment;
- Northport Limited reserves the right as the Facility Owner to stop any unsafe activity or any task not complying with these protocols until measures are in place to resume safely.

# 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)
<p><b>Level 4 – Lockdown</b></p> <p>Likely the disease is not contained</p>	<ul style="list-style-type: none"> <li>• There is sustained and intensive community transmission</li> <li>• Outbreaks are widespread.</li> </ul>	<ul style="list-style-type: none"> <li>• Stay home in your bubble, other than for essential personal movement.</li> <li>• Safe recreational activity is allowed in your local area.</li> <li>• Travel is severely limited.</li> <li>• All gatherings are cancelled, and all public facilities close.</li> <li>• If you are working for an Alert Level 4 business or service and you have no available options for childcare, you can extend your household bubble to include a carer for your children.</li> <li>• When leaving your home, you legally must wear a face covering:                             <ul style="list-style-type: none"> <li>• on public transport and at departure points, for example airports, train stations and bus stops</li> <li>• if you are a driver or passenger of a taxi or ride-share vehicle</li> <li>• when you visit a healthcare facility (other than for a patient)</li> <li>• inside retail businesses that are still open, such as supermarkets, pharmacies and petrol stations</li> </ul> </li> <li>• Businesses close except for essential services (for example, supermarkets, pharmacies, clinics, petrol stations) and lifeline utilities. Educational facilities close.</li> <li>• Rationing of supplies and requisitioning of facilities is possible.</li> <li>• Reprioritisation of healthcare services is possible.</li> <li>• You are encouraged to wear a face covering whenever you leave the house.</li> <li>• Green grocers, butchers, bakeries, and fishmongers can sell uncooked food items online. All orders legally must be by delivery.</li> </ul>
<p><b>Level 3 – Restrict</b></p> <p>Medium risk of community transmission – active but managed clusters</p>	<ul style="list-style-type: none"> <li>• There are multiple cases of community transmission.</li> <li>• There are multiple active clusters in multiple regions.</li> </ul>	<ul style="list-style-type: none"> <li>• Stay home in your bubble, other than for essential personal movement, including going to work or school if you have to, or for local recreation.</li> <li>• Keep 2 metres apart from people you do not know outside your bubble (including at supermarkets, petrol station and pharmacies), or 1 metre in controlled environments such as schools and workplaces.</li> <li>• Stay within your immediate household bubble, but you can expand this to reconnect with close family/whānau, enable caregiving, or support isolated people. This extended bubble legally must remain exclusive.</li> <li>• Schools (years 1 to 10) and Early Childhood Education centres can safely open, but with limited capacity. Children should learn at home if possible.</li> <li>• You should work from home unless it is not possible.</li> <li>• Businesses cannot have customers on site, unless it is a supermarket, bank, primary produce retailer, pharmacy, petrol station or hardware store providing goods to trade customers, or it is an emergency or critical situation</li> <li>• Other businesses can open premises, but customers cannot enter.</li> <li>• Low-risk local recreation activities are allowed.</li> <li>• Public facilities are closed (for example, libraries, museums, cinemas, food courts, gyms, pools, markets).</li> <li>• Gatherings of up to 10 people are allowed but only for weddings, civil union ceremonies, funerals and tangihanga. Physical distancing and record keeping legally must be maintained.</li> <li>• Healthcare services should use virtual, non-contact consultations where possible.</li> <li>• Inter-regional travel is highly limited with limited permissions.</li> <li>• People at high risk of severe illness, such as older people and those with existing medical conditions, are encouraged to stay at home where possible, and take additional precautions when leaving home. You may choose to work.</li> <li>• You are encouraged to wear a face covering when leaving your home. You legally must wear a face covering:                             <ul style="list-style-type: none"> <li>• on public transport and at departure points, for example airports, train stations and bus stops</li> <li>• if you are a delivery driver to residential addresses</li> <li>• if you are a driver or passenger of a taxi or ride-share vehicle</li> <li>• when you visit a healthcare facility (other than as a patient)</li> <li>• inside businesses or services that are open, such as supermarkets, pharmacies and petrol stations.</li> </ul> </li> </ul>

## Level 2 – Reduce

The disease is contained, but the risk of community transmission remains

- There could be limited community transmission.
- There are active clusters in more than one region.
- You can reconnect with friends and family, and socialise in groups of up to 100, go shopping and travel domestically, if following public health guidance.
- Keep 2 metres apart from people you don't know in retail stores. Try to keep 2 metres apart from people you don't know when out in public. Keep 1 metre apart in controlled environments like workplaces, where practicable.
- No more than 100 people allowed at social gatherings, including weddings, civil union ceremonies, birthdays, funerals and tangihanga.
- Businesses can open to the public if following public health guidance, including physical distancing and record keeping. Alternative ways of working encouraged where possible.
- Hospitality businesses legally must keep groups of customers separated and seated. Maximum of 100 people in a defined space.
- You legally must wear a face covering when:
  - on public transport and at departure points, for example airports, train stations, bus stops, and in taxi or ride-share vehicles
  - on flights
  - you visit a healthcare facility (other than as a patient)
  - you visit an aged care facility (other than as a patient)
  - inside retail businesses, for example supermarkets, shopping malls, indoor marketplaces and takeaway food stores
  - visiting the public areas within courts and tribunals, local and central Government agencies, and social service providers with customer service counters
- You legally must wear a face covering if you work:
  - as a driver of a taxi or ride-share vehicle
  - at close contact businesses, for example barbers, beauticians and hairdressers
  - in a public facing role at a hospitality venue, for example a cafe, restaurant, bar or nightclub
  - at retail businesses, such as supermarkets, shopping malls, indoor marketplaces, takeaway food stores
  - in the public areas of courts and tribunals, local and central Government agencies, and social service providers with customer service counters
  - at indoor public facilities, for example libraries and museums (but not swimming pools)
- Event facilities, including cinemas, stadiums, concert venues and casinos, can have more than 100 people at a time, provided that there are no more than 100 in a defined space, and the groups do not mix.
- Health and disability care services can operate as normally as possible.
- It is safe to send your children to schools, early learning services and tertiary education. There will be appropriate measures in place.
- People at higher risk of severe illness from COVID-19 (for example, those with underlying medical conditions, especially if not well controlled, and older people) are encouraged to take additional precautions when leaving home. You may work, if you agree with your employer that you can do so safely.
- Passengers and workers in transport stations legally must keep 1 metre apart, as far as reasonably practicable.
- Sport and recreation activities are allowed, subject to conditions on gatherings, record keeping, and – where practical – physical distancing.
- Public facilities such as museums, libraries and pools can open if they comply with public health measures and ensure 1 metre physical distancing

## Level 1 – Prepare

The disease is contained in New Zealand

- COVID-19 is uncontrolled overseas.
- There could be sporadic imported cases.
- There could be isolated local transmission in New Zealand
- There are border entry measures to minimise the risk of importing COVID-19 cases.
- Rapid contact tracing of any positive case is carried out.
- There are no restrictions on gatherings, but organisers are encouraged to maintain records to enable contact tracing.
- Recording keeping is a requirement at all Alert Levels at busy places and events so contact tracing can happen quickly and may help prevent future lockdowns. This requirement is for businesses and locations to take steps to ensure a record is kept. Places where it will be mandatory have systems and processes to ensure records are kept include:
  - hospitality venues, including cafes, restaurants, bars, nightclubs (for customers)
  - indoor event facilities, such as cinemas, theatres, casinos and concerts (for visitors only)
  - aged care, healthcare facilities (for visitors only)
  - exercise facilities (for customers)
  - close contact businesses, for example beauticians, barbers and hairdressers (for customers)
  - indoor public facilities, such as libraries, museums and swimming pools (for visitors only)
  - courts and tribunals, local and central government agencies, and social services providers with customer service counters (for visitors only)
  - Social gatherings including those at marae, weddings, funerals, tangihanga and faith-based services.
- Stay home if you are sick, report flu-like or COVID-19 symptoms.
- Wash and dry your hands, cough into your elbow, do not touch your face.
- Avoid public transport or travel if you're sick.
- NZ COVID Tracer QR codes issued by the NZ Government legally must be displayed in workplaces and on public transport to enable use of the NZ COVID Tracer App for contact tracing.
- Face coverings are required on public transport and aircraft, but not inter-island ferries and school buses. Children under 12, passengers in taxis or ride-share services, and people with disabilities or mental health conditions do not have to wear face coverings.
- Schools and workplaces can open, and must operate safely.
- There are no restrictions on personal movement, but you are encouraged to maintain a record of where you have been.
- Intensive testing for COVID-19 is carried out.

# Appendix 2: Northport Cardinal Rules



## NORTHPORT COVID-19

### CARDINAL RULES

These Covid-19 Cardinal Rules must be followed by all Northport staff while at work, without exception.

Stay safe everyone. Remember, physical isolation does not mean social isolation – stay in touch by phone or e-mail – we're here to help.



"We're all in this together"

Stay at least 2m away from other people at all times - wear a mask if 2m is not possible

Only one person in any NPL vehicle at one time unless agreed prior with management team

NPL ID and your 'essential service' letter must be carried when travelling to and from work

If working alone (outside of home) check in and check out with PSC

Do not prepare food or drinks for colleagues

Sanitise shared work facilities (including vehicles) at the start and end of use

Avoid face to face contact with people unless for the purpose of providing essential services – and maintain the 2m distance

Maintain Health and Safety practices when undertaking all work activities

Do not engage in enforcement of travel restrictions or other confrontational situations – call the Police if needed

No visitors may access Northport buildings without Management approval

If you or a family member have COVID-19 symptoms, call your manager and Healthline and DO NOT COME TO WORK

Keep informed [Covid19.govt.nz](https://www.covid19.govt.nz)