**Letter to confirm temporary closedown of business or contactless 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]

**Option 1 Confirmed temporary closedown of business - Covid-19 Auckland Alert Level 3**

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.

As you are aware, the Prime Minister’s directive for the Auckland region has occurred because of the Coronavirus pandemic, requiring businesses to close unless contactless operation is possible. Consequently, we have been forced to take the drastic step to close the business by 12:00pm on Wednesday 12 August 2020, until further notice, because of the government direction to go into Alert Level 3 and it not being viable for us to run a contactless operation.

Your ability to return to the business will depend on whether the government decides to extend the close down period beyond three days or not. We will keep in touch with you over the next three days via email or messenger or [insert other means of communication] 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.

**OPTION 2 – Alert Level 3 Business Remains Operational with Contactless Takeaways:**

We write to advise and confirm we are remaining open during Alert Level 3, working within the requirements for operating at this level.

As you are aware, a temporary close down within the Auckland region has occurred on direction from the Prime Minister due to the Coronavirus pandemic, unless a business can run a contactless operation, and the rest of New Zealand has moved to Alert Level 2 status.

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 further 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.

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

Yours sincerely

[name]

[position]

[company name]