



COVID-19 Protection Framework

Orange Traffic Light - Safe Working Protocols for Office Work

29 November 2021



ORANGE TRAFFIC LIGHT - OVERVIEW

Orange Traffic Light is not life as normal. You can still go to work but you must:

- ▶ Record keep and scan as required for COVID Tracing.
- ▶ Wear face coverings which are mandatory on flights, public transport, taxis, retail, public facilities, and are encouraged elsewhere.
- ▶ Have your Vaccine Pass available to enter premises using NZ Pass Verifier scanning.
- ▶ Keep your distance from other people in public (>1m).
- ▶ Wash your hands.
- ▶ Sneeze and cough into your elbow.
- ▶ Stay home if you are sick.

BEFORE COMING TO WORK

Under the COVID-19 Protection Framework Orange requirements, Delta's Offices will be open and staff will be able to work from our depots.

- ▶ Employees, contractors, and customers who are sick, stay away from Delta worksites and at home to recover, anyone specifically with cold or flu like symptoms contact your medical professional to see if COVID testing is appropriate.
- ▶ Alternative ways of working may be possible - discuss this with your manager.

ENTERING DELTA PREMISES

- ▶ Record keeping of your movements/scanning is required. Our preferred method is to use the NZ COVID Tracer App, but an alternative system will be available.
- ▶ Sanitise hands when entering the premises
- ▶ The use of face masks is mandatory in some situations (public transport and venues) and is encouraged elsewhere
- ▶ Check that all people in your immediate work area are feeling well and that they are not showing any COVID-19 symptoms

DURING WORK

- ▶ Ensure you maintain a 1 metre distance from other staff
- ▶ The use of facemasks is encouraged and there will be limited supplies of these at each site/depot.
- ▶ Apply sanitiser and use disinfectant wipes when operating commonly used items (e.g photocopier)
- ▶ Wash your hands. Cough or sneeze into elbow. Follow basic hygiene measures
- ▶ Visitors are required to wear a face covering on Delta worksites and premises.

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 wipes
- ▶ Signout where applicable
- ▶ Sanitise hands upon exiting the premises

ADDITIONAL INFORMATION

- ▶ [Covid-19 Protection Framework](#)
- ▶ [COVID-19 Protection Framework guidance for service sector](#)
- ▶ [Delta's Covid-19 Information Hub](#)