**Letter to confirm business operations  – COVID-19**

**12 August 2020**

[PLEASE NOTE. Restaurant Association members are strongly advised to seek guidance from the employment team on 0800 737 827 if you have any questions. *The Restaurant Association has taken all reasonable care to ensure that the information materials contained on our website are true and correct at the time of publication. The information provided is general information only and is not intended to constitute legal advice. Therefore, the Restaurant Association accepts no responsibility for any loss, errors or omissions which may arise pertaining to such reliance.*]

[letterhead]

[Company name] t/a [trading name]

[Company address]

[date] August 2020

[Employee’s full name]

By email: [employee’s address]

Dear [employee’s first name]

**Confirmed temporary arrangements of business - Covid-19 Outside of Auckland Alert Level 2**

**OPTION 1 – Alert Level 2 Business Remains Operational:**

We write to advise and confirm we are remaining open during Alert Level 2, working within the requirements for operating at this level.

We take our workplace Health and Safety obligations seriously including the wellbeing of all our employees, customers, suppliers and all individuals that enter our premises. The Company is in the process of moving swiftly to ensure that it complies with its health and safety requirements. It will communicate all policies and procedures to you shortly and keep you updated with Government developments as these arise.

How we operate the business will depend on announcements over the coming days and we will keep in touch with you over the next three days via email or messenger with notifications and updates.

If you have any questions at this stage, please feel free to email me at [email address] or call me on [number].  We understand this may be a stressful time for you, as it is for us.

**OPTION 2 – Alert Level 2 Business Closure:**

We write to advise and confirm we are temporarily closing [Company] as of Wednesday, 12 August 2020, for a minimum of three days at this stage.

Due to Health and Safety and operational considerations, we have made the decision to close the business by 12:00pm on Wednesday 12 August 2020, until further notice, and following further direction from the Government regarding the extent of community transmission within New Zealand.

How we operate the business will depend on announcements over the coming days and we will keep in touch with you over the next three days via email or messenger with notifications and updates.

We will be in touch again as soon as possible with further information as it relates to payments, and other considerations.

If you have any questions at this stage, please feel free to email me at [email address] or call me on [number].  We understand this may be a stressful time for you, as it is for us.

Please let us know if we can assist you in any way.

Yours sincerely

[name]

[position]

[company name]