



Control and Prevention for Infectious Disease Guidelines (COVID – 19)

This guideline has been prepared for and applied across all Battery Hill Hops workers operations in response to the COVID 19 crisis. It is designed to provide an outline of the requirements to be followed however it should be noted other risks may emerge that may require additional controls, and these shall be considered prior to every task conducted.

A daily assessment of this plan shall be conducted during any NZ Government Level 4 lock down where the business continues to operate as an essential business providing services.

Hazards: Working During a Pandemic Event

Purpose:

At Battery Hill Hops, we want to ensure workers are able to take effective measures for protecting themselves from exposure to, and infection from, any infectious disease they may be exposed to in the workplace.

Workers can be exposed to numerous potential hazards in the workplace for which in order to ensure no harm eventuates, they apply various levels of control to minimise the risk to a level as low as reasonably practicable.

While exposure to health hazards such as the novel coronavirus, COVID-19 affects all workers, in heightened pandemic periods, workers may find themselves in situations when conducting routine tasks that they cannot maintain the recommended physical distancing rules promoted by the Ministry of Health of 1 – 2 metres during a pandemic event. This could therefore create a potential condition of close interaction with other workers who may unknowingly be infectious. In addition to the close contact with others risk, there is also a risk workers may touch surfaces contaminated by another worker who may be unknowingly infectious.

In order to take steps to mitigate these hazards, the business must take additional steps in regards to the workplace and workers adapt existing behaviours, assess each work situation and adopt safe work practices to ensure good infection prevention and control strategies are applied based on the hierarchy of controls.

Using pre task risk assessment techniques, we can determine appropriate controls in our task planning such as worker separation greater than 2 metre where possible and use of personal protective equipment (PPE) to aid in minimising any worker exposures.

Scope and Responsibilities:

These safe work guidelines apply to all Battery Hill Hops workers at all operational field work sites during a pandemic event.

WARNING: All workers have a responsibility to identify potential situations where harm could occur during task planning and identify relevant controls to mitigate exposure.

WARNING: During an exemption to maintain essential works, workers must take all practicable steps to maintain protocols of the level 4 pandemic requirements.

Hazards Associated with COVID-19:

- Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze.
- The person-to-person spread is most likely among close contacts (about 1 -2 metres).
- Person-to-person spread is thought to occur mainly via respiratory droplets produced when an infected person coughs or sneezes, similar to how influenza and other respiratory pathogens spread.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- **NOTE:** It's currently unclear if a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes so it is recommended this habit is avoided at all times and measures should include workplace cleaning of common surfaces and segregation in common area.

Standard Precautions for Prevention of Harm from Infectious Disease:

For all workers, regardless of specific exposure risks, it is a requirement to:

1. Not come to work if you are unwell and advise management at the first moment this occurs
2. Workers to advise management if they have persons at home who are unwell with COVID – 19 and also self-isolate. Any close contacts in the workplace in recent 48 hours to also self-isolate
3. Workers to advise management if they have personal medical issues that expose them to greater risk from being at work. This includes:
 - a. Those over 70: Older people often have underlying health issues, including respiratory issues that make them more vulnerable to COVID-19.
 - b. People with medical conditions: Underlying medical conditions can make you more vulnerable to COVID-19. In particular, people with respiratory conditions, such as COPD (Chronic Obstructive Pulmonary Disease), heart conditions, high blood pressure, kidney problems and diabetes.
 - c. People undergoing a treatment for cancer and blood conditions: As treatments for cancer and blood conditions affect people's immune systems, this makes them more vulnerable to COVID-19.
 - d. Pregnant women: Health experts do not yet know if pregnant women are impacted by COVID-19 in the same way as other people. However, pregnant women experience changes in their bodies that may increase their risk from some infections.
4. Cease standard customs of hongi and harirū, alongside shaking hands, sharing food, cups, hugging and other forms of close physical contact.
5. Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
6. Avoid touching your eyes, nose, or mouth with unwashed hands.
7. Follow good respiratory etiquette, including covering coughs and sneezes
8. Avoid close contact with people who are sick (outside of work).
9. Maintain workplace hygiene standards, including shared work vehicles, cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. **WARNING:** COVID-19 can remain on plastic and stainless steel surfaces for up to about three days and less than that for other types of surfaces. This will depend on the surface. If surfaces look visibly dirty, they should be cleaned first. It's best to use a disinfectant.
10. When working with product destined for public sale (food safety), PPE must be worn at all times.
11. Reception and workplace to be closed to the general public
12. Non-essential workers to work remotely to reduce number of workers in the workplace
13. Departments are to remain segregated to avoid any outbreak spreading and impacting on other departments. This could mean working different shifts to further reduce exposure
14. Avoid using other workers' phones, desks, offices, or other work tools and equipment, when possible. Where this cannot be avoided, it is recommended to wipe surfaces/equipment down if the risk is considered possible.
15. Follow training provided for correct use of protective clothing and equipment, i.e. when to use it, how to put it on, use/wear it, and take it off correctly and dispose of it
16. Field workers consider replacing their clothing more frequently during any pandemic activation and place uniform PPE garments for laundering more frequently
17. During pandemic events – Maintain physical distancing practices of at least 2 metre and avoid recreational or other leisure classes, attending places where these are held, limit public areas, avoid meetings etc. where you might come into close contact with infectious people. NOTE: Indoor meetings for work are not recommended in confined meetings rooms. It is preferable where meetings

Special Tools and Equipment Required:**Personal Protective Equipment (PPE) to be used**

The following PPE options are available for use for Battery Hill Hops workers and should be part of job planning considerations to aid in prevention and control of infectious diseases:

Gloves	Eye Protection	Mask	Full Body Cover	Hand Sanitiser	Biohazard Bins
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Reference Documents:

Further guidance on PPE can be found in the following information:

- Ministry of Health Guidelines on use of PPE
- Use of gloves fact sheet
- How to clean hands correctly fact sheet

Initial conditions to be satisfied before starting work:**WARNING:**

- All workers come to work well and fit for duty
- Identify situations where close work may be required for the task
- Workers to consider controls for prevention and control of infectious diseases in pre task assessments. This shall be focused on segregation at all times. Where this cannot be achieved, PPE must be worn
- Ensure you have taken PPE to work site. NOTE: You will be required to sign out PPE. Workers need to be mindful of ensuring PPE is looked after at all times
- Ensure you have been trained in the task including how to correctly use your PPE when identified as a control
- Any non-compliance or risk identified that cannot be controlled to a tolerable level must be reported to your manager.
- Any worker requiring further information on or assessment on the task being performed, or the risk issues relating to COVID - 19 shall discuss with their manager prior to commencing the task
- Do not share PPE with other workers
- Dispose of used PPE correctly

Tasks Where Close Proximity Work (Less than 2m) May Occur:

There are a range of tasks, some routine and some may be new or non-routine that could require workers to work in close proximity to other workers in a pandemic event.

Through consultation with workers, the following are considered typical hazards that may occur during operations in a pandemic event where additional control measures should be applied where safe to do so:

1. General site work requiring two persons to conduct task:
2. Travelling in work vehicles
3. Deliveries and pick ups
4. Manual handling heavy objects (in pairs)
5. Welfare of Workers

The following tables outlines some general controls that should be discussed with workers at toolbox or pre shift meetings regularly to reinforce good practice requirements.

Any additional hazards or considerations for sharing within the wider business should be provided to your manager ASAP.

General Workplace Controls to aid in Prevention of Infectious Diseases in the Workplace:	
Hazards	Control
Workers displaying signs of illness	<p>Sick leave/work from home if able to do so</p> <p>Immediate isolation of worker from others</p> <p>Report occurrence to manager</p> <p>Close contact calling and self-isolation to follow</p>
Working in Shared Workplace with other Workers	<p>Maintain physical distancing (recommended 2 metre contact distance from people) where possible. Where this cannot be done, PPE to be worn</p> <p>Coughing or sneezing into a tissue or your elbow and then performing good hand hygiene practice (Washing or hand sanitising if unable to wash)</p> <p>Have work meetings in outdoor or well-ventilated areas where separation of greater than 1 metre can be achieved (Could be in the form of stand-up meetings)</p> <p>Ensure PPE such as gloves are available to use if close proximity work required for a period greater than 5 minutes or hazard detected.</p> <p>Workplace hygiene, additional cleaning on common touch points to be done. This to include all:</p> <ul style="list-style-type: none"> • door handle areas, • lunchrooms, • forklifts • vehicles, • machine controls, • common desks, • toilets. • <p>This to be three times per day.</p> <p>Forklifts and vehicles should be cleaned before and after each different user in addition. (Refer checklist to be followed for areas to be cleaned)</p> <p>Replacement stocks of cleaning materials top be ordered more frequently.</p> <p>Hand sanitiser to be placed in key work locations (where available)</p> <p>Physical segregation of work crews in different departments (May extend to working alternative shifts)</p> <p>Not sharing lunchrooms with other departments</p> <p>Non-essential workers working from home where possible.</p>

Working in Close Proximity to other workers (less than 1 metre)	<p>Revise task where possible</p> <p>Minimise direct exposure through contact to other workers as much as possible</p> <p>Wear PPE and replace regularly</p> <p>Laundering work clothing more frequently</p>
Carrying objects in pairs with less than 1 metre separation.	<p>Revise task where possible.</p> <p>Use mechanical aids to avoid needing assistance where possible</p> <p>Minimise direct exposure through contact to other workers as much as possible</p> <p>Wear PPE</p>
Workers Displaying Poor Personal Hygiene Habits	<p>Encourage worker to follow good habits such as good hand hygiene – that is, washing hands regularly with soap and water, or cleansing with hand sanitiser,</p> <p>Encourage worker to avoid touching face.</p>
Potentially Contaminated PPE	<p>Dispose in biohazard bins (At site place in sealable bag first and take to disposal bin). If no biohazard bin available, use plastic lined sealable container and clearly mark as such.</p>

Travelling (Vans/Trucks/Utes)	
Hazards	Control
Vehicle Hygiene	Use vehicle clean kits to wipe down high touch surfaces (steering wheels, indicators, gear shifters, windows sills etc.) before and after each use
Seating in Close Proximity to Other Workers	Maintain suitable ventilation via windows down or fresh air circulation where possible
	Segregate persons in vehicle as much as possible. Consider limiting number of workers in one vehicle where possible. (NOTE: This could include 3 people in double cab Ute for example to maintain adequate separation)
	Consider use of face masks if segregation not obtainable
	Consider taking additional vehicles above two persons if worksite parking allows and vehicles available

Deliveries and Pick Ups	
Hazards	Control

Working in Close Proximity to other workers (less than 1 metre) to sign paper work	<p>Revise task where possible</p> <p>Explain to drivers to place paperwork in desk and step away., use own pens etc.</p> <p>Wear PPE</p>
Other workers attending workplace	<p>Restrict their access in the workplace.</p> <p>Use equipment clean kits to wipe down high touch surfaces they may come into contact with post visit (i.e. toilets)</p>

Welfare of Workers	
Hazards	Control
Added anxiety during pandemic event	<p>Revise high risk tasks where possible</p> <p>Explain to drivers to place paperwork in desk and step away., use own pens etc.</p> <p>Wear PPE</p>
Distraction leading to incident	<p>Welfare checks</p> <p>Communication and discussion around situation (making it normal)</p> <p>Supervision</p> <p>Limiting non-essential high-risk work</p>
Added pressure due to loss of workers through unavailability or illness	<p>Deferring non-essential works.</p> <p>Planning around additional shifts when shortfall of workers.</p>

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