

BizBulletin #2 21 September 2021

Operating safely at Alert Level 3 (AL3)



What? To contain Delta, businesses should practice the AL3 Golden Rules and support vaccinations for staff

Why? Extra workplace precautions and vaccinations by businesses will help lower levels for Auckland sooner

How?

- **At Alert Level 3, staff should continue to work from home.** Businesses who require close physical contact with customers cannot operate.
- **Make it easy for your staff, customers and visitors to follow the [AL3 Golden Rules](#):**
 1. **Work in a contactless way.** Ordering and payments should be online or by phone. Goods delivery and drop-offs/pick-ups must avoid direct physical contact.
 2. **Practice prevention measures** like physical distancing, hand washing and cleaning of surfaces. Know your responsibilities for [face coverings](#).
 3. **Good record keeping makes contact tracing faster.** You must display a [QR code poster](#) for anyone who comes onto your premises. See our website for [changes to record keeping](#), including how to protect privacy.

For all staff (no matter where they are working from):

- **Support staff to get vaccinated**, provide accurate information and allow paid worktime for appointments. The [Business Vaccination Toolkit](#) has information and resources to support you.
- [Understand staff wellbeing](#) needs and remove stigma and barriers for anyone who needs [support](#)
- Communicate with staff about available [wage subsidy](#), [resurgence payments](#), [tax and leave supports](#).
- Families could be struggling financially. Share [financial](#) and [food](#) support links with staff in a discreet and non-judgmental way.
- Prompt staff who are unwell, or in [locations](#) or suburbs of interest, to get a COVID-19 test: For testing locations, visit [Arphs.health.nz/covid19test](https://arphs.health.nz/covid19test).
- Reassure staff their job and income is safe – they may be concerned because of COVID-19, or need to isolate.

Useful resources for businesses

- Go to WorkSafe for [guidance](#) and [health and safety information](#) for managers of staff working from home
- Go to Business.govt.nz guidance on [COVID-19 Rules and guidelines under Alert Level 3](#)
- Call the COVID-19 business helpline service **0800 500 362** (North Island) about available support
- For Māori businesses, go to for Whāriki Māori businesses network for [links to COVID-19 help and support](#)
- For Pacific businesses, go to Pacific Business Trust for [COVID-19 help and support](#)



Support vaccination efforts by talking to your staff about getting a vaccination. Remove barriers by only sharing official information like the [Unite Against COVID-19 website](#) and provide paid work time for appointments.



STOP THE SPREAD

Do more from home: Reduce the number of Alert Level 3 workers leaving their homes



Respect bubbles: Reduce interactions between Alert Level 3 workers and others.



Protect your people: Increase prevention measures at workplaces. Ventilate, clean, physically distance, wear face coverings, keep records, get tested and ask staff to stay home if sick.

Operating at Alert Level 3 Reminders

Business checklist



Tick off the following actions so we can contain Delta and safely lower Alert Levels for Auckland

For businesses who can operate in a contactless way:

Display NZ COVID Tracer app QR code and booklet in highly visible and accessible locations including:

- entry points (130cm from the ground so they can be reached by everyone)
- multiple check in spots if you have a large facility

Display [Alert Level 3 Golden Rules](#) signs and posters in places such as entries and exits and waiting areas. You can download AL3 posters, like "[We're cashless](#)" from our website, or collateral from our [GoogleDrive](#)

Have good supplies of hand sanitiser, soap and paper towels/hand driers available in bathrooms
Have a regular cleaning schedule in place for 'high touch' objects and surfaces that are used by many people – for example door handles, equipment, kitchen and bathroom facilities
Make sure your staff know the [rules for mask wearing](#) and have a process to handle exemptions.

For your team (no matter where they are working from):

In addition to reminder prompts like text messages and posters, have regular team/staff briefings:
Remind staff to get vaccinated, and use the [Business Vaccination Toolkit](#) for more information
Remind staff to follow the [Alert Level 3 rules](#), and not break their bubbles
Advise staff stay home if they're sick, and call Healthline about a COVID-19 test - even for mild symptoms
Check on the team's wellbeing pointing them to [resources](#) and support

For people leaders and managers:

Have policies in place to support your team to get vaccinated, tested or to self-isolate
Have systems in place to support Alert Level 3 Golden Rules
Check and apply for any relevant [financial support](#) for your business and staff

Resources



Working safely at Alert Level 3 advice:

[Covid19.govt.nz/level3business](https://covid19.govt.nz/level3business)



Support for businesses such as wage subsidy and for employees have been told to stay home:

[Workandincome.govt.nz/covid-19/index.html](https://workandincome.govt.nz/covid-19/index.html)



Find posters for Alert Level 3 businesses and services:

<https://covid19.govt.nz/posters/#alert-level-3-and-4-posters-for-businesses-and-organisations>



For up to date COVID-19 information from Auckland Regional Public Health Service:

[Arphs.health.nz/public-health-topics/covid-19/](https://arphs.health.nz/public-health-topics/covid-19/)