

## COVID-19 Alert Levels MOTAT Response (Effective: 2 November 2021)

ALERT LEVEL	GOVT RISK ASSESSMENT	GOVT RANGE OF MEASURES	MOTAT RESPONSE
<p><b>Level 4 – LOCKDOWN</b> Likely the disease is not contained</p>	<ul style="list-style-type: none"> <li>There is sustained and intensive community transmission.</li> <li>Outbreaks are widespread.</li> </ul>	<ul style="list-style-type: none"> <li>No travel is allowed except for necessities or to undertake safe recreational activities. You must work and learn from home.</li> <li>No gatherings are allowed. All public and education facilities close.</li> <li>Businesses must close except for necessities (e.g., supermarkets, pharmacies, petrol stations) and lifeline utilities.</li> <li><a href="#">You legally must wear a face covering in some settings.</a> It's recommended you wear a face covering whenever you leave the house.</li> <li>Rationing of supplies and requisitioning of facilities as well as reprioritisation of healthcare services is possible.</li> </ul>	<ul style="list-style-type: none"> <li>Closed to the public.</li> <li>All staff working remotely from home.</li> <li>Staff unable to undertake contractual or alternative duties should log Special Leave (where available) in BambooHR.</li> <li>Special Leave may also be taken if an employee is able to work, but feels they need to take time away from work to deal with the impacts of COVID-19 on them or their family.</li> <li>Reduction to 80% pay once Special Leave allocation has been exhausted.</li> <li>No volunteer activity on site.</li> <li>Only essential services on site – security, essential maintenance, work to protect the collection, or those specifically authorised by the relevant GM and CE to be onsite.</li> <li>All team members and contractors required to contact trace using the COVID19 app (or manual sign-in).</li> <li>Café and private events not operating.</li> <li>No capital projects progress.</li> <li>High level promotion of Collections Online and MOTAT.fun.</li> </ul>
<p><b>Level 3 – RESTRICT</b> Medium risk of community transmission – active but managed clusters</p>	<ul style="list-style-type: none"> <li>There are multiple cases of community transmission.</li> <li>There are multiple active clusters in multiple regions</li> </ul>	<ul style="list-style-type: none"> <li>Stay home and keep your bubble small. You can expand to reconnect with close family/whānau, enable caregiving, or support isolated people. This extended bubble legally must remain exclusive.</li> <li>Travel is still restricted, so stay local. Inter-regional travel is highly limited with limited permissions. You can travel for work, school, to pick up necessities and good purchased in a contactless way or undertake low-risk recreational activities.</li> <li><b>Work and learn from home if you can.</b></li> </ul>	<ul style="list-style-type: none"> <li>Closed to the public.</li> <li>Staff work remotely from home unless: <ul style="list-style-type: none"> <li>(a) they are unable to do so; or</li> <li>(b) they need to be onsite to undertake the tasks expected of them.</li> </ul> </li> <li>Any onsite work must be approved by the relevant GM.</li> <li>The number of staff onsite at any one time will be limited, and the criteria outlined below will apply.</li> <li>Each work area will be restricted to a “workplace bubble” of a maximum of ten team members.</li> </ul>

- **Only people who can't work from home should return to businesses that can safely open under Alert Level 3.**
- [You legally must wear a face covering in some settings.](#) It's recommended you wear a face covering whenever you leave the house.
- Gatherings of up to 10 people are only allowed for weddings, civil union ceremonies, funerals and tangihanga. Physical distancing and record keeping are legally required. Food and drink cannot be served.
- When you leave home, keep a 2-metre distance from others when in public or 1-metre in controlled environments like workplaces, where practical
- Customers are only allowed inside specific businesses: supermarkets, banks, primary produce retailers, pharmacies, petrol stations or hardware stores providing goods to trade customers, or if it is an emergency or critical situation.
- Other businesses can open if they trade in a contactless way.
- Public facilities remain closed. Early childhood centres and schools will open for students up to Year 10 for those who can't learn from home.
- Healthcare services should use virtual, non-contact consultations where possible.
- **People at high risk of severe illness, such as older people and those with existing medical conditions, are encouraged to stay at home where possible, and take additional precautions when leaving home. You may choose to work.**
- **All team members on site can only be part of one workplace bubble.**
- Personal distancing within a workplace bubble must be a minimum of one metre.
- Strict hygiene precautions and a minimum of two meters physical distance to be maintained when outside workplace bubble when onsite. A mask or face covering must be worn when within 2 metres of another team member i.e., those in your workplace bubble.
- All vulnerable staff to work remotely from home or, if that is not possible, take Special Leave.
- Staff unable to undertake contractual or alternative duties log Special Leave (where available) in BambooHR.
- Special Leave may also be taken if an employee is able to work, but feels they need to take time away from work to deal with the impacts of COVID-19 on them or their family.
- Reduction to 80% pay once Special Leave allocation has been exhausted.
- No international or domestic business travel and no travel out of the Auckland region.
- No volunteer activity on site unless approved by CE on the recommendation of the appropriate GM.
- Any approved volunteer activity must be undertaken in a workplace bubble, which may limit the number of volunteers that are able to participate.
- Café and private events not operating.
- Capital Projects may commence with approval of the Chief Executive and GM - Business Services.
- Unless otherwise agreed by a GM, contractors may only work onsite independently and may not be part of a MOTAT workplace bubble.
- Contractors are required to enforce and monitor strict hygiene precautions and personal distancing. Masks

			<p>must also be worn when within 2 metres of another individual.</p> <ul style="list-style-type: none"> <li>Contractors may only work onsite if they are complying with the L3 guidelines with respect to their business.</li> <li>Recording and tracking of all team members and contractors on site is required.</li> <li>High-level promotion of Collections Online and MOTAT.fun.</li> <li>All team members and contractors required to contact trace using the COVID19 app (or manual sign-in).</li> <li><b>Immediately self-isolate and get tested if you have symptoms or suspected contact with COVID-19.</b></li> </ul>
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### Transition to Alert Level 2 – RESTRICTIONS EASED IN STEPS

<b>Step 1</b>	<ul style="list-style-type: none"> <li>Some restrictions ease.</li> <li>You are encouraged to continue wearing a face covering when you leave your home and when physical distancing is not possible.</li> </ul>	<ul style="list-style-type: none"> <li>Outdoor gatherings between 2 households can go ahead, with a maximum of 10 people attending. The natural ventilation outside makes it harder for the virus to spread.</li> <li>You can travel throughout the Auckland region to do an expanded range of outdoor recreation activities. A maximum of 2 households can gather, with a limit of 10 people gathering.</li> <li>Early learning centres can reopen to all children, with a maximum of 10 children in each bubble.</li> <li>Parents and caregivers must wear a face covering when picking up and dropping off their tamariki.</li> <li>Early childhood teachers must wear a face covering.</li> </ul>	<ul style="list-style-type: none"> <li>All MOTAT Alert Level 3 precautions remain in place.</li> </ul>
<b>Step 2</b>	<ul style="list-style-type: none"> <li>Further restrictions ease.</li> <li>You continue to be encouraged to wear a face covering when you leave your home and when physical distancing is not possible.</li> </ul>	<ul style="list-style-type: none"> <li>Retail can operate, with customers able to enter premises, wearing face coverings and keeping 2 metres apart</li> <li>Public facilities like pools, libraries and museums can reopen, with face coverings and 2-metre social distancing required</li> </ul>	<ul style="list-style-type: none"> <li>Access to MOTAT limited to 100 visitors at any one time and cashless payments only on both sites.</li> <li>Movement around the Museum to be managed to ensure no gatherings of more than 25 people in the same space.</li> <li>No trams operating.</li> </ul>

		<ul style="list-style-type: none"> <li>Outdoor gatherings of up to 25 people can go ahead.</li> </ul>	<ul style="list-style-type: none"> <li>Education and ECE groups may be onsite with restrictions.</li> <li>Contact tracing in place on all entrances to the site and all spaces that are open to visitors.</li> <li>Enhanced cleaning including weekly deep clean.</li> <li>Masks must also be worn at all times when in visitor spaces and within 2 metres of another team member.</li> <li>Only vaccinated team members on site.</li> <li>Montana can operate the café at their discretion – cashless and takeaway only.</li> <li>All other MOTAT Alert Level 3 precautions remain in place.</li> </ul>
<b>Step 3</b>	<ul style="list-style-type: none"> <li>Final easing of restrictions before moving to Alert Level 2</li> <li>There is still community transmission.</li> </ul>	<ul style="list-style-type: none"> <li>Hospitality venues, like cafes, bars, and restaurants, can reopen with a limit of 50 people</li> <li>Event facilities like cinemas, casinos, and theatres can open with a limit of 50 people in a defined space, wearing face coverings and 2-metre physical distancing</li> <li>Close contact businesses, like hairdressers, barbers and beauty salons, can reopen, with workers wearing face coverings</li> <li>Social gatherings, indoors and outdoors, can take place with a limit of 50 people in a defined space.</li> </ul>	<ul style="list-style-type: none"> <li>Access to MOTAT limited to 100 visitors at any one time and cashless payments only on both sites.</li> <li>Public entry and movement around the Museum to be managed to ensure no gatherings of more than 50 people in the same space.</li> <li>No trams operating.</li> <li>Education and ECE groups may be onsite with restrictions.</li> <li>Contact tracing in place on all entrances to the site and in all public spaces that can hold 50 people.</li> <li>Enhanced cleaning including weekly deep clean.</li> <li>Masks must also be worn at all times when in visitor spaces and within 2 metres of another team member.</li> <li>Only vaccinated team members on site.</li> <li>Montana can operate the café and run private events for up to 50 people at their sole discretion, and subject to them following the L2 guidelines with respect to their operations and in particular the three “S’s (i.e., Seated, Separated and Single Server).</li> <li>All other MOTAT Alert Level 3 precautions remain in place.</li> </ul>

<b>Level 2 – REDUCE</b> Low risk of community	<ul style="list-style-type: none"> <li>There could be limited community transmission.</li> </ul>	<ul style="list-style-type: none"> <li>You can connect with friends and whānau in person, socialise in groups and go shopping and</li> </ul>	<ul style="list-style-type: none"> <li>Open to the public with restrictions.</li> </ul>
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<p>Transmission within applied area</p>	<ul style="list-style-type: none"> <li>• There are active clusters in more than one region</li> </ul>	<p>travel domestically, if following public health guidance.</p> <ul style="list-style-type: none"> <li>• <b>You can return to the place where you work or learn but alternative ways of working are still encouraged</b></li> <li>• Businesses, schools, early learning services, tertiary education providers and public facilities, such as museums, libraries and pools can now all open with additional health measures in place.</li> <li>• Gatherings of up to 50 people indoors or 100 people outdoors are allowed including weddings, funerals and tangihanga. Mandatory record keeping and physical distancing are legally required.</li> <li>• Hospitality businesses legally must keep groups of customers separated and seated. Maximum of 50 people indoors or 100 people outdoors in a defined space.</li> <li>• Event facilities, including cinemas, stadiums, concert venues and casinos can have up to 50 people indoors and 100 people outdoors. <b>You can have more than 50 people in an event facility, but only if the people are in separate ‘defined spaces’, and there should not be direct airflow between the defined spaces.</b></li> <li>• <a href="#">You legally must wear a face covering in some settings, including in stores and public venues — such as museums and libraries.</a> It’s recommended you wear a face covering whenever you leave the house.</li> <li>• <b>You legally must wear a face covering if you work at indoor public facilities, for example libraries and museums (but not swimming pools).</b></li> <li>• Health and disability care services can operate as normally as possible.</li> <li>• Keep 2 metres apart from people you do not know in public and places like retail stores, libraries, gyms, and museums.</li> </ul>	<ul style="list-style-type: none"> <li>• Access to MOTAT limited to 100 visitors at any one time and cashless payments only on both sites.</li> <li>• Public entry and movement around the Museum to be managed to ensure no gatherings of more than 50 people in the same space.</li> <li>• No trams operating.</li> <li>• Education groups onsite with restrictions.</li> <li>• Contact tracing in place on all entrances to the site and in all public spaces that can hold 50 people.</li> <li>• Enhanced cleaning including weekly deep clean.</li> <li>• Masks must also be worn at all times when in visitor spaces and within 2 metres of another team member.</li> <li>• Personal hygiene and physical distancing managed through the design of our environments and programmes.</li> <li>• Stricter hygiene precautions, and personal distancing of two metres between strangers, in entrance queues, public, and exhibition spaces.</li> <li>• Physical distancing of one metre to be maintained in all team member spaces.</li> <li>• No meetings or workgroups of more than 50 people.</li> <li>• Clear signage and processes advising people (visitors, team members, and contractors) to stay home if they feel unwell. If you are unwell get a COVID-19 test.</li> <li>• Rotation of staff between remote and onsite working and flexible working hours - working from home continues to be encouraged where it doesn’t impact on the Museum operation.</li> <li>• Vulnerable staff may choose to work onsite or remotely from home. If neither is possible, take Special Leave.</li> <li>• Staff unable to undertake contractual or alternative duties due to COVID19 restrictions log leave in BambooHR.</li> <li>• Special Leave may also be taken if an employee feels they need to take time away from work to deal with the impacts of COVID-19 on them or their family.</li> </ul>
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<p><b>Level 1 – PREPARE</b> The disease is contained in New Zealand</p>	<ul style="list-style-type: none"> <li>• COVID-19 is uncontrolled overseas.</li> <li>• There could be sporadic imported cases.</li> <li>• There could be isolated local transmission in New Zealand.</li> </ul>	<ul style="list-style-type: none"> <li>• All businesses, facilities, schools, education providers and workplaces can open. NZ COVID Tracer QR codes issued by the NZ Government legally must be displayed in workplaces and on public transport.</li> <li>• There are no restrictions on personal movement or gatherings.</li> <li>• In all other settings you are encouraged to maintain a record of where you have been.</li> <li>• You legally must wear a face covering if you are aged 12 and over when: - using public transport and airplanes (excluding inter-island ferries and school buses). - exclusions apply for people with disabilities or mental health conditions.</li> </ul>	<ul style="list-style-type: none"> <li>• Open to the public with trams operating and education groups onsite.</li> <li>• Entry to sites managed to avoid bottle necks.</li> <li>• Enhanced cleaning schedule including weekly deep clean.</li> <li>• All staff on site but may be rostered to work remotely from home; employees encouraged to work within flexible working guidelines.</li> <li>• Special Leave continues to be available for COVID-related reasons.</li> <li>• Continue with hygiene precautions.</li> <li>• Team members may wear a mask or face covering if they choose to do so, in particular if they are required to be within 2 metres of another person.</li> </ul>

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|  |  | <ul style="list-style-type: none"><li>• Recording keeping is a mandatory requirement in the following places:<ul style="list-style-type: none"><li>a) For customers of: hospitality venues, including cafes, restaurants, bars, nightclubs, exercise facilities and close contact businesses, e.g. beauticians, barbers and hairdressers</li><li>b) For visitors of: - indoor event facilities.</li><li>c) All social gatherings including those at marae, weddings, funerals, tangihanga and faith-based services.</li></ul></li></ul> | <ul style="list-style-type: none"><li>• Domestic travel for MOTAT Team Members allowed subject to GM approval.</li><li>• Volunteer activities recommence onsite and café operational.</li><li>• All Capital Projects can proceed.</li><li>• Recording and tracking of all team members and contractors on site required.</li><li>• All team members and contractors required to contact trace using the COVID19 app (or manual sign-in).</li><li>• <b>Immediately self- isolate and get tested if symptoms or suspected contact with COVID-19.</b></li></ul> |
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