

Northport Ltd - COVID-19 Protection Framework

This document records the action to be undertaken by Northport Ltd to minimise the risk to its staff of COVID-19 and to support business continuity if and when COVID-19 becomes widespread in Northland. It is based on the NZ Government's 'Traffic Light' system linked to a Northport Ltd specific assessment and is effective immediately.

Step 1: Government Definitions:		
GREEN	ORANGE	RED
<ul style="list-style-type: none"> • COVID-19 across NZ, including sporadic imported cases. • Limited community transmission. • COVID-19 hospitalisations are at a manageable level. • Whole of health system is ready to respond – primary care, public health, and hospitals. 	<ul style="list-style-type: none"> • Increasing community transmission with increasing pressure on health system. • Whole of health system is focusing resources but can manage – primary care, public health, and hospitals. • Increasing risk to at risk populations. 	<ul style="list-style-type: none"> • May be based on low vaccination rate in a region OR • Action needed to protect health system – system facing unsustainable number of hospitalisations. • Action needed to protect at- risk populations.
<p>Step 2: Assess Northport Limited Specific Information</p> <p>To be assessed by the Management Team on advice of H&S Manager or H&S Reps. At a minimum weekly or following any significant changes. Consideration will include, for example; Is the region at red due to vaccination or outbreaks in the community? If the latter, is there COVID in areas where our staff live? This may result in a precaution level of 1 (lowest) or 2 (medium) even though the region is at RED. Conversely, if there were suspected or confirmed cases within the Northport team or their families, we may be at precaution level 3 (highest) even if the Region were at GREEN.</p>		
<p>Step 3: Decide on appropriate precaution level and communicate to team. See over page for definitions.</p>		

Notes:

1. Northport's understanding of Ministry of Health and Northland DHB advice is that vaccinated people are far less likely to transmit or contract COVID, become seriously ill, require hospital admission or suffer from long term side effects than if they were unvaccinated. However, we must not be complacent as it is likely that COVID-19 will still become widespread in the community and we will need to apply precautions to minimise the risk to our colleagues.
2. Contact tracing by NDHB and others will require us to demonstrate compliance with our rules to minimise disruption to the business and our customers, and to avoid unnecessary stress to our colleagues and their families.
3. We must be prepared and able to move between the above RED, ORANGE and GREEN Regional Settings at short notice, and be prepared for a localised lock-down (Alert Level 3.0 equivalent).
4. As the science develops, health screening may include rapid COVID testing in addition to temperature testing.
5. In uncertain times, staff may become overwhelmed or concerned. Please talk to your Manager or the H&S Manager if you require help and support.
6. Masks, other PPE and cleaning products: Northport has a supply of appropriate PPE including N95/P2 masks. Please check in advance that you have enough for your work area; things take time to order and arrive! Access to PPE is via H&S Manager or any member of the management team.
7. Signage will be provided at all entrances to remind people of the Traffic Light situation at the Facility; visitors could be from another region.
8. For clarity, while Northport Ltd's preference is for all people accessing the Facility to be fully vaccinated, it is still possible for truck drivers and others to enter the Facility without being vaccinated. However, they will not be able to access any buildings occupied by Northport Ltd staff and will need to remain in their cab whenever possible. When leaving their cab for essential work only e.g.: while securing their load, they must wear a mask and remain a minimum of 2m away from our staff at all times. The truckies toilet near the scaling sheds should only be used by one driver at a time at an ORANGE or RED setting. Contractors and Port Users must conduct their own COVID risk assessment for their activities.
9. Emergency Situations override Northport COVID-19 Protocols.
10. While these rules are specific for Northport Ltd staff and visitors, Northport Ltd reserves the right as the Facility Owner to stop any unsafe activity or task occurring at the Facility and not complying with COVID protocols until measures are in place to resume safely.

Precaution Level: 1 (lowest)	Precaution Level: 2 (medium)	Precaution Level: 3 (highest)
<p>Common Settings for all Levels: Staff must not come to work if they are unwell. Visitors to ALL Northport buildings must show their COVID vaccine pass before admittance. No pass = no entry. Border Workers continue with COVID-19 controls and testing as per NZ Government regulations</p>		
<p>General settings</p> <ul style="list-style-type: none"> Health screening not required Physical distancing recommended when indoors or in a vehicle – give people space Mask use to be considered when indoors if in close proximity or interacting with people outside your team / bubble Kitchens and toilets no occupancy limits Scan access card to track movements Scan QR codes for contact tracing Regular cleaning of smoko rooms, machines and meeting rooms Hygiene – wash / sanitise your hands 	<p>General settings</p> <ul style="list-style-type: none"> Limited health screening required 1m distancing required when indoors or in a vehicle unless same bubble Mask use recommended when indoors if in close proximity or interacting with people outside your team / bubble Kitchens and toilets have no occupancy limits Scan access card to track movements Scan QR codes for contact tracing Enhanced cleaning procedures including smoko rooms, machines and meeting rooms Enhanced hygiene – wash your hands regularly 	<p>General settings</p> <ul style="list-style-type: none"> Regular health screening required 2m distancing required when indoors or in a vehicle unless same bubble Mask use required outside your bubble Kitchens and toilets have occupancy limits Scan access card to track movements Scan QR codes for contact tracing Enhanced cleaning procedures for machines and smoko and meeting rooms – every change Enhanced hygiene – no shaking hands, wash /sanitise your hands regularly Auditing of Port User protocols and compliance
<p>Operational settings</p> <ul style="list-style-type: none"> Operational bubbles remain but teams can mix Staff can carpool, no restrictions Other interactions based on 1m separation, mask use, less than 15min and outside where possible Contactless interactions with truck drivers No access to PSC unless essential All staff can work on-site – no limits Staff only work from home if agreed with manager External meetings held in person or via digital platform 	<p>Operational settings</p> <ul style="list-style-type: none"> Operational bubbles in place, may change weekly Staff can carpool in their bubble Operational bubbles can only mix if necessary, as determined by the Departmental Manager Other interactions based on 1-2m separation, mask use, less than 15min and outside where possible Contactless interactions with truck drivers No access to PSC unless essential Staff only work from home if agreed with manager External meetings held via digital platform if possible, but not essential 	<p>Operational settings</p> <ul style="list-style-type: none"> Fixed operational bubbles in place Staff can carpool in their bubble – maximum of 3 Operational bubbles can only mix if necessary, as determined by the Departmental and H&S Manager Other interactions based on 2m separation, mask use, less than 15min and outside where possible Consider staggering shift start and break times Contactless interactions with truck drivers No access to PSC unless essential Consider whether staff can work from home Vast majority of external meetings held via digital platform
<p>Other</p> <ul style="list-style-type: none"> Reception open and accepting deliveries All meeting rooms available for bookings Local food suppliers will require masks and distancing, plus evidence of vaccine pass Business travel requires Dept. Manager approval Contractors do not require COVID-19 verification if not interacting directly with NPL staff Contractors and Port Users must conduct their own COVID risk assessment for their activities Checking vaccination status of visitors to the Facility not required Additional testing based on risk e.g.: if flying for work or attending large meetings/gatherings out of area NPL minibus passenger numbers not capped although masks required if not all are from the same bubble 	<p>Other</p> <ul style="list-style-type: none"> Reception open and accepting deliveries All meeting rooms available for bookings Local food suppliers will require masks and distancing, plus evidence of vaccine pass Business travel requires Dept. Manager approval Contractors do not require COVID-19 verification if not interacting directly with NPL staff Contractors and Port Users must conduct their own COVID risk assessment for their activities Vaccination status of some visitors to the Facility verified Additional testing based on risk e.g.: if flying for work or attending large meetings/gatherings out of area NPL minibus limited to every other seat empty, masks to be worn if not all are from the same bubble 	<p>Other</p> <ul style="list-style-type: none"> Reception closed unless visitor is expected Meeting rooms only available if social distance possible Local food suppliers will require masks and distancing, plus evidence of vaccine pass Business travel requires CEO approval Contractors do not require COVID-19 verification if not interacting directly with NPL staff Contractors and Port Users must conduct their own COVID risk assessment for their activities Vaccination status of all visitors to the Facility verified Additional testing based on risk but flying for work or attending large meetings/gatherings out of area unlikely NPL minibus limited to 4 people only (social distancing) if not all are from the same bubble. Windows open if possible