

COVID 19 UPDATE

17 March 2020

Hello everyone,

We are all living in challenging times which are fluid and changing almost hourly. Here at FloorNZ we are also ensuring we are doing everything possible to limit the spread of this virus while trying to ensure we can continue to upskill the flooring resource for New Zealand and continue to provide a competent resource for the future. Actions being taken by government and the reserve bank and statements like *“New Zealand’s financial system is sound, with strong capital and liquidity buffers”* potentially offer some comfort but as we all know there is a lot of water to go under this bridge.

The board and team at FloorNZ are having regular meetings to stay abreast of developments and while in our industry there is a large range of business sizes and support infrastructure we thought we would send a note out with some of the areas we all can focus on to minimise risk. You will have your own control measures in place but in the spirit of the more we share the better, below are some items you may want to consider for your team whether it be yourself or a large organisation:

Health and Safety

- Business priority - staff and customer safety
- Social priority - focus on flattening the epidemic curve / stopping the spread
- Social distancing
 - Reminder no handshakes or physical contact, leave 1-2 metre gap
 - avoid large gatherings (>50?)
- Travel
 - Communicate travel policy to team so everyone understands
 - Avoid non-essential business meetings
- Promote good hygiene practices
 - Hand washing - regular reminders to wash hands for at least 20 seconds
 - Extra cleaning of kitchen and bathrooms
 - Have tissues, hand sanitiser etc. available
 - Extra cleaning of vehicles
 - Have gloves and sanitiser in their vehicles
- Sick employees
 - Ask that they self-isolate if they are unwell
 - Send them home if they are unwell
 - Look to offer extended sick leave if possible
 - Advise them to seek medical attention. Request medical certificates before returning.
- Flu vaccinations
 - Book for yourself and staff, well in advance of flu season
- Team members who have had contact with possible people who have virus
 - Requirement to self-isolate
 - Trace source - request information as to their exposure or potential infection. Have they been tested?
- Customers (if applicable)
 - Have they travelled overseas recently?
 - Identify high risk customers and plan safest way of continuing to engage
 - Social distancing

- Home visits (if applicable)
 - Can you visit customers at their premises rather than yours? Is this safe for them / your employees?
 - Check prior to visit of any risk
 - Clean hands prior to visit and afterwards
 - No physical contact if possible

More information on the COVID-19 situation is available on the Ministry of Health's website at [COVID-19 Updates: Ministry of Health](#)

- Dedicated information and guidance on self-isolation is also available on the Ministry of Health's website at [COVID-19 - staying at home \(self-isolation\)](#)
- We encourage you to visit the Ministry of Health Website to keep abreast of developments.

In relation to COVID-19, the Ministry of Health advises that:

- Any person who has travelled overseas to countries or territories of concern for COVID-19, arriving back to NZ between 1st-15th March, should self-isolate for a minimum of 14 days.
- Any person who has returned from any country (except those in Category 2) from the 16th March, should self-isolate for a minimum of 14 days.
- Any person experiencing cold or flu-like symptoms, should stay at home.

In the workplace:

- Employees should follow the '[hand washing](#)' guidelines as provided by the Ministry of Health.
- Employees should be particularly conscious of each other's personal space and avoid direct interpersonal contact at this time (e.g., handshaking, hugging, hongi).
- Employees should stay mindful that this may be a time of considerable anxiety or stress for other attendees, or themselves. Please be kind to yourself, and considerate of others.

FloorNZ is here to support you

- Should you have any questions, feel free to get in touch either by calling us on **(03) 3521409** or via email to: kari@floornz.org.nz.

The Ministry of Health is here to help

- If you have concerns around COVID-19, you are advised to seek the advice of a medical professional or call Healthline on 0800 358 5453.
- The [Ministry of Health Website](#) should remain your trusted source for COVID-19 updates and public health advice.

As you are aware we are operating in challenging times and if you have any information you would like us to share with other stakeholders that may help us all get through these please contact me on kari@floornz.org.nz

Regards

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