



MEMO

To: All tenants
From: Pakuranga Plaza Management
Date: Friday 24th April 2020
Re: **COVID-19 Update – Moving out of Alert Level 4**

Dear Tenant,

The Government has announced that New Zealand can safely move out of Alert Level 4 lockdown at **11.59pm on Monday 27th April**. We will hold at Alert Level 3 for 2 weeks before further decisions are made by the Government on Monday 11 May.

If you are intending to trading during alert level 3, please ensure you have notified centre management prior to accessing your tenancy.

If you have notified us you are trading during alert level 3 from Tuesday 28th April, you must comply with all rules for businesses at alert level 3, including:

- Your staff must work from home if they can
- Businesses can only open for delivery and contactless pre-ordered pick up – customers cannot enter stores unless you are a supermarket, pharmacy or permitted health service
- Your business must be contactless. Your customers can pay online, over the phone or in a contactless way. Delivery or pick-up must also be contactless.
- Businesses must operate safely by maintaining physical distance between workers, recording who is working together, limiting interaction between groups of workers, disinfecting surfaces, and maintaining high hygiene standards including hand washing
- Workers must stay home if they are sick
- Businesses cannot operate if it involves face-to-face contact or sustained close contact

Further information for businesses can be found on the below websites:

<https://covid19.govt.nz/alert-system/alert-level-3/>

<https://www.business.govt.nz/covid-19/workplace-operations-covid-19-alert-levels/>

<https://worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid-19/your-covid-19-safety-plan/>





Tenant/Customer access to the Plaza at alert level 3

Tenants with swipe cards who have advised centre management they are trading at alert level 3 can access the Plaza via the compactor room / loading dock on Aylesbury Street during the following times:

Monday – Sunday 6:30am – 7:00pm

Customers and Tenants without swipe cards can access the Plaza via **the Countdown entrance only** during the following times:

Monday – Sunday 8:30am – 7:00pm

Tower and Business Centre tenants who have advised centre management they are trading at alert level 3 can access their respective tenancies using their key and/or swipe tag during the following times:

Monday – Sunday 8:30am – 7:00pm

Tenant access to prepare for alert level 3 trading will be available during the following times **via the Countdown entrance only:**

Saturday 25 th April	1.00pm – 8.00pm
Sunday 26 th April	9.00am – 6.00pm
Monday 27 th April	9.00am – 6.00pm

The staff and public toilets in the Millers corridor will be open for retailers and customers to use during the access times.

Tenants who have advised management they are trading in alert level 3 can access the refuse areas only for rubbish disposal by using their swipe tags. Please note if you have not notified centre management that you are trading during alert level 3 then your swipe tag will not work to access the refuse areas. The internal of the main Plaza must only be used if necessary to access the refuse area/loading dock. The food court must remain cordoned off so customers do not use it for any purpose.





The security and integrity of the Plaza remains a priority for us. As such, we must meet all health and safety obligations. We will continue to have onsite security 8am – 10pm plus regular night patrols, 7 days per week.

If you require EMERGENCY ACCESS ONLY please contact the following Centre Management contacts who will arrange access if deemed an emergency or necessary:

Matt Mihalicz
Facilities Manager
M: 027 553 1005
E: matt.mihalicz@gypproperties.com

Jaki Dwight
Property Manager
M: 021 733 968
E: jaki.dwight@gypproperties.com

As a Shopping Centre it is essential that we continuously update our customers with vital information. As such, if you will be returning to the Centre at Alert level 3 please ensure that you contact the Marketing Manager immediately with the following information so we can add it to our communication to customers:

- Trading hours / days
- How customers will order from you/pay/collect goods
- Any content (ie menu) that we can add to our website or Facebook page

Claudia Sanchez
Marketing Manager
M: 021795531
E: claudia.sanchez@gypproperties.com

The Pakuranga Plaza management team is actively monitoring, and will continue to act on, all health and travel recommendations and advice issued by the New Zealand Government and Ministry of Health. We want to thank you for your assistance during these unprecedented challenges and response to COVID-19.

Stay safe everyone and kia kaha

Pakuranga Plaza Management

