

**Preparing for COVID-19**

**Business continuity checklist**
**for vineyard/winery**

**Tips on how to prepare to transition your operations in the event of a positive case**

It’s important you have a plan to ensure your vineyard / winery can continue to operate if you, an employee, or a family member contracts COVID-19. You may need to leave the business quickly.

This document is intended to help you create a plan in the event you unable to look after your staff and business. The detail contained in your plan is unique to your own property and circumstances to ensure you are able to continue your operations with as little disruption as possible.

In the situation that a COVID-19 positive case or close contact is located in your business, it may also help public health officials to decide the best place for you and those around you to isolate. Having the right information and a plan could help you or your staff continue operating.

Use the questions below as a guide to work out how ready you are to deal with a case of Covid-19 on your vineyard / winery. Circle or tick the answers that apply to you. **It is important that relevant staff and family members have a copy of the completed plan**.

We have broken the plan into four sections. These are:

**Section 1:** About your operation – How it works.

**Section 2:** COVID-19 on site

**Section 3:** Information to assist contact tracing

**Section 4:** Personal wellbeing

**We encourage you to involve relevant staff and family with this planning and to update it regularly (eg every week). Please remember, this checklist is not exhaustive and you can add anything that will assist your planning.**

## This is not a replacement for a detailed COVID-19 safety plan. You can find guidance on creating a safety plan on the NZ Winegrowers practical advice page [here](https://www.nzwine.com/en/covid19/practical-advice/)

*This checklist has been specially adapted for winegrowers from one developed and published by Federated Farmers (available* [*here*](https://www.mpi.govt.nz/covid-19-protection-framework-primary-sector-businesses/)*) NZW thanks them for their contribution.*

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**Section 1 – Your business**

Information to assist someone coming onto your property to undertake daily duties if you are unable to.

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| --- |
| **List key industry contacts/suppliers who could provide advice***(eg vineyard manager, supervisor, owner/director)* |
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|  |  |  |
| --- | --- | --- |
| **Name** | **Number** | **Role** |
|  |  |  |
|  |  |  |

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| **Back up team** *(i.e., family, friends, neighbours)* | **Name:** | **Number:** |
|  |  |
|  |  |
| **How the water / irrigation system works** |  |
| **Fuel and chemical location and storage instructions** |  |
| **Instructions for other systems***(Power, ventilation control, sprayers, etc.)* |  |
| **Plant and machinery –** **tips and tricks:***(Sprayer, tractor etc.)* |  |
| **Access to planning tools***(Wifi password, coverage details etc.)* |  |
| **Safety Plan** *(where to find it etc)* |  |

**Section 2: Covid-19 on site**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **What daily and weekly tasks must happen on your vineyard/winery while I am isolated?** *Please list any essential activities below:*

|  |  |
| --- | --- |
| **Essential Activity** | **Further details about the activity** |
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|  |  |
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| **What things have I planned to do?** e.g. new fencing/building maintenance, new plantings, pruning? *Please list below, including further information is people are required to come onto the property to assist with this work (eg who they are, how to contact them):* |

**Shifts/bubbles**

|  |  |  |
| --- | --- | --- |
| **Can I split my workers into shifts (bubbles) to avoid them encountering contact with each other?** | Yes | No |
| *Shift / bubble details, duties and instructions:* |
| **Can I manage my staff/run the business remotely, by laptop/smartphone, while I am isolated? (Have you tested doing this?)** | Yes | No |
| **Do I have enough face masks, soap, paper towels, disinfectant and hand sanitiser for people coming on site while I am isolated?** | Yes | No |
| *Where are these supplies located?* |  |
| **Do I have somewhere safe and secure for people to dispose of used PPE (eg masks)/paper towels?**  | Yes | No |
| *Where is this?* |  |  |
| **Additional Information:** |  |  |

**Section 3: Information to assist contact tracing**

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| --- |
| **Who is on site every day?** |
|  | **Full names:** *Write down everyone you can think of (attach a separate sheet, or link to your roster if you need to)* | **Contact No.** |
| Staff or employees |  |  |
| Industry people |  |  |
| [If applicable] Family / other visitors  |  |  |
| **Do I have contact tracing QR codes at entrance(s) to winery/vineyard (Note: this is a legal requirement)** | Yes | No |
| **Has everyone in my business been vaccinated against COVID-19?** | Yes | No |
| *Note: information below about vaccination rates in your business, as this may affect timeframes for self-isolation and your health and safety planning. Remember that vaccination information is personal information and has to be dealt with appropriately. More information is available* [here](https://www.employment.govt.nz/leave-and-holidays/other-types-of-leave/coronavirus-workplace/covid-19-vaccination-and-employment/#scrollto-asking-employees-for-vaccination-information)*.*  |

**Section 4: Personal wellbeing**

It is important to consider your personal wellbeing while in isolation. Consider the five ways of wellbeing, a proven concept to look after our wellbeing.

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| **What are the things I can do to keep myself physically active?** Exercise, stretches, do you need any equipment?  |
| Details |
| **What can I learn or investigate?** It’s great to keep learning! Read a new book, learn something new, attend online webinars, investigate future plans for the farm, clean out all the files & docs on your computer. *(Consider limiting screen time through regular breaks)* |
| Details |
| **What are the things that I can do to stay in contact with friends and family?** Have a meal together via zoom / face time. Make a phone call. Send regular messages.  |
| Details |
| **What are the things that I can to do to be mindful?** Take some time to reflect on the people and things in your life and appreciate what you have. |
| Details |

You can find additional resources and support relating to health and wellbeing [here](https://www.nzwine.com/en/covid19/health-and-wellbeing/).

If you, your staff or family need to reach out for help you can text or call 1737 to speak to a trained counsellor or call the Rural Support Trust on 0800 787 254.