



KELLS WOOL

local, reliable, independent

www.kellswool.co.nz

COVID-19

Covid-19 Level 3 OPERATIONS

HEALTH AND SAFTY FOR ALL STAFF

- Remember to stay in your bubble before and after work
- Maintain a 2 metre distance between all other staff and anyone you else you meet.
- We will minimise contact between all workers at all times
- All work surfaces including vehicles must be wiped down with antiseptic disinfectant daily
- A surface wipe down must also be done if a change of operator or driver is needed.
- Wash hands well with soap and hot water regularly. Hand sanitizer will be supplied at points around the building to maintain clean hands at all times.
- Maintain 2 metre separation with all other people while on breaks.
- Bring all of your own food and drinks for the day and do not share.
- A record of the name and contact number of any people you meet at all locations must be kept

If you are feeling unwell at any time you must report it and stay away from work. You can ring Health-line 0800 358 5453 for advice.

TRAVELING TO AND FROM WORK

It is important that when you are working as an essential service provider that you only travel to your place of work then back to your isolation group.

Under no circumstance are you to visit or congregate with people outside your isolation group, during the hours of work, or to and from your place of work.

No car pooling allowed



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COVID-19 OPERATION PROCIDURES

WOOL STORE

A logbook will be kept at the inwards and outwards door for recording the names and phone numbers as well as date and time of visit of every delivery driver or other person who visits the store

Delivery drivers must not enter the wool store. They may not use our forklifts.

Change of forklift drivers must be minimal and a complete antiseptic disinfectant wipe down of all forklift contact surfaces must be done first.

All documents must not be passed hand to hand. It must be placed in the designated position for the next person to pick up

Woolpack supplies available by contactless pick up

We want to keep all our staff safe and well so please follow these procedures any concerns about returning to work contact Richard

Truck Drivers

All pickups must be Contactless and must be recorded

The client contacted prior to the pick up. A record of the name and contact number of any people you meet at all locations must be kept

WORKING FROM HOME

Office administration will still be done off site.

Reps will continue to work from home and are available by phone. A record of the name and contact number of any people you meet at all locations must be kept. If a farm visit is required call clients prior to entering the property and you are required to maintain a 2 metre distance from anyone on any visits they need to do.