

# PROTECTION FRAMEWORK OPERATIONAL RECOVERY PLAN

## 1. Overview

The Protection Framework Operational Recovery Plan outlines how Delta will operate under the Traffic Light Setting. 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 Traffic Light Setting continues to be in use. The Leadership Group has approved, and will enforce the Protection Framework Operational Recovery Plan. Further updates to this document may be needed if new information or measurements come into place, or when changing to a new traffic light setting.

## 2. Delta's Operational Rules during Traffic Light Settings

<b>Operational Rules - All Delta Staff</b>	
<b>GENERAL</b> <i>(under all Traffic Light Settings)</i>	<ul style="list-style-type: none"> <li>• Delta offices are open.</li> <li>• If you are sick, stay home.</li> <li>• If you have COVID-19 symptoms, get a test - you may qualify for COVID-19 Leave (Appendix 2).</li> <li>• If a member of your immediate family has tested positive for COVID-19 or the Ministry of Health has advised you as a close contact, advise Delta and get a test - you may qualify for COVID-19 Leave (Appendix 3).</li> <li>• Delta lunchrooms will be open.</li> <li>• Keep a 1-metre distance from others.</li> <li>• Face masks are required when directly interacting with visitors or the public.</li> <li>• Visual confirmation of My Vaccination Pass is required when interacting with visitors.</li> <li>• Visitors on Delta worksite and premises are required to wear a face covering.</li> <li>• Staff should carry a copy of their My Vaccination Pass during work hours.</li> <li>• All depots must display the NZ COVID Tracer QR code and have either a Who's-On-Location device or a written visitor's sign-in form (Appendix 7).</li> <li>• External meetings are possible, but use technology whenever you can.</li> <li>• Pandemic PPE is available - check your stocks and prepare accordingly.</li> <li>• Good hygiene measures are required - cough/sneeze into elbow, wash hands &amp; use sanitiser.</li> <li>• Contract cleaners will be on-site and will ensure common surfaces are regularly cleaned.</li> <li>• All staff must track and trace their movements – the NZ COVID Tracer App makes this easy.</li> </ul>
<b>RED</b>	<ul style="list-style-type: none"> <li>• Staff who can work from home may be asked to do so or rotational schedules may be put in place.</li> <li>• Where possible, field staff will be asked to travel to worksites directly from home.</li> <li>• Face masks are required to be worn in indoor settings around Delta premises, except for when seated at a desk or while eating.</li> <li>• MFO field staff must operate within the <b>Red</b> MFO Working Protocol (Appendix 4).</li> <li>• All other field staff must operate within the <b>Red</b> Field Working Protocol (Appendix 5).</li> <li>• Office staff must operate within the <b>Red</b> Office Working Protocol (Appendix 6).</li> <li>• Staggered meal breaks are necessary and limited chairs will be available in Delta lunchrooms.</li> <li>• Only essential inter-regional business travel is permitted and must be approved by GM.</li> <li>• All Government guidelines for <b>Red</b> Setting must be followed (Appendix 1).</li> </ul>
<b>ORANGE</b>	<ul style="list-style-type: none"> <li>• Face masks are strongly encouraged for staff, if a 1-metre distance cannot be maintained.</li> <li>• MFO field staff must operate within the <b>Orange</b> MFO Working Protocol</li> <li>• All other field staff must operate within the <b>Orange</b> Field Working Protocol</li> <li>• Office staff must operate within the <b>Orange</b> Office Working Protocol</li> <li>• Staggered meal breaks are encouraged, and limited chairs will be available in Delta lunchrooms.</li> <li>• Inter-regional business travel to other <b>Orange</b> regions is permitted and must be approved by GM.</li> <li>• All Government guidelines for <b>Orange</b> Setting must be followed.</li> </ul>

**GREEN**

- Face masks are encouraged for staff, especially if a 1-metre distance cannot be maintained
- MFO field staff must operate within the **Green** MFO Working Protocol.
- All other field staff must operate within the **Green** Field Working Protocol.
- Office staff must operate within the **Green** Office Working Protocol.
- Inter-regional travel to other **Green** regions is permitted (normal approval process applies).
- All Government guidelines for **Green** Setting must be followed.

### 3. References

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Appendix 1 - The COVID-19 Protection Framework Summary

Appendix 2 - COVID-19 Leave Entitlement Flowchart (individual)

Appendix 3 - COVID-19 Leave Entitlement Flowchart (close contact)

Appendix 4 - COVID-19 Protection Framework Red MFO Working Protocol

Appendix 5 - COVID-19 Protection Framework Red Field Working Protocol

Appendix 6 - COVID-19 Protection Framework Red Office Protocol

Appendix 7 - Visitor's Sign-in Form