

COVID-19 Alert Level 2 Site Safety Plan for Libelle Group

These processes are aligned with our Food Safety Plan and Health and Safety Manual. We are committed to providing a safe place for our people to work in and a safe place for our customers to visit.

We are committed to working with our clients to provide a safe environment under Alert Level 2. We are aware that across our 60+ tuck shops clients requirements may vary and to address this our Operations Team will be in contact with you to work out any additional requirements required to support safety in Alert Level 2.

OVERVIEW

New Zealand went into Alert Level 4 (lockdown), then Alert Level 3 to attack the disease early, fast, and hard with the objective of eliminating it from New Zealand.

New Zealand has now moved to Alert Level 2. However, Alert Level 2 still means that there are still significant restrictions on our day-to-day lives at work.

OUR PEOPLE STAYING SAFE AND WELL

We have safe hygiene practices in place to:

- Regularly disinfect and clean surfaces that are regularly touched/handled.
- Wash and dry hands thoroughly and regularly.
- Not touch faces.
- Stay home if workers are sick.
- Manage workers with COVID-19 flu like symptoms.
- Have a registered Food Safety Plan on each site

CONTACT TRACING

It is important to be able to carry out effective contact tracing in the event of a reported COVID-19 infection. We will:

- Our people will keep a register of contact details of people they have been in direct contact with for client/customer contacts/visits. For the most part this visitors will be food delivery people who are contact traceable through logistics their company's supply chain as well as our on-site records.
- This includes a record of where they have been, when and who with.

SAFE WORK PRACTICES

Our workplace must be able to operate safely. To reduce the risk to our people and customers we will:

- Identify and manage any high-risk employees/contractors (e.g. immune-compromised, respiratory issues).
- Identify and manage any high-risk customers/clients.
- Work remotely where possible.
- Limit (or eliminate) if possible, physical interaction with and between customers.
- Keep a minimum of one metre between workers and customers
- Keep a minimum of one metre between workers (e.g. in vehicles and some workplaces).

- Split shifts/teams and have different start/finish/break times. When working from home or in alternate workplaces we will:
 - Review the equipment and the ergonomic set-up of work areas.
 - Maintain regular contact with employees.
- To ensure good hygiene practices in the workplace we will:
 - Wash hands regularly.
 - Sneeze/cough into our elbow.
 - Ensure workers have access to hand sanitiser, soap and water.
 - Regularly disinfect/clean high use areas (e.g. EFTPOS Terminals, counters, kitchen equipment and surfaces, floors, walls, doors and handles).
- Make sure workers have the right PPE and know how to use it effectively. E.g.:
 - Gloves where they are touching surfaces or items touched by others (refer to Glove Use Information Leaflet).
 - Masks (not recommended unless you are working with high-risk people) Refer to <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>
- Look after the mental health of staff:
 - Many employees will be worried about their future employment, personal finances, their ability to work from home (family pressures, internet use), using new technology and ways of working (e.g. online meetings) etc.
 - We will make sure we keep in regular contact and have honest conversations with them.
 - We will provide support in the form of an Employee Assistance Programme (EAP) if required.
- Follow normal work practices to manage other hazards/risks as appropriate/required.

EMERGENCY PROCEDURES

- If they are sick workers will:
 - Notify their manager.
 - Stay at home.
- If workers have flu like symptoms they will be required to:
 - Go into self-isolation.
 - Call a GP or the Healthline – 0800 358 5453
 - Get tested for COVID-19 (if required)
- For other emergencies, our normal emergency procedures will be followed.