

COVID-19



Alert Level 2 - Safe Working Protocols  
For Office Work

12 May 2020



# BEFORE RETURNING TO WORK

During Alert Level 2 Delta's Offices will reopen and most office based staff will be able to return to our depots to work.

- ▶ Employees, contractors, customers, anyone with cold or flu-like symptoms should stay away from Delta worksites / premises.
- ▶ If you are able to work from home, discuss with your manager to see whether this is still an option - Alternative ways of working will be encouraged where possible.
- ▶ Staff with increased risk of severe illness (older people, or those with underlying medical conditions) may work, if they agree with their manager that they can do so safely.
- ▶ COVID-19 is still out there. Play it safe. Remember we all have a part to play in keeping each other safe.

# ENTERING DELTA PREMISES

- ▶ Sanitise hands when entering the premises using the sanitiser provided.
- ▶ Sign onto the Contact Tracing record using your own pen or using the ResponseAbility App. Please note that entry / exit points may be reduced.
- ▶ Check that all people in your immediate work area are feeling well and that they are not showing any COVID-19 symptoms
- ▶ Keep your distance from other staff and stick to your own work area

# DURING WORK

- ▶ Ensure you maintain a 1 metre distance from other staff at all times
- ▶ Avoid large gatherings where physical distancing becomes difficult
- ▶ Keep the use of common areas to a minimum and breaks should be staggered – Try to keep everything you need for the day directly in your work area
- ▶ Most workers will not require PPE, however gloves and facemasks will be available
- ▶ Undertake all work in such a way as to reduce any possible contact with others
- ▶ Wipe down any commonly used items before use (e.g photocopier) using the disinfectant provided
- ▶ Wash your hands. Wash your hands. Wash your hands.

# FINISHING WORK

- ▶ Ensure your office space is left in a clean and safe state
- ▶ All waste should be disposed of in the bins provided on a daily basis
- ▶ Clean your workstation / area with the disinfectant or wipes provided
- ▶ Sign out on the Contact Tracing record using your own pen or record your movements using the ResponseAbility App. Please note that entry / exit points may be reduced.
- ▶ Sanitise hands upon exiting the premises using the sanitiser provided.

# ADDITIONAL INFORMATION

- ▶ <https://covid19.govt.nz/alert-system/alert-level-2/>
- ▶ <http://thinktank.del.co.nz/News/Pages/Information-hub---COVID-19-.aspx>