

## **Client – Key Controls when Visiting the NLA Office at Level 2 Delta**

### **Behaviours**

The COVID-19 virus is passed on by either breathing it in or by touching the eyes, nose or mouth. We cannot guarantee that all surfaces are COVID-19 free. This is where our controls come in. The controls are either about separation and distance between people or about cleaning surfaces and not sharing things that we use near our faces, such as phones, coffee cups and pens.

The following list is the set of controls that we need you to follow to assist in keeping everyone safe from COVID-19 in the workplace.

### **We will have booked meetings only. When booking in your meeting**

You will need to confirm that you are well, that in the past 14 days you have not:

- been in Auckland or at a Covid location of interest,
- been in contact with anybody who has flu like symptoms, or who has tested positive for Covid-19,
- been in contact with anybody who has travelled from Auckland.

### **Arriving at the office**

- Wear a properly fitted face mask
- Use the hand sanitiser provided at reception
- Scan the QR Code through your mobile Tracer app where possible, or manually sign in at reception
- Don't share pens, if you don't have one with you we can provide you with one

### **During your visit**

- Avoid touching your face, eyes, mouth and nose. These are areas that contract the virus.
- If you are feeling unwell, please do not come in to the office, even to drop something off. Call the office to re-book an appointment if needed.
- Sneeze or cough into your elbow. Put all used tissues directly into a rubbish bin.
- Please remember to stay 2 metres away from others unless they are part of your bubble.
- There will be no availability of drinks to clients during Level 2
- The bathroom is still available, please remember to sanitise before entering the bathroom.

### **Departing the office**

- Use the hand sanitiser provided at reception

Please remember, we contract this virus through our eyes, nose and mouth. To become infected, we must either touch these areas with our hands or breathe in the virus from an infected person. We can control these risks by our own behaviours, including washing hands and maintaining a 1 metre distance from others. These controls are critical to the safety of ourselves, our friends and our families.

Our future is literally in our hands, so wash your hands often and wash them thoroughly.