

Members Advisory

Wednesday, 22 April 2020



Preparing and planning for work under Level 3

Kia ora

On Tuesday, approximately half a million New Zealanders will start back at work as we transition from Alert Level 4 to Alert Level 3. Workers that can work from home should continue to stay home. Businesses that may open and resume operations on Tuesday can only do so if they take measures to ensure that their workers are safe.

The Government has outlined a set of **Golden Rules for businesses under Level 3**. These are:

- 1) If your business requires close physical contact it can't operate.**
- 2) Your staff should work from home if they can.**
- 3) Customers cannot come onto your premises** unless you are a supermarket, dairy, petrol station, pharmacy or permitted health service.
- 4) Your business must be contactless.** Your customers can pay online, over the phone or in a contactless way. Delivery or pick-up must also be contactless.
- 5) Basic hygiene measures must be maintained.** Physical distancing, hand washing and regularly cleaning surfaces. Workers must stay home if they are sick.
- 6) If you used PPE in your business before COVID-19, then keep using it in the same way. If you didn't use PPE in your business before COVID-19, you don't need it now.** This is advice for retailers, manufacturers and the service industries. Different advice applies to essential healthcare workers, border agencies, courts and tribunal staff, first responders and corrections staff.
- 7) You must meet all other health and safety obligations.**

Under Alert Level 3 businesses must have a COVID-19 Safety Plan as part of their **Health and Safety** obligations.

Worksafe has produced guidance and a template to help businesses prepare COVID-19 Safety Plans in accordance these obligations.

While businesses do not have to present this plan in order to operate from Tuesday, they will be expected to produce it when requested by WorkSafe staff who will be conducting checks across New Zealand and all sectors.

To visit the **Worksafe website** and access the template and guidelines, please go to: <https://worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid-19/transitioning-from-alert-level-4/>

Businesses should carefully consider how to safely operate at each alert level based on their individual circumstances and we must prepare and plan to work under Level 3 now.

More resources and information on transitioning to Level 3 can be found at:

<https://covid19.govt.nz/latest-updates/new-zealand-be-at-alert-level-3-from-tuesday-28-april/>

<https://www.business.govt.nz/covid-19/workplace-operations-covid-19-alert-levels>

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-current-situation/health-and-disability-services-alert-level-3>

Sincerely

Liz Pennington and the National Office team