



KIWIFRUIT

PROCESSING COMPANY (2021) LTD



Unite
against
COVID-19

Kiwifruit Processing Company Covid-19 Info & Questionnaire

What is Covid-19 and how it spreads

COVID-19 is a virus that can affect your lungs and airways. The symptoms are cough, fever, sore throat, runny nose, body aches, headache, or shortness of breath.

Like the flu, COVID-19 can be transmitted from person to person. The scientific evidence confirms that COVID-19 is spread by droplets. When an infected person coughs, sneezes or talks, they may generate droplets containing the virus. These droplets are too large to stay in the air for long, so they quickly settle on surrounding surfaces. People may get infected by the virus if they touch those surfaces or objects, and then touch their mouth, nose or eyes. More information can be found at www.covid19.govt.nz.

Please note that with any epidemic notices issued these can be changed with limited notice by the Government in order that we can respond with the right pace and expertise as the changing situation requires and we need to be fully supportive of this. We thank you for your flexibility and co-operation to date and hope we can continue working together to keep NZ safe

This is for our own protection and that of our whānau and friends.

Kathryn Jewson
Operations Manager



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Simple Guidelines

Getting to Work

- Do not use public transport.
- Come to work in your private (or company) vehicle, alone.
- Those working at Tauranga HQ, may be dropped off by those you are “staying at home” with if absolutely necessary, however it is preferred that you make your own way to and from work.
- Definitely no friends or other relatives from other households can drop you off.

While at Work

- Use your designated entries and Exits, toilet facilities and lunch areas.
- No Thoroughfare through any department.
- Practice 2 metre distancing at ALL TIMES at work, smoking, on break and after work with your teammates.
- If you begin to feel unwell at work with cough, fever, sore throat, runny nose, body aches, headache, or shortness of breath. notify a supervisor immediately.
- Please bring your lunch – it is too risky to visit the supermarket or other conveniences daily.
- Absolutely no family or friend visits to site.
- Complete any forms and checks truthfully, we are relying on you to help keep us operating and supporting our industry and your families.
- Protect yourself and others – use gloves when handling materials from outside and other departments.
- Wipe down high contact/touched surfaces regularly with products provided.
- Wash your hands with soap and water frequently – this is your best protection.
- Use a new paper towel to protect your hands to open doors on your return to your workspace and dispose of the paper towel in the bin.
- Use hand sanitizers provided, regularly
- Avoid touching your face, sneeze or cough into a tissue or the corner of your elbows.

Stay at Home

- When you finish a work day – return home and stay home.
- You may visit the supermarket, diary or pharmacy however please keep yourself safe. Keep 2 metre distance from others and wash your hands after touching products.
- There are to be no visitors inside your home.
- You or your whānau, house mates cannot visit anyone.

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Guidelines for when you are unwell?

You **MUST** stay away from work and notify your manager/supervisor if you:

- have been tested for, or confirmed with, Covid-19.
- feel unwell with a cough, fever, sore throat, runny nose, body aches, headache, or shortness of breath.
- have been in contact with anyone who is suspected of having or has tested positive for Covid-19.
- or someone within your household has travelled overseas within the last 14 days, or has symptoms of Covid-19

If you are absent from work for any reason, you must notify your manager/supervisor of the reason for absence and symptoms you are experiencing.

If you don't want to tell us the reason for your absence and/or symptoms, then you will be required to provide a full medical certificate before you are permitted to return to work. This is to protect your fellow teammates and their whānau.

If you have suffered from flu or flu-like symptoms, have tested negative to Covid-19 (if deemed appropriate by a doctor), and have been symptom-free for 48hrs or more, you may return to work, provided a medical clearance certificate is supplied.

What we need to do if someone tests positive or is suspected of having for Covid-19

- Work on that affected site will cease immediately.
- The Manager of the affected site will immediately advise the General Manager and Managing Director and Ministry of Health on 0800 855 066
- There will be a complete a full hygienic clean-down of the affected persons work area and any shared spaces or amenities the employee may have utilised.
- immediately start a trace-back of people known to be in close contact with the infected person including anyone at work, and whānau and house mates - provide this information to the Ministry of Health.
- We will then follow the guidelines provided by the Ministry of Health.



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Kiwifruit Processing Company Ltd Covid-19 Questionnaire

This needs to be completed by all staff and returned to the Operations Manager.

Your Name:	
Please tell us where you are staying during the Level 4 lockdown?	
Who else is at your home with you during this lockdown?	
How do you plan to get to and from work when required?	<input type="checkbox"/> Private or company car <input type="checkbox"/> Dropped off by those in lockdown with me <input type="checkbox"/> Other (Let us know):
How is it best to contact you?	<input type="checkbox"/> Mobile <input type="checkbox"/> What's App <input type="checkbox"/> Skype <input type="checkbox"/> Facebook Messenger (profile name): <input type="checkbox"/> Other:
Are you? Cross out if N/A	<input type="checkbox"/> Over 70? <input type="checkbox"/> Pregnant?
Have you been diagnosed with? Cross out if N/A	<input type="checkbox"/> Severe Asthma <input type="checkbox"/> Chronic Respiratory Disease <input type="checkbox"/> COPD <input type="checkbox"/> Diabetes (regardless if you are required to take medication) <input type="checkbox"/> Heart Condition <input type="checkbox"/> High Blood Pressure <input type="checkbox"/> Undergoing treatment for Cancer <input type="checkbox"/> Bronchiectasis <input type="checkbox"/> Blood condition that affects your immunity <input type="checkbox"/> Other condition affecting your immunity (Let us know):
Is anyone in your home immunocompromised or diagnosed with any of the above?	<input type="checkbox"/> Yes <input type="checkbox"/> No