

COVID19 On farm at Alert Levels 3 & 4 - Review your business and make sure you're doing all you need to

Things to think about for our business at Alert Level 4 and Level 3	Practical Questions to ask yourself and tips on what to do in your workplace	Useful websites, references & Specialist advice services
Keeping your People Safe and meeting all the Alert Level Protocols		
<p>What practices do you need to change to make sure your work meets the minimum requirements of</p> <ol style="list-style-type: none"> 1. Deciding when people can and can't work 2. Physical distancing 3. Contact tracing 4. PPE standards 	<p>Deciding who can and can't be at work means everyone in your business knows when to stay home to minimise infection risks. And you have systems in place that tell your suppliers about this too</p> <p>Physical distancing means keeping 2m between you, your workers and anyone else in the business. How will you practically achieve this (think about doctors waiting rooms where every second seat is blocked off with tape – how do you translate that into on-farm thinking? Only one person in the tractor or the side-by-side. What about cupping cows in the shed, how do you physically keep 2m apart from others in the shed)?</p> <p>Contact tracing if your people are working is likely to be mandatory, so think about how you can do this in your business. As a minimum this means keeping:</p> <ul style="list-style-type: none"> Client contact lists Team member contact lists Team member 'bubble' contacts <p>PPE standards</p> <p>Are there likely to be any new PPE requirements for your workplace? This is an area that is evolving all the time.</p> <p>For most farms additional PPE is unlikely, however there will be requirements to ensure that hygiene standards are being met (see below in work practices).</p>	<p>The government has produced a range of posters for businesses that will be helpful</p> <p>https://covid19.govt.nz/resources/posters/#posters-for-businesses</p> <p>DairyNZ and Federated Farmers have some really good tips on their website</p> <p>https://www.fedfarm.org.nz/FFPublic/Policy2/Policy_Factsheets/Coronaviruses_Information.aspx</p> <p>The below website helps us understand what's going on for essential workers and PPE</p> <p>https://www.health.govt.nz/system/files/documents/pages/hp7353-ppe-ipc-poster-nonessential-final-28mar2020-v2_0.pdf</p>

Things to think about for our business at Alert Level 4 and Level 3	Practical Questions to ask yourself and tips on what to do in your workplace	Useful websites, references & Specialist advice services
Operating efficiently and managing health and safety protocols		
<p>How can you maintain or maximise operating efficiencies at the same time as achieving things like physical distancing?</p>	<p>There is no such thing as ‘business as usual’ even if you are an essential service business that has kept operating through Level 4.</p> <p>As a minimum COVID-19 will mean that you need to adopt new working practices that separate team members and minimise contact points between team members and customers.</p> <p>Any change in the workplace impacts resources (even if it is only the allocation of time to a job). Think through these implications and make sure your team are aware of them</p> <p>By now you will have been working with your team members to understand how different ways of working, technology and changes to systems can help change work practices to meet your obligations in these four areas.</p> <p>New SOP's that mitigate all COVID-19 risks will be essential in your business.</p> <p>Involve your team in setting these up and getting buy-in. At the end of the day everyone wants to keep their job so getting them to help is a great way of them contributing to their future as well as that of the business.</p> <p>Ideally SOP's will be written down. So much the better if you have already introduced LEAN manufacturing principles to your business as you will already have a process for reviewing and changing work practices.</p> <p>If this is new to you start by writing down step-by-step guidelines for your essential business activities.</p>	<p>Here's a link to how to write good work instructions</p> <p>https://www.gluu.biz/how-to-write-work-instructions/</p> <p>If you're having trouble then speak to us about how we can help. Phone 07 870 5402 or email info@people4success.co.nz</p>

- All team members on site will also isolate at home until followed up by Ministry of Health
- All recommended testing will be carried out without delay
- All areas of the work site used by the team member will be shut down immediately and disinfection undertaken.
- Another 'pod' will resume work following this
- There will be no contact between the pod with the potentially infected team member and the new work pod team

We are taking the following actions to ensure that team members at particular risk of COVID-19 identify themselves and are isolated from work

- Team members have been asked to sign a 'self declaration' that they have read and understood all of the measures impacting them at work from our new COVID-19 work practices
- The business will regularly keep in contact with all team members
- Team members have been asked if they have any underlying health issues
- Team members who have identified they may be at risk, e.g. immune-compromised are asked to seek advice from their doctor and we will follow all instructions provided by their doctor.
- If the medical advice is to self-isolate the team member will remain at home in isolation.
- Team members will only be allowed to return to work once cleared by their medical professional.

We have the following arrangements in place for team members to report any illness and remove themselves from work

Below are examples, you will need to populate as you see fit for your business

- Team members will phone their manager before leaving home and report on their health condition.
- Team members will not be allowed to leave home for work if they're experiencing any symptoms.
- Team members can only leave for work from home once they've confirmed that they're well and without symptoms.
- All calls / information to be recorded in a daily register.
- This daily register (electronic) will be kept tracking all team members so we confidently say:
 - Which site they were working on when
 - Who they were working with
 - Their health status

- When they started exhibiting any symptoms
- If they begin experiencing any symptoms while at work we will:
 - Ensure they are kept separate from other staff on site.
 - Call Healthline 0800 358 5453 for advice.
 - Team members will return home in order to self-isolate and/or go for testing provided this is consistent with Healthline Advice
 - Ensure Management is informed immediately
 - Equipment used by any team member reporting symptoms will be separated and not used until thoroughly disinfected.
- Team members will be provided with the following decision table to reinforce our protocols in this area:

COVID-19 Decision Table

Situation	Action
1. If you have been in direct contact with a person with a confirmed case of COVID-19 or with someone who has travelled internationally and hasn't self-isolated for 14 days:	<ul style="list-style-type: none"> i. Do not come to work ii. Follow medical advice re treatment/isolation iii. Notify your manager iv. Worksite will follow directions as stipulated in this document and by local health
2. If you have flu-like symptoms but have not travelled or came into contact with anyone with a confirmed case of COVID-19:	<ul style="list-style-type: none"> i. Remain at home and seek medical advice ii. Inform your supervisor or manager
3. You observe a fellow employee on site showing flu-like symptoms:	<ul style="list-style-type: none"> i. Inform your supervisor or manager ii. Supervisor or manager to discuss this with the employee and determine if person should stay at work or seek medical advice
4. Someone in my household is being tested for COVID-19:	<ul style="list-style-type: none"> i. Inform your Supervisor or manager ii. You can continue to live in the same household but need to practice government recommendations for restricting access iii. If it becomes a confirmed case – refer decision table “You have been in direct contact with a confirmed case of COVID-19
5. You don't want to come to work because you have a pre-existing condition/impaired immune system:	<ul style="list-style-type: none"> i. Seek medical advice ii. If your doctor recommends that you should isolate, advise your supervisor/manager, otherwise return to work
6. I am being tested or have been tested and confirmed as having COVID-19:	<ul style="list-style-type: none"> i. Do not come to work ii. Follow medical advice re treatment/isolation iii. Notify your supervisor/manager iv. Site will follow directions as stipulated in this document and by local health authorities

We are ensuring our team members and others who visit our worksite are observing social distancing both to and from work, during work and during rest breaks by:

Below are examples, you will need to populate as you see fit for your business

- All older or at-risk team members have been instructed to stay and isolate at home
- Team members will travel to work independently and will not share vehicles and no passengers are allowed
- Minimum staffing numbers on any farm at any given time (as determined by minimum staff numbers required to undertake work safely)
- A contact log of everyone coming in to the farm will be kept and there is no unauthorised entry onto our premises or work sites at any time – the application of this to those living on farm will need to be given careful consideration to ensure the right for people to live freely in their homes is balanced with the need to keep everyone safe
- Staggered start times so that people aren't coming in to communal areas at the same time
- Staggered rest breaks so only one person in break room at any one time or people are being required to take their breaks back at their homes
- Paperless systems to reduce any contact requirements between team members have been introduced
- As far as possible, all machinery and equipment has been allocated to one user, where this is not possible, clean down procedures post use and prior to new use have been implemented
- Team member facilities such as tea rooms and toilets will only be for team member use only
- All team members have been issued with new Company COVID-19 work protocols that include social distancing, PPE and contact tracing requirements that they must adhere to.

We have put the following personal hygiene steps in place for workers to reduce the likelihood of virus spread at work

Below are examples, you will need to populate as you see fit for your business

- Ministry of Health posters displayed showing how staff can protect themselves (see link in the analysis section).
- Facilities available to wash hands regularly both before and after using break rooms and toilets.
- Only one person at a time to use these break rooms and toilet facilities.
- Surfaces in these areas to be disinfected four times daily.
- No shared equipment. Wherever possible, everyone allocated dedicated tools etc.
- No communal crockery or cutlery. Disposable cups and spoons only to be used. Staff only allowed access to tearoom and toilets.

- Hand sanitiser provided for all team members at all communal area entry and exit points
- Bins provided for used tissues.
- Increasing the cleaning frequency to shared communal areas, in addition team members to wipe surfaces with disinfectant solution after every use.

We have the following existing and additional personal protective equipment to reduce the likelihood of virus spread at work

Below are examples, you will need to populate as you see fit for your business

- Existing:
 - Face masks
 - Safety goggles
- Additional:
 - Disposable gloves will be made available to staff
 - Staff to keep disinfectant solution and disposable wipes with them.
 - Use a disinfectant solution to clean down surfaces such as door handles, taps, fridge, etc.

We will evaluate whether these changed work processes and risk controls are working by

Below are examples, you will need to populate as you see fit for your business

- Reviewing work protocols with team members daily
Reviewing incident forms daily to ensure that any new risks are identified early

We are taking the following steps to limit access to our work areas, apart from essential workers

Below are examples, you will need to populate as you see fit for your business

- No access granted to site except for our team members and authorised personnel delivering and collecting products.
- Signs put up to display “No unauthorised access”.
- Sign will also indicate that people with possible COVID-19 symptoms should not enter the site.
- Communication with suppliers will be via radio and / or phones. Signs will be put up to instruct suppliers what contact numbers to use.

- Approved essential service contractors such as electricians will only be used for critical repairs to equipment.
- These suppliers must comply with the same screening processes we use for our own team members

We are isolating team members and parts of our operations so that virus spread would be contained by:

Below are examples, you will need to populate as you see fit for your business

- Work teams have been assigned a 'pod' and team members will only work with members of their 'pod'
- All communication between pods will be conducted via technology (phone, radio, email).
- Paperless systems implemented to ensure no physical contact or handling of paperwork between team members.
- Operational Support Staff will remain in their home or office behind locked doors and windows.
- Social distancing protocol of 2m will be adhered to at all times, including between pod members
- All hygiene protocols to be observed.
- MoH posters on display to remind staff of procedures.

How will you ensure that your workers observe 'stay at home' rules at the conclusion of each working day?

- All team members will have access to information concerning Alert Level 3 regulations as directed by the Government (www.covid19.govt.nz)
- Team members will be instructed to:
 - Go straight home after work and they must log arrival at home by TXT to their supervisor.
 - Normal travel time will be in the daily register.
 - Team members will be required to remain at home outside of working hours as per Level 3 directives
 - Management will undertake random GPS checks on company vehicles to ensure only essential travel is being undertaken