



PEOPLE
BUSINESS
EMPLOYMENT LAW

BULLETIN COVID-19 CURRENT ALERT LEVEL 2: REDUCE

ALTERNATIVE WAYS OF WORKING

- ✓ Alternative ways of working are encouraged.
- ✓ We all have to go about life very differently, including our work life.
- ✓ Employers should start alternative ways of working if possible – for example remote working, shift-based working, physical distancing within the workplace, staggered meal breaks and flexible leave arrangements.
- ✓ We need to be practical and sensible about this, but we do need to change our practices.
- ✓ If you are at high-risk, you are advised to stay at home regardless. This includes if you are over 70, have a compromised immune system or have underlying health conditions.

Why?

- ✓ This is an important measure to slow down the spread of the disease.
- ✓ Slowing down the spread of the disease is vital to protect people's health and to ensure our health system can cope and look after New Zealanders that become sick.

What employers should do

Employers should allow employees to work from home if they can, and start other alternative ways of working:

- ✓ Move to measures like shift-based working, staggered meal breaks and flexible leave arrangements
- ✓ Encourage physical distancing in your workplace
- ✓ Stop employees coming to work if they are unwell
- ✓ Maintain high levels of hygiene in the workplace
- ✓ Advise your customers and suppliers not to come in if they are sick
- ✓ Support staff wellbeing, particularly those people with existing medical conditions
- ✓ Activate business continuity plans. There is a step-by-step guide to getting your plan sorted on the business.govt.nz website: [here](#).

Further information

- ✓ **Information** for businesses about Government financial support for wage subsidies and leave related to COVID-19 is available on the Work and Income website: [here](#).

- ✓ **Specific information** for exporters and importers, and about travel, employment, health and safety is available on the business.govt.nz website: [here](#).

AT RISK PEOPLE

Who is at risk?

Over 70

Older people often have underlying health issues, including respiratory issues that make them more vulnerable to this virus.

People with medical conditions

Underlying medical conditions can make you more vulnerable to this virus.

In particular, people with respiratory conditions, such as COPD (Chronic Obstructive Pulmonary Disease), heart conditions, high blood pressure, kidney problems and diabetes.

People undergoing a treatment for cancer and blood conditions

As treatments for cancer and blood conditions effect people's immune systems, this makes them more vulnerable to COVID-19.

Pregnant women

Health experts do not yet know if pregnant women are impacted by COVID-19 in the same way as other people. However, pregnant women experience changes in their bodies that may increase their risk from some infections.

I'M FEELING STRESSED – WHO CAN I TALK TO?

It is normal to feel stressed or anxious now. For support with grief, anxiety, distress or mental wellbeing, **call or text the free 'Need to talk?' service on 1737**. This is available **24 hours a day, 7 days** a week for you to talk things through with a trained counsellor.

This bulletin is brought to you by the Window and Glass Association's free employment helpline 0800 692 384. If you have any questions or would like to discuss the bulletin above, please call Philip or Anthony on the helpline.
