

Ways of working while we are under Alert level 4

Keeping safe while we help to provide food to others

SAY We have an important job to do providing an essential service for New Zealand at a time of need. It's work we should feel proud to do, but we will not put our people at risk while we help to provide food to others while we are under Alert level 4
Our aim is **to operate a workplace that is one of the safest places you can be at this time.**

This means different ways of working while we operate under Alert level 4

Over the next 30 minutes I will explain what you need to know and do and you will need to agree that you understand and will follow what we have discussed.

We will be walking around the site in small groups sharing information as we go.

Remember this is to keep you and your families safe while we help to provide food to New Zealand while we are under Alert level 4

ASK Does anyone have any questions *(Keep a note of any questions you cannot answer and follow up)*

SAY There are a number of new important rules to follow to keep you and those around you SAFE. They all relate to safe distancing and handwashing and hygiene

- Stay at home when you are not working except for essential trips to the supermarket, doctor or pharmacy
- Use a 2 metre bubble when you are outside of your home but not at work e.g. (supermarkets, pharmacy etc.)
- When you are on site, where possible keep a distance of 2 metres.
- Keep a minimum distance of 1 metre at all times and avoid standing face to face.
- If you are working under 2 metres distance you **MUST** wear your standard PPE plus gloves and a facemask
- Use the lines and signs that have been put on the ground to help you

SHOW What 1 metre looks like *(use a stick or piece of rope)*

SAY

- Everyone needs to wash or sanitise their hands **OFTEN** and do not touch your face
- Distancing is very important
- The Ministry for Primary Industries has indicated that you where at all possible we should be 2 meters apart and that when we stay 2 metres apart we do not need to wear a face mask. We only need to wear a face mask when we are under 2 metres apart at work

GIVE OUT The hand-washing guide to each staff member AND the Ministry for Primary Industries Guidance on measures to be taken if working between 1 and 2 metres

SAY We will talk about the safest way to wash hands in a minute but this is when to wash or sanitise your hands...

- When you get to work
- Immediately before putting on gloves, face mask (PPE)
- Before you eat
- After taking a break or using the bathroom
- Immediately after removing gloves, face mask (PPE)
- When you get home

GIVE OUT	The induction sign-off sheet and make sure everyone has a pen – tell them it has been sanitised (and make sure it has been) and explain they will need to sign it at the end of this session
SAY	We will now look at specific ways of working while under Alert level 4. Please follow on your sheet.



Getting to work

EXPLAIN these are new alert level 4 rules

- Always carry your permission to travel letter/identification
- If you carpool to work from different houses or someone you don't live with:
 - Maximum of 2 per car (including the driver)
 - Maximum of 3 in a van (including the driver)
 - Be diagonal from the driver and sit in the back seat
 - Be diagonal in vans and do not share rows
- Follow all other public transport rules
- Wash or sanitise your hands on arrival
- Do not stop on your way to work or way home

ASK if they understand – pick a person to repeat the key instructions and answer any questions anyone has.

WHEN they understand get staff to tick the box on their sheet agreeing they understand what they need to do.

WALK the group to the clocking in location, look back and check what distance they are keeping. If it is not minimum of 2 metres, **STOP** the group and **ask** if anyone knows why they have stopped.



Clocking in

EXPLAIN these are new alert level 4 rules

- Clocking in is still needed and machines are being cleaned regularly
- Cards are also cleaned regularly

(FIND OUT HOW OFTEN AT YOUR SITE AND TELL THE GROUP)

- Keep at least a 2 metre distance when clocking in (unless wearing PPE)
- Remember to sanitise the clock in screen if it is a shared screen before and after you have used it
- Remember to wash or sanitise your hands after clocking in

ASK if they understand – pick a person to repeat the key instructions and answer any questions anyone has.

WHEN they understand get staff to tick the box on their sheet agreeing they understand what they need to do.



Changing rooms

EXPLAIN these are new alert level 4 rules

- We need to limit the number of people in changing rooms as it controls how close people are when changing
 - No more than XX people in a changing room at the same time
 - Entry will be controlled (**EXPLAIN YOUR SITE PROCESS**)
 - Follow the maximum number in rooms as per the signs on the door (**FIND OUT THE MAXIMUM NUMBER OF PEOPLE ALLOWED FOR YOUR SITE AND TELL THEM**)
 - Keep a 2 metre distance when waiting to change
 - Put all your personal clothes and shoes in a locker or put them in a bag if you don't have a locker
-

ASK if they understand – pick a person to repeat the instruction and answer any questions anyone has.

WHEN they understand get staff to tick the box on their sheet agreeing they understand what they need to do.



Stay at least 1 metre apart (when wearing PPE). Stay 2 metres apart where possible

EXPLAIN these are new alert level 4 rules

- While at work we are allowed to be 1 metre apart as our site has been classed as an Essential Food Business and have a high level of cleanliness and new processes in place. **BUT we need to be wearing PPE at all times when we are 1 metre apart.** If we are not wearing PPE we must be 2 metres apart.
 - **ASK** does everyone know how far 1 metre is
 - **SHOW** them what 1 metre looks like (using a stick or rope)
 - If you see a staff member not keeping a 1 metre distance tell your supervisor or manager
-

ASK if they understand – pick a person to repeat the instruction and answer any questions anyone has.

WHEN they understand get staff to tick the box on their sheet agreeing they understand what they need to do.

WALK the group to an appropriate place to demonstrate best handwashing, look back and check what distance they are keeping. If it is not minimum of 2 metres, (or 1 metre if wearing PPE) **STOP** the group and ask if anyone knows why they have stopped.



Washing your hands often

EXPLAIN these are new alert level 4 rules

- Keeping hands clean is one of the most effective ways to stop the transmission of the virus
 - This is because the main way the virus enters your body is through the eye, nose, mouth
 - It is important to increase the number of time we all wash or sanitise our hands
 - When you get to work
 - Immediately before putting on gloves, face mask (PPE)
 - Immediately after removing gloves, face mask (PPE)
 - Before you eat
 - After taking a break or using the bathroom
 - When you get home
 - Tell people to look at the handwashing sheet on how to wash hands effectively – it's easy not to wash hands fully or without paying attention
 - Talk through each step of the handwashing guide and demonstrate if possible – **DO NOT RUSH THROUGH THE HANDWASHING GUIDE**
-

ASK if they understand – pick a person to repeat the instruction and answer any questions anyone has.

WHEN they understand get staff to tick the box on their sheet agreeing they understand what they need to do.



Do not touch your face

EXPLAIN these are new alert level 4 rules

- Touching your face, especially your mouth, nose or eyes is discouraged – it can be hard to remember or notice so please think before you touch
 - Wash or sanitise your hands before touching your face if you must do
 - If wearing a facemask, beard mask or eyewear, ensure you wash hands before adjusting anything.
 - If your face mask becomes wet, you **MUST** replace it
 - Take extra care when putting on or adjusting PPE
 - Take extra care when smoking, drinking or eating
-

ASK if they understand – pick a person to repeat the instruction and answer any questions anyone has.

WHEN they understand get staff to tick the box on their sheet agreeing they understand what they need to do.



Cough or sneeze safely

EXPLAIN these are new alert level 4 rules

- Coughing and sneezing is considered to be a way to spread the virus
 - People can cough or sneeze for many reasons without being sick
 - IF YOU ARE FEELING SICK WHEN ON SITE YOU MUST IMMEDIATELY NOTIFY YOUR MANAGER OR SUPERVISOR AND REMOVE YOURSELF FROM OTHER PEOPLE
-
- On top of the usual process for protecting food safety from coughs and sneezes
 - Cough or sneeze into your elbow.
 - Change your outer plastic overall or
 - Change your plastic arm guard (if you wear one)
-

ASK if they understand – pick a person to repeat the instruction and answer any questions anyone has.

WHEN they understand get staff to tick the box on their sheet agreeing they understand what they need to do.

DO NOT SAY THIS TO THE GROUP THESE INSTRUCTIONS FOR SITE MANAGEMENT ONLY

If someone says they are sick at work:

- If person is not feeling well they are to inform their manager / team leader immediately
- Manager is to check what is wrong – if they have a fever, cough and difficulty breathing the person must put on a mask and be isolated to a room immediately and close the door
- Manager/First aider to put on full PPE including mask and gloves
- Call must be made to Health line (0800 358 5453)/persons GP and follow instructions
- Manager/first aider must maintain 2m distance from person at all times and keep all interactions with person as brief as possible

WALK the group to the lunch room, look back and check what distance they are keeping. If it is not minimum of 2 metres (or 1 metre if wearing PPE), STOP the group and ask if anyone knows why they have stopped.



Taking a meal break

EXPLAIN these are new alert level 4 rules

- Changes have been made to the way lunch breaks take place
- Groups will be smaller to minimise the number of people in the lunchroom
- You may notice some changes to the table set up
- Look out for markings on the floor to help you choose where to sit
- If your cafeteria has gone BYO explain that
- DO NOT share food
- You may notice changes to cutlery and drinks

(FIND OUT WHAT THE CHANGES ARE IN YOUR AREA AND EXPLAIN THEM)

ASK if they understand – pick a person to repeat the instruction and answer any questions anyone has.

WHEN they understand get staff to tick the box on their sheet agreeing they understand what they need to do.

WALK the group to the shift break area, look back and check what distance they are keeping. If it is not minimum of 2 metres, (or 1 metre if wearing PPE) **STOP** the group and ask if anyone knows why they have stopped.



Taking a shift break

EXPLAIN these are new alert level 4 rules

- Changes have been made to the way smoke breaks take place
- Groups will be smaller to minimise the number of people in the same break area
- Remember to wash or sanitise and dry hands and between fingers before and after break
- Keep a minimum of 2 metres distance during your smoke break
- Take care to not touch your face when adjusting an PPE
- Do not touch your face when smoking or drinking
- If smoking or vaping DO NOT share them with anyone else
- If drinking DO NOT share drinks with anyone else

ASK if they understand – pick a person to repeat the instruction and answer any questions anyone has.

WHEN they understand get staff to tick the box on their sheet agreeing they understand what they need to do.

WALK the group to a bathroom area, look back and check what distance they are keeping. If it is not minimum of 2 metres (or 1 metre if wearing PPE), **STOP** the group and ask if anyone knows why they have stopped.



Bathrooms

EXPLAIN these are new alert level 4 rules

- Changes have been made to the number of people in a bathroom
 - Entry will be controlled (**EXPLAIN YOUR SITE PROCESS**)
 - This is to control the number of people in a small space
 - We need to maintain the 1 metre minimum distance
 - Bathrooms will have signs on the door telling you the max number
 - Follow the maximum number in rooms as per the signs on the door
-

(FIND OUT THE MAXIMUM NUMBER OF PEOPLE ALLOWED FOR YOUR SITE AND TELL THEM)

ASK if they understand – pick a person to repeat the instruction and answer any questions anyone has.

WHEN they understand get staff to tick the box on their sheet agreeing they understand what they need to do.



Toilet Breaks

EXPLAIN these are new alert level 4 rules

- Once you have used the bathroom, you must (as always) wash and dry your hands
 - Use hand towels only (not hand dryers)
 - Remind people of the handwashing guide you have already completed with them
 - Ask one person to explain the handwashing guide
-

ASK if they understand – pick a person to repeat the instruction and answer any questions anyone has.

WHEN they understand get staff to tick the box on their sheet agreeing they understand what they need to do.

WALK the group to the clocking out location, look back and check what distance they are keeping. If it is not minimum of 2 metres, (or 1 metre if wearing PPE) **STOP** the group and **ask** if anyone knows why they have stopped.



Clocking out

EXPLAIN these are new alert level 4 rules

- Clocking out is still needed and machines are being cleaned regularly
- Cards are also cleaned regularly

(FIND OUT HOW OFTEN AT YOUR SITE AND TELL THEM)

- Keep a 1 metre distance when clocking off
- Remember to sanitise the clock out screen if it is a shared screen before and after you have used it
- Remember to wash or sanitise your hands after clocking out

ASK if they understand – pick a person to repeat the instruction and answer any questions anyone has.

WHEN they understand get staff to tick the box on their sheet agreeing they understand what they need to do.

WALK the group to the site exit location, look back and check what distance they are keeping. If it is not minimum of 2 metres, (or 1 metre if wearing PPE) **STOP** the group and **ask** if anyone knows why they have stopped.



Going home

EXPLAIN these are new alert level 4 rules

- Always carry your permission to travel letter
- If you carpool to work from different houses or someone you don't live with:

- Maximum of 2 per car (including the driver)
- Maximum of 3 in a van (including the driver)
- Be diagonal from the driver and sit in the back seat
- Be diagonal in vans and do not share rows

- Follow all public transport rules
- Wash or sanitise your hands on arrival at home
- Change out of your work clothes and wash them if you can
- Stay in your bubble at home

ASK if they understand – pick a person to repeat the instruction and answer any questions anyone has.

WHEN they understand get staff to tick the box on their sheet agreeing they understand what they need to do.



If you or family members are feeling sick when you are at home

EXPLAIN these are new alert level 4 rules

- Your health and wellbeing is our priority
 - Follow all government guidelines
 - Stay home if YOU are sick.
 - Contact Supervisor/Manager.
 - Call your doctor before visiting them.
 - If a family member in your house bubble – and it is NOT COVID19 you are able to still come to work. But should keep your distance from them at home.
-

ASK if they understand – pick a person to repeat the instruction and answer any questions anyone has.

WHEN they understand get staff to tick the box on their sheet agreeing they understand what they need to do.

SAY Remember these new rules are to keep you and your families safe while we help to provide food to New Zealand while we are under Alert level 4

SAY All staff (including managers) must sign the same induction sign off form and follow the new instructions/rules. If someone does not sign the form or follow the instructions/rules they cannot work.

If a person chooses not to sign the form they will need to go home and use their entitled leave or take unpaid leave.

ASK group to sign their induction sheets – if anyone does not want to sign the sheet inform the Site Manager

COLLECT all sheets from the group

CHECK they have all been signed

GIVE OUT a blank copy of the checklist to everyone in your group and tell them to keep it as a reminder and also a copy of the Ministry of Health guideline to share with family if necessary

THIS IS THE END OF THIS INDUCTION TRAINING

YOU MUST NOW:

PLEASE SCAN AND EMAIL ALL SIGNED INDUCTION SHEETS TO (STAFF MEMBER) THEY WILL NEEDED FOR MPI AND MINISTRY OF HEALTH REPORTING.

This MUST be done before end of business on Tuesday 31 March