

Richards' Orchard COVID-19 Risk and Response Plan

Public Summary

Location: 668 The Coastal Highway, Bronte, Nelson 7173

Monday 27 April 2020 (Addenda added 14 May 2020)

As an essential service, Richards' Orchard is permitted to operate during COVID-19 Alert Level 3 and less for orchard routine work, deliveries and prepaid contactless pick-ups of "gate sales". Thawley Orchard does some of our operations: their employees are under the comprehensive and registered plan for Thawley Orchard, Nile Road, Mapua. As we employ less than 5 workers, we are not required to register our plan with the Government.

The Plan

1. PREVENT THE INTRODUCTION OF COVID-19 INTO THE WORKPLACE

Restrict high-risk workers

Item	Action
Manage and isolate if necessary any employees who have had recent offshore travel or their close contacts (bubble) who have had recent offshore travel	None of our workers or their bubble have been overseas this year.
Self reporting (high trust model) for staff to check their health before entering the workplace; any staff with possible illness stay at home and report to owner	Our workers will self manage and contact the owner if unwell, stay home and isolate in their bubble
Distribute education material to all workers on risks and requirements	Documentation has been made available to all employees
Prevent non-essential people entering the workplace	Display sign at entrance to orchard
Maintain records of all personnel entering the workplace	Maintain records of all personnel entering the workplace
Require all personnel to sanitise/wash their hands in accordance with best practice on arrival at the workplace and at regular intervals after entry	High trust, self regulated; provide facilities for employees to do this

2. PREVENT THE SPREAD OF COVID-19 IN THE WORKPLACE

Have a Covid-19 risk management plan

Item	Action
Use a minimum social distancing of 2 metres at all times	High trust, self regulated in orchard and selling areas. Set up pick-up tables/zones for selling to maintain distancing for staff/customers; signage at selling area
Require workers to implement a self-regulated hygiene system (high trust) :Wash hands or use sanitiser properly. Hands need to be sanitised or	High trust, self regulated; Water/soap or sanitiser at employee toilets and tractor shed; sanitiser at selling area when

washed well with soap and water for 20 seconds and properly dried--especially upon arrival at work, after using the bathroom, after blowing their nose, before eating and before going home--dispose of tissue safely and immediately	customers are present; All used tissues to be disposed of in orchard toilets
Establish fixed work teams (bubbles). If one of the team gets sick, quarantine the whole team offsite (if they are considered close contacts), contact the DHB and follow the instructions of that government agency with regard to further actions.	Our work bubble is in place. If one in the bubble gets sick, all will quarantine at home, we will contact the DHB and follow their instructions, and inform Thawley Orchard also
Seek to maintain a 2m distance (head-to-head) between anyone in our work place who is not in our work bubble	High trust, self regulated with workers and customers; signage at selling area
Designate and document working groups that may interact closer than 2m.	We have documented a small group who can do this
Maximise forward facing distance to the extent possible as the main risk is from sneezing and coughing and droplet spread	High trust, self regulated; Pick up tables/zones for selling areas to maintain distancing for staff/customers; signage
Masks and gloves are not required in our work place/selling area	Masks and gloves may be worn if worn correctly and provided by the employee or customer for their own use. Be kind about this when you see people.

3. Eliminate Covid-19

Every workplace must maintain and implement processes for managing a positive Covid-19 detection in the workplace. These must include:

Item	Action
Immediate notification of the DHB	We will do this if necessary; also contact Thawley Orchard
Worker welfare procedures for infected person and those within their work bubble	Worker welfare will be addressed for infected employees and those within their work bubble
Contact tracing information including for "click and collect" customers.	Contact information is collected for all customers. This will be released only to Government agencies for tracing purposes if required, and will be deleted when no longer needed by the Government
Sanitisation and cleaning procedures	As per this document
Nomination of a business contact for the DHB and other Government agencies to liaise with	Katrina Richards, katrinarichards007@gmail.com , phone 0276308089

Katrina Richards 27 April 2020, For Brigitte Richards (Sole Trader, Owner)



Addenda: Fruit Stall Operations in Level 2

Thursday 14 May 2020

Item	Action
Use a minimum social distancing of 2 metres at all times in retail area	High trust, self regulated in selling area. "One at a time in stall" and "2 m distance from others" signage in stall. No staff in the stall when customers are in the stall. "No Entry" and "Staff Only" signs on the orchard and storage shed entrances.
Self-regulated hygiene system (high trust)	High trust, self regulated. Sanitiser in stall; bucket for disposal of used unwanted plastic bags; tables and honesty box sanitised regularly; signage to say "touch only fruit you are buying".
Contactless and cash-less payment options	Honesty box for cash; no change given; hygiene protocols for staff handling of cash; bank account number displayed for online payments option; cash quarantine procedures for staff.
Contract tracing records for customers are not required. https://worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/covid-19-alert-level-2-public-health-requirements-what-you-need-to-know/	

Katrina Richards 14 May 2020, For Brigitte Richards (Sole Trader, Owner)

