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Hi there,

As you can imagine we've been fielding calls left, right and centre in the last couple of days from a lot of you worried, anxious and wondering what your HR options are. You don't want to lose your people, you don't want to lose your business and things are quite frankly in uncharted, somewhat scary territory for all of us.

As a coach and leader it's vital that you put your team at ease and reassure them as much as you can. Showing positivity, especially in this time of uncertainty, is crucial. What your people will be looking for is leadership, guidance and reassurance that you're doing as much as you can for them.

When we get scared or anxious our internal response mechanism often goes into flight or fight mode and in a time like this, that's not helpful. Calm breathing gets things back on track and will allow you to be the leader your people need.

We have been trying to watch every live update from the Government over the last couple of days, and our aim is to dissect this information and hopefully bundle it up in a way that is useful to you and your people.

Below is our take on what is important to do from an HR space, based on the Government announcements over the last two days, as we plan to go into Alert Level 4.

Remember you are a business leader and your people will be looking to you for guidance, reassurance and even hope. In these tense and trying times, communication is key. If you have any questions that we've not covered, please feel free to give us a call or email us - we're here for you.

Nicole & Nichola
The Spice Gals

COVID-19 Wage Subsidy - further commentary from Jacinda

On Breakfast this morning Jacinda elaborated a little on how businesses could best use the wage subsidy. We were interested to hear her views on the 80% minimum threshold currently in place on the wage subsidy. We are hoping that the next financial update from Grant Robertson will address this 80% minimum threshold, based on what she said this morning. Either way, the message seems to be that the wage subsidy is more than someone would receive on the benefit so, if you can keep someone in a job, that's the ideal.

If you're short on time head straight to the 6 minute mark!



<https://www.facebook.com/watch/?v=521917828515937>

Official COVID-19 Website

We recommend using the official website to access anything COVID related. Please use this as your one source of truth. Links to all government subsidy, grant and other info can be accessed from here:

- [Unite Against COVID-19](#) - latest official updates and advice on COVID-19
 - [Unite Against COVID-19](#) - facebook page - for all the latest official updates
 - [Unite Against COVID-19](#) - latest official updates and advice on Financial support available for COVID-19
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As We Head Into Alert Level 4 - HAVE YOU ...

- applied for the Wage Subsidy?
- ensured you have all the correct and up to date contact details of all your people?
- thought about what mindset you are going to project to people and what reassurance your team might need?
- spoken to your accountant to help get clarity on your financials and your business plan over the lockdown period?
- spoken to your bank, mortgage provider, landlord etc to reduce your overheads where possible?
- forecast and planned for the next 3 to 6 months, and shared this with your people?
- communicated with your people on the measures you are taking to keep the business running?
- communicated to your people on the financial help that may be available to them - mortgage holidays, help with essential costs, rent freeze etc?
- asked your people for their ideas and input to keep the business running?
- negotiated with your people on how you will use their annual leave, sick leave, leave without pay as applicable?
- negotiated with your people about what they can expect in terms of their pay over the lockdown period?
- spoken to your people about how your business will run logistically over the lockdown period?
- ensured each person understands what their role or function will be over the next four weeks?
- created a team communication plan for the lockdown period?
- communicated information on who your key contact people are, and how they can be best contacted if needed?

- CONTACTED THE SPICE GALS IF YOU NEED HELP OR CLARITY?!

Once Lockdown Is In Place - HAVE YOU ...

- setup up communication groups using social networking tools - whatsapp, FB messenger, FB Business Group, MS teams, Skype, Zoom, Slack etc etc etc?
- scheduled and kept to your regular check ins to ensure everything is OK with your people?
- continued to update your people on any change to the business and your plans?
- communicated any changes that you may need to make that will impact them personally?
- communicated to your people any additional government help that may be available to them?
- thought about any training and development or business initiatives that people could work on if their workload is light - online training, webinars, research, updating processes and documentation etc?
- CONTACTED THE SPICE GALS IF YOU NEED HELP OR CLARITY?!

If Remote Working Is An Option - HAVE YOU ...

- organised the tools and IT needed to run your business remotely?
- setup up communication groups using social networking tools - whatsapp, FB messenger, FB Business Group, MS teams, Skype, Zoom, Slack etc etc etc?
- scheduled and kept to your regular check ins to ensure everything is OK with your people?
- provided clear work plans detailing clear objectives, and your expectations?
- checked that access to remote tools is working?
- checked that everyone is adequately trained to use the remote tools?
- checked that everyone is aware of your IT policy if you have one?

A Really Useful Resource - no time to reinvent the wheel!

This [Xero support page](#) covers off so many business continuity related topics that we felt we needed to share it. This Xero Business Continuity Hub includes information (articles, webinars, links, blogs, tools) on:

- government information and assistance
- cash flow tracking advice
- business continuity planning
- running your business remotely
- looking after yourself and your team
- open business discussion forum on all things SME COVID-19



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