

Operating at Level 2

Contractors transiting in/out of Restricted Areas

1. **Be kind and patient with each other**, we really appreciate your support during this time.
2. Contracting companies will require approval from a Pan Pac Contract Manager or Coordinator before sending employees to a Pan Pac site from restricted areas (areas that are at a higher alert level than Hawke's Bay or Milburn).
3. **Site Access** – You must alert Security on your arrival to site if you have transited in or out of a restricted access area. They will confirm with your site contact and allow you entry.
4. Contractors are responsible for supplying their workers with face masks.
5. You **must wear a face mask/covering the entire time you are on a Pan Pac site**.
6. Maintain **2-metres of physical distancing** from everyone when possible.
7. Where **2-metre of physical distancing** is not possible, controls must be in place e.g., face masks/coverings.
8. Keep up **personal hygiene** – wash your hands, cover your coughs and sneezes.
9. **Bring your security fob**. You will need this to get access to Whirinaki site. Use the **NZ Covid Tracer app** (with Bluetooth turned on) to **scan when** entering the site.
10. **Arrival, working and leaving** – please go straight to your work areas and stick to these locations and leave the site at completion of your work.
11. **Facilities and Food** – You will not have access to site facilities such as vending machines, bacon sandwich vendor, or site facilities (toilets and breakrooms).
12. **Portaloos** – are available as indicated on the map below.
13. **Smoking** – you must not smoke on site and you do not have access to our designated smoking areas.
14. **COVID symptoms** – If you experience fever, cough, shortness of breath or sore throat, you must report these immediately. Do not come to work. Contact your GP or Healthline 0800 358 5453. Report your absence to your employer who should then notify the Pan Pac Coordinator.
15. **COVID symptoms at work** – If you experience fever, cough, shortness of breath or sore throat at Pan Pac sites, notify your manager/supervisor immediately and Contract Coordinator.
16. Remember our **ABSEEs, Permit to Work** requirements, **safe manual handling**, and **critical controls** e.g., isolation and lockout and traffic management.

If you require any additional information, please contact your Contract Manager/Coordinator.

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