**COVID-19 PRINTING PROTOCOLS**

**LEVEL 3 - RESTRICTION**

**Approved by the Chief Executive of Worksafe for use in the printing industry**

# Purpose of this document

This document sets out the key principles and minimum requirements that define responsible, healthy and safe operations for printing and related operations working under COVID-19 Alert Level 3.

It is expected that every business will meet the highest possible standards and that managers, supervisors, staff and contractors will actively manage adherence to the safety measures and the expectations of customers, the community, staff and regulators. It is expected that all involved will demonstrate leadership and appropriate self-supervision to ensure that these standards are met and that the health and safety of their colleagues and community are front of mind while at work.

These protocols form part of a business’s overall obligations under the Health and Safety at Work Act 2015 and must be managed to ensure that existing health and safety protocols are not compromised.

Individual businesses will have their own site protocols to add to the ones provided in this document, relating to the specifics of operation in their plant. These specific processes will show how the principles and minimum requirements set out in this document are achieved.

These protocols have been developed to protect the health and safety of all workers required to perform duties during the COVID-19 crisis and to protect the wider New Zealand population from transmission and spread of the virus.

The key principles covered by these protocols are:

* Worker engagement
* Physical distancing
* Contact tracing
* Hygiene (for both people and ‘things’)
* Contactless interaction with clients and suppliers
* Monitoring

**This document**

Principles that must be achieved Minimum requirements

COVID-19 Protocols for New Zealand Printing Operations

Industry Wide

Business and Site Plans

Business specific – require training and monitoring

COVID-19 – Standard for New Zealand Printing Operations

These protocols govern the principles that printing and related operations must maintain in order to operate under New Zealand Government COVID-19 Alert level 3. COVID-19 Alert Level 4 is restricted to essential services only and while the principles in this document should be adopted, businesses permitted to operate under level 4 will have a higher task specific set of requirements depending on the nature of the business.

The standard also includes prevention, detection, and rapid response measures designed to achieve the principles above whilst maintaining business continuity across the printing industry.

In managing COVID-19 risk businesses the Health and Safety at Work (General Risk & Workplace Management) Regulations 2016 apply including adhering to the hierarchy of controls when making decisions on how best to protect persons from COVID-19 transmission.

Businesses are obliged to eliminate transmission risks where possible, and where not, to substitute work practices or provide as high a level of control as possible. Businesses are expected to maintain or create new practices that meet or exceed the Ministry of Health guidelines as they are updated.

Each business is responsible for implementing these protocols and maintaining records to provide evidence that the requirements have been met.

# New Zealand Government COVID-19 Response Level 3

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| Level |  | Risk Assessment | Range of Measures |
| Level 3 – Restrict | High risk the disease is not contained | * Community transmission might   be happening.   * New clusters may emerge but can be controlled through testing and contact tracing. | **Business**:  People instructed to stay home in their bubble other than for essential personal movement – including to go to work.  If you can work from home, you should continue to do so  Physical distancing of two metres outside home (including on public transport), or one metre In controlled environments like schools and workplaces.  People must work from home unless that is not possible.  Businesses can open premises, but cannot physically interact with customers. Inter-regional travel is highly limited (e.g. for essential workers, with limited exemptions for others).  People at high risk of severe illness (older people and those with existing medical conditions) are encouraged to stay at home where possible, and take  additional precautions when leaving home. They may choose to work  **Personal:**  People must stay within their immediate household bubble,  but can expand this to reconnect with close family / whānau, or bring in caregivers, or support isolated people. This extended bubble should remain exclusive.  Schools (years 1 to 10) and Early Childhood Education centres can safely open, but will have limited capacity. Children should learn at home if possible.  Low risk local recreation activities are allowed.  Public venues are closed (e.g. libraries, museums, cinemas, food courts, gyms, pools, playgrounds, markets).  Gatherings of up to 10 people are allowed but only for wedding services, funerals and tangihanga. Physical distancing and public health measures must be maintained.  Healthcare services use virtual, non-contact consultations where possible. |

# Prevention Measures

# Before workers come to a location where work is to be carried out.

* 1. Everyone who is involved in printing needs to play a part in minimising the risk of transmission of COVID-19.
  2. Every business needs to consult with staff and create a plan to achieve the requirements of this standard focussing on managing work to maintain the health of staff and to eliminate transmission risks where possible.
  3. Planning and implementing COVID-19 protocols must include the involvement of workers. The business should communicate and engage with their workers regularly around how to safely carry out work in a COVID- 19 environment.
  4. The plan and work protocols must be communicated effectively to workers and persons entering the workplace so they are clear about what is required of them to work in a safe manner.
  5. The protocols must take into account the possibility that the site has become unsafe while inactive during the lockdown. Before any activity is recommenced the business must ensure that all hazards have been reviewed and appropriately controlled before work activity is recommenced.
  6. Persons entering and exiting a workplace are to be registered to assist in contact tracing in case of COVID-19 infection.
  7. Businesses will have a process to ensure workers (including contractors) are fit for duty by confirming their health status on a daily basis.
  8. The business must follow the guidelines set out by MOH in regard to vulnerable persons entering the workplace or engaging in any work activity.
  9. The business should have an understanding of how workers will travel to and from the workplace in order to minimise transmission of COVID-19.

# Workplace entry and commencement of activity

* 1. A Covid-19 Level 3 induction should take place for all employees/contractors when the business re-opens.
  2. The business needs to provide a means of evaluating that workers are fit for duty as they enter the workplace – this should follow MOH guidelines for detection of COVID-19 symptoms and risk factors.
  3. All workers including contractors are to be checked and registered as they enter the work area each day and records kept, including mobile phone numbers, for the purposes of contact tracing if required.
  4. Workers must be able to sanitise their hands before starting work at their work location as per MOH guidelines, and on a regular basis during their work period.
  5. Arrangements are to be made by the business for the provision and safe use of PPE designed to minimise COVID-19 transmission including, cleaning, training in use, and disposal in line with MOH guidelines.
  6. Workers are to be given guidance on how to decontaminate themselves and their clothing when returning to their home living arrangements and or accessing other services.
  7. Workers are to be instructed that they must adhere to the requirements of Level 3 movement and activity outside of working hours in order to minimise the risk of contamination with Covid-19.

# Site Operations

* 1. All workers who can work from home must continue to do so.
  2. Each place where work is carried out requires a person or persons nominated and agreed by the business to monitor and manage COVID-19 site protocols.
  3. Only workers deemed necessary to carry out physical works, supervise work, or conduct work in order to meet production requirements will physically attend the work location.
  4. Workers must not car-pool to work unless they reside in the same physical bubble.
  5. Visitors to the site must be restricted to only those that are essential to the continued running of the plant. They must be checked in and registered in accordance with the process detailed for workers.
  6. All workers are to exercise the recommended personal health practices for reducing the risk of transmission of Covid-19 as identified by the MOH. This includes physical distancing of at least 1 metre at an absolute minimum, regular washing of hands, sanitising of frequently used areas/equipment, and appropriate use of PPE.
  7. Rostered additional cleaning will be implemented and workers may be required to participate in this.
  8. Additional sanitary measures are to be implemented at the work location, including but not limited to, hand washing protocols, hand sanitizer stations, and provision of disinfectant wiping products.
  9. Posters will be displayed in the workplace on the correct way to cough and sneeze, wash hands, maintain physical distancing etc.
  10. Workers may be split into shifts to ensure appropriate physical distancing can be implemented.
  11. Breaks may be staggered so that a minimum number of people are in the break room at any time. Furniture will be arranged to maintain physical distancing guidelines.
  12. Work vehicles such as delivery vans and company cars are not to be shared other than in exceptional circumstances. If a vehicle is required to be shared it must be sanitised after each journey by different persons by thorough cleansing of all internal surfaces, external handles and touch points.
  13. Deliveries to customers are to be managed in a non-contact manner and if that work is carried out by an employee/contractor, the driver must be trained in the appropriate way to undertake this.
  14. Equipment and material deliveries to the businesses are to be planned and managed to avoid the risk of COVID-19 transmission.

# Leaving Site or Place of Work

* 1. All persons must be checked out of the workplace as they leave and records kept by the employer.
  2. Commonly used areas and surfaces that workers may have come in contact with are to be cleaned and sanitised at the end of the working day or at the end of each shift.
  3. All waste and disposable PPE must be securely and safely disposed of. Appropriate controls and consideration must be made to those handling contaminated (or potentially contaminated) waste products.

# Emergency Management

* 1. Businesses must ensure that workers understand that any individual exhibiting flu-like symptoms such as fever, coughing, or congestion must:
     + Not come to work;
     + Contact their supervisor and/or human resources department; and
     + Stay at home and self-isolate as directed by MOH.
  2. Persons who have been identified as having potentially been exposed to the virus must follow MOH advice and must not enter or remain at the workplace.
  3. If a worker receives a positive COVID-19 diagnoses they must not enter the workplace or conduct work activities and the business must complete the following:
     + Contact the MOH COVID-19 health line;
     + Gather records of all persons who have been on site or involved with the person who has tested positive within the past four weeks;
     + Gather information to identify those who have worked at the location or shared machinery, plant, materials or equipment with that person.
     + Be ready to present the information to the appropriate authorities;
     + Inform the wider workforce of the situation while protecting the privacy of the individual where practicable so that further health monitoring can take place of potential contacts with the person;
     + Clean and sanitise all site surfaces and equipment; and
     + Follow any other directions from MOH

# Mental Health and Wellbeing

# The business will proactively support workers who are identified or identify themselves as being at risk of workplace psychological injury.

# Appropriate signage will be displayed in the workplace to support workers and encourage them to come forward if they are having issues.

# The business will help identify resources and programmes that will assist any at-risk workers.

# Monitoring

# The business will ensure there is a process for regular monitoring to ensure that processes and procedures are being adhered to and are effective.

## Links

[Health and Safety at Work Act](http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html) [Risk Management Regulations](http://www.legislation.govt.nz/regulation/public/2016/0013/latest/DLM6727530.html) [COVID-19 Government Site](https://covid19.govt.nz/?gclid=CjwKCAjw7LX0BRBiEiwA__gNw9g5Nqrydzgxe6_CiZZLhC8tEc25Cp7XpB7ruEwuTx3zd_qR_bUqGhoCIm8QAvD_BwE) [Ministry of Health](https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus)

[[Mental](https://mates.net.nz/get-help/covid-19-support/returning-to-work-induction-resources/) Health Resources](https://mates.net.nz/get-help/covid-19-support/returning-to-work-induction-resources/)