



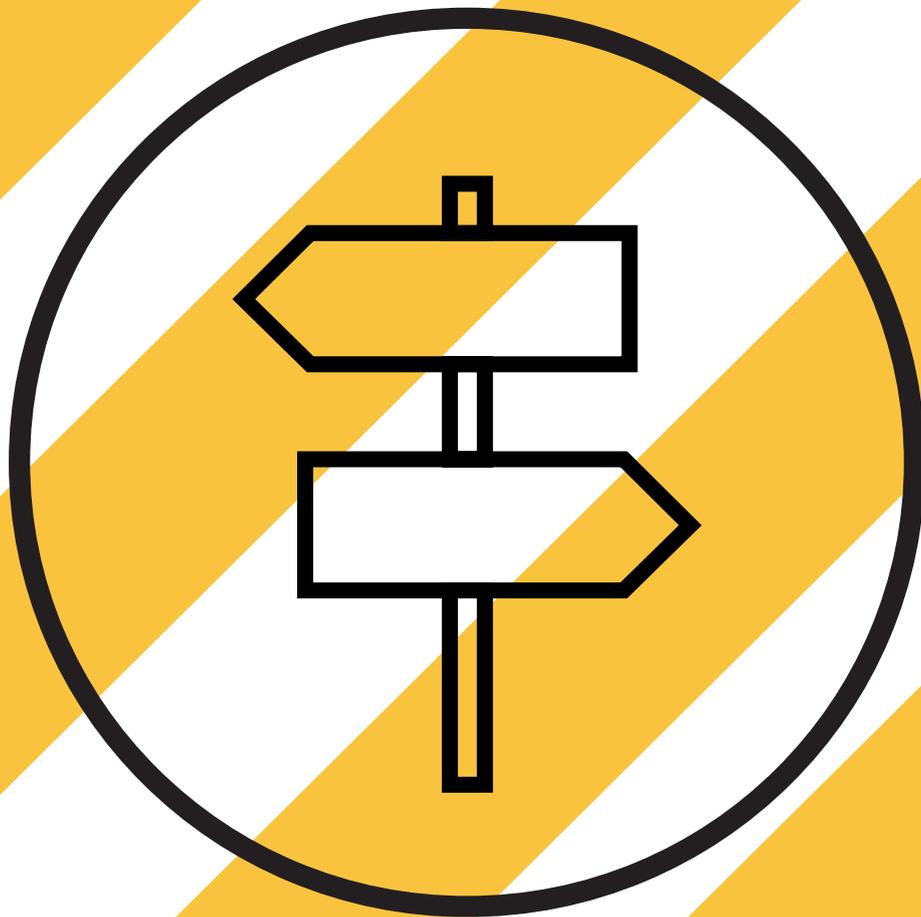
PORTS OF
AUCKLAND

TĀMAKI HERENGA WAKA

COVID-19

Port Access Under Levels 2 and 3

A guide for contractors, suppliers
and other non-port staff



Keeping each other safe at Levels 2 and 3

This booklet is for people who need to access Ports of Auckland when we are in Pandemic Alert Levels 2 and 3.

As the alert levels go up and down, business and recreational activity will change. But the danger has not gone away entirely. This means we all need to be extra careful, so we can keep the gains we've made and keep moving down the levels to a more normal life.

This booklet will tell you what you need to know when you come to Ports of Auckland (POAL). We will do our best to keep you safe from the virus when you come to the port, you can help us by keeping yourself safe when off the port and by following the new rules.



Wash your hands with soap and water often (for at least 20 seconds). Then dry.



Cough or sneeze into your elbow or by covering your mouth and nose with tissues.



Clean and disinfect frequently touched surfaces and objects, such as doorknobs.



Don't touch your eyes, nose or mouth if your hands are not clean.



Put used tissues in the bin or a bag immediately.



Stay home if you feel unwell.

There is also a lot of information on the **COVID-19 website**

COVID-19 contractor Access Permit

While the country or region is at Levels 2 and 3, POAL require all contractors and other parties to agree their controls with their POAL contact person prior to entering the port.

- Please **ensure that you have agreed your COVID-19 controls** with your POAL point of contact requesting the work, prior to arrival.
- COVID-19 controls are to be approved by POAL **prior to entering the port** and may be audited by POAL to ensure compliance.
- Only contractors and other parties undertaking **'essential work' for the maintenance and operation of the port** are permitted on site in Level 3.
- You are required to **prepare a plan** for how it will work whilst on site in a way that minimises (as reasonably practicable) the risk of transmission of COVID-19 between both its own workers, and also to/from other people on site.
- **Your controls must be reviewed and approved** by POAL before the contractor / other party starts work on site.
- The contractor / other party must also set out how they will **record any close contacts** to enable tracing.
- The **contractor must provide their own vehicle** (that meets POAL safety requirements) and they must not use POAL transport or security vans.
- All existing **POAL safety requirements** covered in the Staying Safe Induction and series of training modules, Common User Safety Protocols, etc. remain in place and must be adhered to by all persons on site.
- Contractors / other parties **work activity must be contained within a segregated work area** to prevent close contact with workers from other organisations or departments.
- Where segregation cannot be maintained for operational reasons, then the contractor must first **coordinate the work activity with any other organisation or department** whose workers are likely to be in close contact and ensure that protocols are in place and the COVID-19 related PPE requirements for close contact working are met.
- The contractor / other party **must provide their own COVID-19 PPE supplies** that comply with POAL requirements in sufficient quantities for their own workers, and ensure that they are worn and handled correctly as well as being removed from the port for disposal upon completion of the work (or for ongoing work, at the end of the shift or work period).
- The contractor / other party must **notify POAL immediately if any of its workers display any symptoms of COVID-19 while on site, or up to 48 hours after leaving the port.** This must be done by calling the Business Unit Manager or General Manager who approved the work, who in turn will notify the POAL Pandemic Hotline (09) 348 5289 (or extension 5289).
- Contractors / other parties **must cooperate** with POAL's Incident Management of Workers Affected by COVID-19 procedure.

Keeping you safe

Entering the port

Contractors, suppliers and others coming to work on the port must pass through a health checkpoint before entering. Health checkpoints are located at both Fergusson and Tinley gates.

Tinley Gate

Park in the visitor parks on Tinley Street or in the pre-registration area then walk to the health check container – located on the footpath on the eastern side of the Customs building (just before the gate house). Once you have cleared the health check you will be issued with a wrist band or ticket to prove you've been through health screening.

Return to your vehicle and drive in as usual. Swipe your card and show your proof of health screening to security as you enter.

Fergusson Gate

Park in the main Fergusson car park. Walk to the health check for screening, then to the security container and sign in as a visitor. Your host will be contacted and will escort you or arrange an escort to where you need to go on the terminal.

Truck drivers can enter the port to pick up cargo without going through the health screening because in most cases they do not need to interact with other staff.

Drivers who need to go to the Fergusson Road office or Multi-Cargo office should queue outside the offices 2 metres apart. Only one person at a time in the Fergusson Road Office.



Keeping others safe

When you come to the port



Stay home if you are sick

YOUR TOP PRIORITY: Prevent the spread and stay healthy

Take care of your health and protect others by doing the following:

- Maintain good hygiene practices. Wash hands regularly for 20 seconds with soap and water. Hand sanitiser also works.
- Stay in your bubble.
- Don't get too close – stay at least 2 metres away from others. This is called social distance. If you can't do this, please wear a face mask.
- If you are unwell and have cold or flu-like symptoms:
STAY HOME. Talk to your manager and contact **Healthline** on **0800 358 5453.**

The port bubble

POAL requires all contractors on site to implement safe work practices to limit the exposure to COVID-19.

Ports of Auckland has set up work 'bubbles' for our staff. Please respect those bubbles and do not interact with port staff unless absolutely necessary. If you do need to interact with port staff, you must wear appropriate COVID-19 PPE including a surgical mask for around the port or for interacting with ship crew.

If you go on board an international vessel you must comply with the COVID-19 testing order.

Do not use shared port spaces like messrooms or toilets. Use the facilities provided for you.

Safe work practices

Safe work practices to limit exposure to COVID-19 at work mean first assessing the risks and then implementing controls, so far as is reasonably practicable.

The first step should be to put in place control measures to eliminate the risk, so far as is reasonably practicable.

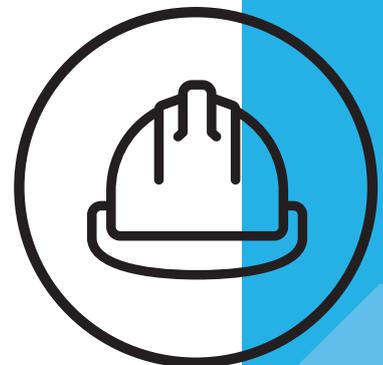
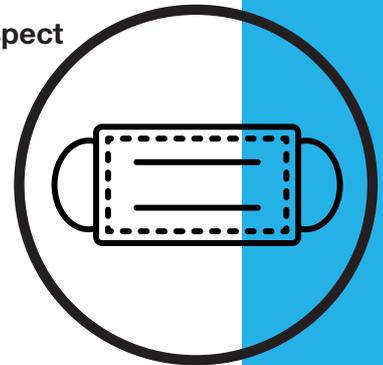
If this is not possible, minimise worker exposure by:

- isolating workers
- substituting higher risk procedures with lower risk activities or
- putting in place engineering measures.

If there is still risk put in place administrative controls.

If there is still risk, use personal protective equipment (PPE). COVID-19 PPE should not be the first or only control used.

It's also important that you talk early on with your workers and/or their health and safety representatives about how to make these temporary processes work.



Engaging with your workers in assessing risks and developing responses is an important part of good health and safety practice.

Examples of measures to manage the risk of COVID-19

Increasing the physical space between people will help avoid spreading the virus. The suggested examples below incorporate ways to achieve this at work:

- Ensuring only **essential work** is done on-site at this time.
- Ensuring only the **workers essential to the job** are present.
- **Isolating workers** whose tasks can be done alone and which don't require specialised equipment or machinery which can't be moved.
- Limiting, or **eliminating if possible, physical interaction** with and between your staff and other parties.
- Keeping close contact time to **less than 15 minutes**.
- **Reducing contact** between different parts of your business at the start and end of shifts.
- Splitting meal breaks to **reduce the number of people** using shared cafeterias or kitchens.
- Ensuring only **one worker at a time in bathrooms**. If you have multiple toilets in one location, place a sign on the main door indicating when one of the toilets is in use to ensure that only one person at a time enters.
- **Frequently clean your premises**, especially high-touch surfaces.
- Providing **all necessary COVID-19 and safety PPE** (as you normally would).
- Supplying your staff with hand sanitiser to take with them.

BE ALERT TO NEW RISKS

You must also manage any new risks that may be created by implementing controls to manage the risk of COVID-19 at work.

These are examples only, not an exhaustive list. You will need to assess the risks of your own work site/place of work and implement the appropriate controls.



Keeping you safe

Border security

There is a risk – small but real – that ships coming from overseas could bring COVID-19 into the country.

We have recognised this risk for some time and measures to prevent crew from bringing COVID-19 into New Zealand have been in place since late January 2020. These measures will continue.

For this reason it is vital that everyone everyone must comply with the latest Maritime Border Advisory issued by the New Zealand Government.

At Levels 2 and 3, the following rules apply.

1. Shore leave for international vessels is **not permitted**. Coastal vessels with New Zealand-based crew are permitted to take shore leave.
2. Ports of Auckland will **not provide transport for crew** from any vessel, including coastal vessels. Coastal vessels must arrange their own transport to and from the port gates.
3. Ports of Auckland staff, ships agents, independent stevedores and others who need to interact with crew from international ships **must wear the appropriate COVID-19 PPE as well as their regular PPE** during such interactions and observe social distancing rules where possible. Ship's crew must also wear appropriate PPE and observe social distancing.
4. **Interactions** with ship's crew must be kept to a minimum.

**If you have any
questions email
pandemic@poal.co.nz**



We can all slow the spread

We all need to work together if we want to slow the spread of COVID-19. Unite against the virus now.



Be kind. Check-in on the elderly or vulnerable



Washing and drying your hands kills the virus



Cough or sneeze into your elbow



Stay home if you are sick

Find out more at
Covid19.govt.nz

New Zealand Government

Unite
against
COVID-19