

Straitline Canvas COVID-19 Summary Response Plan (All Levels)

Alert Level	Response Summary
Level 4	<ul style="list-style-type: none"> • Closed to the public (office locked: no human contact, contactless pickup/drop-off for essential customers only) • Virtual meetings with suppliers and customers only • All site visitors must sign visitor register • Staff must complete daily report • Office and production staff work from home where possible • All non-essential work suspended • Work continues for essential service customers • Call out service operates from home for essential customers only • No human contact between isolation zones on Straitline site • Smoko room closed • Boardroom closed • Toilets access only within isolation zones • Dedicated toilet available to truck drivers, no other public toilet access (cleaned between each use) • Standard cleaning suspended – each staff member responsible for cleaning their own zone • Production trolley touchpoints cleaned between zones • Virtual staff meetings only • No staff travel – domestic or international
Level 3	<ul style="list-style-type: none"> • Closed to the public (office locked: no human contact, contactless pickup/drop-off for all customers) • Virtual meetings with suppliers and customers only • All site visitors must sign visitor register • Staff must complete daily report • Office staff work from home where possible • Limited human contact – staff must maintain at least 2m social distance at all times • Work continues for all customers (no site visits to non-essential customers unless the customer stays inside) • Call out service operates as normal • Reduced contact between isolation zones on Straitline site • Smoko room closed • Boardroom closed • Toilets divided by community groups • Dedicated toilet available to truck drivers, no other public toilet access (cleaned between each use) • Standard cleaning plus regular touchpoint cleaning

	<ul style="list-style-type: none"> • Production trolley touchpoints cleaned between zones • Virtual staff meetings only • No staff travel – domestic or international
<p>Level 2</p>	<ul style="list-style-type: none"> • Reduced public access (1m social distance required at all times, controlled access to office, no access to production areas) • No meetings with suppliers, customer meetings must maintain at least 1m social distance at all times • All site visitors must sign visitor register • Limited human contact: staff must maintain at least 1m social distance at all times • Work continues for all customers (site visits permitted to all customers, but at least 1m social distance must be maintained at all times) • Call out service operates as normal • No isolation zones • Smoko room access restricted • Boardroom access restricted • Toilets divided by community groups • Dedicated toilet available to the public (cleaned between each use) • Standard cleaning plus regular touchpoint cleaning • Staff meetings must maintain at least 1m social distance at all times • Essential domestic staff travel only (no sales trips) • No international staff travel
<p>Level 1</p>	<ul style="list-style-type: none"> • Standard public access but no physical contact (i.e. no handshakes, hongis, etc.) and no access if sick • Supplier meetings by appointment only • No physical contact with suppliers or customers (i.e. no handshakes, hongis, etc.) • Work continues for all customers • Call out service operates as normal • No isolation zones • Smoko room open • Boardroom open • Unrestricted staff toilet access • Toilets available to the public • Standard cleaning • Unrestricted domestic staff travel • Essential international staff travel only • Standard precautions apply

Standard Precautions

In the event a staff member feels unwell, is showing symptoms consistent with COVID-19, has recently returned from overseas, or has been in contact with a confirmed COVID-19 case, they must self-isolate in accordance with Ministry of Health advice and government regulations.

Staff are required to wash their hands with soap and water or hand sanitiser:

- When they arrive at work in the morning
- Before eating
- After returning from offsite

COVID-19 Overall Response Manager: William Rice 021 925 891

COVID-19 Site Manager: Ken Currie 021 308 851

Visit www.straitline.co.nz/covid19 for current COVID-19 news and updates.