

COVID-19 RESPONSE

Updated 3 April 2020

Managing Site Access for Visitors, Suppliers and Contractors

To prevent the spread of COVID-19 to others it is important that visitors, customers, suppliers and contractors are managed properly.

Acceptable Visitors, Customer, Supplier and Contractors

Level 4 – Visitors, customers are not permitted. Suppliers and contractors should be discouraged and limited to undertaking essential/emergency work only.

Examples of essential/emergency work/services can include:

- Transport
- Plumbing – urgent – loss of water
- Electrician – urgent – loss of power
- Emergency Services
- Mechanics
- Service Technicians
- MPI

Examples of non-essential work/services/visitors can include:

- People attending site for an interview
- Painters
- Electrician – not urgent - change a light bulb
- Plumber – not urgent - tap washer
- Customers.

Signage

Entry points should have signage informing visitors site or accommodation is not open for general visitors.

Sign in

- Suppliers and contractors should sign a physical register.
- Gloves/Sanitiser should be provided to the person completing the sign in register.

The physical register should cover:

- Company
- Name
- Contact number
- Reason for coming to site
- Time of arrival

Disclaimer: New Zealand Apples and Pears Inc has exercised reasonable care, skill and judgment in providing this information to you. However, we do not give any warranty in relation to such information nor accept any liability (whether arising in contract, or in tort or otherwise) in respect of such information. You must exercise your own judgment as to whether or not to act on the information provided.

- Time of departure
- Declaration that the visitor does not have the following symptoms:
 - Fever
 - Cough
 - Shortness of breath
 - Sneezing or a runny nose
 - Have not been in close contact with a suspected or confirmed person with COVID-19
 - They have not been overseas in the last 14 days.

Instruct

As well as standard visitor/supplier /contractor protocol, make sure you instruct them about your

- Social distancing rules
- Personal hygiene rules
- PPE requirements

Drop off zones

Assign a drop off location and register for deliveries and pick-ups to eliminate contact.