

COVID-19 RESPONSE

Updated 3 April 2020

Personal Hygiene

Good personal hygiene is important to prevent the spread of germs and illness. In addition to requirements of GLOBAL GAP and BRC, additional measures must be put in place to manage the spread of COVID-19.

Workplaces should implement a documented hygiene system specific for COVID-19 that includes:

- Instructing workers on correct procedures
- Utilisation of signage as reinforcement
- Verbal reminders

Additional measures that should be implemented include:

Washing hands

- Hands need to be washed well with soap and water for 20 seconds and properly dried.
 - At a minimum, wash hands
 - upon arrival at work
 - after using the bathroom
 - after blowing their nose
 - before and after eating
 - before going home.
- Put up signage showing how to wash hands at all hand washing stations.
- Provide either electric dryers or disposable paper towels to dry hands. Rubbish bins should be provided for immediate disposal of used towels. Reusable towels or towel rolls should be removed.
- If hand washing facilities are not available use hand sanitiser.

Cover coughs and sneezes

- Cover mouth and nose with a tissue, sleeve or elbow when coughing or sneezing.
- Throw used tissues in a rubbish bin.
- immediately wash hands with soap and water for at least 20 seconds or use sanitiser.
- Dry hands properly.
- Remind workers to avoid touching their face.
- Utilise signage to reinforce correct procedure.

Use of personal items

- Do not share personal items - including food, vapes, cigarettes, lighters, cups, plates, utensils, towels, clothes and mobile phones.
- Personal items should not be left in the workplace and taken home each day.
- Consider removing all shared utensils, plates and cups from break rooms.

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- If shared, dishes, cups, glasses and utensils are used they should be washed in a dishwasher on a full hot wash cycle or washed thoroughly with detergent and hot water.
- Tea towels should not be shared or reused when used for drying dishes.

Minimise sharing of work equipment

- Individual equipment should be allocated to workers i.e. picking bags, ladders and secateurs. If not possible they should be cleaned or sanitised between use and at the end of the day.
- Tractors, forklifts and vehicles should be allocated to workers or cleaned or sanitised between use and at the end of the day.
- The use of fixed phones, keyboards and mice should be for individual use only. Where this is not possible the items should be cleaned with an alcohol wipe before each use. Used wipes should be immediately disposed of in a rubbish bin. Workers sharing these items may wish to wear gloves.
- Workers should be instructed to avoid touching commonly used surfaces with their hands (i.e. light switches, doors, door handles, buttons). The use of elbows, hips and pointers should be encouraged.
- Go paperless for handling shared paperwork, take and share photos. Workers handling shared paperwork may wish to wear gloves.