



MEMO

To: All tenants
From: Pakuranga Plaza Management
Date: Monday 23rd March 2020
Re: **COVID-19 Alert Level Update**

Dear Tenant,

As of 1:40 today, Prime Minister Jacinda Ardern has increased the COVID-19 Alert Level to **Level 3** for 48 hours and then to **Level 4**

What does this mean?

With immediate effect, we are discussing the above with our food court operators and the F45 gym. They will be closing down their operations from today and we will assist them in the correct process.

After 48 hours – the Nation will then move to **Level 4**

This means that the centre will be closing until such time as the Government advises it is safe to reopen.

We are providing all tenants with a tenant checklist to assist you in closing up your tenancy in the correct way.

There will always be someone available on phone or email from the management office should you need further guidance.

Please be mindful that we DO NOT want to cause a panic. Be calm, be courteous, be professional and be positive.

Your assistance is greatly appreciated.

Stay safe everyone and kia kaha

Pakuranga Plaza Management

