

OPERATIONAL RECOVERY PLAN – COVID-19

1. Overview

This Operational Recovery Plan outlines how Delta will operate under the four COVID-19 Alert Levels. Delta will continue to follow the advice provided by the Government and the Ministry of Health, therefore the operational rules below will remain in place whilst the Alert Levels continue to be in use. The Leadership Group has approved, and will enforce this Operational Recovery Plan. However, further updates to this document may be needed, if new information or measurements come into place.

2. Delta’s Operational Rules during Alert Levels

	Operational Rules - All Delta Staff
LEVEL 4	<ul style="list-style-type: none"> Delta offices are closed. Staff are to remain home. If you are deemed vulnerable (Appendix 2), please contact your manager to ensure you are not placed on essential worker rosters. Staff who can work from home will do so, see Delta Working from Home Protocol (Appendix 3) All staff that are at home should remain in a fit state for work and be contactable via phone or email during normal working hours. Essential field staff will use a roster system and will travel to site from home whenever practical. No business travel is permitted, other than vehicle travel for essential services within local areas. Managers will provide essential service staff with an official ‘Essential Business Worker’ letter. Please carry this and your Delta ID at all times while working. Pandemic PPE is available for essential workers - check your stocks and prepare accordingly. Masks are a mandatory requirement when completing all essential service work. All Government guidelines for Level 4 must be followed (Appendix 1).
LEVEL 3	<ul style="list-style-type: none"> Delta offices remain closed – however, there may be some exceptions for staff who cannot work from home. All vulnerable staff are to remain home, working if they can be. Staff who can work from home will continue to do so. Office staff who cannot work from home and are not considered vulnerable, can return to the office if their GM deems it necessary and gives their approval. All field staff will return to work, but will travel to site from home whenever practical. Metering & Field Operations field staff must operate within the 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. All staff who are reporting to work must complete a mandatory safety reset on Day 1. The Delta cafe/lunchrooms are closed – please bring your own food and drink. Keep your work bubble small and maintain social and physical distancing. 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 (Appendix 1).

LEVEL 2	<ul style="list-style-type: none">• Delta offices are open.• All staff, including vulnerable staff (Appendix 2), are expected to attend work - unless alternative arrangements have been approved by your GM. All precautionary measures should be undertaken.• Metering & Field Operations field staff must operate within the Level 2 - Delta Site Visit BCP.• All other field staff must operate within the 'Level 2 - Safe Working Protocol for Field Work'.• Office staff must operate within the 'Level 2 - Safe Working Protocol for Office Work'.• Delta lunchrooms will be open and staggered meal breaks are advisable.• Keep 1-metre distance from workmate, when practicable. Keep 2-metres distance from strangers.• Use of face masks on public transport are mandatory. Face masks in crowded areas are advised.• Only essential inter-regional business travel is permitted, and must be approved by GM.• External meetings are possible but use technology whenever you can.• Contract cleaners will continue to be on-site and maintain their services.• All staff must track and trace their movements – the NZ COVID Tracer App makes this easy.• All Government guidelines for Level 2 must be followed (Appendix 1).
LEVEL 1	<ul style="list-style-type: none">• Delta offices are open.• All staff return to work.• All meeting types are approved.• Meal breaks no longer need to be staggered.• Less restrictions on domestic business travel, with GM sign off. No international travel is permitted.• Continue to track and trace movements – the NZ COVID Tracer App makes this easy.• All Government guidelines for Level 1 must be followed (Appendix 1).

3. References

- Appendix 1 - New Zealand COVID-19 Alert Levels Summary (Published 17 August)
- Appendix 2 - Vulnerable Staff
- Appendix 3 - Delta Working from Home Protocol