



## COVID-19 RESPONSE PLAN: UPDATE 43

30 August 2021

In preparation of our first workday at Alert Level 3 on Wednesday, we've finalised our Level 3 work pack for all staff (attached to this email). Under Alert Level 3, we have more freedoms, but also more risks. The following requirements have been put in place to ensure we keep our people safe. Please make sure you understand the requirements and follow them accordingly.

- Delta offices remain closed.
- Staff who can work from home will continue to do so.
- Vulnerable staff need to contact managers and discuss a return to work plan - working from home is preferred.
- Office staff who cannot work from home, can return to the office with GM approval.
- Field staff will return to work, but will travel to site from home whenever practical.
- MFO field staff must operate within the Level 3 - Delta Site Visit BCP.
- All other field staff must operate within the Level 3 - Safe Working Protocol for Field Work.
- Office staff who are entering the office must operate within the Level 3 - Safe Working Protocol for Office Work.
- Business travel by vehicle is permitted within local area.
- Inter-regional travel can only be undertaken for approved essential work - GM approval needed.
- The Delta cafe/lunchrooms are closed – please bring your own food and drink.
- Keep your work bubble small and maintain social and physical distancing.
- Try keep 1-metre distance from workmates in bubble. Keep 2-metres distance from everyone else.
- If distancing cannot be maintained, face masks are strongly encouraged.
- Contract cleaners will be on-site and will ensure common surfaces are regularly cleaned.
- All staff must track and trace their movements – the NZ COVID Tracer App makes this easy.
- All Government guidelines for Level 3 must be followed.

It's important to note that under Alert Level 3, there is still a legal requirement to wear face coverings in certain situations – using public transport, delivering good or services to a home, or when inside an essential service location like a supermarket, pharmacy, or petrol station. If in doubt, please wear a mask.

When operating within work bubbles, Delta strongly encourages the use of face coverings – especially when in public places, where it's more difficult to maintain distancing from strangers. If you can comfortably maintain a 1-metre distance from your workmates when onsite or in the office, then it's your choice to wear a face mask. However, if you can't maintain this distancing, a face mask is strongly advised.

For those working in our offices during Alert Level 3, work bubbles also apply to you. Please make sure you only share an office space with those who are in your small work bubble, and if maintaining a 1-metre distance is difficult, a face mask is strongly advised.

If the Government makes any changes to their guidance, we may need to update this work pack. However, for now, this work pack outlines all necessary requirements to safely operate at Alert Level 3. Have a great Monday and remember to stay safe and be kind.

Regards

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