

Unite
against
COVID-19



Northport Facility:

COVID-19 PROTOCOLS

**Return to work and
operations at Alert Level 2**

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 2002¹ and essential activities continued at Alert Level 4 as per Ministry of Transport Guidelines². Forestry, manufacturing and many other common activities for Port Users and customers ceased under Alert Level 4 but restarted at Alert Level 3. This document focuses on a safe restart of any further activities as well as safe operations across the Facility under Alert Level 2.

It should be noted that reduction from Alert Level 3 to 2 is not a return to business as usual. There will still be considerable restrictions on businesses and not all non-essential businesses or personnel will be working normally.

There is no job or task at Northport that is more important than taking time to work safely and protect the health of everyone at the facility and their families.

Further versions of this document may be issued as and when the NZ Government reduces the Alert Level below Level 2.

Document Revision History

Revision Number	Revision Date	Author	Reviewed By	Revision Type	Pages Reviewed
Rev 0	May 2020	D. Finchett / P. Halton	Management Team / Port User H&S Committee	Revision of Alert Level 3 and 4 document.	All

Based on the Northport Facility Covid-19 Protocols for Alert Levels 3 and 4.

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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

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

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



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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 3 with appropriate health and welfare measures in place, a move to Alert Level 2 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 this lockdown 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). This is also the longest break from work that many people have had. 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 2020 work year has been reduced by a minimum of 18 workdays. PCBU's should adjust their work schedule and expectations prior to start-up. It will not be business as usual for some time.



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.

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 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;

- Maintain a minimum distance of 1m from others, 2m 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

- One of the main changes from level 3 to level 2 is that there will now be individual discretion regarding the sharing of vehicles for personnel travelling to and from work.
- Port User companies will advise their own staff of their company requirements or policies regarding transportation on and around the facility.
- If 'car pooling', individuals should ensure personnel sit in the same seats and vehicles are thoroughly cleaned between work travel and family use.

7. Shared vehicles and mobile plant

Where a vehicle, machine or other mobile plant is shared between different drivers, operators or groups, 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 to work 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:

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- 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

- Where possible, no face to face training by external providers should be provided either onsite or offsite. If training in this manner is essential, a Covid-19 management plan must be agreed prior to attendance.

12. Work from home where possible

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

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 PCBU's who have not been operating under Alert Level 3 or 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;

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- 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:

- 100% pre-advice is now a pre-requisite of entering a checkpoint.
- Pre-advised dockets and weigh bills are not to be handed in.
- 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.
- Drivers in the ticketing or ticketing/scaling lane are to follow marshalling staff instructions i.e.: remain in their truck or exit their truck and move to the nominated area once they have moved into the load processing location. Drivers will be advised once the load has been 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. Once stationary, the driver presents 'dallas tag' onto the reader; no need to touch anything else;
- Dallas Tag area wiped down daily;
- 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;
- 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 wash or sanitise hands and 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, or ensure cups are cleaned in a dishwasher between users; clean hands before emptying dishwashers.

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;
- At Alert Level 2, there may now be a maximum of two scalers/ticketers to be allowed on a packet at a time, but these pairs should not change unnecessarily.



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 staff;
- 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”;
- Staff should be discouraged to go off-site and reminded of social distancing and hand hygiene requirements if they choose to do so.

6. Gantry (unmanned);

- Transport operators must wash or sanitise their hands before and after using the gantry;
- Transport operators shall provide cleaning products and gloves;
- Pendants and dallas tag readers will be cleaned daily.



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 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.
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. If crew are within the 14-day self-isolation period, they 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;
- 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;
- The Induction/Visitor Registration Centre will remain closed. Northport requires all personnel 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 where possible; social distancing of a minimum of 2-metres shall apply for face to face reporting;
- 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)
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. 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 connect 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. 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. 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. 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: Northport Cardinal Rules



NORTHPORT COVID-19

CARDINAL RULES

These Covid-19 Cardinal Rules are effective immediately and 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 electronically – we're here to help.



"We're all in this together"

Stay at least two metres away from other people at all times

Only one person in any NPL vehicle at one time (driver only, no passengers)

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 level 4 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

Friday 27 March, 2020