



## COVID-19 Check List for Seafood Operators

Below is a checklist to use to as a guide to confirm you have the processes in place to prevent the transmission of COVID-19

Procedure Implemented For:	Yes/No
Business/site Requirements <ul style="list-style-type: none"> <li>• Identified staff/positions required to run essential operations only</li> <li>• All non-essential staff to work from home or banned from site</li> </ul>	
Essential Staff <ul style="list-style-type: none"> <li>• Assessed at risk staff, including high risk category (age, other health conditions), travelled outside NZ in the last 14 days, have had close-contact with or been exposed to someone who has COVID-19, etc</li> <li>• At risk staff informed to stay at home and not to come to work</li> <li>• Documented contact information, including home contact, areas of work</li> <li>• Provided with documentation/identification confirming they are working in an essential business</li> <li>• All staff instructed to stay at home if they are unwell or show any signs of fever, sore throat, cough, or shortness of breath and to report to the Manager</li> <li>• All staff instructed to report to the Manager if someone they live with is unwell or shows any signs of fever, sore throat, cough, or shortness of breath</li> </ul>	
Contractors (other visitors) <ul style="list-style-type: none"> <li>• Only contractors/visitors required to complete essential services or emergency repairs allowed</li> <li>• All contractors/visitors complete declaration on entry to site, confirming they not at risk (haven't travelled outside NZ in the last 14 days, haven't had close-contact with or been exposed to someone who has COVID-19, etc), are not feeling unwell or showing any signs of being unwell</li> <li>• Sign-in procedures for all contractors/visitors, with contact information and the reason for the site visit</li> </ul>	
Deliveries <ul style="list-style-type: none"> <li>• Accepting incoming deliveries, distancing between delivery staff and receiving staff</li> </ul>	
Wellness Checks <ul style="list-style-type: none"> <li>• Wellness checks implemented to check staff before starting work each day for any signs they are unwell or have any symptoms such as fever, sore throat, cough, or shortness of breath</li> </ul>	
At Work Procedures and Protocols <ul style="list-style-type: none"> <li>• Physical distancing across the site (2 m but if impossible 1 m with PPE)</li> <li>• Staggering of breaks, isolating people by teams/groups to use common areas</li> </ul>	



<ul style="list-style-type: none"> <li>• Use, handling and cleaning of PPE (including putting on and taking off)</li> <li>• Additional cleaning of high-use/hand-contact areas (especially in common spaces/amenities)</li> <li>• Other protocols tailored to your operation to prevent COVID-19 transmission (see guide for more details)</li> </ul>	
<p>Signage</p> <ul style="list-style-type: none"> <li>• COVID-19 signage in relevant places, reminding staff of the importance of things like:             <ul style="list-style-type: none"> <li>○ If unwell – stay home</li> <li>○ Hand-washing</li> <li>○ Cough etiquette</li> <li>○ Physical distancing requirements</li> <li>○ PPE requirements</li> </ul> </li> </ul>	
<p>Dealing with Suspected or Confirmed Cases of COVID-19</p> <ul style="list-style-type: none"> <li>• Procedures for affected staff</li> <li>• Procedures for remaining staff</li> <li>• Reporting</li> <li>• Site cleaning</li> </ul>	
<p>Staff Procedures – At Home</p> <ul style="list-style-type: none"> <li>• Ensuring all staff know what they must do/not do while at home</li> <li>• Procedures for staff when they arrive home, before they join their family/bubble</li> <li>• Requirements for travelling to and from work</li> <li>• Reporting if situation changes (at home person becomes unwell)</li> </ul>	
<p>Supervision and Additional Checks</p> <ul style="list-style-type: none"> <li>• All staff procedures documented, explained to staff and staff given a copy</li> <li>• Supervision of staff to ensure protocols followed</li> <li>• Checks documented, issues followed up, corrective action taken</li> </ul>	