



## COVID-19 RESPONSE PLAN: UPDATE 5

23 March 2020

This afternoon's government announcement to activate Level 3 alert status immediately, moving to Level 4 in 48 hours, means that there is a lot for us to organise over the next two days. Recapping some of the information provided in earlier updates, please be aware of the following:

- If you are deemed vulnerable (aged 70 years or over, immune compromised, have a serious health condition, or are pregnant), do not come into work. Please contact your manager directly.
- All other staff who can report for work, must do so at their allocated department time (below) tomorrow (24 March), to prepare work requirements post Level 4 activation.
- Please note this is the only 48-hour window that we have for preparation at this stage, so please ensure you keep yourself informed through our normal channels of communication.

To avoid large groups of people in our facilities and to prepare as efficiently as possible for the coming weeks, we will have staggered company-wide start times for the business tomorrow:

- Retailer Service – 8:00am start
- Environmental – 8:30am start
- Power and Communication Services (PCS) – 10:00am start (excluding Tasman, faults and switching)
- Corporate – start time as per normal.

Following on from previous updates, please be aware that:

- If you are working from home, you will be paid as per normal.
- If you are working on essential field services, you will be paid as per normal.
- If these are not an option, you will be paid ordinary pay on a special leave code.
- If you are sick, you will be paid sick leave.

These are uncertain times, however I believe that we will be able to effectively manage our way through this. Our work will largely be postponed and once this crisis has passed we will still have customer requirements to meet. I do not at this stage envisage job losses.

Please follow your manager's lead and be prepared for change during this time. Information and resources are still available on our [ThinkTank](#) and [website](#), and will continue to be updated. More information will be released regularly, as the situation develops.

Regards

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