

OPERATIONAL RECOVERY PLAN – COVID-19

1. Overview

This Operational Recovery Plan outlines how Delta will operate under the four COVID-19 alert levels. Delta will continue to follow the advice provided by the Government and the Ministry of Health, therefore the operational rules below will remain in place whilst the alert levels continue to be in use. The Leadership Group has approved, and will enforce this Operational Recovery Plan. However, further updates to this document may be needed, if new information or measurements come into place.

2. Delta's Operational Rules during Alert Levels

	Operational Rules - All Delta Staff
LEVEL 4	<ul style="list-style-type: none"> Delta offices are closed. All staff are to remain home. Staff who can work from home will do so. 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. All Government guidelines for Level 4 must be followed (see Appendix 1).
LEVEL 3	<ul style="list-style-type: none"> Delta offices remain closed – however, there may be some exceptions for staff who cannot work from home. All vulnerable staff are to remain home, working if they can be (see Appendix 2). Staff who can work from home will continue to do so. Office staff who cannot work from home and are not considered vulnerable, can return to the office if their GM deems it necessary and gives their approval. All field staff will return to work, but will travel to site from home whenever practical. Retailer Services field staff must operate within the Delta Site Visit BCP (see Appendix 3). All other field staff must operate within the 'Level 3 - Safe Working Protocol For Field Work' (see Appendix 4). Office staff who are returning to the office must operate within the 'Level 3 - Safe Working Protocol For Office Work' (see Appendix 5). Business travel by vehicle is permitted within local area. Inter-regional travel can only be undertaken for approved essential work - GM approval needed. All staff who are reporting to work must complete a mandatory safety reset on Day 1. The Delta cafe/lunchrooms are closed – please bring your own food and drink. Keep your work bubble small and maintain social and physical distancing. Contract cleaners will be on-site and will ensure common surfaces are regularly cleaned. All field staff must complete the Field Contract Tracing Form each day (see Appendix 6). All office staff reporting to the office must sign on/off of the Office Contract Tracing Form each day (see Appendix 7). All Government guidelines for Level 3 must be followed (see Appendix 1).

LEVEL 2	<ul style="list-style-type: none">• Delta offices are open.• All vulnerable staff are encouraged to stay home, working if they can be (see Appendix 2).• All staff not considered vulnerable will return to work, unless approved to work from home by GM.• All staff returning to work under Level 2 must complete a mandatory safety reset on Day 1.• Work places must consist of less than 100 people.• Staggered meal breaks are necessary.• Only essential inter-regional business travel is permitted, and must be approved by GM.• Limit face-to-face external meetings – continue to use technology where we can.• All field staff must complete the Field Contract Tracing Form each day (see Appendix 6).• All office staff reporting to the office must sign on/off of the Office Contract Tracing Form each day (see Appendix 7).• All Government guidelines for Level 2 must be followed (see Appendix 1).
LEVEL 1	<ul style="list-style-type: none">• Delta offices are open.• All staff return to work.• All meeting types are approved.• Meal breaks no longer need to be staggered.• Less restrictions on domestic business travel. No international travel is permitted.• All Government guidelines for Level 1 must be followed (see Appendix 1).

3. References

- Appendix 1 - New Zealand COVID-19 Alert Levels Summary
- Appendix 2 - Vulnerable Staff
- Appendix 3 - Delta Site Visit BCP document
- Appendix 4 - Level 3 – Safe Working Protocol For Field Work
- Appendix 5 - Level 3 – Safe Working Protocol For Office Work
- Appendix 6 - Field Contract Tracing Form
- Appendix 7 - Office Contract Tracing Form