



Business Safety Plan – Off Licence - Alert Level Two

With the move to Alert Level Two on Thursday 14 May 2020, Selwyn District Council are recommending Cellar Door and Bottle-Store operators adopt robust safety plans in order to afford staff and customers a high degree of safety when they reopen. The following is not an exhaustive list but reflects some of the key criteria that Government is recommending for Cellar Doors, Bottle-Stores and where applicable – other off-licence premises. This criteria includes:

- Ensure contact tracing sign-in sheets at the point of entry
- Hand sanitizer to be utilised at point of entry prior to entering
- Use the principal entrance door only (other doors to remain unlocked for fire egress)
- Staff to stay one metre apart from each other wherever practicable
- Customers must be kept at least one metre apart. Consider restricting numbers in order to meet this criteria
- Remove shared water stations – provide separate water where required for tastings
- Ensure people do not need to queue near other people to pay
- Monitor intoxication levels closely
- Surfaces, eftpos machines etc to be regularly sanitised

This may not necessarily be an exhaustive list. Please review the criteria and if there is anything further that you feel should be included for your safety plan then we welcome you to do so. Please ensure your staff are trained on your plan. If you have any queries please contact the Chief Licensing Inspector Malcolm Johnston on Phone 021 480082. He is happy for you to ring for any queries and provide guidance and assistance where required.

Please remember Council does not administer Covid 19 rules. Any breaches will be handled by the lead agencies, which are: NZ Police, MBIE and WorkSafe. We feel confident that there will be good compliance within Selwyn. We wish you all the best with your business moving forward.

Billy Charlton
Secretary – District Licensing Committee
Selwyn District Council