



COVID-19 RESPONSE PLAN: UPDATE 35

18 August 2021

For the next 3 days, New Zealand will remain in a Level 4 lockdown. Swift action from our Government last night, meant we all had to move quickly and prepare the best we could - thank you all for playing your part in this. The confirmation of the infectious Delta variant of COVID-19, means extraordinary measures are our best option to combat the virus.

From a business perspective, our operational rules are as follows:

- Delta offices are closed.
- Staff are to remain home.
- If you are deemed vulnerable (Appendix 2), please contact your manager to ensure you are not placed on essential worker rosters.
- Staff who can work from home will do so, see Delta Working from Home Protocol (Appendix 3)
- All staff that are at home should remain in a fit state for work and be contactable via phone or email during normal working hours.
- Essential field staff will use a roster system and will travel to site from home whenever practical.
- No business travel is permitted, other than vehicle travel for essential services within local areas.
- Managers will provide essential service staff with an official 'Essential Business Worker' letter. Please carry this and your Delta ID at all times while working.
- Pandemic PPE is available for essential workers - check your stocks and prepare accordingly.
- Masks are a mandatory requirement when completing all essential service work.
- All Government guidelines for Level 4 must be followed (Appendix 1).

Additional to our operational rules, please know that from a payroll perspective all staff will continue to be paid over the next 3 days. A specific payroll memo will be released detailing requirements to make it as simple as possible for our payroll team, please keep an eye out for this memo.

Managers, please make sure that you are checking in with your staff over the next 3 days, and ensure they are receiving the text and email alerts that we send out. If they are not, please let your GM know and we will place them onto the correct distribution lists.

As per the Governments advice, if you need to leave your house over the next 3 days (to go to the supermarket or out for a walk), wear a face covering, track your movements and keep a 2 meter distance. As mentioned above, all essential service staff must wear a mask when completing work tasks.

I know there has been a lot of change in a very short amount of time, but know that you are well supported. Your jobs are secure, there are services such as EAP available to you, and as a reminder - we've gotten through a Level 4 lockdown before.

More information is due to be released at 1pm today. As always, we will provide regular updates as new information becomes available and as the situation changes. Please remember to stay safe and be kind!

Regards

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