# COVID-19 Alert Level 2: Preparedness Checklist

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| **DO WE HAVE THIS IN PLACE?** | **EXAMPLES OF WHAT THIS LOOKS LIKE** | **CHECK** |
| General controls at Alert Level 2 | * You need to maintain physical distancing.
* Wide-scale vaccinations and testing will continue.
* The Ministry of Health will find and self-isolate anyone who is unwell and their close contacts.
* There will be measures in place to allow some safe travel and socialising.
* Only small, controlled gatherings will be permitted.
* Early childhood centres, schools and tertiary organisations will see most people returning — with controls in place.
* Physical distancing, hygiene standards and contact registers will need to be in place to help make businesses safe.
 | q |
| Our business premises are prepared before Moving to Level 2/Opening.  | * Complete cleaning. Think of pest control, perishables, commonly used surfaces. Consider it a ‘Deep Clean’.
* Pre-start checks and servicing/maintenance completed on plant, equipment, machinery.
* Cleaning regime and cleaning products set-up.
* Controlled entry to the business (e.g., customers into a retail environment). You need to consider:
	+ 2 metre spacing with queues – Queueing outside/inside. Mixing inside.
	+ Limiting the number of people that can practically be inside.
	+ 2 metre distance between Workers and between workers and customers.
* Signage/information for staff and customers.
* Delivery of supplies. Drop-off and pick-up.
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| **DO WE HAVE THIS IN PLACE?** | **EXAMPLES OF WHAT THIS LOOKS LIKE** | **CHECK** |
| COVID-19 Management Plan | Contents can include:* Maximum numbers for customers to maintain a 2m distancing.
* For events and hospitality – a 50-person limit for indoor settings, hospitality providers and event venues and a 100-person limit for outdoor venues).
* Contact Tracing.
* Risks and Controls.
* Engaging with Customers.
* Safe Work Practices.
* Distancing (all workers must be physically separated from each other and customers by 1 metre)
* PPE and Safety Equipment.
* Hygiene requirements/practices.
* Emergency Procedures.
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| High-risk employees/contractors/clients (e.g., immune-compromised, respiratory issues) identified | * Identified employees/contractors.
* Contact the client and identify if any at risk people are at the workplace.
* A plan developed to manage their health, safety, and wellbeing.
* If there are, ensure they can be and remain isolated from the workers before Workers arrive.
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| Physical distancing requirements | * Minimum of 2m in public places (e.g., gyms, museums, libraries) and when working with clients.
* Minimum of 1m at work when working with fellow employees.
* Minimum of 1m at work when working with customers.
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| **DO WE HAVE THIS IN PLACE?** | **EXAMPLES OF WHAT THIS LOOKS LIKE** | **CHECK** |
| Re-organisation of workers/workplaces | * Changing workplace layout to allow distancing.
* Limiting numbers in work areas.
* Staggering start/finish/break times.
* Continuing with working from home.
* Essential workers only in workplaces.
* Manage deliveries/entry to site/premises.
 | q |
| COVID-19 Response Plan in place for dealing with suspected and confirmed COVID-19 cases. | A process in place that includes how to manage:* Sick workers.
* Notifications and recording.
* Stay at home.
* Self-isolation.
* COVID-19 testing.
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| Contact Tracing | 1. All staff to download and use the Govt NZ COVID Tracer App <https://tracing.covid19.govt.nz/> and also activate the Bluetooth function
2. Get your QR poster if you haven’t already - <https://covid19.govt.nz/business-work-and-money/business/get-your-qr-code-poster/> Note, you need a QR Code for each workplace (e.g., if you have multiple worksites, a unique poster per site)

Other ways include – * PeopleSafe StoryAnywhere (Nice Story) – Name, mobile, location and photo of person.
* Set-up Google Form or Microsoft Office Form.
* Sign-in Register (paper based or electronic. Note PeopleSafe can set this up as part of their software).
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| **DO WE HAVE THIS IN PLACE?** | **EXAMPLES OF WHAT THIS LOOKS LIKE** | **CHECK** |
| Identify movements and activities of all workers | Examples include:* Job sheets.
* Trackable work programmes.
* GPS fitted to vehicles.
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| Ability to self-isolation or quarantine | This would include the ability for employees to self-isolate or quarantine at home. | q |
| We can request a COVID-19 test of staff if required. | Know where the local testing station is. | q |
| Managing contractors and suppliers  | * Make sure Contractors/Suppliers are aware of your COVID-19 health, safety and wellbeing requirements.
* Get and review a copy of their COVID-19 Management Plan. Make sure it aligns with your requirements.
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| Mental health and wellbeing | Do you have processes in place? Examples include:* EAP Services.
* Vitae.
* Benestar (free to Xero customers).
* [www.allright.org.nz](http://www.allright.org.nz) (free online resource).
* Employee’s GP.
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| **DO WE HAVE THIS IN PLACE?** | **EXAMPLES OF WHAT THIS LOOKS LIKE** | **CHECK** |
| Workplace design to reduce possible contact between people | * Minimum of 1m with fellow workers and customers.
* Split shifts, separate smoko/lunch breaks, different start/finish times.
* Separate vehicles, distancing in vehicles.
* Essential workers only in workplaces.
* Manage deliveries/entry to site/premises.
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| Keeping personnel up to date | * Company messenger/social media group chat pages.
* Zoom or Microsoft Teams.
* Messaging function in PeopleSafe.
* Regular email updates.
* Phone calls.
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| Personal Protective Equipment (PPE) | * PPE and cleaning products are available for staff and staff know how to use them correctly.
* Note: Masks and gloves should only be used to manage the health of those at risk (e.g., working in an aged care home).
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| Working from home | * We have reviewed work practices and equipment for working from home safely - screens, laptops, headsets, desk, chair, light, noise, internet etc.
* Consider the impact on family or family interaction with staff working at home.
* Refer to WorkSafe working from home guidance click [here](https://www.worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/working-from-home).
* Refer to WorkSafe for Ergonomics guidance click [here](https://www.worksafe.govt.nz/topic-and-industry/work-related-health/musculoskeletal-disorders/ergonomics/).
* Identify which items can be couriered to staff at home.
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| **DO WE HAVE THIS IN PLACE?** | **EXAMPLES OF WHAT THIS LOOKS LIKE** | **CHECK** |
| Cleaning and housekeeping | Cleaning of business, surfaces, plant and equipment:* Set up a cleaning regime with what needs cleaning and frequency.
* Make sure common and regularly used surfaces (e.g., steering wheels, reception counters, EFTPOS machines, sign-in registers, bathrooms etc. are kept clean.
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| Crossing Borders | * Do you have your exemption? [Click here for more information](https://covid19.govt.nz/travel/permitted-travel-at-different-alert-levels/business-travel-permissions-over-an-alert-level-4-and-3-boundary/)
* Do you need to have your staff who are crossing boundaries to have a weekly COVID-19 Test?
 | ❑ |
| Gatherings (e.g., Events) | * These are limited to 50 people in an indoor space, and 100 people in an outdoor space.
* All customer-facing staff legally must wear a face covering while serving customers.
* Can you meet physical distancing (all workers must be physically separated from each other and customers by 1 metre).
* Maintain a distance of 2m between people waiting in line.
* Consider infection prevention and control requirements.
* Customers to wear face coverings unless eating and drinking.
* Keep a record of all attendees to ensure contact tracing may be conducted if necessary.
* Can you follow the three S’s. *Seated*, *Single Service* (one server per table), *Separation*.
* Aim for the event to be less than 2 hours.
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| **DO WE HAVE THIS IN PLACE?** | **EXAMPLES OF WHAT THIS LOOKS LIKE** | **CHECK** |
| Face coverings | Employees must wear a face covering if you work:* in a public-facing area at a supermarket, dairy, petrol station, licensing trust, pharmacy, food bank, self-service laundry, hardware store, butcher, fishmonger, greengrocer, shopping mall, bank or at New Zealand Post.
* in a public-facing area at a retail store that is open at Alert Level 2.
* as a delivery driver to residential addresses — delivery drivers only need to wear a face covering when they are out of their vehicle.
* at a cafe, restaurant, bar, nightclub, soup kitchen or any other food or drink business in a customer-facing role.
* for a close contact service — for example, barbers, hairdressers or beauty therapists.
* at a vet clinic.
* at a social gathering.
* in an indoor setting at a high school when at Alert Level 3, for example in classrooms and assemblies
* in a public-facing area at an indoor public facility — for example, a library or museum.
* in the public-facing area of a court, tribunal, local or central government agency or social service provider.
* as a driver of a taxi, ride-share vehicle, ferry, bus or train used for public transport — this excludes school buses and ferries between the North Island and South Island.

[Click here](https://covid19.govt.nz/health-and-wellbeing/protect-yourself-and-others-from-covid-19/wear-a-face-covering/#who-does-not-need-to-wear-a-face-covering) to find out who does not need to wear a face covering. | q |