



COVID-19 RESPONSE PLAN: UPDATE 18

30 April 2020

Week one of Alert Level 3 and a small amount of normality is coming back into our lives. Field operations have started up again, and our current and forward work schedules are full. From the conversations I've had, everyone has adapted well to the Level 3 environment, and the return to work has been refreshing for most. For our staff still working from home, work life may not have changed much – but if you're anything like me, you would have jumped on the bandwagon and had some takeaway treats during the week!

As we continue in this new environment for the next couple of weeks, I have a few key messages and some general points of business to cover off:

- **Contact Tracing Forms** – if you are in the office, please ensure you sign in and out of the building. If you are in the field, please make sure you fill in your own form each day.
- **Hand sanitiser** – if you need any for your trucks or business area, please contact your direct manager - they will be able to arrange this with the Stores.
- **Tech issues** – over the lockdown, passwords would have expired or other issues may have occurred. IT are available to fix these - please ensure you log a service request whenever practicable.
- **Public visibility** – for many areas of our business, our work is in public view. Please ensure you are mindful of the people and community members around you.
- **Traffic** – moving into Level 3 means there are more vehicles on the road. Please drive carefully and be aware of other driver's behaviour.
- **COVID-19 specific** - make sure your bubble is as small as possible, maintain physical distancing, practice good hygiene, remain vigilant, and if you are sick, please stay at home.
- **Planning & safety** – stay safe, engage your brain, plan your activity, and focus on the task at hand.

I want to thank you all for transitioning into Level 3 well and continuing to do your part, whether in the field or at home. All of us have an important role to play for the overall success of our business, and during this difficult time, everyone has stepped up and done what is needed.

Remember that Level 3 is the 'waiting room' and we are not yet out of the woods. However, if we continue to follow the advice given, we will move to reduced Levels quicker. Stay safe and be kind. Updates will continue throughout all Alert Levels

Regards

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