



COVID-19 RESPONSE PLAN: UPDATE 48

7 September 2021

As we move into Alert Level 2 tonight, we've finalised our Level 2 work pack (attached to this email). Please ensure you understand and adhere to the protocols specific to you. Here's a summary of our requirements (apologies for the long list!):

- Delta offices are open.
- If you are sick, stay home and if you have COVID like symptoms, get a test.
- Where possible, field staff should travel to worksites directly from home.
- MFO 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. Staggered meal breaks are encouraged, and limited chairs are available.
- Keep a 1-metre distance from workmates and at least a 2-metre distance from strangers.
- Face coverings are strongly encouraged among staff, especially where a 1-metre distance cannot be maintained.
- Face coverings are required when directly interacting with visitors or the public.
- Visitors on Delta premises are required to wear a face covering.
- All depots must display the NZ COVID Tracer QR code and have either a Who's-On-Location device or a written visitor's sign-in form.
- External meetings are possible but use technology whenever you can.
- Only essential inter-regional business travel is permitted and must be approved by GM.
- Good hygiene measures are required - cough/sneeze into elbow, wash hands & use sanitiser.
- 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 Alert Level 2 must be followed.

Please note that face coverings are required when directly interacting with visitors or the public. We also require visitors on our premise to wear a face covering - masks will be available at entry points. Visitors will need to sign-in using the Who's-On-Location device and the NZ COVID Tracer app. For depots that do not have Who's-On-Location devices, visitors will need to sign-in on either the NZ COVID Tracer app or a written visitor's sign-in form (this form is available in the work pack).

We strongly encourage staff to wear face coverings at work, especially when a 1-metre distance cannot be maintained. To limit unnecessary exposure, managers may choose to keep some staff working from home. However, some operational requirements may mean that office based workers need to be in the office. Managers will discuss with staff what requirements are necessary for particular roles.

As our work requires us to move around more under Alert Level 2, it's essential that we track our movements. Please use the NZ COVID Tracer app, our ResponseAbility app, or keep a written diary. Please remember to stay safe and be kind. I look forward to seeing some of you (from a safe distance) under Alert Level 2.

Regards

Mike Costelloe
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