

UPDATED COVID SAFETY MEASURES – effective 01 June 2022

All Red Stag Staff & Contractors,

The Ministry of Health's Covid Virus alert level is current ORANGE. Our spread prevention measures continue and we need to respond as needed depending on what is happening in our community.

The conditions of working on site are subject to change as the situation, Ministry of Health requirements and knowledge relating to the COVID-19 virus and its variants change. Updated Covid Safety Protocols are as outlined below:

COVID SAFETY PROTOCOLS AT WORK – Red Stag Employees & Site Based Contractors

Work Area Safety Plans ease, but all are encouraged to maintain the following protocols:

- All workers should carry a mask with them to use if coming into close proximity in an indoor setting with people you don't know eg. Visitors or contractor groups
- All must wear a mask if experiencing even the slightest symptoms including runny nose, cough, sore throat, headaches, body aches and self-test prior to coming into work, and daily whilst experiencing symptoms.
- Minimise visits to other work areas and offices, and we support that distancing and mask use is maintained.
- Use radio, phone, email or video chat to communicate with other departments / teams as a first option.
- Adjusted shift times to keep separation between Dayshift and Nightshift continue until further notice.
- Use of separate or additional lunch areas and sanitizing of shared surfaces before and after use continues.
- Temperature check and RAT testing will be carried out with anyone on-site displaying symptoms.

SITE ACCESS

- No symptomatic workers or visitors are allowed to access the site, without evidence of a negative RAT test. The test must be done before the start of shift or interaction with others.
- If symptoms develop at work, testing can be arranged with the HS Team, or a nominated Site Tester or at the site access point with Security.
- 'Casual' Contractors & approved Visitors or Course Trainers will need to:
 - Be screened by the hosting Senior Manager or authorised delegate in terms of:
 - a) *any symptoms upon arrival and;*
 - b) *any recent or likely Covid exposure and;*
 - c) *intended close proximity interaction with Red Stag personnel*
 - Agree to a Covid safety management plan during their visit, which must be communicated by the senior manager or authorised delegate to all others involved, including agreement on specific areas/view points on site that the person/s granted temporary access are allowed to go
 - Assign a responsible Red Stag supervisor/s who are familiar with areas to be visited and safe walking routes and;
 - All will wear masks during the visit, practice hand washing and sanitizing, maintain distancing of >2m and have separate break areas (if applicable). Masks can be supplied by Red Stag, if needed.
- Visitors or casual Contractors are to sign in at entrances to support contact tracing if required.

MEETINGS OR TRAINING COURSES

- Training courses and Meetings are to be held in a venue that is well ventilated and large enough to maintain reasonable distancing, based on the number of attendees.
- Masks are encouraged to be worn at all times by attendees of each other, particularly if unknown to each other.
- Wash hands and sanitize frequently before, during and after attending. Avoid physical contact.
- Surfaces should be cleaned using spray and paper hand towels or wipes before and after use in meeting rooms.
- All other meetings with external stakeholders, will continue to be held remotely if possible or as above.

COVID ALERT & RESPONSE

- A worker (employee or contractor) who tests Positive or develops symptoms at work, must isolate and PHONE their immediate Red Stag supervisor, who must inform the Senior Manager and the HS Team immediately.
- RAT testing will be offered to the affected worker, and also to the immediate work 'bubble' or known close contacts on site.
- Any positive worker must register their result with the Ministry of Health.
- RAT kits may be supplied to all workers, to continue self-monitoring if deemed necessary. See the HS team.

PAY & COVID RELATED LEAVE

- Company policy is that we shall apply ONCE per employee for Government funded Covid leave support for an employee who tests positive with Covid and is required to isolate. This funding enables the Company to continue to pay 80% of normal earnings during the isolation period, with the option to top up 20% using sick/annual leave.
- If the same employee has recurring or periodic Covid-like symptoms within 3 months of the first occurrence, and is too unwell to attend work, this is treated as sick leave until symptoms ease and they can return to work.
- As most are aware, positive test results can continue beyond the initial infection and isolation period however, based on current info, the risk of transmission reduces after the initial isolation period. Our workplace Covid safety measures covered above, ensure risk to others is minimised. We will review if Government guidelines change.

GYM

- The gym is now able to be used for exercise, and recommend only 2 persons at a time inside the small enclosed area. Open the roller door to provide good ventilation as needed.

STORES

- Stores access is limited to supervisors only, and contactless pick up/drop off, of supplies arranged as much as possible.
- Preorder supplies by emailing "# stores", and follow instructions on pick up timeframe and location.
- Approved personnel must wear masks when inside the Stores Area, and when logging stock out, maintaining the 2-metre rule at all times.

WORK SHOPS

- Eliminate visits to workshops unless essential. Use the phone instead.
- Maintain the 2-metre rule in all workshops and, where possible, do not work at another tradespersons bench, use the designated equipment and bench space for your work team.

Regards,

Senior Management Team
RED STAG TIMBER LTD
JUNE 2022