

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 |
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| LEVEL 4 | <ul style="list-style-type: none">• Delta offices are closed.• Staff are to remain home.• If you are deemed vulnerable, 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.• 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. |
| LEVEL 3 | <ul style="list-style-type: none">• Delta offices remain closed.• Staff who can work from home will continue to do so.• Vulnerable staff need to contact managers and discuss a return to work plan - working from home is preferred.• Office staff who cannot work from home, can return to the office with GM approval.• Field staff will return to work, but will travel to site from home whenever practical.• MFO field staff must operate within the Level 3 - 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.• The Delta cafe/lunchrooms are closed – please bring your own food and drink.• Keep your work bubble small and maintain social and physical distancing.• Try keep 1-metre distance from workmates in bubble. Keep 2-metres distance from everyone else.• If distancing cannot be maintained, face masks are strongly encouraged.• 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. |

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| LEVEL 2 | <ul style="list-style-type: none">• 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 (Appendix 2).• All other field staff must operate within the Level 2 - Safe Working Protocol for Field Work (Appendix 3).• Office staff must operate within the Level 2 - Safe Working Protocol for Office Work (Appendix 4).• 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 (Appendix 5).• 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 (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. |

3. References

Appendix 1 - New Zealand COVID-19 Alert Levels Summary (Published 6 September)

Appendix 2 - Level 2 - Delta Site Visit BCP

Appendix 3 - Level 2 - Safe Working Protocol for Field Work

Appendix 4 - Level 2 - Safe Working Protocol for Office Work

Appendix 5 - Visitor's Sign-in Form