# COVID-19 Alert Level 2: Preparedness Checklist

|  |  |  |
| --- | --- | --- |
| **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. | q |

|  |  |  |
| --- | --- | --- |
| **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. | q |
| 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. | q |
| 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. | q |

|  |  |  |
| --- | --- | --- |
| **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. | q |
| 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). | q |
| **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. | q |
| 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. | q |
| 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. | q |

|  |  |  |
| --- | --- | --- |
| **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. | q |
| 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. | q |
| 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). | q |
| 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. | q |

|  |  |  |
| --- | --- | --- |
| **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. | q |
| 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. | q |

|  |  |  |
| --- | --- | --- |
| **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 |