

Guidance Notes

Introduction

Governments Globally are taking more stringent approaches to the management of COVID19, the NZ government announced 14th March a tightening of travel requirements and a mandatory self-isolation of anyone entering NZ from overseas (the Australian Govt. announced similar and parallel requirements).

This will have an impact on business operations.

This Guidance material is to assist safeguarding the health of all TIL Logistics employees, Owner Drivers and Contractors' workers and to ensure the continuity of activities under the threat of a pandemic.

The purpose of this material is to ensure the continuity of operations in the event of an Infectious Diseases Pandemic impacting one or more staff/contractors. Where possible our aim is to keep workers separated to avoid / slow the spread and to minimise face-to-face contact.

This document should be read in conjunction with the TIL Group Pandemic BCP.

Understanding Pandemics

According to the World Health Organisation (WHO): "A pandemic is the worldwide spread of a new disease. A pandemic occurs when a new virus emerges and spreads around the world, and most people do not have immunity. Viruses that have caused past pandemics typically originated from animal influenza viruses." Source: <https://www.who.int>

The Ministry of Health in New Zealand has created a "New Zealand Pandemic Plan" which sets out the framework for response to a pandemic, TIL had modelled its BCP on this framework.

New Zealand uses a standard model to consider the potential impact of a pandemic.

The modelling predicts that in a severe pandemic a significant percentage of the population (up to 40%) may become ill over an eight-week period. This could mean that, at its peak, up to a third of New Zealand's population may be ill or recovering from illness.

Pandemics often have multiple waves of illness, the impact may be felt for several months or more, it is estimated the results / actions / consequences of the event could be experienced for 6 months.

In a severe pandemic we may experience:

- high numbers of workers away due to illness or caring for dependants
- significant pressure on the health system
- disruption to supplies of goods and services (due to disruption in supply chain, or the impact of the pandemic on suppliers of these goods and services)
- national and international travel restrictions
- restrictions on public gatherings
- closure of schools
- social distancing measures put in place (for example: increasing distance between workstations, encouraging people to keep a distance of at least a metre from others, working from home).

The impact of a pandemic may be two-fold:

1. A requirement to operate with fewer than-usual staffing resources due to illness or caring for dependents, and
2. The requirement to maintain continuity of services in the delivery of products.

TIL Group Health and Safety have issued several sets of guidance material, however The Ministry of Health website has significant information about infectious diseases prevention and control.

<https://www.health.govt.nz/your-health/healthy-living/environmental-health/infectious-disease-prevention-and-control>

Some Key Points:

- We must ensure we continue business operations, our key strategy is to adopt prevention measures, improved cleaning and similar.
- Working from alternate locations / home requires management approval, will be looked at once alternate options are considered and deployed as and when deemed.
- We can't stop the spread of this virus BUT, we can slow the spread.
- Extra vigilance is requiring to ensure a slower transmission and impact
- By slowing transmission and as a result having fewer of our team impacted, it will be more likely we can maintain operations.
- Anyone and everyone entering NZ (or Australia and elsewhere) will be mandatorily required to self-isolate for 14 days.
- Should we have an outbreak in one location and staff exposed will require a series of actions potentially closing that site and quarantining people for 14 days (will be determined by MoH)
- Non-essential travel should be avoided
- Air travel should be avoided
- To avoid cross spread minimal team members should attend any face to face meeting (only one is possible) so we avoid the potential for "whole" teams to be quarantined.
- Numbers of senior leadership and Board Members in one location should be keep to a minimum for face to face meetings – Phone or Teleconference where possible.
- Follow the prevention measure guidelines
- Consult MoH website for latest information.

Preventative measures

- Everyone entering NZ after midnight 15th March is to follow the 14-day self-isolation requirements. Some exceptions are available for those coming from Pacific Islands.
- The MoH website contains guidance for what self-isolation means and guidance to assist managing this. <https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-novel-coronavirus-health-advice-general-public/covid-19-novel-coronavirus-staying-home-self-isolation>
- Maintain good personal hygiene
- Maintain good hygiene for your work environment, see below guidance – clean frequently contacted surfaces, maintain "social" separation where possible etc.
- Wash hands after visiting public areas such as Toilet, Sneezing, Coughing or Cleaning your nose.
- Avoid visiting crowded places with poor ventilation.
- Wear suitable clothing in different weather conditions and working environment.
- Manage work hours and rest hours etc. for drivers in line with NZTA guidelines.

- Keep yourself well-rested, hydrated, and eat nutritious food – maintain your health and boost immunity
- Monitor yourself and those around you for respiratory symptoms such as fever, body aches, dry cough, sore throat, tiredness (can be extreme) and nasal congestion.
- Stay home if you feel unwell (usual requirements for notification to your manager remain in place). Remember: it may take 1-4 days after exposure before symptoms start, and the cough can last 2-3 weeks after the illness has subsided
- If you feel unwell with flu like symptoms, contact your Dr. for guidance. You may need (based on standard leave requirements) a clearance from your Dr. to return to work.

Reporting and Recording

A pandemic has unique characteristics when compared with the more “typical” disaster. It is of longer duration and has the impact of being widespread, unlike a more localised event such as an earthquake.

Any staff member or contractor who has contact (direct or indirect) with a confirmed or suspected case of a pandemic virus, or influenza-like symptoms, should report (by phone avoiding face to face) immediately to their supervisor who must advise the HSE Team / Manager by phone.

- Contact includes visiting, caring for, living with, meeting etc
- Symptoms include fever (38°C or above), cough, sore throat, runny or stuffy nose, body aches, headache, chills, stomach upset, vomiting, or diarrhoea
- Immediately advise the HSE Team who will document the details and circulate to the relevant parties.
- Leave will be dealt with in accordance with company guidelines.

*It is vital anyone who suspects they may be impacted by, have been in contact with or exposed in some way – avoid contact with colleagues and others until your / their condition is confirmed, do not attend places with others, seek guidance initially by phone from the Hospital, GP or phone Healthline’s dedicated COVID-19 number [0800 358 5453](tel:08003585453) or contact your GP, **including phoning ahead of your visit.***

In order to maintain adequate management support in case of a confirmed pandemic outbreak, various work arrangements for the team and key positions will be implemented. These include the following,

- The Leadership Team minimise face to face contact.
- When face-to-face contact is required, these individuals will keep a minimum of 1 metre apart
- The wearing of face masks will vary from case to case, but recommended for meetings of 3 or more persons.
- Working from home is to be considered for certain management staff to reduce face to face contact.
- All gatherings, e.g. meetings, visits, training, etc. need to be carefully considered as to need. If there is an alternate way to avoid larger gatherings we must look to investigate alternate solutions.
- Face-to-face meetings shall be minimised as much as possible
- Non-contact communication technologies such as telephones and teleconferences, radios video calls, and e-mail shall be used whenever possible.
- Staff should take meal breaks in small rather than large groups.
- Additional cleaning and disinfection of common areas will be carried out and continue. This includes toilets, doors, desks, work areas.



- Note – The work area includes the truck.
 - Additional End of Shift and Pre-Shift cleaning will be required, involving spraying / wiping surfaces, disinfecting areas commonly handled by multiple people, etc.
- In anticipation of the escalating cases in the medical field, staff or contractors who live with people who work in hospitals or clinics, are urged to advise the HSE Team, those classified as “High” risk may be asked / arranged to work from home
- Avoiding unnecessary travel to any affected areas.
- Avoid multiple people gatherings / meeting from the same team / office / or leadership meeting together
- For staff in key operational positions avoid close contact with “back-up” staff
- All visitors and contractors will be required to complete the Health Declaration – document appended.
 - The document if marked as “no symptoms” is to be retained in a file at reception.
 - The document if marked as “symptoms” is to be forwards (scan) immediately to the safety team, who will load into our data base and alert leadership (Group Safety Manager and Group Hr Manager or their delegate.)
- Certain areas may become restricted areas and only duty staff are allowed entry.
- Shift handover may be completed by phone or in electronic form
- Shared / hot desks requiring the disinfecting of keyboard, mouse, telephone etc before using
- Where possible all tenants, staff and contractors should keep to their respective offices and minimise face-to-face contact.
- Other as advised.

When to seek urgent medical advice

If you or someone around you start to experience any of the symptoms below, seek urgent medical advice:

- a high fever that doesn’t come down, especially if you are pregnant
- chills or severe shaking
- difficulty breathing or chest pain
- purple or bluish discolouration of your lips, skin, fingers or toes
- seizures or convulsions
- symptoms of dehydration, such as dizziness when standing, or reduced urine output
- becoming unresponsive, unusually quiet, lethargic, or confused

Call the medical practice before you go and advise them you may have been exposed to the virus; they will give you special instructions to reduce the chance of cross-infection with other people.

*It is important to be aware of the changing working, social and local conditions associated with the COVID 19 virus and other similar viral risks, be aware that slowing the spread is to everyone’s benefit, wash your hands, cover your mouth / nose when you cough and sneeze, clean shared work or other surfaces (wipe down) and apply other good hygiene principles, if you are feeling unwell, seek medical guidance, advise your supervisor. **Be aware, but don’t panic, prevention is the key, slowing any spread a critical requirement.***

If you need guidance, reach out to your Safety Team.

COVID19 VISITOR HEALTH DECLARATION

A visitor is anyone including a driver not based at this

Visitor Information					
Name: _____	Driver Licence No: _____				
Company Name: _____	Contact No: _____				
Purpose of Visit: _____					
Person you are visiting: _____					
Questionnaire					
1. Have you been in contact with any person diagnosed with, or suffering the symptoms of COVID 19 in the last 10 days ? 2. Have you recently arrived from overseas ? Contact: Includes Visiting, caring for, living with, meeting etc. Symptoms: include fever (38°C or above), cough, sore throat, runny or stuffy nose, body aches, headaches, chills, stomach upset, vomiting or diarrhoea.	Please Tick ✓ <table style="margin: auto;"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No				
<input type="checkbox"/>	<input type="checkbox"/>				
1. Do you have a fever / feel hot / flushed ? (fever is 38°C or above) We understand you may not know, but do you feel you are unwell, running a temperature? If you do, answer YES	<table style="margin: auto;"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No				
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Declaration					
I declare the above response to be true and correct.					
Signed: _____ Date: _____ Time: _____					

If your answer is "Yes" to any of the above questions, we regret to inform you that entry into our facility is not permitted at this time. You may wish to seek medical attention if you have a fever.

We apologise for the inconvenience caused, and request that you contact the person you wish to visit for an alternative date.

