

COVID-19 Response Policy (Forest Operations)



Overview

To support health and safety at work and to minimise Covid-19 transmission risks, so far as is reasonably practicable, this policy sets out the measures Rayonier Matariki Forests (RMF) will take to ensure our forest workplaces are as safe as possible for those who work in or visit them.

It is intended that the policy remains flexible so that it can respond to changing circumstances including Government mandates, legislation changes, virus response developments, the extent of the transmission of COVID-19 in the community, and business and worker needs. If future proposals for change are more than minor, contractors will be consulted.

We also acknowledge that exposure risks may vary from region to region, that working in an open-air environment or solo in a machine/vehicle cab limits transmission risks and that arguably the greatest risk of transmission is likely to be from 'outside of work' connections.

In formulating our policy RMF acknowledges and respects that:

- Being vaccinated is a personal decision that each employee needs to make; and
- In very limited circumstances, vaccination may not be recommended by a medical practitioner.

Purpose

To communicate RMF's **current** position on vaccination and in-forest H&S protocols to minimize infection and transmission risks.

Scope

This policy applies to all contractors, suppliers, their employees and third parties who provide services inside the forest gate. Where relevant it includes information about RMF employee vaccination requirements. This is to provide confidence to those in the forest who are interacting with our supervisors.

There is a separate COVID-19 Policy for RMF employees and requirements that apply to regional offices.

Policy Statement

1. Supporting Vaccination

RMF fully supports the New Zealand Government's advice in respect of vaccination, and ***strongly*** encourages all contractors and suppliers, their employees, and their in-forest service providers to be fully vaccinated. We also encourage contractors and suppliers to implement a policy that requires new employees or contractors/sub-contractors to provide proof of vaccination as a pre-condition of employment/engagement.

2. Current Covid Protection Requirements

RMF Employees

RMF strongly supports vaccination and from 13 December 2021 requires all staff to show proof of their full vaccination status or negative test result to access RMF offices. If an RMF employee is unvaccinated or chooses not to confirm their full vaccination status, that person must provide a negative Covid-19 test twice a week to a nominated company representative. This recognises being vaccinated is a personal decision that each employee needs to make and that an employee may decide not to be vaccinated on medical grounds or due to their personal views or beliefs.

Contracted in-forest Operations

RMF expects **all persons** at forestry worksites, including visitors, to follow established Industry (Safetree) Covid protocols and the NZ Covid-19 Protection Framework settings. We expect contractor/supplier on-site visitor inductions to communicate and uphold those requirements. We also expect visitors to be mindful and respectful of any site-specific requirements that a contractor may have in place.

RMF acknowledges and respects that contractors/suppliers' who undertake forestry work may have varying perspectives on worker vaccination protection based on their business needs, employees' best interests, vulnerable family members and local community/iwi aspirations.

Inter-region work-related travel

From time-to-time RMF employees undertake inter-region work related travel. We also expect that Suppliers, and their employees will have similar needs. When this occurs current NZ Covid-19 Protection Framework settings are to be strictly adhered to. RMF wishes to assure suppliers that should a RMF employee become unwell during travel, they are to self-isolate and get a test. We expect the same from suppliers and their employees.

Where formal exemptions are required for inter-regional travel, suppliers are asked to apply for and manage these on behalf of their employees.

3. Proof of Vaccination

Current Situation

RMF does not currently require its employees, suppliers or visitors (including permit holders) to be vaccinated, or show proof of vaccination, as a condition of entry to its forest workplaces (outside of any statutory obligation to do so). However, entry to any RMF office/indoor workplace does require proof of vaccination as a condition of entry.

We will continue to monitor this requirement and reserve the right to change our position should circumstances change (for example to meet statutory requirements or if we determine the Covid-19 risk profile has changed sufficiently to require a different approach). As such RMF may require certain work to be performed by vaccinated people if we determine, after undertaking a health and safety risk assessment, that this is a reasonably practicable control measure to keep our workplaces safe.

Circumstances where vaccination may also be mandated, include, but are not limited to, situations where;

- A customer or supplier stipulates that only vaccinated workers can visit their operations.
- The NZ Government mandates that certain work must only be performed by vaccinated people (eg: work performed at a particular place of work (ie: Port).
- Vaccination becomes a condition of work at elevated risk levels.

Visiting RMF Offices

Government mandated Covid-19 framework setting protocols and existing sign-in processes must be followed when visiting RMF offices.

Entry beyond reception is prohibited unless proof of full vaccination is provided.

Proof of full vaccination may include:

- a digital vaccination certificate;
- a copy of your vaccination record from the Ministry of Health My Covid Record page;
- a vaccination confirmation letter from the Ministry of Health; or
- an official record of an approved vaccination endorsed by the Ministry of Health (such as the Vaccine Pass when it comes into force.)

The vaccination record cards provided to individuals at the time of vaccination appointments do **not** constitute proof of vaccination.

If attending indoor training and indoor conferences or other meeting events hosted by RMF at other locations, all persons attending will be asked to provide confirmation of vaccination status as a condition of entry*.

**If an unvaccinated person is attending an indoor meeting hosted by RMF then that person's employer must arrange for and confirm that a negative Covid-19 test has undertaken within 3 days of arrival. That test result will be provided to a nominated RMF company representative.*

4. Positive Tests

Any person working inside the forest gate who tests positive for Covid-19 should immediately advise their employer and follow Ministry of Health guidance on isolation and close contact testing. The employer, in conjunction with RMF, will work together to determine in-forest measures to be taken (eg: full or partial suspension of operations for a period of time).

5. Privacy

RMF recognises that an individual's vaccination status is personal information. All personal information will be collected, stored, used and disposed of in compliance with our obligations under the Privacy Act 2020.

6. If you have any questions or concerns

Contact your RMF Regional Manager, H&S Manager or your regular RMF contact person.

For the most up to date information on the vaccine and where you can get vaccinated, please go to the COVID-19 Government website - <https://covid19.govt.nz/covid-19-vaccines/>.

Industry resources are available at - <https://safetree.nz/resources/covid-19/>

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