

COVID-19



Alert Level 2 - Safe Working Protocols For Office Work

15 February 2021



BEFORE COMING TO WORK

During Alert Level 2 Delta's Offices will be open and most office based staff will be able to work from our depots.

- ▶ Employees, contractors, customers, anyone with cold or flu-like symptoms should stay away from Delta worksites / premises.
- ▶ Alternative ways of working may be possible - if you need to work from home, discuss this with your manager.
- ▶ Staff at higher-risk of severe illness from COVID-19 (e.g. those with underlying medical conditions, and seniors) may work, and are encouraged to take additional precautions when leaving home. If you have concerns, speak with your Manager.
- ▶ COVID-19 is out there. Play it safe. Remember we all have a part to play in keeping each other safe.

ENTERING DELTA PREMISES

- ▶ Sanitise hands when entering the premises
- ▶ Staff are expected to keep track of their movements. Contact Tracing can be done using the NZ COVID Tracer App or manually on paper.
- ▶ Check that all people in your immediate work area are feeling well and that they are not showing any COVID-19 symptoms
- ▶ Keep your distance from other staff and stick to your own work area

DURING WORK

- ▶ Ensure you maintain a 1 metre distance from other staff at all times
- ▶ Avoid large gatherings where physical distancing becomes difficult
- ▶ Keep the use of common areas to a minimum and breaks should be staggered – Try to keep everything you need for the day directly in your work area
- ▶ Most workers will not require PPE, however gloves and facemasks are available
- ▶ Undertake all work in such a way as to reduce any possible contact with others
- ▶ Apply sanitiser when operating commonly used items (e.g photocopier)
- ▶ Wash your hands. Wash your hands. Wash your hands.

FINISHING WORK

- ▶ Ensure your office space is left in a clean and safe state
- ▶ All waste should be disposed of on a daily basis
- ▶ Consider cleaning your workstation / area with the disinfectant or wipes
- ▶ Signout where applicable.
- ▶ Sanitise hands upon exiting the premises

ADDITIONAL INFORMATION

- ▶ <https://covid19.govt.nz/alert-system/alert-level-2/>
- ▶ <http://thinktank.del.co.nz/News/Pages/Information-hub---COVID-19-.aspx>