



COVID-19 RESPONSE PLAN: UPDATE 8

26 March 2020

Day 1 of the Level 4 mandatory lockdown period. I hope you are all well, keeping healthy and safe. For those of us working from home, make sure you get out of your pyjamas!

This update is mainly a reminder to ensure we are following the Government's direction at this time, and staying at home (for all our staff that can). Our country has taken extraordinary measures to combat COVID-19 – which left unchecked, could have devastating consequences on communities.

Remember you are supported by your manager and colleagues during this time, and please ensure that you use your contact points to remain active and motivated on your work tasks from home.

I understand that is a difficult time for many, and our day-to-day routines have shifted to a new environment. This can cause stress and mental health can be affected. We have many resources available to you, including EAP services and your own research online. We have also collated a few pieces of information that you may find useful. Please check out the links below:

[Mental Health Part One - Tips for self-isolation](#)

[Mental Health Part Two - Supporting colleagues and customers](#)

[Mental Health Part Three - Supporting children](#)

Please remember to stay safe, be kind, and do your part to break the chain of COVID-19. As always, regular updates will be released as new information becomes available and as the situation changes.

Regards

A handwritten signature in black ink, appearing to read 'Mike Costelloe', written in a cursive style.

Mike Costelloe
Chief Executive Officer
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