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**From:** Steve Dyhrberg  
**Sent:** Wednesday, 24 February 2021 11:52 AM  
**To:** #MASS VIP Transport  
**Subject:** Face covering requirements for VIPT chauffeurs

**Importance:** High

Kia ora everyone,

<https://covid19.govt.nz/health-and-wellbeing/protect-yourself-and-others/wear-a-face-covering/>

I would like to reinforce VIP Transport's requirements regarding the use of face coverings while at work and transporting our passengers in-car. This is to ensure we have a consistent approach across the country, and between depots.

### Chauffeur responsibilities

All of New Zealand is at Alert Level 1. At Alert Level 1, face coverings legally must be worn:

- on public transport
- on domestic flights
- by taxi and ride-share drivers (including chauffeurs of VIP Transport) — while it's not compulsory for passengers to wear them, they are strongly encourage to.

Note:

- the requirement of VIP Transport to wear face coverings is due to being classed as a Small Passenger Service
- NZ Police (including Protection Services) are not a Small Passenger Service, and they will have their own policy around face covering use; they are not legally required to wear them.

There will also be times where you do not need to wear face coverings while driving your vehicle with a passenger:

- it is unsafe, for example if wearing one means a driver cannot safely operate the vehicle
- there is an emergency
- you have a physical or mental health illness or condition or disability that makes wearing a face covering unsuitable
- you need to prove your identity
- you need to communicate with someone who is Deaf or hard of hearing
- you need to take medicine
- you need to eat or drink, if eating or drinking is usually allowed.

If you have misplaced or do not have immediate access to your previously supplied black cloth face mask, please ask your manager for a replacement.

### Passenger responsibilities

The government's advice for passengers of Small Passenger Services is that while it's not compulsory for passengers to wear them, they strongly encourage them to.

- We will not normally ask or require passengers to wear face coverings
- however, if a passenger appears unwell or exhibits coughing and/or sneezing then you will offer a single-use, surgical style face mask
- use the established processes for storing and disposing of these
- if a passenger requests or directs you to remove your mask, politely remind them it is a legal requirement to wear them.

Any questions, please ask your manager or myself.

Regards

**Steven Dyhrberg** National Manager | VIP Transport Service

Direct Dial: s9(2)(a) | Fax: s9(2)(a) | Cell: s9(2)(a)



**Te Tari Taiwhenua**  
**Internal Affairs**

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# VIPT Transport

## Resurgence plan

### COVID-19 Alert Level 1 & 2 Response

To	ALL - VIP Transport staff and chauffeurs
Cc	
From	Steven Dyhrberg, National Manager VIP Transport
Date	17 February 2021
Subject	COVID-19 Alert Level 1 & 2 – VIPT Resurgence plan

## Background

On February 17<sup>th</sup>, 2021, the Government announced a change in COVID-19 response levels. The Auckland region will move down to COVID-19 response Alert Level 2 from 11.59pm, Wednesday 17 February and the rest of New Zealand will move back to COVID-19 response Alert Level 1. This change in response alert levels will be reviewed on Monday 22 February.

The following are key messages from the Government COVID-19 Response team:

### Key messages to people in Auckland in Covid-19 Alert Level 2:

- Keep a 2-metre physical distance and wear a mask when in public when you can't distance.
- Mask use is mandatory on public transport and domestic air travel
- Stay home if you're sick, wash your hands, cough or sneeze into your elbow, clean surfaces
- If you are sick call your GP or Healthline to book a free COVID-19 test, and get tested if asked
- Keep a record of where you have been, use NZ COVID app.
- The latest information can be found on [www.covid19.govt.nz](http://www.covid19.govt.nz) or the Unite Against Covid social media channels

### Key messages to people in the rest of New Zealand in Covid-19 Alert Level 1:

- Stay home if you're sick, wash your hands, cough or sneeze into your elbow, clean surfaces
- If you are sick call your GP or Healthline to book a free COVID-19 test, and get tested if asked
- Keep a record of where you have been, use NZ COVID app.
- The latest information can be found on [www.covid19.govt.nz](http://www.covid19.govt.nz) or the Unite Against Covid social media channels

# What this means for VIP Transport

## In Auckland under Alert Level 2:

Transport services are permitted however, there will be mandatory health and hygiene measures:

- Social distancing in the depots is required; if your depot work environment cannot accommodate social distancing, you should wear a mask (these are available in the depots)
- Chauffeur staffing levels in depots will be managed to a minimum; this may mean being at home on shift, but ready to travel in to the depot if required.
- Ensure high levels of personal hygiene and good hand washing practice.
- Avoid frequent handling of common utensils or items.
- Please follow the directions on the <https://covid19.govt.nz/> website for Alert Level 2.
- If anyone has concerns for their or their family's wellbeing, please check in with the Healthline, your GP or any other agency as appropriate.
- If you have any questions, please do not hesitate to contact myself or your manager. Our phones are on 24/7.

## In the rest of New Zealand under Alert Level 1:

- Depots revert to their Alert Level 1 business practices
- Use the QR codes displayed at your site using the NZ COVID Tracer app.
- Visitors and contractors log – existing visitors log to continue to be used
- Staff and visitors to hand sanitise upon entering the depot.
- Staff to continue to clean common-area surfaces such as desks, tables, door knobs regularly. Use disinfectant sprays, hand sanitiser or soap to assist in removing any pathogens that may be present.
- Wash dishes and cutleries with soapy water refrain from a quick hot water rinse. (soapy water kills COVID-19)

## In-Vehicle Hygiene Practises

- Chauffeurs should wear a mask whenever there is a client in the car; no exception
- Make sure there are tissues, hand-sanitiser, disposal bag and a face mask in the rear pocket for clients to use; ensure you direct the clients to this
- Make sure each car has a disposal bag/container in the boot for the collection and disposal of used PPE
- Ensure high standards of wiping down and interior cleaning (especially of hard and frequently touched surfaces) – refer to the existing cleaning protocols set up for COVID-19
- Third party contractors to wear masks always and to continue cleaning their vehicles in accordance with MOH guidance, which includes regular cleaning of high-touch areas and hard surfaces.

## General illness – if not feeling well

If any person is feeling unwell for any reason, they should not attend work, even if the symptoms are not those of COVID-19.

If you have cold or flu symptoms, stay home, call your doctor or Healthline and make sure you get tested.

Final  
Note

Maintain basic rules of safety:

- Follow the golden rules
- Wash your hands with soap for 20 seconds.
- Cough or sneeze into your elbow.
- Maintain the required physical distance

## MaSS VIP Transport Depots

The following table describes reintegration guidelines for MaSS staff based at VIP Transport Depots across New Zealand at all COVID-19 Alert Levels. Guidelines at the different Alert Levels are cumulative (e.g. at Alert Level 4, all restrictions at Alert Levels 2 and 3 apply):

### Alert Levels 1 and 2:

- Some staff will be required in depots however most staff can continue to be on call/deployed from home.
- High-risk VIPT staff will continue to work remotely (waiting on advice from DIA HR and central response team).
- National Operations Centre continues to work remotely under Level 2, on-site under Level 1.

	Alert Level 1	Alert Level 2	Alert Level 3	Alert Level 4
<b>People</b>	<ul style="list-style-type: none"> <li>• <b>High-risk people</b> and those who have high-risk people in their bubble work from home (WFH) where necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Staff can work on-site but must be managed through <b>alternative ways of working</b> to ensure <b>physical distancing</b> and business continuity</li> <li>• Staff working in Vehicles must adhere to MOT and MOH guidelines, including putting in place protocols</li> </ul>	<ul style="list-style-type: none"> <li>• Most staff work from home (WFH). Exceptions may include <b>critical staff</b> needing to work to support Ministers</li> </ul>	<ul style="list-style-type: none"> <li>• All staff work from home (WFH)</li> </ul>
<b>Support</b>	<ul style="list-style-type: none"> <li>• Support provided by VIPT Regional Managers and VIPT L18 BH Team</li> </ul>	<ul style="list-style-type: none"> <li>• Support provided by VIPT Regional Managers and VIPT L18 BH Team</li> </ul>	<ul style="list-style-type: none"> <li>• Support provided by VIPT Regional Managers and VIPT L18 BH Team</li> </ul>	<ul style="list-style-type: none"> <li>• Support provided by VIPT Regional Managers and VIPT L18 BH Team</li> </ul>
<b>Travel</b>	<ul style="list-style-type: none"> <li>• Essential travel only - requires GM, MaSS approval</li> </ul>	<ul style="list-style-type: none"> <li>• No work-related domestic travel between regions permitted for staff</li> <li>• No work-related international travel permitted for staff</li> </ul>		
<b>Visitors</b>	<ul style="list-style-type: none"> <li>• <b>External visitors</b> are permitted in the workplace, but must be recorded through a <b>visitor log</b></li> </ul>	<ul style="list-style-type: none"> <li>• No <b>external visitors</b> are permitted in the workplace</li> <li>• Essential service visitors must be recorded through a <b>visitor log</b></li> </ul>		
<b>Definitions</b>	<p><b>High-risk people:</b> As per public health guidelines, includes individuals with underlying medical conditions, those aged over 70 and pregnant women.</p> <p><b>External visitors:</b> includes individuals and groups who do not work on-site e.g. family members, former staff, members of the public.</p> <p><b>Alternative ways of working:</b> At any time a maximum number of staff working on-site based on workstation and office space available (i.e. at least 1m separation) within the workplace. Where appropriate, must consider splitting teams to ensure business continuity.</p>			
	<p><b>Physical distancing:</b> MoH guidance states physical distancing is an important way to unite against COVID-19.</p> <p><b>Visitor log:</b> must be recorded daily and include the visitor's name, contact information, who they physically interacted with and their times in and out of the site</p> <p><b>Essential travel:</b> air and surface travel between regions.</p>			

## Knowledge base

1. Our House FAQs and 1840 FAQs

## Related policies, procedures, standards, guidelines, legislation, and/or websites

2. The following documents are relevant to this policy:
  - Change in alert level scenario planning - MASS
  - People workstream planning - April 2020
  - Proposed approach to reintegration – Ministerial offices
  - Discussion points – reintegration planning for ministerial offices
  - Level 3 message map for people leaders
  - DCE Level 3 Guidance
  - Ministry of Transport - Covid19 Transport Information
  - NZTA Covid19 services update
  - VIPT chauffeur in-car protocols
  - VIPT car cleaning directions
  - Returning to onsite at AL 2
  - Golden Rules for Alert Level 1
  - safe travel tips

## References:

3. The following references were used to develop this policy:
  - <https://covid19.govt.nz/alert-system/alert-level-3/>
  - <https://covid19.govt.nz/alert-system/covid-19-alert-system/>
  - Overall table for alert levels
  - 20200408 - NCMC COVID-19 OCC Health Safety and Wellness Policy
  - <https://www.procurement.govt.nz/about-us/news/covid-19-property-update-for-agencies/>
  - <https://www.procurement.govt.nz/assets/procurement-property/documents/covid19/covid19-managing-workplaces.pdf>

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**From:** Katie Matthes  
**Sent:** Wednesday, 17 February 2021 5:43 PM  
**To:** #MaSS VIP Northern Region  
**Subject:** COVID19 Auckland moving to AL2  
**Attachments:** 17 Feb COVID19\_VIPT Resurgence Plan Level 1 2.pdf

Good afternoon everyone,

The Prime Minister announced today that Auckland will move to Alert Level 2 from midnight tonight 17<sup>th</sup> Feb, 2021. The rest of the country will move to Alert Level 1. This will be reviewed on Monday next week.

The Alert Level 2 rules that applied to the rest of the country now applies to us. The difference here that the active cases are in South Auckland which requires us to be more cautious and vigilant. Please find attached our amended resurgence plan.

What this means for us (under Alert Level 2) Our service is now available to entitled users

- Chauffeur staffing levels in depots will be managed to a minimum; this may mean being at home on shift, but ready to travel in to the depot if required. This will be managed on a daily basis and you'll be advised to stay at home if necessary.
- Social distancing is necessary at the depot
- Non-chauffeurs will work from home tomorrow and Friday
- Please follow the directions on the <https://covid19.govt.nz/> website for Alert Level 2.

If you are on shift and haven't been advised to stay at home, can I ask you to please check ARS prior to the start of your shift to familiarise yourself with your jobs.

Please read and acknowledge receipt by replying to this email.

If you have any concerns or questions, please let me know.

Thanks

Ngā mihi  
Katie

**Katie Matthes | Northern Regional Manager | VIP Transport Service**

The Department of Internal Affairs Te Tari Taiwhenua

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**From:** Katie Matthes  
**Sent:** Sunday, 14 February 2021 9:14 PM  
**To:** #MaSS VIP Northern Region  
**Subject:** COVID19 update - please read fully

Good evening,

Earlier this evening, the Prime Minister addressed the nation about new positive cases of COVID-19 in the community that have been identified in Auckland.

As of midnight tonight (Sunday February 14) the Auckland region will move to **Alert Level 3** for 3 days. The rest of New Zealand will move to **Alert Level 2**.

We have updated our VIPT Transport Resurgence plan for 'COVID-19 Alert Level 2 & 3 Response' and Steve will send this out later tonight.

**The following are key messages from the Government Covid Response team: I've typed the Auckland VIPT section in red further below.**

Key messages to people Auckland:

- Travel in and out of Auckland will be restricted to essential travel only, with roadblocks in place
- Work from home unless you are an essential worker
- All schools and childcare facilities will be closed except for children of essential service workers.
- All public facilities, bars, restaurants and businesses should close.
- Supermarkets, pharmacies, and petrol stations remain open – shop as normal. Food delivery will be available
- Keep a 2 metre physical distance and wear a mask when in public when you can't distance..
- Stay home if you're sick, wash your hands, cough or sneeze into your elbow, clean surfaces
- Keep a record of where you have been, use the NZ COVID app
- If you have cold or flu like symptoms call your GP or Healthline to book a free COVID-19 test, and get tested if asked
- The latest information can be found on [www.covid19.govt.nz](http://www.covid19.govt.nz) or the Unite Against Covid social media channels

Key messages to people outside Auckland:

- Auckland has new cases of COVID-19 and moves to Alert Level 3
- The rest of New Zealand moves to Alert Level 2
- There will only be essential travel to/from Auckland
- Don't panic buy, all businesses outside Auckland are open with social distancing in place.
- Keep a 2 metre physical distance and wear a mask when in public when you can't distance.
- Stay home if you're sick, wash your hands, cough or sneeze into your elbow, clean surfaces
- If you are sick call your GP or Healthline to book a free COVID-19 test, and get tested if asked
- Keep a record of where you have been, use NZ COVID app.
- The latest information can be found on [www.covid19.govt.nz](http://www.covid19.govt.nz) or the Unite Against Covid social media channels

These measures are temporary to stop the spread of COVID-19 and will apply for the next three days while information is gathered and contact tracing and testing is underway.

## What this means for VIP Transport Auckland

### In Auckland (under Alert Level 3):

- We will all stay at home for the next 3 days. We will only deploy our service if the Prime Minister visits Auckland under AL3.
- At this stage there will be no anticipated travel needs for users, even as an Essential Service.
- Chauffeurs will not need to use annual or sick leave while at home. Special leave will be utilised again.
- Admin staff will work from home
- It is announced that this will last for 3 days, at which point Level 3 may be lifted. However, this is an emerging situation and planning may change. Please keep your work phone and device on and check regularly for updates.
- Please follow the directions on the <https://covid19.govt.nz/> website. Stay home, stay safe.
- If anyone has concerns for their or their family's wellbeing, please check in with the Healthline, your GP or any other agency as appropriate.
- If you have any questions, please do not hesitate to contact myself or your manager. Our phones are on 24/7.

### The rest of the country (under Alert Level 2):

#### **Transport services are permitted however, there will be mandatory health and hygiene measures:**

- Social distancing in the depots is required; if your depot work environment cannot accommodate social distancing, you should wear a mask (these are available in the depots)
- In the cars:
  - Where there is 1 passenger - sit in the rear left hand side
  - Where there are 2 passengers – both should sit in the rear as close to the LH side as practical
  - Where there are 3 passengers – if all can sit in the rear, this is preferable, otherwise the front passenger seat can be used
  - Chauffeurs should wear a mask whenever there is a client in the car; no exception
  - Make sure there are tissues, hand-sanitiser, disposal bag and a face mask in the rear pocket for clients to use; ensure you direct the clients to this
  - Make sure each car has a disposal bag/container in the boot for the collection and disposal of used PPE
  - Ensure high standards of wiping down and interior cleaning (especially of hard and frequently touched surfaces) – refer to the existing cleaning protocols set up for Covid
- Chauffeur staffing levels in depots will be managed to a minimum; this may mean being at home on shift, but ready to travel in to the depot if required.
- Ensure high levels of personal hygiene and good hand washing practice.
- Avoid frequent handling of common utensils or items.
- Level 18 Bowen House VIPT staff – you will be required to WFH for at least this week.
- It is announced that this will last for 3 days, at which point Level 2 may be lifted. However, this is an emerging situation and planning may change. Please keep your work phone and device on and check regularly for updates.
- Please follow the directions on the <https://covid19.govt.nz/> website for Level 2.
- If anyone has concerns for their or their family's wellbeing, please check in with the Healthline, your GP or any other agency as appropriate.
- If you have any questions, please do not hesitate to contact myself or your manager. Our phones are on 24/7.

Please let me know if you have any questions.

Ngā mihi

Katie

**Katie Matthes | Northern Regional Manager | VIP Transport Service**

The Department of Internal Affairs Te Tari Taiwhenua

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Te Tari Taiwhenua  
Internal Affairs



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To	ALL - VIP Transport staff and chauffeurs
Cc	
From	Steven Dyhrberg, National Manager VIP Transport
Date	30th April 2020
Subject	COVID-19 – Workplace Integration Plan

### Background

The Government announced that we can safely move to Alert Level 1 from 11:59pm on Monday 8th June 2020. At Alert Level 1:

- everyone can return without restriction to work, school, sports and domestic travel, and you can get together with as many people as you want.
- controls at the borders remain for those entering New Zealand.

### Principles:

## The Golden Rules for everyone at Alert Level 1

1. If you're sick, stay home. Don't go to work. Don't socialise.
2. If you have cold or flu symptoms, stay and home, call your doctor or Healthline and make sure you get tested.
3. Wash your hands. Wash your hands. Wash your hands.
4. Sneeze and cough into your elbow, and regularly disinfect shared surfaces with the cleaning materials in the office.
5. If you are told by health authorities to self-isolate you must do so immediately.
6. If you're concerned about your wellbeing or have underlying health conditions, work with your GP to understand how best to stay healthy.
7. Keep track of where you've been and who you've seen to help contact tracing if needed. Use the NZ COVID Tracer app as a handy way of doing this.
8. Stay vigilant. There is still a global pandemic going on. People and businesses should be prepared to act fast to step up Alert Levels if we have to.
9. People will have had different experiences over the last couple of months. Whatever you're feeling — it's okay. Be kind to others. Be kind to yourself.

Staff should still be mindful, thoughtful and considerate of themselves and others when working on-site.

## **Purpose**

The aim of this document is to provide guidelines and direction to staff for the purpose of work during Alert Level 1.

## **Non-Chauffeurs**

Non chauffeur staff can now start to transition back to our work offices. Continue to have discussions with your manager on how best to hold on to our gains and continue the flexible ways of working we've adopted over the last few months.

## **Chauffeurs**

Whilst we will be using the current roster to determine the order in which Chauffeurs are requested to work, we will aim to utilise the minimum number of chauffeurs that will allow us to deliver the service efficiently – depending on the jobs and timings, much like how we operated under Alert Level 2. This will change as our business demand increase.

## **Depot Physical Distance Measurements**

We all have a responsibility to keep each other safe by continuing the good habits developed through the alert levels like hand washing and basic hygiene, being aware of physical distancing and cleaning up after ourselves.

Guidelines to follow whilst working at the depot:

It's important to keep track of your movements to assist with contact tracing if required. To support this, use the QR codes displayed at your site using the NZ COVID Tracer app.

Visitors and contractors log – existing visitors log to continue to be used

Staff and Visitors to hand sanitise upon entering the depot. Hand sanitiser should not be used as an alternative to soap and warm water where soap and water is practical. Soap and water have been scientifically proven to kill the virus and should be the "go to" in preference to hand sanitiser.

Staff to continue to clean common-area surfaces such as desks, tables, door knobs regularly. Use disinfectant sprays, hand sanitiser or soap to assist in removing any pathogens that may be present.

Wash dishes and cutleries with soapy water refrain from a quick hot water rinse. (soapy water kills COVID19)

## **In-Vehicle Hygiene Practises**

VIPT in-vehicle cleaning protocol to be followed.

We recommend you travel in a safe way: so remember to follow the [Golden Rules for Alert Level 1](#), and follow the [safe travel tips](#) such as keeping track of your journey and daily interactions, and practicing good hygiene (e.g. regularly wash your hands).

VIP Transport and 3rd party contractors to continue cleaning their vehicles in accordance with MOH guidance, which includes regular cleaning of high-touch areas and hard surfaces.

Chauffeurs to encourage clients to sit in the back seat at all times.

#### Airport pick-up location

- Chauffeurs will revert to normal practise of waiting at the gates inside the airport terminals for all domestic airport pick-ups. Some passengers may have their own individual preferences which we will be happy to accommodate.

General illness – copy and paste Govt line if not feeling well

If any person is feeling unwell for any reason, they should not attend work, even if the symptoms are not those of COVID-19.

If you have cold or flu symptoms, stay and home, call your doctor or Healthline and make sure you get tested.

<b>Final Note</b>	<b>Maintain basic rules of safety:</b> <ul style="list-style-type: none"><li>• Follow the golden rules</li><li>• Wash your hands with soap for 20 seconds.</li><li>• Cough or sneeze into your elbow.</li><li>• Keep a physical distance of at least 1 metre.</li></ul>
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## MaSS VIP Transport Depots

The following table describes reintegration guidelines for MaSS staff based at VIP Transport Depots across New Zealand at all COVID-19 Alert Levels. Guidelines at the different Alert Levels are cumulative (e.g. at Alert Level 4, all restrictions at Alert Levels 2 and 3 apply):

### Alert Levels 1 and 2:

- Some staff will be required in depots however most staff can continue to be on call/deployed from home.
- High-risk VIPT staff will continue to work remotely (waiting on advice from DIA HR and central response team).
- National Operations Centre continues to work remotely under Level 2, on-site under Level 1.

	Alert Level 1	Alert Level 2	Alert Level 3	Alert Level 4
<b>People</b>	<ul style="list-style-type: none"> <li>• <b>High-risk people</b> and those who have high-risk people in their bubble work from home (WFH) where necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Staff can work on-site but must be managed through <b>alternative ways of working</b> to ensure <b>physical distancing</b> and business continuity</li> <li>• Staff working in Vehicles must adhere to MOT and MOH guidelines, including putting in place protocols</li> </ul>	<ul style="list-style-type: none"> <li>• Most staff work from home (WFH). Exceptions may include <b>critical staff</b> needing to work to support Ministers</li> </ul>	<ul style="list-style-type: none"> <li>• All staff work from home (WFH)</li> </ul>
<b>Support</b>	<ul style="list-style-type: none"> <li>• Support provided by VIPT Regional Managers and VIPT L18 BH Team</li> </ul>	<ul style="list-style-type: none"> <li>• Support provided by VIPT Regional Managers and VIPT L18 BH Team</li> </ul>	<ul style="list-style-type: none"> <li>• Support provided by VIPT Regional Managers and VIPT L18 BH Team</li> </ul>	<ul style="list-style-type: none"> <li>• Support provided by VIPT Regional Managers and VIPT L18 BH Team</li> </ul>
<b>Travel</b>	<ul style="list-style-type: none"> <li>• Essential travel only - requires GM, MaSS approval</li> </ul>	<ul style="list-style-type: none"> <li>• No work-related domestic travel between regions permitted for staff</li> <li>• No work-related international travel permitted for staff</li> </ul>		
<b>Visitors</b>	<ul style="list-style-type: none"> <li>• <b>External visitors</b> are permitted in the workplace, but must be recorded through a <b>visitor log</b></li> </ul>	<ul style="list-style-type: none"> <li>• No <b>external visitors</b> are permitted in the workplace</li> <li>• Essential service visitors must be recorded through a <b>visitor log</b></li> </ul>		
<b>Definitions</b>	<p><b>High-risk people:</b> As per public health guidelines, includes individuals with underlying medical conditions, those aged over 70 and pregnant women.</p> <p><b>External visitors:</b> includes individuals and groups who do not work on-site e.g. family members, former staff, members of the public.</p> <p><b>Alternative ways of working:</b> At any time, a maximum number of staff working on-site based on workstation and office space available (i.e. at least 1m separation) within the workplace. Where appropriate, must consider splitting teams to ensure business continuity.</p>			
	<p><b>Physical distancing:</b> MoH guidance states physical distancing is an important way to unite against COVID-19.</p> <p><b>Visitor log:</b> must be recorded daily and include the visitor's name, contact information, who they physically interacted with and their times in and out of the site</p> <p><b>Essential travel:</b> air and surface travel between regions.</p>			

## Knowledge base

1. [Our House FAQs](#) and [1840 FAQs](#)

## Related policies, procedures, standards, guidelines, legislation, and/or websites

2. The following documents are relevant to this policy:
  - [Change in alert level scenario planning - MASS](#)
  - [People workstream planning - April 2020](#)
  - [Proposed approach to reintegration – Ministerial offices](#)
  - [Discussion points – reintegration planning for ministerial offices](#)
  - [Level 3 message map for people leaders](#)
  - [DCE Level 3 Guidance](#)
  - [Ministry of Transport - Covid19 Transport Information](#)
  - [NZTA Covid19 services update](#)
  - [VIPT chauffeur in-car protocols](#)
  - [VIPT car cleaning directions](#)
  - [Returning to onsite at AL 2](#)
  - [Golden Rules for Alert Level 1](#)
  - [safe travel tips](#)

## References:

3. The following references were used to develop this policy:
  - <https://covid19.govt.nz/alert-system/alert-level-3/>
  - <https://covid19.govt.nz/alert-system/covid-19-alert-system/>
  - [Overall table for alert levels](#)
  - [20200408 - NCMC COVID-19 OCC Health Safety and Wellness Policy](#)
  - <https://www.procurement.govt.nz/about-us/news/covid-19-property-update-for-agencies/>
  - <https://www.procurement.govt.nz/assets/procurement-property/documents/covid19/covid19-managing-workplaces.pdf>