

COVID-19

Preparedness checklist

Please note any information or advice provided in respect of COVID-19 issues does not constitute formal legal advice and should be used only for guidance purposes. If you require further assistance or formal legal advice please contact EMA at 0800 300 362.



This checklist is designed to help mitigate and manage the risks associated with operating under [Alert Level 3](#).

Personal hygiene	Comments	Actioned	Outstanding
Check staff have enabled Scanning QR & Bluetooth systems			
Require all staff to sign in e.g. QR or Bluetooth			
Check sanitising supplies and expiry dates			
Check face masks / tissue /gloves supplies			
Review washing of hands and hygiene signs and protocols			
Review personal hygiene coughing/ sneezing information			
Review signs and symptoms information, isolating procedures, stay at home if sick information			
Encourage social distancing while at work/customer			
Business/ Systems	Comments	Actioned	Outstanding
Review and revise your your Health and Safety plan			
Vaccination policy, protocols COVID 19 vaccination	Do you currently offer Winter flu jabs.		
Review how the business coped under 4 lockdown and 3,2,1, restrictions	What worked well, what was a problem, what information was needed.		

Business/ Systems	Comments	Actioned	Outstanding
Review reception sign-in procedures			
Review couriers pick up and drop off systems			
Review "contractor" management system			
Review communications systems with staff. IT ready. Working From Home, Teams, Zoom	Who had problems and why. Has it been fixed and are they working		
Do you have a list of all suppliers and maintain contact with them			
Develop a communication list for internal staff and external suppliers			
Develop information to staff re your response plan, create employee call lists			
Identify list of Govt web sites including, MSD, MOH, Worksafe, sector groups, EMA	Getting clear and timely information re restrictions and guidelines		
Review sick and annual leave status for staff			
Revise requirements under various restriction levels	Social distancing under various restriction levels		
Update travel rules, boundaries and restrictions on movements, application and approval processes			
Review and implement a high touch points cleaning regime	Food prep areas, bathrooms, stairs, doors, lift controls, photocopiers, security points		
Identify at risk staff group by age or medical condition and job/task, including dependant family, relatives			
Information to employees re COVID and vaccinations			
Identify "bubbles" within your workplace			

Business/ Systems	Comments	Actioned	Outstanding
Review Govt subsidies scheme and how it worked for your business	<ul style="list-style-type: none"> Business Staff 		
Review HR policies / Sick Leave under Holidays Act re COVID 19			
Review forced isolation requirements from Min of Health. COVID testing	Stand down times, payment schedules		
Review Working from Home policies and protocols	Advice, supply of equipment, working expectations		
Review mental health and stress information and plans	Wellbeing programmes in place and working. Staff support		
Employment Agreements do they accommodate lockdowns and business interruptions and reduced pay etc			
Essential service status, application and approval process			
Update lockdown and restriction timeframes (start and finish times)			
Have you joined the EMA Facebook page?			
Review company culture to drive response and recovery of further restrictions.			
Identify key process and tasks and staff requirements to operate under COVID 19 restrictions			
Implement an early reporting system for staff to report signs of not coping or having difficulty working			

The EMA offers a range of templates, guidelines and resources that can assist with managing risks around employment relations and human resources under Alert Level 3. **Visit our website at www.ema.co.nz or call our AdviceLine for tailored advice on 0800 300 362.**