

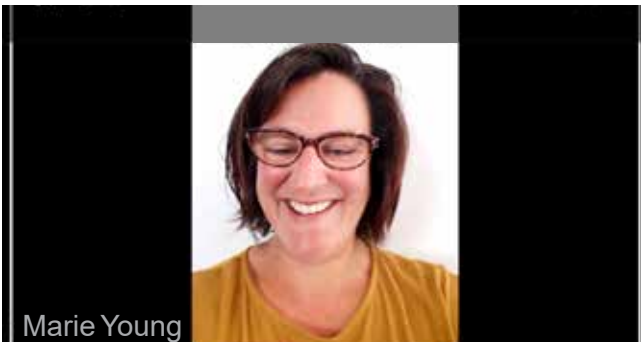
## The business of Lockdown

**OVER THE PAST 10 YEARS I HAVE WRITTEN NUMEROUS NEWSLETTER** updates, and I have to say that this is the hardest and the strangest. I am used to working in the small but vibrant Wiri team of two other wonderful ladies and myself, so writing this from my COVID-19 bubble of two people plus the dog is a little sad!

In the December newsletter I talked about William Pike, our December guest speaker, laying down the challenge that “Nothing great was ever achieved inside your comfort zone.” The past few weeks have seen all of us stepping outside our comfort zones, whether it has been adapting to working from home, or being at work under unusual conditions and restraints. We have negotiated significant changes to our home lives and our workplaces – give yourselves a big pat on the back!

A lot has happened since our last newsletter. Christmas drinks lakeside at Wero Whitewater Park was an amazing night of laughter and Wiri business people making connections on a warm summer's night. In January, we hosted our first event of the year – a welcome back to businesses at Miko Café in the Botanical Gardens. It was another warm (yet rainy) evening, with a lot of businesses catching up with old acquaintances and making new ones.

Then in early March there was our breakfast with Melodie Robinson as guest speaker. I do not think I have laughed so much at breakfast before! Melodie gave us a witty yet serious insight into what it takes for a woman to be successful in the very male-dominated business of sports television. Two more workshops in our Healthy Business series followed, as well as the first of



this year's first aid courses. A busy start to the year which all came to a screeching halt thanks to COVID-19 and the Level 4 lockdown!

So, just like the rest of the Wiri Business Association, we had to re-group and work very differently, holding Zoom calls and webinars instead of networking events. We had to source information on how to operate within the boundaries, then pass these many links and articles onto you so that you received the assistance you needed.

I have also been liaising with MSD who have appointed Peter Mumby as their advisor to Wiri businesses. Peter is happy to assist, and I encourage you to contact him with any questions you may have regarding government support and subsidies.

We have also sent you information tools on Risk Management for level 3, and Health & Safety information on working from home. Responsibility for your staff's wellbeing lies with you, even if they are working from home, so hopefully you and your staff are finding these resources helpful.

We will continue to support all our businesses as best we can, and if you have any questions or need support please contact me or the team. I will endeavour to connect you to the right person or find the information you need.

Looking forward, we hope you enjoy Wiri Business Association's fresh new website. Please take a look and give us your feedback. Completion of the tender process for the CCTV project (approximately 25-30 cameras) is underway, to increase security in the area.

**The team are happy to be back in the office (sanitizer at the ready!) and looking forward to catching up with you again soon!**

**Audrey -0279474249 – [manager@wiribiz.org.nz](mailto:manager@wiribiz.org.nz)  
Peter Mumby – [Peter.Mumby001@msd.govt.nz](mailto:Peter.Mumby001@msd.govt.nz)**

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## Devour the Collective Difference

### COLLECTIVE HAVE A BIG VISION WITH AN EVEN

bigger passion for making lasting impressions. They do that through delivering unforgettable hospitality experiences – from the ASB Bank Tennis Classic to the Halberg awards, weddings, funerals, onsite at their own venues and everything in between!

They love to curate extraordinary events for their guests and clients to appreciate, and customise the offerings to customer needs, tastes, styles and budgets. The key ingredient is people – relationships, how they express themselves, and creating special moments to mark important milestones.

The story behind Collective started in 2003 with husband and wife duo Stu and Semele Robertson and their love of people and food. A deli seemed a logical idea, so when Delanny's Delicatessen in St Heliers became available they jumped at the chance. Soon their name became synonymous with delicious take home meals, then stand-out wedding fare. After a while they ditched the bricks and mortar and decided to concentrate on the catering/events side.

## Happy Anniversary

### APRIL MARKED THE ANNIVERSARY MONTH OF THE

Vodafone Events Centre (15 years) and Vector Wero Whitewater Park (4 years)!

Congratulations to you all!! While they were not open to celebrate their birthday due to lockdown, it has given the VEC team time and space to acknowledge these milestones, celebrate their achievements, and reflect on their service to the community over the years.

There have been so many supporters and partners who have been part of the journey. Vodafone NZ and Vector Ltd deserve a special mention as principal naming rights sponsors, but so many have been involved in helping to make a difference in the lives of tens

of thousands of children who needed a helping hand. The Second Nature Charitable Trust deeply appreciate this support, and celebrate being able to work together with hundreds of teachers and principals from local school communities. For more info on the 2020 Community Good Report visit their website [here](#).

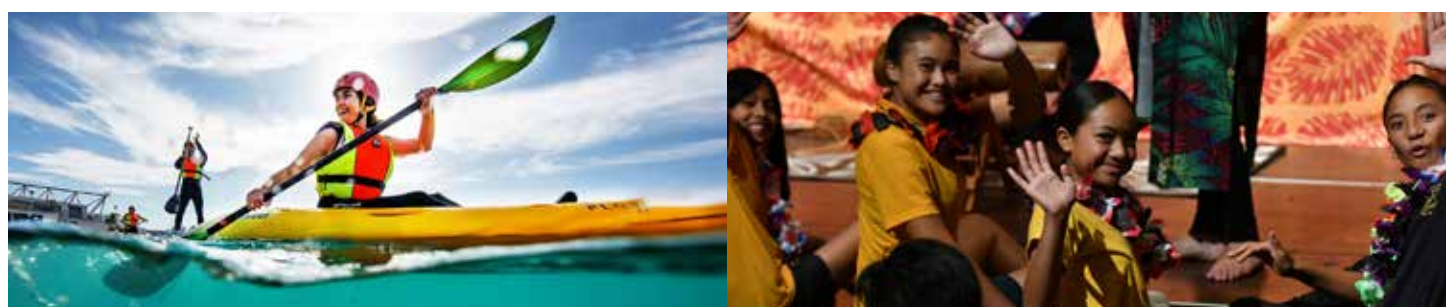
Both the Events Centre and Water Park facilities are looking forward to opening again under Alert Level 2. Assuming that this level of relaxation will occur soon, the events centre will still be able to host May bookings. Schools are also very eager to return for the schools programmes at both venues and the team are enthusiastic to see the fun and enjoyment experienced by youth within the area return. Vector Wero will be open during the weekends and the Lake Activities will be available for bookings.

Now they have an illustrious array of clients and events in their portfolio, and their own venues The Wharf and Orakei Bay in operation. They have expanded into Wellington and always look to be at the cutting edge of excellent locally produced food and professional friendly service.

Collective are excited to take over as resident catering hosts at the Vodafone Events Centre and are busy moving in and establishing systems and processes. It was supposed to be all systems go on April 1st – but of course COVID-19 threw a spanner in the pudding and created a very challenging time for catering and events companies to say the least!

Innovation is what this team are known for however, so they have been busily whipping up their new offering of online catering deliveries.

**You can find them at [www.finedinemeals.co.nz](http://www.finedinemeals.co.nz) and support them in the meantime until we can celebrate an amazing event in the flesh with Collective at the helm. Watch this space!!**



# Prisoners Moodle Through Lockdown

## CLASSROOMS MAY BE CLOSED

for the lockdown, but in Kohuora - Auckland South Corrections Facility - Moodle is coming into its own. Education and Moodle Administrator Nitesh Chandra says the online platform that allows prisoners to learn even while locked in their cells is gaining fans across Kohuora.

The main focus is to keep prisoners occupied, as, like the rest of the country, they too have limited interaction with others. Each House Block and Wing is running to a normal regime, but the cancellation of regular programmes and employment during Alert Level 4 means prisoners have more than normal down time and keeping them occupied is crucial to their wellbeing. The result is a range of new material provided on Moodle, some of it requested by the prisoners.

“Some prisoners wanted to learn how to write comics, so our Education Team have sourced podcasts on how to develop comics – everything from developing characters, plot lines, deciding the age or type of audience you’re writing for – it’s all covered in hour-long podcasts,” Nitesh said. “So far we have uploaded four podcasts and there will be another four available on Sunday. We also have creative art videos, showing how to draw comic characters.”

The men are able to keep up to date with news around the country through articles and podcasts supplied by online New Zealand news publisher, Newsroom. And with the permission of NZTA, the entire New Zealand road code has been converted to pdf and uploaded onto Moodle.

Wellbeing is also important: over 20 podcasts on guided meditation and a daily yoga class

are in the mix. Uptake has been high for these resources as the men can self-enroll to access them. The Chaplains also have their own Moodle page which they can use to provide religious material to the men. With the help of Serco staff, Chaplain Graham Lapslie videoed an Easter message, as services are suspended for the lockdown.

“The Education team is doing a brilliant job of getting material to the men. While a lot of it is demand driven, we still focus on education. The first question to consider for any content is whether it will benefit the men. So using our collective resources across the team, we’ve downloaded everything from fitness, financial literacy, creative writing, Sudoku, to Te Reo Māori. My next goal is to upload some Zumba classes,” Nitesh said.

Every piece of content is vetted to ensure that it’s appropriate before it’s uploaded. That means all video presenters or performers must be over 18. All material is viewed by Education Manager Velani Bernard to ensure it meets the educational threshold. Even though some of the material is sourced from the Internet, the men cannot access the Internet directly.

“There is such a range of possibilities for my team and what we can offer the men,” said Velani. “We are converting a lot of existing course material onto Moodle, such as business courses we run with the Open Polytechnic and MIT.

“We are also developing quizzes, drills and exercises to reinforce course content.”

While everyone is looking forward to returning to the classroom, the team agrees that this experience has shown there is room for courses to operate in both face to face and virtual classrooms.



## Wiri's Wonderful New Website!

**DURING LOCKDOWN, WITH** the help of our amazing designer Knox Feterika, we have been busily constructing a brand new Wiri Business Association website!

**You'll find us at**  
**[www.wiribiz.co.nz](http://www.wiribiz.co.nz)**

We hope you find the new design as fresh, innovative and user friendly as we do, not to mention the information as useful and relevant as before.

On the Business Directory page of our website, you'll see we are still compiling our brand new local business directory.

This directory will help Wiri businesses to 'Buy Local' and support each other when they need goods or services.

Please help us to keep our records up to date by entering your business details using the **[LIST MY BUSINESS](#)** form.

Even if you had your business listed in our previous directory, please take a minute to list it again **[here](#)**.

All those who enter their business details by the end of May go in the draw to win a \$200 Woodside Bar and Grill voucher to use with their team after lockdown!!

Thank you!

**NB> The site will continue to evolve and improve over time, so we're sure you'll bear with us if we have any teething issues :-)**



# COVID-19 Property Cycle

**DURING OUR LEVEL 4 LOCKDOWN, PHONE, EMAIL,** and text messaging communications to agents have doubled, and they have had to become a lot more efficient at Zoom and Microsoft video meetings. Principally investors, landlords, tenants, purchasers, property valuers and managers have been asking for advice about issues they currently face, and to get some idea of what the future may hold.

All forms of communication were stretched pre and post the 1st of April when rentals under lockdown fell due for most tenants. In the end, most tenants and landlords struck a compromise while some tenants having received income in March, deferred any concession until needed in May or June. Other parties agreed on a lesser rental with a repayment of the difference to be in instalments at a later date. Rental discussions are expected to continue going forward as tenants struggle to get going again and landlords look to keep the bank happy.

For tenants commencing new leases, agents have had to courier the keys to them. Agreements for lease and sale are now confirmed using DocuSign with no face to face contact. Conditional Sale and Purchase Agreements negotiated before lockdown have primarily failed to complete unless renegotiated. With solicitors, additional clauses have been advised which provide for the limitations of Levels 4, 3 and 2 under COVID\_19 in agreements. Police consent has been obtained for a tenant and purchaser to move equipment during the lockdown. Maintenance issues have arisen with passenger lifts, air conditioning units, and insurance policy compliance. However, most landlords and tenants have been able to talk problems through amicably.

There has been a lot of inquiry about the current property and rental values. Historically in a depressed economy with growing unemployment, there has been a realignment of property values. Kiwi Property (owners of Sylvia Park Shopping Centre) has recently undergone an 8.2% devaluation of their portfolio. Industry professionals expect the trend to continue. Last year with a low vacancy rate in Wiri,

there were few opportunities for tenants and even less for purchasers. Landlords were able to be particular about any tenants they took on and how much rental was to be paid. Vendors were also able to name their terms and realise prices reflecting 4- 6% capitalisation rates. We expect vacancy rates to rise in line with unemployment and the failure of more businesses unable to adapt to the new business scape. With higher vacancy rates commercially secure tenants will be in demand and will negotiate lower rental rates, flowing through to lower property prices and increased capitalisation rates. It will take a little time to happen, but a realignment of property values seems inevitable.

To a large degree, the speed of New Zealand's economic recovery is going to be determined by our supply chains. Discussions have revealed limitations with both sea and air freight at the moment. Shipping container movements are dependent upon both import and export trade, while domestically road, rail, air and sea cargo depend on backloads to remain viable. Business owners are having detailed discussions with their customers, suppliers, and transport providers to determine supply and payment. Likewise, landlords are having talks with tenants to assess what problems they may be experiencing. After all, if your tenant can't get stock or their customer is not paying them, then you are not going to be paid rent on time if at all.

Level 3 was very restrictive and real estate offices remained closed to the public. However Level 2 permits agents to open their offices, and under strict guidelines, can lease and sell, perform appraisals, take photographs, erect signage, and carry out site visits. Auction rooms are also back in action with the option of online viewing and telephone bidding. There has been an increasing number of inquiries regarding leasing, subleasing and assignments, rental incentives, property values and leaseback sales. If you have an issues or questions please feel free to give Rob Taylor at Barfoot & Thompson a call on 027 251 1628 or email [r.taylor@barfoot.co.nz](mailto:r.taylor@barfoot.co.nz)

## Manukau Cohort of The Kitchen Project Hit the Market

Since 2018, The Kitchen Project has helped Auckland food entrepreneurs take their business to the next level.

With regular intakes throughout the year in West and South Auckland, The Kitchen Project focusses on the development of budding local food and beverage businesses with an emphasis on culture, healthy food and sustainable business practices.

The part-time 26-week programme includes learning both in and out of the kitchen covering everything from regulations, food safety and business planning, to finance, branding and marketing, drawing on the vast experience of mentors and partners. It also offers access to dedicated commercial kitchens at subsidised rates.



Inspired by La Cocina in San Francisco – one of the most successful kitchen incubators in the United States – The Kitchen Project is committed to celebrating the diversity of the vibrant Auckland community, supporting people from different cultures, races and countries of origin.



### An update on the latest Manukau cohort:

- **She Bakes Dough** have launched their website for online sales <https://shebakesdough.com/>
- **NiuEats** was accepted into the Catalina Bay and La Cigale Markets prior to lockdown, and have launched a Shopify page for online sales
- **The Roll Up Caterer** was participating in multiple events and markets prior to lockdown – currently working on recipe development
- **Underground Hangi** is looking to develop the catering aspect of their business
- **The Little Plant Pantry** was doing weekly orders for pick up/ delivery prior to lockdown and looking to cater to local gyms.
- All businesses have been verified by Auckland Council and are legally operating.

**The Kitchen Project are currently recruiting for their next Manukau cohort. For more information visit [www.thekitchenproject.co.nz](http://www.thekitchenproject.co.nz)**

# Our local school locks down

**ON FRIDAY 20 MARCH AS NEW ZEALAND STARTED** to see COVID-19 cases starting to increase one third of students at Wiri Central School were absent from school. By Monday only half the students were at school and by the afternoon when the impending lockdown had been announced, many more parents had picked their children up and waved goodbye.

On Tuesday staff worked furiously to make up 365 learning resource packs for their students. They copied and cut up games, purchased packs of playing cards and dice (simple but effective for lots of maths learning), copied information for parents and worksheets for students. Stocks of exercise books, pencils, pens and Duffy books were pulled out of storage to be added to the packs.

In addition to the learning resources they gathered up food stocks - the Fruit in Schools supply, weetbix, milk, bread, tinned fruit and baked beans donated for the breakfast and lunch programmes. Staff knew that there would be a need to feed the bodies as well as the minds.

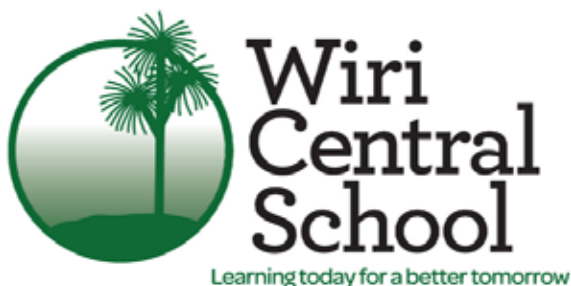
Between 9am and 12pm on Wednesday 25th March, parents came one by one to pick up learning and food packs. Packs not collected were delivered by staff during the afternoon. By 3pm everyone had packed up, locked up and left the school. It was an uneasy feeling for the team not knowing exactly what would happen next, or when they would be back.

School holidays were brought forward which gave the school community a bit of time to get used to lockdown and to prepare for a previously unfamiliar world of "distance learning."

Throughout the lockdown, teachers have continued to try and stay connected with students and families as much as individual resources have allowed. A small number of students have been able to connect using the school online learning platform and some have been able to communicate with teachers via email, text or phone calls.

With the move to Alert Level 3, many teachers have been able to go into school and make up and deliver new learning packs for students. Staff have worked together to put new procedures into place to support bubbles of students returning to school, not just for now but for some time to come. School as Wiri Central used to know it has changed and as uncomfortable as that is for the people who learn and teach there, there is a positive vibe about building a new "normal."

**One thing that hasn't changed – the teachers very much miss those smiling faces!**





# Would you be able to save a life?

**Would you be equipped to save someone's life if you were the first person on the scene to help someone suffering from a cardiac arrest?**

**Sudden Cardiac Arrest can happen anytime... Is your workplace prepared???**

- Each year more than 2000 New Zealander's suffer a cardiac arrest outside of hospital
- Use of an AED (Automatic External Defibrillator) within 3-5 min of collapse can increase the chance of survival by up to 44%
- Every minute that passes without defibrillation decreases the likelihood of survival by 10%
- The average ambulance response time is 7-10 minutes so you need to act fast before the ambulance arrives.

St John and Wiri Biz have partnered together to recommend the Phillips Heartstart First Aid AED. The St John AED is easy to use, with automated 'talking' instructions to help the user so that anyone can use it, even without any prior medical knowledge. You can see just how easy an AED is to use by watching the following video.

<https://www.youtube.com/watch?v=S801vWQKwpM>

St John and Wiri Biz are pleased to offer a 10% discount to all Wiri Business Association members. If you are interested in finding out more information or would like to organise a free demonstration (after the lockdown) or a quote then please contact Laura Risbrook at St John on: [laura.risbrook@stjohn.org.nz](mailto:laura.risbrook@stjohn.org.nz) or call 027 838 5779 or 09 526 0528 extension 8056. Please mention this article to receive the discount.

## Online Opportunity – St John's First Aid Course

St John's have kindly offered to hold an online first aid course so staff can remain compliant even over the lockdown period. The four hour course will cover a wide range of topics and will mean your staff are certified for two years. This can be done at their own leisure at a time that suits them. Cost \$119.

The course does not have any NZQA credits, but not all workplaces require these credits. In a lot of cases, the knowledge gained from this course will be enough. For those that do need the NZQA credits, there will be a 6 hour practical assessment for \$60 which has to be done within 3 months of the online component.

**Please let us know asap if you or any of your staff would be interested in an online first aid course with St John's. Email [comms@wiribiz.org.nz](mailto:comms@wiribiz.org.nz)**



## Mindset 2.0 Webinar - Sustaining Peak Mental Performance during a Pandemic

On Thursday 7th May some of our Wiri business members made the most of an opportunity to tune into a free lunchtime webinar on Mindset with Ignite Business Leadership speaker Bruce Ross. Bruce has extensive experience helping entrepreneurs, organisations and individuals continue to optimise their performance, within a VUCA (Volatile, Uncertain, Complex, Ambiguous) business environment.

As we are all aware, we are enduring one of the most demanding, unrelenting, challenging and exhausting changes ever enforced. Some have even used phrases like 'viscerally terrifying' and 'mentally exhausting' to describe the threat of COVID-19 and the lockdown it brought.

Bruce explained how our success or failure, our prosperity or scarcity, our impact and our overwhelm will now not so much be determined by the tactics, mechanics or

strategies that we apply in our roles, but by the MINDSET that we bring on a daily basis.

It's not what you do, but who you become, that determines the impact, influence and certainty you ultimately generate. Attitudes and thoughts are tied up closely with actions, results and ultimately over time, your destiny.

Hidden within the most successful leaders in the world is a single differentiating element that is the cornerstone of all great achievement – the resilience of an invincible, expansive and positive mindset. "Nothing is good or bad, but thinking makes it so" – William Shakespeare.

Bruce's presentation provided some much-needed tools to help us rapidly break free from any messages of uncertainty or overwhelm, and empower us to master the principles necessary to still create extraordinary results - despite the unprecedented demands of these times.

### Key takeaways:

There are tools that eliminate the limiting beliefs, self-criticism and negative patterns of thinking that are preventing you from taking your leadership to the next level.

You CAN develop an INVINCIBLE mindset and drastically reduce the stress, worry and overwhelm that's stealing your achievement, joy and dreams.

Your beliefs are based on decisions you once made. If you want to challenge or change your beliefs, you need to make a conscious decision to do so. You can create an immediate transformation by changing the way you think and rewiring your brain.

**Bruce will be holding another webinar in the coming weeks if you would like to find out more. This workshop will bring the tough-mindedness of practicality that these times demand, and help you meet adversity with a re-invigorated resolve.**



# Marketing is still essential during times of disruption

## PREPARING FOR DISRUPTION

has been a hot topic in business for many years. Whether we were talking about digital disruption or new markets, the discussion is about being nimble enough to adapt to changes in your marketplace quickly.

In terms of disruption, the current pandemic is undoubtedly unprecedented. As it creates turmoil in the global economy and health systems, there is a temptation to sit back and wait to see where it lands from a business point of view.

However, this is likely short-sighted. Although the size of the overall market is expected to contract during a period of global disruption, there is still an opportunity for businesses to either retain or increase their market share.

While it may be instinct to pull back on your marketing investments, there are still plenty of reasons to continue pursuing your objectives.

With the effects of this pandemic likely to last for the foreseeable future, sales and marketing teams can realign themselves around engaging in both digital and traditional marketing activities.

## Traditional marketing

Outbound marketing encompasses what we think of as traditional marketing—TV or radio ads, building and vehicle signage and direct mail are all outbound marketing methods.

Outbound gets its name because marketers push their message out into the world to be seen and heard by as many people as possible. Outbound marketing is required to build your brand and increase awareness. Brand recognition developed with outbound tactics should be leveraged to improve the performance of an inbound digital marketing campaign.

As our customers attempt to navigate a new era of uncertainty, we're here to help put your brand out where it can be seen. Expand or strengthen your brand, particularly in your local area using exposure through signage, flags, banners and your vehicles.

## Four reasons why good signage is essential for your business

Signage is an advertising and branding tool that can generate an additional 75% to your customer base and referrals, according to numerous studies.

### 1. Increasing brand exposure:

Proper business signage will make your company stand out from the crowd by increasing your brand exposure and the chances of new customer acquisition and repeated business.

### 2. Differentiation:

A custom sign will help to differentiate your business from the competition and will help you build a unique brand in the eyes of potential customers. Talk to a professional who will help you design signage that works best for your business.

### 3. It is cost-effective:

Signage is one of the most cost-effective marketing strategies. While you may have to make a considerable initial investment, once your signage is ready and installed are no further costs, and it will advertise your company 24/7.

### 4. Year-round advertising:

Depending on location, whether interior or exterior, signs work all year round. They're visible 24 hours a day, 7 days a week, 365 days a year. This alone makes them a worthy investment that will work for you with no effort required, no matter what time or day of the year it is.

**If you have a signage project or vehicle branding requirements you could contact our local signage experts Colourworx on Plunket Ave**

**sales@colourworx.co.nz  
09 263 0500  
www.colourworx.co.nz**

# Aerzen Adapts

## AS AERZEN SUPPLIES A VARIETY

of industries, the team spent the first portion of level 4 lockdown contacting different customers, trying to establish who was operating and who wasn't.

They formed a plan for those operating and the workshop van was loaded up and ready to go, in case of breakdowns/emergency call outs. The rest of the time was spent completing some much needed admin and paperwork.

Now that level 3 and soon 2 are upon us, more customers are back in operation, allowing the Aerzen team to get back to some normality. The sales team are fully operating, as well as the service team (although 'on-site service work' is limited). Staff are expecting the service aspect of the business to be mainly workshop orientated for the next wee while.



# Rapidly report rubbish or vandalism

**Contact Audrey on  
027 947 4249 or 09 262 0804  
or email manager@wiribiz.org.nz**

# The shift to Level 2...

With the Government's announcement confirming when New Zealand will shift to Alert Level 2, employers should be thinking about how they can operate safely under the Level 2 restrictions. As we enter Level 2 in stages, employers should take this time to ensure strategies are in place to manage the business and employees, so they can operate safely.

## What does Level 2 look like for businesses and workers?

Businesses can expect the requirement to operate safely to continue and the Government has said to in order to operate safely, you must:

- Comply with the general Alert Level 2 requirements including on limits on gatherings;
- Meet the appropriate public health requirements for their workplace; and
- Fulfil all other health and safety obligations

The Government continues to encourage businesses to use alternative ways of working. This could mean businesses allow employees to continue working from home, if this arrangement still meets the needs of the business. Level 2 will allow business premises to open for both staff and customers and services are also able to be provided on customer premises e.g. in customers' homes.

Businesses will need to specifically consider whether "at risk" employees can return to the workplace, including with additional safety measures to protect them. We await guidance on support for businesses with at risk employees during Alert Level 2. We discussed measures under Alert Level 3 here.

## What health and safety measures should businesses be taking?

Businesses should also continue to meet their health and safety obligations and remain focused on key risk management, considering extra measures needed on this front, with a return to workplaces after time away and with different ways of working in place potentially creating new risks. It is important for businesses to have discussions with workers about these measures and how they will practically work, so everyone has the same understanding on how to operate safely going forward.

WorkSafe has released industry specific guidance to provide businesses with additional information for Level 2 operations. WorkSafe lists key considerations for returning to work under Level 2 as follows:

- Will you have the right people with the right skills to operate safely? This could be affected by having some workers unavailable to work or needing to use different team rostering arrangements.
- Will you need to clean or ensure appropriate hygiene arrangements before occupying work spaces?
- Will there be maintenance required for machinery and tools that haven't been used for weeks? For example, vehicles' warrants of fitness may have expired, or equipment may require a new compliance certificate or servicing.
- When did you last have your ventilation system or air-conditioning checked? Are you confident that it is working efficiently? Now is a good time to schedule cleaning and maintenance.
- What else needs to be done at work before you can safely restart all or part of your operations?

## Businesses should consider what additional health and safety steps are needed to resume operations, including for example:

- physical distancing;
- contact tracing;
- not having groups larger than 10 people;
- maintain a two hour time limit for groups to be on your premises
- frequent cleaning and sanitising of shared surfaces;

- promoting increased handwashing and hygiene practices;
- additional PPE requirements; and
- requiring anyone (including visitors, customers, contractors and employees) with COVID-19 symptoms to stay away from the workplace.

## Message for Employers

We remind you that your employment law obligations continue. It is recommended to seek legal advice about any practical issues that arise with your employees returning to work. Reassure employees as to what action you are taking to work safely, by advising and engaging with them on what this will involve.

Copeland Ashcroft Law have offered fixed price policies that are available as adjusted for Level 2 until Friday, 22 May 2020.

Their team is able to assist with any queries.

Visit <https://www.copelandashcroft.co.nz/>

*Disclaimer: While this article provides commentary on employment law and health and safety topics, it should not be used as a substitute for legal or professional advice for specific situations. Please seek legal advice from your lawyer for any questions specific to your workplace.*

## Stages of alert

### ALERT LEVEL ONE: PREPARE

Covid-19 in NZ, but contained

- Activate border measures
- Contact tracing
- Cancel mass gatherings of more than 500 people
- Stay at home if sick and report flu-like symptoms
- Intensive testing for Covid-19
- Physical distancing encouraged

### ALERT LEVEL TWO: REDUCE

Contained but risk of community transmission growing

- Entry border measures maximised
- Further restrictions on mass gatherings
- Physical distancing on public transport
- Limit non-essential travel around country
- Employer to begin alternative ways of working if possible (shift work, working from home etc)
- Business contingency plans activated
- High risk people to remain at home (over 70s, people with existing conditions)

### ALERT LEVEL THREE: RESTRICT

Heightened risk that disease not contained

- Travel in areas of community transmission limited
- Affected educational facilities closed
- Mass gatherings cancelled
- Public venues closed
- Alternative ways of working required and some non-essential businesses closed
- Non-face-to-face primary care consultations
- Elective surgeries and procedures deferred and healthcare staff reprioritised

### ALERT LEVEL FOUR: ELIMINATE

Likely that disease not contained

- People to stay at home
- Educational facilities closed
- All non-essential businesses closed
- Rationing of supplies and requisitioning of facilities
- Severe travel restrictions
- Major reprioritisation of healthcare services