

COVID-19 WORK PRACTICES

Update: 1 April 2020:

The following work practices are to be followed by PNL staff until otherwise advised. Some apply to those of you working at home and some to those at work.

THE COVID GOLDEN RULES

1. Do not come to work if you are unwell
2. Keep 2.0m from others where this is practicable to do your role and 3m from others outside your cell (see below for more about cells).
3. All sneezing, coughing etc. into elbow or tissue.
4. Do not touch your face; if you see a workmate touching their face, please point it out
5. Wash your hands – LOTS especially after touching surfaces that others may have touched
6. Wash your hands before entering any kitchen area or touching cups, plates etc
7. Be kind! A lot of people will be feeling the stress from their personal issues; share some love and some slack

COMPLIANCE WITH THESE PRACTICES

Important: PNL's Code of Conduct states that:

- Failure to observe safety rules or engaging in any activity which may endanger the safety of yourself or others is an example of unacceptable behaviour that is considered to be serious misconduct.
- Wilful and inexcusable breaches of these rules will be dealt with firmly under our Code of Conduct
- After investigation PNL has the right to dismiss any employee for serious misconduct.

ALERT LEVEL FOUR

We are now in Alert Level Four. Everyone must stay at home unless you are required for essential services. All PNL staff who are able to, are now working from home and travel is severely limited.

FOR THOSE WORKING FROM HOME

- Keep connected
- Check in regularly with your manager / supervisor and your team members
- Ensure your workstation is set up for your comfort

- Find ways to be active
- Spend time with nature
- Check out some tips on Gateway Hauora Wellbeing

FOR STAFF WORKING AT PNL SITES

At work Most activities at the Port are essential services and we will continue to operate. Every area has processes in place to ensure distances are maintained and interactions are managed. Every effort must be made to keep distancing between cells to prevent possible contamination. Cleaning must be undertaken between cells using a common area and handwashing requirements must be upheld. If contact isn't essential between cells then don't do it.

When interaction between different cells is essential you must maintain a 3m physical distance. If that is not reasonably practicable a written JSA (email is ok) must be completed to identify additional controls to manage risk e.g. PPE, physical barriers. The Marine team have specific measures for managing physical distance on the launch and a ship's bridge.

A work cell is a group of people who carry out work together e.g. a tug crew is a work cell; a pilot is a cell on their own, Team A stevedoring is one cell. If you are not sure who is in your cell please contact your manager.

To keep your work bubble separate from your home bubble, work and hygiene practices must be stringently followed.

Between work and home Travel

It is recommended that PNL staff carry their port pass with them travelling to and from work in case you are checked for your reason to be out and about. Any issues please contact your manager as soon as you can.

Cleanliness

Workers who need to come on site need to be extra vigilant when transiting between home and work and back again. Information from Harvard Health publishing tells us that COVID-19 can survive on surfaces as below:

- Copper – up to 4 hours
- Cardboard – 24 hours
- Plastic and stainless steel – up to 72 hours

Different conditions can affect the length of time such as temperature or exposure to sunlight, but a lot of this information is not yet known. What is known is how important it is to continue to follow

recommendations for cleaning frequently touched surfaces and objects every day. These include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables.

For employees returning home to their bubble, or when members of our bubble return home from their work, it is vital to keep each bubble protected. This can be done by:

- Sanitising or washing hands before entering your home if possible. If this is not possible, wash your hands thoroughly when you first enter your home and then return to wipe down the door handles you have touched.
- Remove your work clothes and place separately or wash straight away. Wash your hands and put new clothes on.
- Repeat this process in reverse when you leave the home

In addition, wash your hands for 20 seconds with soap and water after bringing in packages, or after trips to the grocery store or other places where you may have had contact with infected surfaces. To be extra sure, you can wipe down surfaces of everything coming into your home.

HEALTH VULNERABILITIES

People over 70 and those with certain medical conditions should stay at home under the requirements of alert level 4. This advice also applies to women who are pregnant. Please contact your manager to discuss if you have not already. If you identify as having a medical condition or compromised immune system, medical authorities advise that you may be more vulnerable.

The conditions may include:

- An underlying medical condition including heart disease, hypertension, diabetes, chronic respiratory diseases, cancer; or

- A compromised immune system from a medical condition or treatment (e.g. chemotherapy)

70+ and/or vulnerable employees will be required to obtain GP advice and provide confirmation in writing that they are able to work. In the instance that the GP advises in writing that the employee is not able to work then PNL will consider leave/pay entitlements.

Visit <https://covid19.govt.nz/help-and-advice/for-everyone/vulnerable-people/> for more information

FLU VACCINATIONS

Given the limited supply of flu vaccinations, priority will be given to PNL staff who are required to come into work and cannot work from home and then those who identify as being vulnerable e.g. pregnant staff, those over 70, those with any underlying conditions, or with suppressed immune systems.

Picton staff are booked for Wednesday 1st April and Nelson staff for Thursday 2nd and Friday 3rd of April. The Nelson times, when confirmed, will be advised to staff.

As further vaccinations are made available further bookings will be made. We strongly urge you to

put your name down for this. If we can prevent the spread of the flu and remain healthy, then we increase our physical ability to fight COVID-19 if the need arises.

By having the flu vaccination, you help yourself, and all those around you, to stay fit and well. Providers WILL have additional safety precautions in place.

GENERAL PRACTICES

Travel

Under Alert level 4 we are in lockdown and we are required to stay within our local area.

Maintaining Physical Distancing

Security shuttle

- No more than 50% seating capacity of vehicles is to be used so that some distance can be maintained between passengers.
- Barrier in place between driver and passengers

Meetings / Toolbox

- Where possible maintain distance of 3.0 metres when in a meeting/toolbox. If you are going to be in direct contact for 15 minutes or longer consider:
 - o Shortening the toolbox meetings
 - o Hold a toolbox outside if large numbers in proximity. In a bigger group, a wide circle with at least 2.0m spacing and people facing into the centre. No one should be closer than 2.0m to the centre of the circle
 - Internal meetings should be held via phone or some other remote form. If it is essential to have meetings in person hold outside and maintain distances above. If a meeting must occur inside, maintain distances and wipe tables and chair arms before and after

Visitors

- Only absolutely essential meetings are to be held. Wherever possible contact should be by phone, email or skype
- Where visitation is essential the following applies:
 - o Maintain physical distancing of 3.0 metres i.e. No handshakes
 - o No visitors (non-PNL people) are to go into break rooms
 - o Meetings to be held outside.
 - o If in a bigger group, a wide circle with at least 2.0m spacing and people facing into the centre. No one should be closer than 2.0m to the centre of the circle

Cleaning

- Extra cleaning is being done for common areas of Port Nelson particularly those identified as preferred meeting rooms. If using these rooms, please clean with the sprays and paper towels

provided at the start and the finish of your meeting.

- Sunrise cleaners will have cleaners servicing different areas of the Port. Betty will clean Admin and QuayConnect, Wendy will clean Container Terminal and Glen will remain cleaning all his other areas
- You are responsible for regularly wiping down your own work area, including desk, phone, keyboard, mouse, PC/laptop. Use normal surface cleaning spray or detergent for this, and handee towels
- Spray bottles and paper towels are available in each mobile plant, please clean the surfaces, door handles and controls at the beginning and end of your use. To top up cleaning bottles, contact Chris Growcott

Common Areas and Breakrooms

- Ensure signage is on doors advising no access to breakrooms or toilets for non PNL staff (eg truck drivers, contractors)
- Break room facilities to be set up with tables 2m apart to reduce seating capacity
- Breaks to be taken in alternate groups if necessary, to ensure the 2m distancing can be maintained. Cleaning is required between groups
- Wash hands before entering any common area such as meeting rooms, break rooms, kitchen areas or operating coffee machines, microwaves etc
- If you wish, have your own cup and wash it yourself and only use that.
- If a dishwasher is used – the person emptying it must clean their hands thoroughly before touching the clean dishes.
- Meeting tables to be cleaned before and after use. Spray bottles and paper towels are available
- Shared phones or tablets are to be cleaned / wiped down before and after each use.
- Clean / wipe down your desk, personal phone, tablet daily
- Remove literature from breakroom tables
- No communal cooking / food sharing in breakrooms
- Put toolbox notes on the wall or window page by page
- Each machine / vehicle will have a spray bottle for cleaning steering wheel and controls at the beginning and end of each use

External Inductions

- All face to face Contractor inductions have ceased until further notice.
- Existing induction renewal dates will be extended for essential workers if required
- Only new workers from essential services will be inducted
- Access for a person who does not have a current PNL induction will be considered on a case by case basis. Contact the H&S Administrator if you have any queries.

Training

- Avoid arranging or attending all non-essential training.

- On the job training can continue if essential within a cell where distancing can be maintained.
- ### Mental Health and Wellbeing
- Your emotional and mental health is important. It is normal to feel stressed and anxious about a situation that is constantly changing and not clearly defined.
 - Reach out to your normal supports – family and Whanau, friends and workmates. Sharing how we feel and offering support to others is important. Keep active too as doing usual leisure activities can improve general wellbeing and help distract from distressing feelings.
 - Check in with each other - a quick conversation can go a long way.
 - Remember that we can reach out to our Connectors for support – these are the 'go to' people in PNL who are trusted to work alongside others, have a good listening ear and are resourced and trained to safely connect their colleagues with support in the community if this is required. The Connectors poster is on Gateway or on the wall of your break rooms so please make contact if you need it.
 - Additionally, you as a PNL employee (or any member of your immediate family) can access EAP Services. This is a confidential service which is completely independent of PNL. Their telephone is manned every hour of the day or night, 365 days a year so pick up the phone if you want to talk to them for legal advice, financial advice, or counselling. Their number is 0800 327 669.

Leave

- Leave options for those unable to work have now been worked through. If you have any questions, please contact your supervisor / manager in the first instance

Drug & Alcohol Testing

- Drug and alcohol testing will continue with additional precautions. Refer to your Manager if you have any questions.

SHIPPING AND VESSELS

- All international vessels have had crew shore leave cancelled. Shore leave is only available for New Zealand based vessels, New Zealand Citizens and Residents. Crew can leave the vessel to check the draft lines where requested by the vessels Master.
- Vessels are pre-screened as part of the Pratique process. If any concerns related to COVID-19 or other quarantinable diseases are identified, a separate risk assessment will be undertaken with the Health Authorities as per the Pandemic Contingency Plan.
- All crew on non-NZ based vessels will be required to wear masks if they are in the same room or vicinity as PNL team members. Where the crew are required to come within 2.0m of crew members for periods that in cumulation are longer than 10 minutes then the crew will be required to wear gloves.

BUSINESS UNITS

- All team members from separate business units are to avoid contact with each other. Where

contact is required then a strict adherence to the 2.0m rule is required to be enforced.

- Where this is not possible a risk assessment should be undertaken of the operation and the appropriate PPE chosen.

Pilots, Harbour Master, Launches and Tugs

- Pilots to work from home as best as is practicable.
- Tug/launch/linesmen teams to not interact with other teams as best as practicable.
- Marine Operations Coordinator and Deputy Harbour Master to work from home.
- Portable sanitiser stands are positioned at each tug gangway; hands sanitised by crew prior to boarding for work.
- Clean tugs and marine plant / equipment before each shift.
- Limit times when crew are closer than 2 meters on the bridge/cabin; direction taken by master.
- Additional personnel onboard (ie trainees) are only to be allowed with approval of the Master / Pilot in circumstances where the 2m distancing can be maintained.
- Visits to the gatehouse or administration building and interaction with administration staff to be kept to a minimum.
- Ahead of the pilot boarding a vessel, confirmation is required from the Master that the PNL requirements for limited crew presence and for crew to wear the correct PPE will be adhered to.
- Recommended PPE and practices for pilots on non-NZ owned vessels is as follows:
 - Each pilot is to have their own allocated radio for their use only. This is to still be disinfected before and after every use.
 - Gloves and masks on before boarding vessel. Safety glasses can we worn as an added precaution. Ziplock bag in pocket.
 - Work gloves may be worn over nitrile gloves if required, but if so these are to be disinfected on completion.
 - If work gloves removed at bridge, keep nitrile gloves on – avoid touching anything.
- Ensure crew have masks on (non-coastal vessels) and are backing off at least 2.0m. Do not proceed if they are not compliant (carry spare masks as a last resort and then advise Manager for this to be taken up with Shipping Agent).
- If available, take external stairs to bridge.
- If safe and practical pilot from bridge wings.
- All communications with Master and crew from 2.0m.
- When exiting bridge do not put work gloves on as the nitrile gloves will contaminate the internals of the work gloves.
- Once off vessel: nitrile gloves and masks removed as per safety procedures; these placed in ziplock bag and placed in rubbish bin; sanitise hands.
- Mask, glove and distancing practices are still encouraged for coastal vessels.
- Mask, glove and zip lock bags available for follow on jobs in the Waimea to ensure PPE is single use only.
- Tug and Launch crew to avoid all contact with a ship's crew.
- All public facing roles of the Harbour Master are ceased unless imminent safety of life issue.

Linesmen

- Vehicles and radios to be wiped out with disinfectant before and after each handover.
- Work gloves to be worn and sanitised before and after each ship move.
- No direct contact with a ship's crew.

Security

- Shuttle drivers only transporting coastal vessel crew and escorting ship's crew signing on or off.
- Avoiding shared vehicles where possible.
- Wiping out contact areas in vehicles and Gatehouse as part of the Handover process.
- Limiting indirect contact and manual handling with others whilst performing Security duties (ie not sharing pens, viewing IDs without touching them).
- Regular cleaning of the Gatehouse Entry area, including the touch screens.
- Only contractors/users/visitors working for essential services permitted on site
- Signage at gates outlining expectations and criteria for entry
- Limiting the amount of personnel in the Gatehouse to one at a time to ensure 2m is followed as best as practicable.
- Reminding all personnel to sanitise hands prior to entering Gatehouse.

Gatehouse

- Container forks operators to wash hands properly at wash station outside entrance by the generator before entering the facilities.

QuayPack

- Limiting any interaction with external parties eg truck drivers
- Extra surface cleaning in place
- Staff working in 3 cells with staggered start, break and finish times to avoid any interaction
- Break rooms cleaned between each cell

Quarantine & Devans

- No direct contact with ship's crew
- Only workers from essential services may come onto site. If external parties from essential services do need to be in attendance, then ensure physical distancing measures are enforced. That includes MPI & Customs staff.
- Devans including Quarantine devans - implement JSA process for each individual devan

Flexis

- Fitting procedure to change to one person per flexi (eg one person only per container)
- Reinstate the wearing of gloves where practicable

QuayConnect

- Toolbox meetings to be kept brief – 10 minutes maximum. Any other important notices will be posted on the notice board, so check this daily for updates

- Work cells to remain distanced. Clean surfaces between cells using common areas
- At 2.40pm, the AM shift team take forklifts to charge areas in Shed 9 and Shed 10. This coincides with the PM shift toolbox finish
- Forklifts are cleaned before the PM operations begin
- No contact is to be made between cells during shift change
- Forklift operations staff to limit the contact and time spent in the admin office – 2m physical separation with the other staff in the office to be maintained at all times. Only 1 forklift operator in the admin office at a time. If you look through the window and someone else is in there, you need to wait your turn
- Maximum of 1 staff hand stacking wine in a container at a time

Container Operations

- Truck driver access door locked with notice on window to phone if assistance is required
- Strongly recommend the use of e-gate transactions.
- E-gate kiosk screens to have a cleaning regime set up – have advised 'Carriers' that we expect them to sanitise themselves using them.
- Cleaning products located in machinery cabs and cleaned between each driver change.
- Evening shift locked in for next 3 weeks to provide work cell separation (30/03 onwards)

Stevedores

- Office staff are on a rotation working from home/work. Maintaining physical distancing
- Supervisors to clean door handles / office in Whitehouse building on their way in and out
- Work cells to remain distanced from each other
- Mandatory gloves in all operational roles
- Added an additional Stevedore to shift to spray and wipe communal surfaces. They will be the sole person emptying the dishwasher
- Every machine and vehicle to have cleaning product to be use before and after each use by the driver. 5t forklifts now have waterproof pouches to house paper towels. Spray bottle holders being fabricates to add to outside of machine
- Handwashing stations at the bottom of vessels for everyone to use going on and off the ship.
- Toolbox meeting to be held in Gatehouse carpark
- Staff to walk into the terminal in a controlled fashion observing physical distancing. Everyone can then scan their individual Port pass and walk through the light vehicle entrance. Radio comms to terminal users alerting them to pedestrians will be made by the Supervisor
- If wet, alternative transport methods will be established that could include personal vehicles travelling in convoy and toolbox talks in shed 2. Toolbox talks will occur in shed 2. Staff to then go to breakroom to collect a radio in a staggered fashion
- Stevedores to bring their own plates, cups, utensils, thermos and pens if they prefer.
- Training on safe glove removal to happen at toolbox talks
- LHM operators to wear gloves up and down the crane
- LHM operators to do their handover at the bottom of the crane outside
- If split shifts, new paperwork to be produced. Any changes to be updated and new paperwork be made available

- All post shift documentation to be scanned through to avoid the need of other people handling it
- Stevedores to not enter vessel accommodation
- Stevedores to keep a min of 2m from vessel crew
- We have installed a perspex barrier in the container tally huts. These are to be extended
- Additional portacom at BQ break room to increase dry sitting area
- Continuous shifts on container vessels to limit the number people on break together
- On the job training can continue if essential within a cell where distancing can be maintained. eg not sharing of machine cab
- Rest rooms to not be used until sanitary mattresses are available
- Established two work groups that have the ability to work all cargo types. These will not cross.
- Lashing staff to wear face masks if working less than 2m apart from their buddy for more than 15min

Weighbridge

- Hand sanitiser available at the touchpad area

Workshop

- Cardax access through the Workshop front door is to be restricted to Workshop staff, Hugh Morrison, H&S Team, Andy Wills and the cleaner.
- Physical access into the Workshop building has been restricted to Workshop staff, Hugh Morrison, H&S Team, Andy Wills and the cleaner.
- Hard surface cleaning has started on a twice a day cycle covering break room bench, tabletops, stair rails, doorknobs, keyboards/mouse
- On vehicles/heavy plant: Handrails, seats, steering wheels, joysticks, ignition switches etc will be alcohol wiped by the person using the plant/vehicle before and after each plant item visit to the workshop
- Tina is working from home and can be contacted by email or WhatsApp
- The lighthouse has been closed
- Required essential engineering to be done by essential services contractor maintaining physical distancing
- All meetings are being held in the morning (large) circle maintaining 2m distancing
- The front external door, the lower store door and the door into the mechanics bay are to stay open at all times.
- The door from the lower store going outside has been locked.
- All staff will wash or sanitise their hands before going into the break room and before returning to their work task.
- All stores from the workshop will be delivered to the outside of the recipient's building
- All workshop staff who must work in other areas for repair purposes will maintain 3m distancing

Slipway

- Only essential service vessels on slipway
- All interactions to comply with physical distancing requirements

- No meetings with non-Slipway related PNL staff inside buildings
- Only contractors/users/visitors from essential services (or to maintain essential services) to be allowed entry
- Slipway forklift to have driving area wiped down before and after use
- Any new vessel from outside NZ to be checked against PNL: policy re ships visits and crew shore leave

Corporate

- If working from home comply with Working From Home Guidelines and Expectations requirement
- Front door locked with information on who to call
- Backdoors – signs to ensure only essential PNL visitors come in, otherwise call key ph # for HR Bus Systems, and Payroll. Other key numbers on PNL external website, or call Gatehouse
- Stay clear from other areas unless essential – if essential, maintain distances of greater than 3ms