



COVID-19 Protection Framework

Red Traffic Light - Safe Working Protocols for Field Work

Draft: 24 January 2022



RED TRAFFIC LIGHT - OVERVIEW

- ▶ Stay home if you are unwell.
- ▶ Record keeping/scanning for COVID Tracing purposes is required.
- ▶ My Vaccination Pass is required to enter a number of premises.
- ▶ Wearing face coverings is mandatory on flights, public transport, taxis, retail, education, public facilities, and is strongly encouraged elsewhere.
- ▶ Delta is requiring all staff in indoor settings within our premises to wear a mask at all times, except when seated at a desk or when eating.
- ▶ Maintain a 1 metre distance between you and others.
- ▶ Wash your hands.
- ▶ Sneeze and cough into your elbow.

BEFORE STARTING WORK

- ▶ Only travel inter-regional for essential work, and GM prior approval is required.
- ▶ Delta is requiring all staff in indoor settings within our premises to wear a mask at all times, except when seated at a desk or when eating.
- ▶ Have a clear plan for the day and the work you are about to complete.
- ▶ Check that all people in your work team are feeling well and they or other members of their family are not showing any COVID-19 symptoms or are self isolating.
- ▶ Ensure you record all your movements in the NZ COVID Tracer App or ResponseAbility App.
- ▶ Minimise your time in Delta Depots/Offices/Stores and avoid large gatherings. All Delta lunchrooms will have limited seating, and staggered breaks will be required.
- ▶ Where possible travel to the worksite directly from your home.
- ▶ If the Delta Plant has been used by others, ensure it has been appropriately cleaned before you use it.
- ▶ Make sure you take with you all necessary Pandemic PPE that maybe required (e.g. face masks, gloves, disposal overalls, booties).
- ▶ You are strongly encouraged to wear a face covering when you are in a public place where it is hard to keep your 1 metre distance from other people.
- ▶ Complete a site tailgate.

DURING WORK

- ▶ Make sure your worksite is secure.
- ▶ Always maintain at least a 1 metre distance from others in your work team, at all times.
- ▶ If 1 metre distancing is not possible, wear appropriate additional PPE:
 - **Non-Live Work** – Pandemic PPE is to be used including the wearing of a face mask, safety glasses and gloves at all times. (Normal overalls can be used in place of disposable overalls if they are clean and laundered daily)
 - **Live Work and where 2 persons in an EWP Bucket** – Arc Rated Face Shields or Arc Rated face masks with safety glasses and gloves must be worn at all times.
- ▶ If entering Customers premises, follow Delta's Site Visit BCP – COVID-19 protocol on the next page.
- ▶ Maintain at least a 1 metre distance from members of the public.
- ▶ You are strongly encouraged to wear a face covering when you are in a public place where it is hard to keep your 1 metre distance from other people.
- ▶ Wash your hands. Wash your hands. Wash your hands.

DURING WORK – ENTERING CUSTOMER PREMISES

DELTA'S SITE VISIT BCP – COVID-19 PROTOCOL

- ▶ This protocol specifically relates to COVID-19 and Delta Power and Communications Services field staff visiting Customer properties. For clarity this protocol covers all site visits including Service Line Faults, Fluctuating Power Complaints, Installation Testing, Mark-outs/Locates, Site visits for requested CIW quotes, Disconnections and Reconnections for Safety.
- ▶ Property Entry Protocol - Before entering Customer property check for the following:
 1. Is there quarantine/self-isolation signage on gate or front door
 2. After knocking at door, stand at least two meters back to speak to Customer
 3. If you need to enter the home, ask the Customer if:
 - anyone in the home is in self-isolation, or
 - Anyone in the home has been in close contact with or has been diagnosed with COVID-19, or
 - Anyone in the household is currently unwell with flu-like symptoms, or
 - There are any other possible health reasons why you shouldn't enter the home.
 4. Establish what additional PPE is required, if any, as per the scenarios on the next page.
 5. Do not under any circumstances loan your mobile phone to the Customer to phone their Retailer or anyone else.

Additional PPE items that should be carried:

- **Hand sanitiser – vehicle supply**
- **Rubbish bag for disposal of used PPE**
- **P2 Masks**
- **Disposable gloves**
- **Safety glasses**
- **Disposable overalls with hood**
- **Disposable booties**

DURING WORK – ENTERING CUSTOMER PREMISES

NB: METERING & FIELD OPERATIONS HAVE A DIFFERENT TABLE THAT IS SPECIFIC TO THEIR WORK TYPE AND SCENARIOS

Ref	Scenario (Where the field staff member is at the customer property)	Process	Outcome	Additional PPE can be sourced	Mitigation steps if we can't source all additional PPE
1	<ul style="list-style-type: none"> No COVID-19 threat Distribution Board is Outside No Customer Interaction is required 	No Change	Complete job as expected	N/A	N/A
2	<ul style="list-style-type: none"> No COVID-19 threat Distribution Board is Inside Customer Interaction is required 	Change	Complete job with mitigation step	<ul style="list-style-type: none"> Implement Property Entry Protocol Use hand sanitiser after exiting property Minimise any surface touching in the customer property 	<ul style="list-style-type: none"> Implement Property Entry Protocol Use hand sanitiser after exiting property Minimise any surface touching in the customer property
3	<ul style="list-style-type: none"> Dispatch staff, Network Owner or Customer advise that Customer is in isolation Distribution Board is Outside No Customer Interaction is required 	No Change	Complete job as expected	N/A	N/A
4	<ul style="list-style-type: none"> Dispatch Staff, Network Owner or Customer advise that Customer is in isolation Distribution Board is Inside Customer Interaction is required 	Change	Complete job with mitigation steps	<ul style="list-style-type: none"> Implement Property Entry Protocol Advise customer to go to a separate room while you are at site Put on all additional PPE Refrain from touching surfaces Complete Job Put all additional PPE in plastic bag as waste Use hand sanitiser before entering vehicle 	<ul style="list-style-type: none"> Implement Property Entry Protocol If PCS Staff member doesn't have required additional PPE don't attempt the job Advise Customer that you will attempt to get the correct additional protective gear. Call Supervisor to confirm whether another Operative has the required additional PPE. If so, arrange to collect and go back and complete the job.

FINISHING WORK

- ▶ Ensure the site is left in a clean and safe state.
- ▶ All waste and disposable PPE must be removed from the site and securely disposed of.
- ▶ Complete the Tailgate and enter relevant contact tracing details in the NZ COVID Tracer App or ResponseAbility App.
- ▶ All plant and tools should be cleaned and sanitised at the end of the working day.
- ▶ Unless you are needing to access Stores at the end of your working day, travel directly to your home rather than going back to the Depot.
- ▶ If you are entering a Delta premise, remember Delta is requiring all staff in indoor settings to wear a mask at all times, except when seated at a desk or when eating.
- ▶ When returning home follow the necessary hygiene measures.
- ▶ You are strongly encouraged to wear a face covering when you are in a public place where it is hard to keep your 1 metre distance from other people.