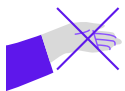


# Keep Our Workplace Safe!

## Practice good hygiene



Stop hand shakes and use **non-contact greeting methods**



Clean hands at the door and schedule **regular hand washing** reminders



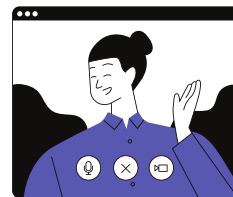
**We will be disinfecting communal surfaces** like doorknobs, switches, and tables regularly



**Avoid touching your face** and cover your coughs and sneezes

## Limit meetings and non-essential travels

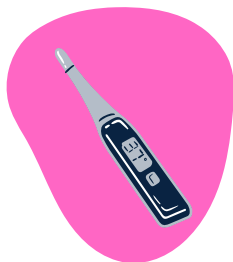
Book in our **video conferencing** kit to cut down on face-to-face meetings



When video calls are not possible, **check with us what room and date we recommend** to hold a safely distanced meeting

## Stay home if...

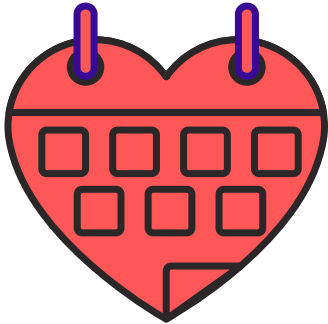
- You are **feeling sick**
- You have a **sick family member** at home
- You are part of the **vulnerable population** group identified by the Ministry of Health
- You feel **unsafe or uncomfortable** expanding your bubble



## Take care of your emotional and mental well-being

Outbreaks are a stressful and anxious time for everyone. **Please, be kind to yourself and others** as we move through this next stage of the 'new normal'.

# Guidelines for tenants



## LET US KNOW ANY DAYS YOU WON'T BE IN

We're assuming we get the pleasure of your company 5 days a week in Level 2 (yay!). As pillars of our o-for-awesome community, you are number one priority where site capacity is concerned. We just need to know days you won't be joining us (sniff!) so we can keep the tally up to date. **If you will be meeting with clients, please check with us ASAP around numbers and room use.**



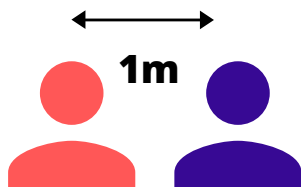
## CHECK IN/OUT WITH TRACING.CO.NZ

Please ensure your phone can read QR codes (Android users may have to download an app) OR have tracing.co.nz open on your browser. **A unique code will be displayed at the entrance to The Orchard** to register your arrival. You will be responsible for ensuring guests/clients have completed this, too, & please keep your own list of details.



## SANITISE ON ARRIVAL/DEPARTURE

BYO or use one of the bottles stationed at the door. Please ensure you and your guests use this, reapply at least once every 2 hours, and practise good hygiene during your day (handwashing, sneezing and coughing in to elbow, minimum face-touching, etc). **We also ask that you bring your own stationary and dishes.**



## KEEP YOUR DISTANCE

At the moment, distance is our best defense against transmission. **Please keep 1m between other bubbles,** including clients or guests you bring in.



## SCRUB YO' STUFF!

You will need to wipe down any communal spaces and kit you used during the day before leaving it. Scrub any dishes before taking them home or placing in the dishwasher, and **please ensure you and your guests take with you everything you brought in (or securely store in your locker)**