



Following on from the Government's announcement regarding New Zealand moving to Level 2 (and Auckland to Level 3) at midday 12th August 2020, we wanted to update you and what this means for VENT Limited.

This is a time we all hoped we wouldn't see again but unfortunately COVID has returned to the NZ community so we would like to ask that everyone follow our procedures to help eliminate the risk or spread and hopefully eradicate the virus once more.

The wellbeing of our staff, customers and suppliers is still our primary concern and will remain our priority.

Here's what Level 2 looks like for us:

- All administration and management staff will still remain in the office.
- We will still have technicians available during our workshop operating hours.
- We will still ensure self-isolation of any staff exposed to high risk factors or are feeling unwell. Any staff who have felt unwell will need to be checked with our pandemic checklist by management before returning to work and if they have shown any symptoms of COVID-19 then they will need medical clearance to return.
- We still have sanitizer, wipes and gloves for all staff. We also have masks on hand should they be required.
- The distance rule will remain implemented - 1-2 metres at all time (2 metres is not possible in all parts of our offices).
- We will continue to ask all staff to reduce contact where it isn't necessary.
- Hand sanitizer is available in reception for all visitors.
- **Our reception will be open to customers, suppliers and other visitors but ALL visitors will need to sign in when entering the premises and we ask that all visitors remain in reception unless it is absolutely necessary for them to enter our parts department or workshop. We would like to encourage people to download the NZ COVID tracer app onto their phone to enable scanning in as opposed to signing in however, we will still have sign in sheets available.**
- **Any visitors going past reception must adhere to our guidelines and policies at ALL times.**

We are still open and operating our 24/7 callout service, we just ask that you phone through on 03 578 9574 first.

If you have any further queries with regard to COVID-19, please contact us on 03 578 9574 or accounts@ventlimited.co.nz.

We thank you for your support during this time and look forward to helping everyone work through this difficult time.

Kind regards,
The team at VENT.