



## COVID-19 RESPONSE PLAN: UPDATE 28

4 June 2020

Thirteen consecutive days with no new cases and strong indications that the move to Alert Level 1 might occur next week. More details are to be released following the Government's cabinet meeting on Monday. For now, we will continue to follow our Level 2 working protocols, but with the prospect of life getting back to normal very soon. A reminder that Contact Tracing Forms still need to be completed during this time.

As the COVID-19 situation begins to settle down and stabilise in New Zealand, I would like to use this update to cover off a few general points of business:

- Please consider how you complete your tasks and activities safely. I know I repeat this often, however in our first month back from lockdown, we have recorded a number of minor injury incidents. These are mainly due to a lapse in concentration, where a little more thought or better planning could have prevented the injury. I would also note that the rain today in Dunedin (after the mild autumn) is a reminder that winter has arrived. Please consider the changing conditions in your job preparation – care and planning will go a long way to preventing occurrence of incidents.
- Our All About Me appraisal process has started. Conversations and the forms documenting these, are to be completed by the end of July 2020. Please note that the completed forms will be held on employee files in the Learning Management System (LMS). Managers, please send completed forms to Natasha Hamlin.
- We recently re-issued Delta's Smoke-Free Standard to all staff. For the avoidance of doubt we consider this standard to also cover vaping (and other digital forms of smoking). If you are a vaper (if that is indeed the correct term), please ensure you understand and adhere to the rules related to where and when you can get your fix.
- Lockdown created a number of challenges for us, one of which related to keeping our Safety & Wellness Action Teams (SWATs) active. I am keen that these teams get back into action and I know that a round of meetings are scheduled over the next week or so. Please remember that all our locations have SWAT representatives. If you have ideas or feedback on safety and wellness please contact your local SWAT member to discuss.

Please remember to stay safe, engage your brain, plan your activity, and focus on the task at hand. An update will follow the Government's decision next week.

Regards

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