

COVID-19 Checklist for Essential Aquaculture Operations

Use this checklist as a general guide to confirm you have the processes in place to protect staff and their families / whanau by preventing the transmission of COVID-19. For additional resources go to the AQNZ COVID- 19 webpage: <https://www.aquaculture.org.nz/covid-19/>

Procedure Implemented For:	Yes/No
<p><i>Business/Site Requirements</i></p> <ul style="list-style-type: none"> • Identified essential operations and stopped non-essential operations • Identified staff/positions required to run essential operations only • All non-essential staff to work from home 	
<p><i>Essential Staff</i></p> <ul style="list-style-type: none"> • Assessed and documented risk status of all essential staff - including at-risk category (age, other underlying health conditions), or high-risk (e.g. travelled outside NZ in the last 14 days, have had close-contact with or been exposed to someone who has COVID-19, live with people working in high risk areas (e.g. hospitals, supermarkets), etc.) • At risk and high-risk staff informed to stay at home and not to come to work • Documented contact information, including home contact and reporting manager • Provided with documentation/identification confirming they are working in an essential business • Informed of requirements for travelling directly to and from work • Signed a declaration stating they understand requirements (see Resource for Employers in Essential Services) • All staff instructed to stay at home if they are unwell or show any signs of fever, sore throat, cough, or shortness of breath and to call their Manager for further instruction • All staff instructed to call their manager if someone they live with is unwell or shows any signs of fever, sore throat, cough, or shortness of breath 	
<p><i>Staff Procedures – At Home</i></p> <ul style="list-style-type: none"> • Ensuring all staff know what they must do/not do while at home in Alert Level 4 • Procedures for staff when they arrive home (e.g. washing / showering and changing), before they join their family/bubble • Reporting procedure if situation at home changes (a person they live with becomes unwell) 	
<p><i>Wellness Checks</i></p> <ul style="list-style-type: none"> • Procedures for implementing and documenting wellness checks before starting work each day (e.g. check each staff member for any signs they are unwell – sweating, coughing, or shortness of breath, and question if they have any symptoms such as sore throat, fever, etc.) 	

Procedure Implemented For:	Yes/No
<p><i>At Work Procedures and Protocols</i></p> <ul style="list-style-type: none"> • Physical distancing of 2 metres throughout the operation, but if impossible 1 m minimum with PPE (e.g. mask and gloves) • Staggering of breaks, isolating people by teams/groups to use common areas (e.g. tea rooms / galley) • Use, handling and cleaning of PPE (including putting on and taking off) • Coughing and sneezing procedure (cover with disposable tissue or elbow, then wash hands for 20 sec and dry etc.) • Additional cleaning of high-use/hand-contact areas (especially in common spaces/amenities) • Other cleaning and physical distancing protocols tailored to your operation to prevent COVID-19 transmission (see Practical Measures for Essential Aquaculture Operations document for more details) 	
<p><i>Contractors</i></p> <ul style="list-style-type: none"> • Only contractors required to complete essential services or emergency repairs allowed • Sign-in procedures for all contractors/visitors, with contact information and the reason for the site visit • All contractors complete declaration on entry to site, confirming they not high-risk (haven't travelled outside NZ in the last 14 days, haven't had close-contact with or been exposed to someone who has COVID-19, etc), and are not feeling unwell or showing any signs of being unwell • Procedure to sanitise hands and change into appropriate PPE 	
<p><i>Deliveries</i></p> <ul style="list-style-type: none"> • Procedures for accepting incoming deliveries (e.g. distancing between delivery staff and receiving staff, cleaning of touch surfaces on deliveries, etc.) 	
<p><i>Signage</i></p> <ul style="list-style-type: none"> • COVID-19 signage in relevant places, reminding staff of the importance of things like: <ul style="list-style-type: none"> ○ If unwell – stay home ○ Handwashing ○ Cough etiquette ○ Physical distancing requirements ○ PPE requirements 	
<p>Dealing with Suspected or Confirmed Cases of COVID-19</p> <ul style="list-style-type: none"> • Procedures for affected staff • Procedures for remaining staff • Documenting and reporting • Site cleaning procedure 	
<p>Supervision and Additional Checks</p> <ul style="list-style-type: none"> • All staff procedures and declarations documented, explained to staff, signed by staff, and staff are given a copy • Supervision of staff to ensure protocols followed • Checks documented, issues followed up, corrective action taken 	

Checklist adapted from SNZ- Cathy Webb