



FEBRUARY 2022

COVID-19 BUSINESS PLAN

This is a resource to provide local businesses with relevant information to create a plan in preparation for COVID-19.

It is important to keep informed about the requirements of your business with the COVID Protection Framework. Keep up to date with the current information by visiting www.business.govt.nz/covid-19/covid-19-protection-framework/

What are the things you need to be thinking about to prepare your business?

- Employees
- Revenue – Cash flow planning – reserves that you might have - closing due to isolation.
- Supply of items
- Logistics – how do you receive and send products - if courier is not operating what is plan B.
- Brand – reputation- how are you communicating out to customers.
- Technology- what do you need to continue to operate.

Brainstorm and think about each of these things so you can identify the risk areas. – Complete a Risk Assessment Document www.hbchamber.nz/media/55752146/risk-assessment-template-covid-19.pdf

Ideas of what can be done:

- Splitting people into teams i.e. half of the workers working at home while the other in the office.
- Changing operating hours
- Changing work locations – can workers work from other locations?
- Re-engaging former staff/ contractors
- Sharing people with other businesses for example – Hospitality, Aged Care sector
- Increasing frequency of meetings/ communications
- Increasing cleaning and sanitisation
- Creating isolation projects/ work packs.

Turn ideas into actions

- Engage with staff- the more you communicate the better
- Consider what could work in your business
- Collaborate with others- shared learning and shared experiences- use your networks around you
- Ask your service providers for their input – for example Xero (www.xero.com/nz/resources/small-business-guides/), your accountant etc
- Document and share your plan
- Access support and resources as detailed below.

FREQUENTLY ASKED QUESTIONS

Where can I find COVID 19 Resources for my business to use?

Visit the COVID 19 website, they have a Toolkit which businesses can use <https://toolkit.covid19.govt.nz/>

What do I do if I have a COVID case within my business?

If an employee or customer becomes a confirmed (or probable) COVID-19 case and has been at your workplace while infectious, there are standard processes that need be followed. Keep up to date with these standards by visiting the Health Website.

www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-health-advice-public/contact-tracing-covid-19/guidance-workplaces-have-case-covid-19

My employee is required to self-isolate for a period of 4 consecutive days what financial support can I get?

You can apply for the Leave Support Scheme:

- \$600.00 a week for full-time workers who were working 20 hours or more a week.
- \$359 a week for part-time workers who were working less than 20 hours a week.

You can apply up to 3 times for this payment dependent on how long the employee has to self-isolate for.

www.workandincome.govt.nz/covid-19/leave-support-scheme/index.html

My employee is needing to self-isolate to await the results of their COVID 19 test and they can't work from home, what financial support is available?

You can apply for the Short Term Absence Payment which is available for businesses, including self-employed people, to help pay their employees who cannot work from home while they wait for a COVID-19 test result.

There's a one-off amount of \$359 for each eligible worker while they are staying home waiting for test results. This is regardless of whether they're working full or part-time.

You can only apply for it once, for each eligible worker, in any 30-day period (unless a health official or doctor tells the worker to get another test).

www.workandincome.govt.nz/covid-19/short-term-absence-payment/index.html

What are Rapid Antigen Tests (RATS) and how can they be used by my business?

Rapid Antigen Tests will be a key tool. They will be available for critical workforces who are close contacts as part of a close contact exemption scheme.

www.business.govt.nz/covid-19/rapid-antigen-testing/#e-29123

My business needs financial support, what support can I get?

COVID-19 Temporary loss carry-back scheme through Inland Revenue:

www.ird.govt.nz/covid-19/business-and-organisations/temporary-loss-carry-back-scheme

COVID-19 Small Business Cashflow Scheme (SBCS):

www.ird.govt.nz/covid-19/business-and-organisations/sbcs

Request financial relief from Inland Revenue:

www.ird.govt.nz/covid-19/manage-my-tax/filing-and-paying/requesting-financial-relief

I run a farm what's the best way to prepare for a COVID outbreak?

www.fedfarm.org.nz/FFPublic/Policy2/National/2021/Preparing_for_COVID-19_on-farm_checklist_for_farmers.aspx

What additional sites can I visit to assist with support to prepare for COVID-19 and financial support?

Work and Income NZ

www.workandincome.govt.nz/covid-19/index.html

Ministry of Social Development

www.msd.govt.nz/about-msd-and-our-work/covid-19/index.html

Inland Revenue

www.ird.govt.nz/covid-19/business-and-organisations

Hawke's Bay Chamber of Commerce

www.hbchamber.nz/business-support/business-assistance-covid-19/resources/

CONNECTED

Connected.govt.nz

Ministry of Culture and Heritage

mch.govt.nz/covid-19-omicron-relief-funding

Ministry of Business, Innovation and Employment (MBIE)

www.mbie.govt.nz/about/open-government-and-official-information/coronavirus-covid-19/