Rules for Operating: **Alert Level 3**

At Alert Level 3 all businesses can operate **provided** they comply with the rules to manage and mitigate the risk of COVID-19 transmission*. 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.

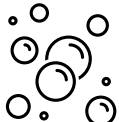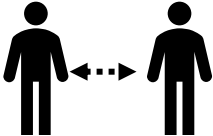| Can you operate at Level 3?	
Close physical contact not permitted*	• Businesses that require close physical contact between staff and/or with customers **cannot** operate
Staff should work from home	• Staff should work from home if they can
Keep contact tracing records	• Contact tracing records must be kept for **everyone** that comes onto your premises • 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]()
Display your QR code	• Businesses must display a NZ COVID Tracer QR code for each business location • [Get your QR Code Poster]()
Customers cannot come onto your premises (except essential businesses)	• Only supermarkets, dairies, petrol stations, pharmacies and permitted health services or licensing trusts can allow customers to enter their premises • Prepared food and drink can be sold but should not be consumed by customers onsite

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

Business must be contactless	• Contactless payment, pick-up / delivery • Cash only accepted if customer has no other option and business has process in place for safe cash-handling
Increased hygiene measures	• Maintain basic hygiene measures including regular hand washing / sanitising, cough/sneeze etiquette, avoiding contact with people who are unwell, regular cleaning of surfaces • Use PPE and/or face coverings where appropriate • Staff must stay home if sick
Maintain physical distancing	• Staff must remain at least **1 metre** apart • Physical distancing requirements vary depending on the type of business/service • Check out the physical distancing requirements for your business at Alert Level 3
Meet all other health & safety obligations	• Comply with all other health and safety requirements
For more information…	Check out these resources: • Doing business at Alert Level 3 • Alert Level 3 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

[adapted from www.covid19.govt.nz]

Alert Level 3: **Business Readiness Checklist**

1. ARE YOUR PREMISES READY TO OPEN?

☐ Premises have been fully cleaned

☐ Cleaning products and PPE available

☐ Contactless payment, delivery, pick-up organised

☐ 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

☐ Procedures for staff returning home after work

☐ 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