



COVID-19 RESPONSE PLAN: UPDATE 6

24 March 2020

Please be advised that Delta has moved from its 'Stamp it out' phase, to our 'Manage it' phase for our COVID-19 Response Plan. This means that we are putting plans in place for the following:

- Identifying and completing open work and projects that need to be tidied up in the next 48 hours so that job sites are left safe and secure. This means we are figuring out what needs to stop, what needs to be made safe, and what needs to be finished.
- We are currently forming a 'Working from Home' protocol, which will be released later today. This will give guidance around what is expected, how to keep in touch, and where to find up-to-date information during this time.
- Development and implementation of essential services rosters so that we can continue to meet the ongoing needs of our major customers. Our sites will be un-manned for the most part. The exception will be when materials are collected for faults and essential jobs. This is a requirement across all our depots.

IT are working vigorously to ensure as many computers are upgraded to Windows10 as possible. Managers are identifying staff who are a high priority for this. IT is working remotely from home, however their capacity has not changed and they can be contacted on the IT Helpdesk number (03 479 6715). Service requests can be logged as per normal. Obviously it is a busy time for IT, so please remain patient and be kind.

Like many businesses, it will take time for us to fully understand how the lockdown will affect us. One thing we can be certain of is that from a payroll perspective our staff will continue to be paid during this time and your job is secure. A specific payroll memo will be released shortly detailing requirements to make it as simple as possible for our payroll team to continue to process weekly pays. There will be some specific actions required by staff and managers individually to assist this process so please keep an eye out for this memo.

Regards

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