



Covid-19 Level 3.2 Controls

JSC Timber is open for business under Level 3

We sincerely appreciate your support through this period, and we look forward to working more closely with you as the country re-opens

The health and well-being of our staff, customers and suppliers is our #1 operating priority

Order deliveries will be subject to our mutual Level 3.2 controls

Transactions and communications with supplier representatives and customers will be managed as far as possible by phone and apps, however visits to JSC are possible by prior arrangement where direct contact is appropriate

Client Contact

We are able to make face-to-face calls in Level 3.2 areas according to Alert Level boundaries and individual location policies

We are here to help as always

- Level 3.2 controls will be strictly observed during essential site visits.
- 2 metre personal distancing will be observed, masks will be worn, and personal contact will be minimised.
- Nothing will be touched on site unless required for safety, and nothing lent or borrowed
- No site visits will occur without prior arrangement with the Site Manager
- Visits to construction sites will be limited to addressing issues which cannot be properly addressed without direct contact

Order Deliveries

Where we use 3rd party freight companies, the driver will follow your company's policies.

- Deliveries will be physically contactless, and only the name of the receiver will be requested for delivery confirmation.
- Please ensure that the driver is aware of your site procedures
- The driver will remain in the cab unless scanning in, unstrapping, or re-strapping the load
- Please keep 2 metres from our driver and refrain from touching the truck or other orders

Visitors

- Visitors must:
 - Pre-arrange the visit
 - Not enter the site if they are unwell
 - Scan the QR code or enter their details on the contact register
 - Call their JSC contact from outside the building and wait outside for them
 - Wear a mask and keep 2m distance from JSC staff
 - Minimise their time on site
- The business should be conducted outside where possible
- If the meeting needs to happen inside, conduct it in the front foyer area where possible
- JSC staff must ensure that the rules are followed

Contractors

Contractors are allowed on site to carry out necessary maintenance

- Do not enter the premises if you are unwell
- Pre-arrange the time on-site
- Call your JSC contact from outside the building and wait for them
- Minimise contact with, and keep 2 metre distance from JSC staff
- Wear a mask
- Scan Covid19 QR code or sign the contact register on arrival and/or return to site
- Stay in your work area - only move through areas that are necessary for your work
- Keep all tools and equipment within your working area
- Rest and meal breaks must be taken off site or in the contractor's vehicle
- Observe all JSC and Government Level 3.2 Health and Hygiene rules

Order Collections

- No collections will be possible without prior arrangement dispatch@jsctimber.co.nz
- All collections will be contactless, and Drivers:
 - Call **021 751989** or **09 4122800** on arrival
 - Are not permitted on site if they are unwell
 - Are not permitted to enter the building
 - Must wear a mask and keep 2 metre distance from JSC staff
 - Will wait in truck until loading is finished, strap the load when indicated by JSC staff member, then return to vehicle and leave
 - Manifest and dispatch documentation will be noted with "Covid" and your licence plate number in place of the driver's signature.

For COVID-19 health advice call 0800 358 5453 anytime
For COVID-19 vaccination advice call 0800 28 29 26 (8am - 8pm 7 days)

All JSC employees are vaccinated