



## COVID-19 RESPONSE PLAN: UPDATE 3

20 March 2020

Following on from our suspected case of COVID-19 in our Frankton depot, we are pleased to announce that the test has come back negative. The employee who was suspected of infection will remain in self-isolation for the remainder of his 14-day period. All other employees who were in self-isolation as a precautionary measure of this case, will be back on site this afternoon.

In light of the current situation, the Holidays Act has been reviewed and interpreted for employers, specifically regarding self-isolation. Delta has amended its stance based on this information. Therefore if employees are in self-isolation due to returning from overseas travel (extending from 5 to 16 March), or following advice from a medical professional, then:

- In the first instance, if possible, employees will work from home and be paid as per normal.
- If this is not a possibility, and you are in self-isolation as a precautionary measure (i.e. you are not exhibiting symptoms), then you will be paid ordinary hours using a special leave code. Therefore, you will not use your sick leave in the first instance, as previously stated.

However, if you begin to exhibit symptoms, you will then be placed onto the normal sick leave code.

As there is an increasing chance that employees might be required to work from home in the near future, our IT teams have built and implemented an 'Always on VPN' onto all Windows10 machines. This implementation has already happened remotely by IT and means that all Windows10 devices will connect to the network automatically, regardless of where you are. Therefore, Citrix will not need to be used while working from home. If you have a Windows10 device, please take it home and make sure the VPN works for you.

Please be aware that not all Delta devices are on Windows10, and we are currently working with IT to identify users who will need to be updated.

Lastly, our contract cleaning service performed a deep clean of the Frankton depot during its isolation period, and noted that it was difficult to clean areas that were surrounded by documents and bits of paper. Can all staff please be mindful and keep their desk space tidy during this time. This will ensure that if a deep clean is required, all areas will be disinfected equally.

Please continue to remain safe and calm during this time. If you seek any further information, including coping advice, please check out the links on our [ThinkTank](#) and [website](#), or speak to your manager. We will continue to provide updates as the situation develops.

Regards

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