

MAKE SUMMER UNSTOPPABLE

BUSINESS CHECKLIST

Tick off the following actions so your workplace can Make Summer Unstoppable

For the workplace:

Display NZ COVID Tracer app QR codes at the entry to your business and in other highly visible and accessible locations including:

- point of sale or customer service counters
- changing rooms
- customer seating areas
- individual work areas
- waiting or gathering areas

Display 'Unstoppable summer' signs and posters in places such as entries and exits and waiting areas

Have good supplies of hand sanitiser available for staff and customers

Keep good stocks of 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, EFTPOS machines and bathroom facilities

For the team:

Have a team/staff briefing regularly that includes:

Ensuring the team are scanning in and out or using other contact tracing methods

Encouraging the team to stay home if they're sick and seek advice from Healthline or their doctor about a COVID-19 test

Encouraging the team to have their Bluetooth turned on (if your team carry their phones at work)

Encouraging hand hygiene

Talking to the team about how they can encourage customers, clients and others to do the same

For people leaders and managers:

Have systems in place to support contact tracing in your workplace

Have policies in place to support sick team members to stay home

Resources

All about QR codes:

<https://covid19.govt.nz/business-work-and-money/business/get-your-qr-code-poster/>

Support for businesses whose employees have been told to stay home:

<https://www.workandincome.govt.nz/covid-19/leave-support-scheme/index.html>

Find materials to Make Summer Unstoppable:

https://drive.google.com/drive/folders/1qPtyXGn0F_rN59QoGUkg_-HOkovwlh5y

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Unite
against
COVID-19