

COVID-19



Alert Level 3 - Safe Working Protocols For Office Work

Approved: 30 August 2021



BEFORE RETURNING TO WORK

During Alert Level 3 Delta's Offices remain closed to the majority of staff. Office based staff will continue to work from home unless their individual role or personal situation (e.g. poor internet connection or incorrect ICT hardware) does not allow this arrangement to remain in place and they attain GM approval to work from the office.

BEFORE RETURNING TO WORK

If you need to enter Delta offices:

- ▶ ensure you are feeling well and that you and anyone within your bubble are not showing any COVID-19 symptoms;
- ▶ if you identify as being at increased risk of severe illness (older people, or those with underlying medical conditions) you will not be required to come to work unless this has been discussed and agreed with your General Manager
- ▶ travel to the Delta office directly from your home, and do not share personal vehicles with others outside of your family bubble.

ENTERING DELTA PREMISES

- ▶ Entry / exit points may be reduced.
- ▶ Customers cannot enter our premises.
- ▶ You are strongly encouraged to wear a face covering. Masks will be available.
- ▶ Sign in using the NZ Covid Tracer app, our ResponseAbility app or a manual log using your own pen. Please note it is a legal requirement to keep track of where you have been.
- ▶ Sanitise hands when entering the premises using the sanitiser provided.
- ▶ Check that all people in your immediate work area are feeling well and that they or other members of their family bubble are not showing any COVID-19 symptoms

DURING WORK

- ▶ Although there will be very few people in the office, please remember to keep your distance and stick to your own work area
- ▶ Ensure you maintain a 1 metre distance from other staff
- ▶ Avoid gatherings – use Microsoft Teams for meetings
- ▶ Keep the use of common areas to a minimum – Lunchrooms will be closed, so bring to work anything you need for the day
- ▶ As already noted, we encourage all staff to wear a facemask. Gloves and facemasks will be available in our depots
- ▶ Wipe down any commonly used items before use (e.g. photocopier) using the disinfectant provided

FINISHING WORK

- ▶ Ensure your office space is left in a clean and safe state
- ▶ All waste should be disposed of daily
- ▶ Clean your workstation / area with the disinfectant or wipes provided
- ▶ Sanitise hands upon exiting the premises using the sanitiser provided. Please note that entry / exit points may be reduced.