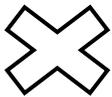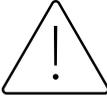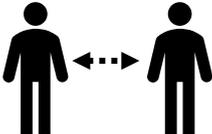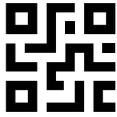# Rules for Operating: **Alert Level 2**

At Alert Level 2 businesses can operate **provided** they can do so safely and can open to staff and customers if they meet public health requirements*. Businesses need to self-assess their ability to meet government restrictions and operate safely.

This list has been adapted from the government covid-19 website. As the COVID-19 pandemic is an evolving situation please check the website for updated requirements.

Can you operate at Level 2?	
Reduce risk of transmission	• Businesses must reduce the risk of COVID-19 transmission at work • Close contact services can operate if they meet public health measures including robust record keeping, good hygiene practises and minimised contact
Can operate safely	• Comply with public health requirements including requirements for engaging with customers • Meet all other health and safety obligations • Implement alternative ways of working
Identify and manage risks	• Talk to staff to identify risks and ways to manage them
Stay home if sick	• Ask everyone including staff, contractors and customers with cold or flu-like symptoms to stay home
Keep groups of customers apart	• Groups of customers must be at least **1 metre** apart, or **2 metres** for retail businesses • Check out the physical distancing requirements for your business at Alert Level 2
Keep contact tracing records	• Contact tracing records must be kept for **anyone** that will have a close interaction (not required for retail) • Businesses must have an alternative system for customers not using the COVID Tracer App • Get your retailers contact tracing register • Get your business (non-retail) contact tracing register

* Different advice applies to essential healthcare workers, border agencies, courts / tribunal staff, first responders and corrections staff.

Display your QR code	• Businesses must display a NZ COVID Tracer QR code for each business location • Get your QR Code Poster
Face coverings strongly encouraged	• Wearing a mask / face covering is encouraged if you are in close contact with others • May be required for health & safety reasons in some workplaces
Reduce the number of shared surfaces	• Reduce the number of shared surfaces • Regularly clean and disinfect surfaces
Wash your hands	• Wash your hands • Good hygiene practices
For more information…	Check out these resources: • Doing business at Alert Level 2 • Alert Level 2 public health requirements • Operating safely – what you need to think about • COVID-19 business toolkit • COVID-19 personal protective equipment for workers • COVID-19 state service workforce guidelines • Regional travel

[adapted from www.covid19.govt.nz]

Alert Level 2: **Business Readiness Checklist**

1. ARE YOUR PREMISES READY TO OPEN?

☐ Premises have been fully cleaned

☐ Cleaning products and PPE available

☐ NZ COVID Tracer QR code displayed

☐ Alternative contact tracing system in place

☐ Controlled entry set-up (e.g. for customers into retail store)

2. HAVE YOU GOT A COVID-19 MANAGEMENT PLAN?

☐ Contact tracing in place (including manual sign-in register)

☐ Cleaning and hygiene and measures (including PPE)

☐ Safe work practices

☐ Procedures to manage physical distancing requirements

☐ Emergency procedures

3. HOW WILL YOU ENSURE YOUR STAFF ARE KEPT SAFE AT WORK?

☐ High-risk staff (immune-compromised, respiratory issues) identified and managed

☐ Close physical contact limited or eliminated

☐ Increased hygiene and cleaning measures

☐ Appropriate PPE available and used correctly

☐ Sick workers told to stay home

☐ Contact tracing records maintained

☐   Procedures and equipment for staff working from home

4. HOW WILL YOU ENSURE YOUR CUSTOMERS ARE KEPT SAFE?

☐   Procedures to maintain physical distancing requirements

☐   Increased hygiene measures

☐   Masks or face-coverings encouraged

☐   Sick people told to stay home

☐   Contact tracing records maintained

5. HAVE YOU GOT A COVID-19 SAFETY PLAN?

☐   A safety plan outlines the COVID-19 related hazards and risk control measures for your business

☐   Contact WritersInc for a COVID-19 Safety Plan for your business