

Protocol for Contractor Access to Whangamata Marina Hardstand – Covid 19 – Level 3

As a stakeholder or contractor at Whangamata Marina this advisory is to guide you as to the protocols that have been put in place for the move to COVID 19 – Level 3 lockdown from Midnight Monday 27 April 2020.

Whangamata Marina is focused on everyone's health, safety and wellbeing. All processes and procedures are being put in place to allow businesses to return to site to recommence work on vessels on the hardstand. Your role is to reduce the risk of any transmission at Whangamata Marina which has the potential to close the facility or return the facility to full lockdown under a level 4 response.

Government Level 3 rules allow all businesses to open and operate. The following are the measures that government has issued that are relevant to most businesses that can operate at the Whangamata Marina.

- All businesses must create a health and safety plan to operate under Level 3
- Workplaces must operate safely – keeping social distancing between workers, recording who is working together, limiting interaction between groups of workers, disinfecting surfaces and maintaining high hygiene standards
- Businesses can not offer services which involve face-to-face contact or sustained close contact
- Workers must work from home if they can
- Most workers may require additional PPE to stay safe at work
- Good hygiene measures including hand washing with soap and water, physical distancing, sneeze and cough etiquette and wiping down surfaces are the best defence against COVID-19

What's the Plan, what do you need to know?

Whangamata Marina Office

The marina office will be manned and operational but locked at all times. Staff will be onsite between the normal hours of 8:30am – 4:30pm. There will be no face to face contact in the office but contactless options do exist and will be arranged on a case by case basis.

Personal Protective Equipment

Whangamata Marina staff will be wearing PPE as required. Hand sanitizer will be provided at all entry and exit points to the hardstand and berthing areas.

Contractor Access

Contractor access is provided to the approved vessel only, with contracting staff to remain within the immediate area of the vessel and not stray outside of that vessel footprint area. Contracting staff are not to sit on vessels, stands or blocks or visit other vessels during smoko. Please ask your staff to remain in the agreed vessel bubble. All staff are asked to transit the facility with the social distancing rules in effect and avoid transiting other vessels and vessel workspaces where possible.

Signing into Whangamata Marina and Contact Tracing

The Whangamata Marina will provide each vessel with a hanging clipboard that will hold a written sign in sheet for each vessel. The hanging clipboard will also store all approved Health and Safety Plans from contractors that are working on that particular vessel. The PCBU for the vessel is welcome to adjust this process. However a record of contacts must be held at each vessel.

Hygiene

All personnel on site must uphold the highest standard of personal hygiene. The ablution building is unfortunately locked until our cleaning team return to work. Hand sanitizer is available at all entrance and exit points around the hardstand and must be used on entry and exit.

Sickness/Illness

Staff showing signs and symptoms of sickness must leave the site and remain at home until well. Anyone that has been in Contact with someone that has contracted COVID-19 or has had COVID-19 themselves in the past two weeks is not permitted on site. This must be disclosed on the Company/personal declaration that must be completed prior to that staff member returning to site under level 3.

Hardstand

Whangamata Marina's own services will be available, with operating the lifting and launching of vessels as required. During these times staff will have all customers remain well away from the operations underway.

Forklift

The marina forklift will not be available for third party hire and instead must be booked and a marina staff member will operate the machine. This will reduce the risk of any transmission. Normal rates will apply.

Transmission

To reduce possible transmission of the virus, all approved contractors must maintain at least a 2m social working distance from others unless the individual companies Health and Safety plan has provision for closer contact (i.e. 1m). Marina staff will distance themselves from all contractors.

To gain access to the Whangamata Marina hardstand under Level 3 – What is required?

Company COVID-19 Health and Safety Plan:

The first step in returning to work is for each company to submit a COVID Health and Safety plan to the marina at least 24 hours prior to wishing to access the site for the first time after the 27th April 2020. Such a plan must include social distancing, how tracking of contact will be conducted, the types of acceptable work bubbles. Plans for sickness within the workforce and how sickness and illnesses will be managed. The plan will need to consider contact with other contractors working on the same vessel. In addition to the Whangamata Marina, the PCBU for the vessel will need to review and approve such a

Health and Safety plan for the particular vessel. If your company has previously been classified as an essential service, under level 3 you are now required to produce a COVID-19 Health and Safety Plan.

Reporting and Negligence

If personnel, contractors and companies are acting in negligence or are blatantly disregarding the level 3 lockdown rules their access rights will be reviewed. We implore all contractors, employees and companies to keep themselves and their co-workers safe, if you see a breach of level 3 rules please report this to marina staff.

Access to Whangamata Marina Hardstand

Access under level 3 will be given on a case by case basis as requested when a Health and Safety plan is received for review. Prior to gaining access each person must complete the COVID-19 Declaration which can be found under print forms on our web site. All staff must have completed the marina induction in the last 12 months. This is also under print forms on our web site – Contractors Induction.

Each and every staff member or customer accessing the marina hardstand must text Simon on 021962544 or Sue on 0211318012.

Overview of Whangamata Marina access rules under COVID Level 3

1. Health and Safety Plan submitted and approved
2. All contractor staff and customers must have completed a personal declaration
3. Any PPE requirements are followed at all times
4. Social distancing of at least 2 metres is followed at all times
5. To allow tracing, each staff member and customer must notify marina staff on arrival and departure by text as above.
6. All staff must ensure the highest standard of personal hygiene
7. The hand sanitizer placed at entry and exit points to the facility must be used when entering or leave the hardstand to hinder transmission of the virus
8. Contractors showing signs of sickness should not come to the marina and should stay at home
9. If after being given access, a staff member falls sick or suspects they have contracted COVID 19 then marina staff must be immediately notified.

We look forward to supporting contractors back to work at Whangamata Marina

For contractors wishing to access the site after 8:30am on Tuesday 28th April, please make sure that your Health and Safety Plan has been submitted and all staff have completed their declarations by 7am on Monday 27th April to allow the marina time to review the plan.