

COVID-19



Alert Level 3 - Safe Working Protocols For Office Work

Approved: 21 April 2020



BEFORE RETURNING TO WORK

Note: During Alert Level 3 Delta's Offices will remain closed. Office based staff will be required to continue to work from home unless their individual role does not allow this arrangement to remain in place

- ▶ Ensure you are feeling well and that you and anyone within your bubble are not showing any COVID-19 symptoms
- ▶ If you identify as being at increased risk for severe illness (older people, or those with underlying medical conditions) you will not be required to come to work unless this has been discussed and agreed with your GM
- ▶ Travel to the Delta office directly from your home, and do not share personal vehicles with others outside of your family bubble.

ENTERING DELTA PREMISES

- ▶ Sanitise hands when entering the premises using the sanitiser provided. Please note that entry / exit points may be reduced
- ▶ Sign onto the Contact Tracing record using your own pen
- ▶ Check that all people in your immediate work area are feeling well and that they or other members of their family bubble are not showing any COVID-19 symptoms
- ▶ Although there will be very few people in the office please remember to keep your distance and stick to your own work area

DURING WORK

- ▶ Ensure you maintain a 2 metre distance from others at all times
- ▶ Avoid gatherings – use Microsoft Teams for meetings
- ▶ No more than 10 people should be in a given area at one time.
- ▶ Keep the use of common areas to a minimum – Smoko rooms will be closed so bring to work anything you need for the day
- ▶ 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

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
- ▶ Sanitise hands after exiting the premises using the sanitiser provided. Please note that entry / exit points may be reduced.

ADDITIONAL INFORMATION

- ▶ For further guidance please refer to the COVID-19 “Staying Safe on Site” document

Staying Safe on Site
COVID-19 Alert Level 3 Protocols

COVID-19: *Staying Safe on Site* outlines the best practices that construction sites will maintain in order to keep workers, and all those affected by the work, safe and healthy as soon as non-essential work resumes under COVID-19 Alert Level 3.

The goals of this document are to:

- Keep workers and the wider community healthy and safe by preventing the spread of COVID-19
- Apply relevant guidance from the Ministry of Health and other Government agencies to the construction environment
- Encourage a safe and respectful work environment and good communication between all stakeholders

Our commitment as an industry:

- We are committed to working alongside Government to prevent the spread of COVID-19.
- As an industry, we are united against COVID-19 and will do our utmost to protect our workers, the wider community and New Zealand.
- We know that we're in this together – this means trusting those we work with will keep us safe and that we'll do the same for them.
- We recognise that we must work together to ensure the health, safety and wellbeing of everyone in the supply chain.

New Zealand's COVID-19 alert levels

New Zealand's 4-level COVID-19 alert system specifies public health and social measures to be taken against COVID-19. The alert system means people can see and plan for the kinds of restrictions we may be required to put in place. This includes escalating restrictions on human contact, travel and business operations.

For information on what COVID-19 is, what the symptoms are, and how it spreads, visit www.covid19.govt.nz