

COVID-19



Alert Level 2 - Safe Working Protocols
For Office Work

7 September 2021



BEFORE COMING TO WORK

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

- ▶ Employees, contractors, and customers who are sick, stay away from Delta worksites and at home to recover, anyone specifically with cold or flu like symptoms contact your medical professional to see if COVID testing is appropriate.
- ▶ Alternative ways of working may be possible - if you need to work from home, discuss this with your manager.
- ▶ Staff at higher-risk of severe illness from COVID-19 (e.g. those with underlying medical conditions, and seniors) may work, and are encouraged to take additional precautions when leaving home. If you have concerns, speak with your Manager.

ENTERING DELTA PREMISES

- ▶ Staff are expected to keep track of their movements. Our preferred method is to use the NZ COVID Tracer App, but an alternative system will be available.
- ▶ Sanitise hands when entering the premises
- ▶ The Government is encouraging the use of face masks especially where physical distancing cannot be maintained
- ▶ 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
- ▶ Undertake all work in such a way as to reduce any possible contact with others, avoid large gatherings and have virtual meetings where possible
- ▶ Keep the use of common areas to a minimum. 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 are available
- ▶ 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
- ▶ Signout where applicable
- ▶ Sanitise hands upon exiting the premises

ADDITIONAL INFORMATION

- ▶ [Alert Level 2 | Unite against COVID-19 \(covid19.govt.nz\)](#)
- ▶ [Doing business at Alert Level 2 | Unite against COVID-19 \(covid19.govt.nz\)](#)
- ▶ [Delta's Covid-19 Information Hub](#)