

Contents

1	Purpose and Scope.....	3
2	References.....	3
3	Responsibility.....	3
4	Divisional Covid-19 H&S Management Plans.....	3
5	Red Alert Level Management Requirements.....	3
5.1	Level Determination.....	3
5.2	Physical Distancing.....	3
5.3	Personal Protective Equipment (PPE).....	4
5.4	Minimum number of workers.....	4
5.5	Divisional bubbles, worker movements and continuity.....	4
5.6	Review and Monitoring.....	4
5.7	Auditing.....	4
6	Orange Alert Level Management Requirements.....	4
6.1	Level Determination.....	4
6.2	Physical Distancing.....	4
6.3	Personal Protective Equipment (PPE).....	4
6.4	Divisional bubbles, worker movements and continuity.....	5
6.5	Industrial Cleaning.....	5
6.6	Review and Monitoring.....	5
6.7	Auditing.....	5
7	Green Alert Level Management Requirements.....	5
7.1	Level Determination.....	5
8	General Requirements all Alert Levels.....	5
8.1	Stay at home if you are unwell.....	5
8.2	Personal Hygiene Practices.....	5
8.3	Work area cleaning.....	6
8.4	Close contact with a probable or confirmed Covid-19 case.....	6
8.5	Returning from overseas travel.....	6
8.6	Vulnerable Higher Risk Employees.....	6
8.7	Contractor Companies.....	6
8.8	Contractor Employees and Subcontractors.....	6

Covid-19 Protection Framework Management Plan

8.9	Contractors or Visitors from or traveling into a Higher Alert Level (with a widespread community transmission)	6
8.10	Site Access Register	7
9	Probable or Confirmed Case of Covid-19	7
	Appendix 1 - Summary of Document Changes	8
	Appendix 2 – Register of Divisional Covid-19 Management Plans	9
	Appendix 3 – Physical Distancing Guide	11

1 Purpose and Scope

The purpose of this plan is to provide detail on the management of Pan Pac Forest Products Ltd operations under [New Zealand COVID-19 Protection Framework](#) which includes three levels Red, Orange and Green.

Factors the government will consider in changing between levels include vaccination coverage; capacity of the health and disability system; testing, contact tracing and case management capacity; and the transmission of COVID-19 within the community, including its impact on key populations.

Localised lockdowns will be used as part of the public health response in the new framework across all levels, and there may still be a need to use wider lockdowns (like the measures in Alert Level 3 or 4).

This plan is used in conjunction with the requirements of the Covid-19 Response Policy (PPP-POL-S01), Pan Pac Physical Distancing Guide (appendix 2), COVID-19 Case Response Procedure (PPP-PRO-S86), and Divisional Specific Covid-19 Management Plans.

2 References

Policy	PPP-POL-S01 Covid-19 Response Policy
Procedures	PPP-PRO-S84 Pandemic Management Plan PPP-PRO-S85 Covid-19 Case Response Plan
Ministry of Health	New Zealand COVID-19 Protection Framework

Appendices

Appendix 1 – Summary of Document changes

Appendix 2 – Register of Divisional Covid-19 Health and Safety Management Plans

3 Responsibility

The People and Culture General Manager is responsible for ensuring this plan is updated when there are changes made to New Zealand COVID-19 Protection Framework.

General Managers are responsible for the development, review, and implementation of Divisional specific Covid-19 Health & Safety Management Plans.

4 Divisional Covid-19 H&S Management Plans

Divisions are to implement plans and controls to meet the Red and Orange Alert Level requirements below and within the Pan Pac Physical Distancing Guide. Refer to [Appendix 2](#) – Register of Divisional Covid-19 Management Plans.

5 Red Alert Level Management Requirements

5.1 Level Determination

At Red, action will need to be taken to protect at-risk people and the New Zealand health system from an unsustainable number of hospitalisations.

5.2 Physical Distancing

The following must be in place:

- A minimum physical distancing of >1 metre must be maintained;
- Where >1 metre, physical distancing is not possible then additional controls must be implemented.

5.3 Personal Protective Equipment (PPE)

5.4 Face masks must be worn when transiting through in indoor shared spaces but can be removed when at your place of work (including breakrooms), provided 1 metre of physical distancing is maintained.

Minimum number of workers

Only workers (Employee and Contractors) necessary to carry out specific work should be on site. Any worker who can work from home should.

5.5 Divisional bubbles, worker movements and continuity

Divisions must have controls in place to minimise the transmission risks between different work groups and teams.

Controls must also be in place for workers who interact with multiple workgroups or work across different site locations.

Nonessential interactions or area visits are prohibited.

Division must consider business-critical roles and continuity plans if a significant number of workers may be required to isolate.

Industrial Cleaning

Where 24/7 operations are in place, CrestClean are engaged to complete twice daily cleaning and sanitation of high touch surfaces within communal facilities and turnstiles. Offices, administration buildings and non 24/7 operational areas will be cleaned and sanitised daily (Monday to Friday).

5.6 Review and Monitoring

Divisions must ensure they have ongoing processes in place to review and monitor compliance with their plans.

5.7 Auditing

At this alert level, a two weekly compliance audit is to be completed. The completion of these audits will be managed by the Health and Safety Compliance Advisor.

6 Orange Alert Level Management Requirements

6.1 Level Determination

At Orange, there will be increasing community transmission that is putting pressure on the New Zealand health system. The whole health system will be focusing its resources, but can continue to manage primary care, public health, and hospitals. There may also be increasing risk for at-risk people.

6.2 Physical Distancing

The following must be in place:

- A minimum physical distancing of >1 metre must be maintained;
- Where >1 metre, physical distancing is not possible then additional controls must be implemented.

6.3 Personal Protective Equipment (PPE)

Where >1 metre, physical distancing is not possible then additional controls must be implemented.

Note: this requirement will be reviewed based on the level of Covid-19 transmission within the region.

6.4 Divisional bubbles, worker movements and continuity

Work bubbles are encouraged, required infrastructure is to be in place, but there is flexibility (provided other control measures are followed) that allows for interaction between workgroups to maintain communication and continuity.

Controls must also be in place for workers who interact with multiple workgroups or work across different site locations.

Divisions must consider business-critical roles and continuity plans if a significant number of workers may be required to isolate.

6.5 Industrial Cleaning

Where 24/7 operations are in place, CrestClean are engaged to complete twice daily cleaning and sanitation of high touch surfaces within communal facilities and turnstiles. Offices, administration buildings and non 24/7 operational areas will be cleaned and sanitised daily (Monday to Friday).

6.6 Review and Monitoring

Divisions must ensure they have ongoing processes in place to review and monitor compliance with their plans.

6.7 Auditing

At this alert level a four weekly compliance audit is to be completed. The completion of these audits will be managed by the Health and Safety Compliance Advisor.

7 Green Alert Level Management Requirements

7.1 Level Determination

Green is when there are some COVID-19 cases in the community and sporadic imported cases. Community transmission will be limited, and COVID-19 hospitalisations will be at a manageable level. The health system will be ready to respond, including primary care, public health, and hospitals.

While operating at the Green Alert level the requirements detailed in [section 8](#) are to be followed.

8 General Requirements all Alert Levels

8.1 Stay at home if you are unwell.

Everyone must self-assess their health prior to attending work. Anyone who feels unwell must not come to work. They should phone Healthline on 0800 358 5453 to seek advice and let their supervisor or manager know.

8.2 Personal Hygiene Practices

Basic hygiene measures are an important way to stop the spread of COVID-19. These hygiene measures include:

- Wash your hands often with soap and water for at least 20 seconds and dry them thoroughly, or use an alcohol-based hand sanitiser
- Cover your mouth and nose with a tissue when you cough or sneeze, (preferably sneeze/cough into your elbow), then put the tissue in a lined bin.
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Avoid all personal contact, handshakes, hongis, hugs, kissing, or sharing cups, crockery and eating utensils.

8.3 Work area cleaning

Cleaning products are available to allow individuals to clean their own work areas prior to commencing work.

8.4 Close contact with a probable or confirmed Covid-19 case

Anyone who has been identified as a close contact with a probable or confirmed case, should self-quarantine and not come to work. They should phone Healthline on 0800 358 5453 to seek advice and let their supervisor or manager know.

Employees that are directed by MoH to self-isolate need to request from MoH a letter defining the time period of their isolation and provide this to their supervisor or manager.

Also refer to the Suspected COVID-19 Response Procedure (PPP-PRO-S86).

8.5 Returning from overseas travel

Anyone who is returning from international (overseas) travel is to follow the Governments quarantine requirements.

8.6 Vulnerable Higher Risk Employees

The Ministry of Health guidance says vulnerable people can work, if there is an agreement with their employer that they can do so safely. The People and Culture General Manager will provide guidance (case by case) on the best way to assess and deal with employees who identify themselves or persons within their home bubble as vulnerable. This will be done after taking professional advice and will include providing information on remuneration processes to those that need to stay in their home bubble.

The People and Culture General Manager will also provide advice to the supervisors who are responsible for team management.

8.7 Contractor Companies

All contracting companies must ensure clear instructions are provided to their employees and subcontractors that are to stay home if the unwell and not attend work.

8.8 Contractor Employees and Subcontractors

Contractors must self-assess their health prior to attending work. Anyone who feels unwell must not come to work. They should phone Healthline on 0800 358 5453 to seek advice and let their supervisor or manager know.

8.9 Contractors or Visitors from or traveling into a Higher Alert Level (with widespread community transmission of Covid-19)

Contractors or visitors traveling to site from a location at a higher alert level (with a widespread community transmission) or who are required to travel into these locations for work, are subject to the following conditions:

- The visit is for critical business purposes and cannot be deferred
- Controls are in place to reduce transmission risks
- They have provided evidence that they have complied with any Government's requirements allowing them to travel across alert levels borders.
- General Manager approval is given.
- Use separate designated welfare facilities (not to use shared facilities, portaloos provided).

8.10 Site Access Register

A register of employees, visitors and service providers will be kept ensuring contact tracing can be conducted by Ministry of Health if there is a COVID-19 case within our operations.

The Gallagher site access system records all persons entering and leaving the Napier industrial site.

Where the Gallagher site access system is not used, (Pan Pac Forest Products Otago) attendance will be recorded by other means e.g., time sheets; recorded in prestart minutes and visitor registers.

It is also highly recommended that all workers use the Covid tracer application, with Bluetooth tracing turned on.

9 Probable or Confirmed Case of Covid-19

In the event an employee or contractor working at a Pan Pac site is regarded as a probable, or confirmed case follow the requirements detailed in the Covid-19 Case Response Plan (PPP-PRO-S86).

Appendix 1 - Summary of Document Changes

Date	Changes to Document	Creator	Authoriser	Approver
30/11/2021	New document at a result of move into the Covid-19 Protection Framework. This document replaces: <ul style="list-style-type: none"> • Covid-19 Alert Level 4 Management Plan PPP-PRO-S90 • Covid-19 Alert Level 3 Management Plan PPP-PRO-S85 • Covid-19 Alert Level 2 Management Plan PPP-PRO-S87 	Health and Safety Manager	Health and Safety Manager	Managing Director
30/11/2021	Addition of Appendix 3 Physical Distancing Guide.	Health and Safety Manager	Health and Safety Manager	Managing Director

Appendix 2 – Register of Divisional Covid-19 Management Plans

Corporate Office, Security and Site Access

Areas/Functions	Responsible Person
Shared Breakroom, Facilities and Equipment	Olwen Hyslop
Directors and Strategic Business Team	Tony Clifford
People and Culture	Olwen Hyslop
Finance	Ross McMillian
Business Information	Ross McMillian
Pulp workers based in Corporate Office	Roger Jones
Security and Site Access	Greg Lorkin

Pulp Divison

Areas/Functions	Responsible Person
Operations	Carl McParland
Store/Purchasing	Barry Edmondson
CWS and EWS	Barry Edmondson
Utilities/Fibre Supply	Phil Hardie
Pulp Lab	Danny Eagleton

Forests Division

Areas/Functions	Responsible Person
Forest Office Staff	Tim Sandall
Pan Pac Operational Staff	Damon Wise, Stephen Leadley, James Drummond, Sean Wright, Bruce Gerdes and Brent McNabb
Forestry	Sean Wright
Harvesting	Stephen Leadley
Forest Engineering Contractors – MW Lissette	Warrick Frogley
Distribution	James Drummond

Lumber Division

Areas/Functions	Responsible Person
Otago	Anthony Conway
Lumber Administration	Michael Reaburn
Business Improvement Team	Ken Lord
Sales Team	Colin McGregor
Supply Chain	Angus Martin
Sawmill, Kilns, Drymill and Engineering	Phil Beamish-White, Mat Windross
Vehicle Workshop	Phil Beamish-White

Appendix 3 – Physical Distancing Guide

	Description	Green – VC Risk Low	Orange – CV Risk Med	Red – CV Risk High
1.	Employee business travel to domestic locations	Assess risk by location.	Assess risk by location. Travel by car if practical.	Assess risk by location. Travel by car if practical.
2.	Commercial visitors to site from overseas	Defer unless essential. Must be vaccinated and provide evidence of vaccination. Risk assessment and transmission control plan submitted to GM for approval. Hold offsite if possible.	Defer unless essential. Must be vaccinated and provide evidence of vaccination. Risk assessment and transmission control plan submitted to GM for approval. Hold offsite if possible.	Defer unless essential. Must be vaccinated and provide evidence of vaccination. Risk assessment and transmission control plan submitted to GM for approval. Hold offsite if possible.
3.	Commercial Visitors to site from within NZ	Must be vaccinated and provide evidence of vaccination.	Must be vaccinated and provide evidence of vaccination.	Defer unless essential. Must be vaccinated and provide evidence of vaccination.
4.	Non-Commercial Visitors	Must be vaccinated and provide evidence of vaccination.	Defer unless essential. Must be vaccinated and provide evidence of vaccination.	Stop.
5.	Contractors working on site (from region at same alert level)	Contractors not to attend site if unwell.	Contractors not to attend site if unwell. Must follow physical distancing, hygiene & Divisional Plan Controls.	Defer unless essential. Contractors not to attend site if unwell. Must follow physical distancing, hygiene & Divisional Plan Controls.
6.	Contractor, visitors or employee coming from or traveling for work purposes into a region at a higher alert level (where there is widespread community transmission of Covid-19).	Controls required to reduce transmission risk. Not to use shared facilities e.g., portaloos available. Evidence of border rules been complied with. GM approval.	Controls required to reduce transmission risk. Not to use shared facilities e.g., portaloos available. Evidence of border rules been complied with. GM approval.	Controls required to reduce transmission risk. Not to use shared facilities e.g., portaloos available. Evidence of border rules been complied with. GM approval.

Covid-19 Protection Framework Management Plan

7.	Non-essential employees in control rooms and shared workspaces	NA	Minimise.	Restrict to essential only.
8.	Divisional Bubbles and contactless interactions (e.g., collection of items from stores)	NA	Work bubbles are encouraged and required infrastructure is to be in place, but there is flexibility (provided other control measures are followed) that allows for interaction between workgroups to maintain communication and continuity. As per Divisional H&S plans.	Required As per Divisional H&S plans.
9.	Training courses	NA	Ok provided 1 metre distancing can be maintained (also refer to meetings).	Stop face to face (Online courses can go ahead)
10.	Site messenger rounds	NA	Reduced delivery.	Stopped.
11.	Meetings	NA	Use Teams where practical. Maintain >1m distancing. If >1m distancing is achieved, masks not required. Where interacting in close proximity, wear a mask.	Use Teams where practical. Limit numbers. Maintain >1m distancing. Masks required.
12.	Visiting colleagues' offices or work areas	NA	keep >1 m min distance.	Use phone, Teams chat.
13.	Shift changeovers when verbal handover is not required	NA	Minimise contact.	Create gap between shifts - as per area plans
14.	Shift changeovers when verbal handover is not required		Minimise contact.	Create gap between shifts - as per area plans
15.	Shift changeovers when verbal handover is required		keep >1 m min distance.	keep >1 m min distance - as per area plans.
16.	Non-operational and non-essential office staff		keep >1 m min distance.	Work from home or in field.

Covid-19 Protection Framework Management Plan

17.	Lunch area facilities where using own office/area is not practical or hygienic	Contractor and Visitor from an area at a higher alert level are not to use shared facilities. Portaloos provided.	Keep >1 m min distance. Stagger breaks if required. Business units to use designated break areas only. Contractor and Visitor from an area at a higher alert level are not to use shared facilities Portaloos provided.	Keep >1 m min distance. Stagger breaks to allow for work group and team separation. Business units to use designated break areas only. Contractor and Visitor from an area at a higher alert level are not to use shared facilities - Portaloos provided.
18.	Cafeteria	Contractor and Visitor from an area at a higher alert level are not to use shared facilities. Portaloos Provided.	Keep >1 m min distance Stagger breaks to allow for work group and team separation. Business units to use designated break areas only.	Keep >1 m min distance Stagger breaks to allow for work group and team separation.
19.	Firewood collection on site	Visitors accompanying an employee must be vaccinated and provide evidence.	Follow normal process, maintain >1m physical distance from others. Visitors accompanying an employee must be vaccinated and provide evidence.	Staff only Mon-Fri. No weekend collection. Keep >1m distancing. Employees only can collect firewood.
20.	Bacon Sandwich Food cart	NA	Use in preference to going offsite to buy food.	Stopped
21.	Car-pooling including company vehicles	NA	Ok - if from same home or divisional bubble.	Ok - if from same home or divisional bubble.
22.	Use of Masks	Worker decision	Where >1 metre, physical distancing is not possible then additional controls must be implemented. Note: this requirement will be reviewed based on the level of Covid-19 transmission within the region.	Face masks must be worn when transiting through in indoor shared spaces; but can be removed when at your place of work (including breakrooms), provided 1 metre of physical distancing is maintained. Where >1m physical distancing is not achieved, then additional controls must be in place, e.g., mask wearing.