



Auckland Exhibition Centre

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H&S - COVID-19 Management System

Introduction

This COVID-19 Management System manual is an addition to our standard Dogs NZ H&S Management System. This program has been developed to assist employees and contractors effectively manage prevention measures against COVID-19.

Business Continuity / Escalation Plan

Further policies or alterations will be made if there are actual or potential disruptions, including managing COVID-19 cases or if supply chain is significantly affected.

If a potential or confirmed case is discovered at our site, the following actions will be taken:

1. Isolate the person(s) involved and ensure they receive the appropriate medical help.
2. Isolate potentially affected product/materials and undertake thorough antibacterial cleaning of potentially affected workplace areas.
3. Assess the potential likelihood of transmission to others and undertake testing (where possible), isolating potentially affected workers. If multiple personnel are involved, initiate isolation procedures for those personnel from that area on that shift.
4. Once the area is cleared other personnel may work in that area and the previous personnel may return after 14 days or when formally cleared through testing, or if employees with symptoms produce a negative test.
5. Communicate to any affected parties as required.

COVID-19 H&S Critical Risks

Critical Risk Definition: A workplace function or activity, or a combination of workplace hazards capable of causing death or serious injury.

Critical Contagion Risks specifically introduced by COVID-19 have been identified as the following:

- ▲ Hygiene and Distancing General Practices
- ▲ Visitors to Site
- ▲ Breaks / Lunchroom use
- ▲ Lockers / Bathroom use
- ▲ General Office Use
- ▲ Grounds/ Arena Operations
- ▲ Meetings

H&S - COVID-19 Hygiene and Distancing

Personal Action Key Points

ALWAYS	NEVER
<ul style="list-style-type: none"> ▲ Wash hands following the washing guide, at start and end of shifts and when moving between work areas. ▲ Stay a minimum of 2 meters away from other people. ▲ Do not touch your face. ▲ Clean surfaces after use. 	<ul style="list-style-type: none"> ▲ Make Physical contact, i.e. shaking hands.

Procedures:

- ▲ Wash hands at the start and end of shift and whenever moving between areas.
- ▲ Practice social distancing.
- ▲ Gloves mandatory when in the warehouse.
- ▲ Transmission is highest through sneezing or coughing, ensure you do this away from others and into a tissue or your elbow if necessary, not your hands. Do not touch your face.
- ▲ Increase cleaning frequencies, particularly on communal/shared contact surfaces such as door handles or forklift steering wheels, crane remotes. Disinfectant and wipes are available for this.



Site Preparation:

- ▲ Ensure there is adequate surface disinfectant spray and wipes onsite.
- ▲ Have hand sanitiser at each egress between areas.
- ▲ Ensure First Aid kits are stocked with appropriate PPE for infection control, including face masks and gloves.



H&S - COVID-19 Visitors to Site.

Personal Action Key Points

ALWAYS	NEVER
<ul style="list-style-type: none">▲ Deliver goods & delivery docket/invoice to allocated areas only▲ Complete COVID-19 self-assessment declarations	<ul style="list-style-type: none">▲ No unsolicited representatives▲ No walk-in sales without agreement via phone▲ No Visitors to enter shared amenity areas▲ Drivers are not to sign our paperwork

Procedures:

- ▲ Limit site access to essential people only
- ▲ All visitors and contractors must complete a declaration to enter the premises
- ▲ Level 1-2: Verbal
- ▲ Level 3-4: Written - **Form: COVID-19 Self-Assessment Declaration – Visitors.**
- ▲ Deliveries: Parcels/boxes
 - Allocate 1 location for all couriers and suppliers to deliver goods
 - Goods and delivery docket to be left in location (where camera is located preferably)
- ▲ Drivers:
 - ▶ Drivers are not permitted to enter shared amenity areas
 - ▶ Excluding bathrooms where use necessary - Health measures must be taken to limit exposure
 - ▶ If Drivers are required to leave their cab for unloading, they must wait outside, or in an isolated safe area.
 - ▶ Drivers are not to sign our paperwork
 - ▶ Our staff member to note name and time

Area Setup:

- ▲ Restrict all visitor access by use of physical signage, temporary barriers, specific website advice, and proactive email communication.
- ▲ Place signs at entry to site – restrictions to access and safety measures that must be followed
- ▲ Place sign in area where goods are to be left
- ▲ Sanitiser to be made available at reception and in shared amenity areas

Visitor / Contractor - Self-Assessment Declaration Level 3-4

We require you to complete this declaration in relation to the COVID-19 (coronavirus). This is being initiated in the best interests of everyone's health and safety, and to reduce the risk associated with transmission of the virus:
The declaration is required by all personnel (contractors, visitors and customers) accessing any of our premises.
The declaration is valid for a maximum period of 14 days.

Name:

Company:

Signed:

Date:

- Yes / No Have you returned from overseas in the last 14 days?
- Yes / No Are you currently experiencing any symptoms of COVID-19 including, fever, cough or have difficulty breathing?
- Yes / No Have you been in close contact with a person who has arrived from overseas in the last 14 days?
- Yes / No Have you been in contact with a person diagnosed with COVID-19 in the last 14 days?

If you answered yes to any questions, you will **NOT** be permitted to enter our facility for a period of 14 days after any of the above events. Please call the person you are visiting to arrange an alternative meeting.



H&S - COVID-19 Breaks / Lunchroom

Personal Action Key Points

ALWAYS	NEVER
<ul style="list-style-type: none">▲ Wash/Sanitise hands before and after break/use▲ Wipe down surfaces intended for use before preparing food/beverages▲ Wipe down all surfaces after use▲ Limit number of people in lunchroom▲ Where possible: have break in an outside eating area▲ Where possible: Office staff - have break at desk	<ul style="list-style-type: none">▲ Leave unwashed plates/utensils out for others to touch▲ Linger in lunchroom (think of others needing to use the space)▲ Allow visitors to use/enter the lunchroom

Procedures:

- ▲ Wash hands before and after break/use
- ▲ Surfaces cleaned after every use, in particular:
 - ▶ Table
 - ▶ Bench
 - ▶ Taps
 - ▶ Fridge and microwave handles/buttons
- ▲ Maximise staggering of breaks,
 - ▶ Ideally 1 person per 4sqm metres at a time in the lunchroom.
 - ▶ If more than one person in lunchroom, limit exposure time to 15 minutes.
- ▲ Office staff to eat lunch at their desks where practical
- ▲ Where possible: utilise lunch bag as an alternative to the shared fridge/s.
- ▲ Use sanitiser after clocking in/out (using Time clock)

Area Setup:

- ▲ 2 - meter distances to be marked with tape or on lunch-room tables to show seating distance, and floor around sink to show distance from sink user.
- ▲ Hand sanitiser must be available in break rooms, and by time clocks
- ▲ Cleaning spray and wipes available on table and bench.
- ▲ Leave lunchroom doors open if practical to increase airflow and avoid contact with door surfaces.
- ▲ Establish an alternative outdoor eating area.

H&S - COVID-19 Meetings

Personal Action Key Points

ALWAYS	NEVER
<ul style="list-style-type: none">▲ Observe 2m distancing guidelines.▲ Have essential meetings in open spaces where practical.▲ Use tools like Teams or Zoom where possible.	

Meetings are still a requirement, in particular regarding safety management via toolbox meetings, the following protocols and procedures should be implemented during a level 3 lockdown.

Procedures:

- ▲ Non-essential meetings cancelled.
- ▲ Meetings held outside or in open areas like the warehouse driveway where practical.
- ▲ If a confidential meeting must be held, limit the number of people in the room and observe 2m distancing guidelines.
- ▲ Wipe down the table after meeting is completed.
- ▲ Use teleconferencing facilities where possible.
- ▲ Shift handovers to be managed via whiteboard, and phone call between supervisors

Area Setup:

- ▲ Put tape on meeting room table to show 2m gap, additionally limit number of chairs in the room. paperwork tray

H&S - COVID-19 – Employee / Site Contractor Competency Form

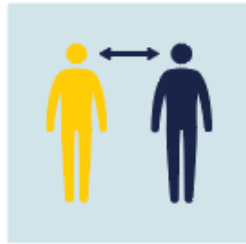
This form is to be completed by the assessor and only signed by the employee at the end and left in an in tray.

Employee Name:		
Date:		
Procedure that has been assessed:		Tick or NA
Hygiene and distancing general practices		
Visitors to site		
Breaks and lunchrooms		
Lockers and bathrooms		
General Office		
Warehouse Operations		
Transport Deliveries		
Logistics and Despatch		
Sales Rep Calls		
Shift Team management		
Meetings		
Site-specific requirements:		
Assessed by: Name and signature		
Signed by Employee Site Contractor		

PREVENTION



Wash hands with soap/sanitiser, at least 20 seconds



Practice Social distancing (2 meters)



Don't touch your face



Keep objects and surfaces clean

SYMPTOMS



Fever



Cough



Shortness of Breath



Sore Throat



If you have symptoms, stay at home in isolation



Cover nose and mouth with a tissue or elbow when sneezing or coughing

ALWAYS: ✓

- ✓ Work from home if you are able to.
- ✓ Practice hygiene and distancing procedures
- ✓ Minimise interactions onsite, by splitting into teams
- ✓ Wipe down surfaces before and after your shift:
 - Desks and benches
 - Machine Consoles / Remotes
 - Door Handles
 - Printers

NEVER: ✗

- ✗ Use another person's computer or phone.
- ✗ Come into the workplace if you have symptoms of COVID-19