



COVID-19 Protection Framework

Red Traffic Light - Safe Working Protocols for Office Work

24 January 2022

Unite
against
COVID-19

RED TRAFFIC LIGHT - OVERVIEW

- ▶ Stay home if you are unwell.
- ▶ Record keeping/scanning for COVID Tracing purposes is required.
- ▶ My Vaccination Pass is required to enter a number of premises.
- ▶ Wearing a face covering is mandatory on flights, public transport, taxis, retail and public facilities.
- ▶ Aim to maintain a 1 metre distance between you and others.
- ▶ Wash your hands.
- ▶ Sneeze and cough into your elbow.

BEFORE COMING TO WORK

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

- ▶ Stay home if you are unwell and get tested if required.
- ▶ Alternative ways of working may be possible - discuss this with your manager.

ENTERING DELTA PREMISES

- ▶ All Delta staff as well as all visitors (including suppliers and contractors) are required to be fully vaccinated against COVID-19 to enter a Delta worksite or premise.
- ▶ Visitors to our sites must provide their My Vaccination Pass when entering our premises.
- ▶ Record keeping/scanning for COVID Tracing purposes is mandatory when on Delta premises. Our preferred method is to use the NZ COVID Tracer App, but alternative methods will be available.
- ▶ Sanitise hands when entering the premises.
- ▶ Wearing a face covering is mandatory whilst moving around inside our offices/depots and when interacting with visitors.
- ▶ 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.
- ▶ Wearing a face covering is mandatory whilst moving around inside our offices/depots and when interacting with visitors.
- ▶ 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.

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
- ▶ Sign-out 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](#)